



GUIDELINES FOR GOOD AGRICULTURAL PRACTICE FOR VEGETABLE FARMING (GAP-VF) CERTIFICATION

AVA Act (Chap 5). Agri-Food And Veterinary Authority (Certification Marks) Regulation 2004.
Agri-Food And Veterinary Authority (Certification Mark) Notification 2004

1. Before application, farm must :
 - i) understand the regulations of GAP-VF Certification and
 - ii) implement the Good Agricultural Practice standard as stipulated in the Handbook on GAP-VF Certification (Version 2, 30 Nov 2005), which can be obtained from AVA or downloaded from AVA's website:
(<http://www.ava.gov.sg/AgricultureFisheriesSector/GoodAgriPracticesCertification/>).
 - iii) Farm should conduct its own internal audit check for compliance to the GAP-VF standard requirements to assess its readiness for certification prior to the application/renewal for GAP-VF Certification.

2. Applicant is required to complete an application form, (accompanied with authorization letter from farm licensee, if applicant is not the farm licensee) together with the following documents (for new application or changes made to previous submission) and submit them to the Horticulture Technology Department, Agri-Food & Veterinary Authority of Singapore, Sembawang Research Station, Lorong Chencharu, Singapore 769194 or email to Melissa.Chang@ava.gov.sg :
 - i) NRIC of applicant and GAP-VF Co-ordinator
 - ii) Farm Licence
 - iii) Pesticide Operator Certificate(s)
 - iv) RCB profile (applicable to Company)
 - v) Documents for Pre-audit Assessment (See items 3i)

3. The submission of application will indicate farm's agreement with the certification process which includes the following three-step assessments:
 - i) Pre-audit assessment i.e. paper assessment by AVA officers on:
 - a. farm plan
 - b. production flow chart
 - c. written instructions/ standard operating procedures of pesticide and fertilizer/ nutrients/ compost preparations and applications, harvesting, vegetable washing, packing, cleaning processes, workers' training.
 - d. soil analysis for heavy metals (Cadmium, Chromium, Lead, Mercury), nutrient analysis for heavy metals (for hydroponics system, compost)
 - e. pesticide operator certificate
 - f. internal audit check record(Note: For renewal, please submit relevant documents that update AVA of recent changes of your GAP-VF system within the period of certificate award.)

- ii) A farm audit assessment (i.e site investigation) for checks against GAP-VF requirements, examination of records on production inputs e.g. seeds, fertilizer and pesticides purchase and application, produce traceability (harvest/ delivery/ sales), farming and post-harvesting procedures and practices and farm management are in accordance to the GAP-VF standard. Interviews with farm personnel and sampling of farm produce by AVA officers will also be carried out.
 - iii) An overall evaluation by the AVA Certification Approval Committee
4. AVA will make arrangements with the farm to conduct the farm audit assessment within a month after application form is received.
 5. The certification process should be completed within 6 months from the point of receipt of new application or before the expiry date of the certificate (within 3 months for renewal). Application will lapse should the farm fails to complete the certification process within the specific time frame, or fail to attain the certificate award as informed by post on the outcome of the certification process. In such cases, the farm has to re-apply for certification with full payment. For failed cases within the grace period, the farm can appeal for a re-audit comprising a site visit at an hourly charge fees basis.
 6. A certification fee of \$500 (for new application) and \$250 (for renewal), non-refundable shall be paid at the time of application. The re-audit fee will be based on hourly charge rate of \$101 (inclusive of GST) depending on the duration of farm visit. The charges are subject to change from time to time.
 7. AVA will notify the outcome of the application/ renewal following the completion of the GAP-VF certification process.

(updated on October 2013)