

# **GLOBALG.A.P.** **(EUREPGAP)**



## **Control Points and Compliance Criteria Integrated Farm Assurance**

**TEA**

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N°	Control Point	Compliance Criteria	Level
<b>TE .</b>	<b>TEA</b>		
<b>TE . 1</b>	<b>PROPAGATION MATERIAL</b>		
<b>TE . 1 . 1</b>	<b>Choice of variety or Rootstock</b>		
TE . 1 . 1 . 1	Is the grower aware of the importance of effective crop management in relation to 'mother crops' (i.e. the seed/propagating material producing crop) of the registered product crop?	Where producer or group of compliant farms engages in nurseries, the choice of variety considers minimization of crop protection and fertilization inputs.	Recom.
TE . 1 . 1 . 2	Is the choice of stem for cuttings considered to be of good maturity ?	The choice of stem for cuttings must consider maturity (from primaries), healthy leaf and bud.	Recom.
<b>TE . 2</b>	<b>SITE HISTORY AND SITE MANAGEMENT</b>		
<b>TE . 2 . 1</b>	<b>Site History</b>		
TE . 2 . 1 . 1	Has the new farm NOT been deforested after March 2006?	There is evidence that the farmed area has not derived from primary forest deforested after March 2006 nor from secondary forest without compensation. No N/A	Major Must
TE . 2 . 1 . 2	Do new plantings comply with the relevant local and national regulation with respect to land use and bio-diversity conservation?	There is documented evidence that the new plantations comply with the relevant local and national regulation with respect to land use and bio-diversity conservation.	Minor Must
TE . 2 . 1 . 3	In the absence of relevant regulation on land use and bio-diversity conservation, are new tea plantings compatible with good resource conservation practice proven in comparable locations?	New tea plantings are compatible with good resource conservation practice proven in comparable locations.	Minor Must
<b>TE . 3</b>	<b>SOIL AND SUBSTRATE MANAGEMENT</b>		
<b>TE . 3 . 1</b>	<b>Soil Fumigation (N/A if no soil fumigation)</b>		
TE . 3 . 1 . 1	Is there a written justification for the use of soil fumigants?	There is written evidence and justification for the use of soil fumigants including location, date, active ingredient, doses, method of application and operator? The use of Methyl Bromide is not permitted.	Minor Must
TE . 3 . 1 . 2	Is any pre-planting interval complied with?	Pre-planting interval must be recorded.	Minor Must
TE . 3 . 1 . 3	Are alternatives to chemical fumigation explored before resorting to the use of chemical fumigants?	The producer is able to demonstrate assessment of alternatives to chemical soil fumigation through technical knowledge, written evidence or accepted local practice.	Minor Must

N°	Control Point	Compliance Criteria	Level
<b>TE . 3 . 2</b>	<b>Substrates</b> (N/A if no substrate are used)		
TE . 3 . 2 . 1	Does the producer participate in substrate recycling programmes for substrates where available?	The producer keeps records with quantities recycled and dates. Invoices/loading dockets are acceptable. If there is no participation in a recycling program available, it should be justified.	Recom.
TE . 3 . 2 . 2	If chemicals are used to sterilise substrates for reuse, has the location of sterilisation been recorded?	When the substrates are sterilised on the farm, the name or reference of the field, orchard or greenhouse are recorded, if sterilised off farm then the name and location of the company which sterilises the substrate.	Major Must
TE . 3 . 2 . 3	If chemicals are used to sterilise substrates for reuse, has the date of sterilisation, type of chemical, method of sterilisation, name of the operator and pre-planting interval been recorded?	The following are all correctly recorded: the dates of sterilisation (day/month/year); the name and active ingredient; the machinery (e.g. 1000 l-tank etc); the method (e.g. drenching, fogging); the operator's name (the person who actually applied the chemicals and did the sterilisation); and the pre-planting interval.	Major Must
TE . 3 . 2 . 4	When substrates are reused, has steaming been used for sterilisation?	When substrates are reused, documentary evidence shows that steaming is the option used.	Recom.
TE . 3 . 2 . 5	Are substrates traceable to the source and do not come from designated conservation areas?	There are records that prove the origin of the substrates being used. These records demonstrate that the substrates do not come from designated conservation areas.	Minor Must
<b>TE . 4</b>	<b>FERTILIZER USE</b>		
<b>TE . 4 . 1</b>	<b>Advice on Quantity and Type</b>		
TE . 4 . 1 . 1	Is the most appropriate and efficient method of application followed ?	The fertilizer application method (broadcasting/ring application etc) should take in to account the slope of the lands, rain forecasts and other such factors for the efficient utilization by the bushes as well as contamination through loss in to the surrounding environment.	Minor Must
<b>TE . 4 . 2</b>	<b>Organic Fertilizer</b>		
TE . 4 . 2 . 1	Is the animal manure and other organic materials properly composted prior to application?	Animal manure and other organic materials used as fertilizer or as foliar spray must be properly composted prior to use.	Minor Must
TE . 4 . 2 . 2	Are proper measures in place to prevent the residues of organic material on the leaves after spraying liquid fertilizer?	Producer must take appropriate measures to avoid leaf contamination. The organic matter in the solution/suspension should be allowed to settle down (sink) and only the filtered liquid is used for the spray. Spraying 7 days prior to harvest is restricted. A visual check for presence of organic matter residues on the leaves is conducted when required.	Major Must

N°	Control Point	Compliance Criteria	Level
<b>TE . 4 . 3</b>	<b>Records of Application</b>		
TE . 4 . 3 . 1	Have all applications of soil and foliar fertilizers, both organic and inorganic, been recorded including field, orchard, plot or greenhouse reference?	Records are kept of all fertilizer applications, detailing the geographical area, the name or reference of the field, orchard or greenhouse where the registered product crop is located. Also applicable for hydroponic situations and where fertigation is used. No N/A. Cross-reference with CB.5.3.1 (Crops Base)	Major Must
TE . 4 . 3 . 2	Have all application dates of soil and foliar fertilizers, both organic and inorganic, been recorded?	Detailed in the records of all fertilizer applications are the exact dates (day/month/year) of the application. No N/A. Cross-reference with CB.5.3.2 (Crops Base)	Major Must
TE . 4 . 3 . 3	Have all applications of soil and foliar fertilizers, both organic and inorganic, been recorded including the operator details?	Detailed in the records of all fertilizer applications is the name of the operator who has applied the fertilizer. If it is a one-man operation, (the producer) and the producer is the one doing the applications, it is acceptable to record the operator details only once No N/A. Cross-reference with CB.5.3.6 (Crop Base)	Major Must
<b>TE . 4 . 4</b>	<b>Fertilizer Storage</b>		
TE . 4 . 4 . 1	Are inorganic fertilizers stored in an appropriate manner, which reduces the risk of contamination of water courses?	All inorganic fertilizers, i.e. powders, granules or liquids are stored in a manner which poses minimum risk of contamination to water sources, i.e. liquid fertilizer stores must be banded (according to national and local legislation, or capacity to 110% of the biggest container if there is no applicable legislation), and consideration has been given to the proximity to water courses and flood risks, etc.	Major Must
TE . 4 . 4 . 2	Are organic fertilizers stored in an appropriate manner, which reduces the risk of contamination of the environment?	Organic fertilizers, stored on the farm, must be stored in a designated area, at least 25 m from direct water sources and bodies of surface water in particular.	Major Must
<b>TE . 5</b>	<b>IRRIGATION/FERTIGATION</b>		
<b>TE . 5 . 1</b>	<b>Irrigation/Fertigation Method</b>		
TE . 5 . 1 . 1	Has consideration been given to a water management plan to optimise water usage and reduce waste?	A documented plan which outlines the steps and actions to be taken to implement the process. Cross-reference CB.6.2.1 (Crops Base)	Minor Must

N°	Control Point	Compliance Criteria	Level
TE . 5 . 1 . 2	Are records of irrigation water usage maintained?	Records are kept which indicate the date and volume per water meter or per irrigation unit. If the producer works with irrigation programmes, the calculated and actual irrigated water should be written down in the records. Cross-reference CB.6.2.2 (Crops Base)	Minor Must
<b>TE . 6</b>	<b>PLANT PROTECTION</b>		
<b>TE . 6 . 1</b>	<b>Basic elements</b>		
TE . 6 . 1 . 1	Are there in place clear instructions for not using fertilizers or crop-protection products within 10 meters (or less as required by law) of any permanent stream?	There is in place clear instructions and documented records that all persons involved in crop protection products usage are well informed for not using fertilizers or crop protection products within 10 meters (or more if required by law) of any permanent stream.	Major Must
<b>TE . 6 . 2</b>	<b>Choice of Plant Protection Products</b>		
TE . 6 . 2 . 1	Are chemicals, banned in the countries of destination not used on crops destined for sale in these countries ?	The documented crop protection product application records confirm that no crop protection product banned in the country of destination has been used within the last 12 months on the crops grown under GLOBALGAP (EUREPGAP). No N/A	Major Must
TE . 6 . 2 . 2	Have non-chemical alternatives been explored?	There is evidence that non-chemical alternatives have been explored. Where available and proved to be effective the grower prefers biological control methods for pest and disease control such as use of natural enemies, repellents, etc.	Minor Must
<b>TE . 6 . 3</b>	<b>Records of Application</b>		
TE . 6 . 3 . 1	Have all the crop protection products applications been recorded including the re-entry time of people into the sprayed area?	Documented in all crop protection products application records for each product applied, the re-entry time has been recorded. No N/A.	Major Must
<b>TE . 6 . 4</b>	<b>Plant protection product transportation</b>		
TE . 6 . 4 . 1	Are crop protection products transported safely, with attention to minimizing human and environmental contamination and if applicable, transported in accordance with local regulations?	When transportation of crop protection products is done by farm or group of compliant farms, transportation complies to local regulations on chemical transport, or at least in a proper manner to prevent spilling and other accidents.	Minor Must

N°	Control Point	Compliance Criteria	Level
<b>TE . 7</b>	<b>HARVESTING</b>		
<b>TE . 7 . 1</b>	<b>Hygiene</b>		
TE . 7 . 1 . 1	Is a hygiene procedure in place for the harvesting process covering reusable harvesting containers, tools and equipment and handling areas?	All harvesting tools, equipment (machinery) and reusable harvesting containers, transportation bags, weighing areas, transfer areas are cleaned and maintained, and a cleaning schedule is in place to prevent contamination. There are separate bags or bins for harvesting of green leaves and if the bags are reused, are they adequately cleaned prior to use for plucking. The workers have been trained for cleaning of empty containers and storage of them after use.	Major Must
TE . 7 . 1 . 2	Does the hygiene procedure consider transporting vehicles?	Farm vehicles used for transport of harvested tea leaves, are cleaned and maintained, and a cleaning schedule is in place to prevent contamination (i.e. soil, dirt, manure, spills, etc.). This includes containers/bags used during transport, loading and unloading.	Major Must
TE . 7 . 1 . 3	Does the hygiene procedure consider personal hygiene and contamination coming from the workers personal things carried in the harvesting containers?	The workers are trained not to carry any personal medication, foodstuff, pest control agents (e.g.: against leeches), oils, foot wear inside the green leaf basket/harvesting containers. Training records are available and compliance observed during site visit.	Major Must
TE . 7 . 1 . 4	Do harvest workers have access to clean hand washing equipment in the vicinity of their work?	Fixed or mobile hand washing equipment to clean and disinfect hands is accessible to harvest workers. No N/A.	Major Must
TE . 7 . 1 . 5	Do harvest workers have access to clean toilets in the vicinity of their work?	Fixed or mobile toilets (including pit latrines) constructed of materials that are easy to clean and with catch basins designed to prevent contamination in the field are accessible to harvest workers within 500m and they are in a good state of hygiene. Where an employee is working independently, the 500m distance can be modified to allow the presence of toilets at an increased distance, providing that there is reasonable and adequate transport available to the worker.	Minor Must
<b>TE . 7 . 2</b>	<b>Harvesting Procedure</b>		
TE . 7 . 2 . 1	Are the harvesting workers trained for green leaf plucking in order to maintain the leaf quality and the bush health?	Workers used for plucking green leaves are trained and such training programs have been scheduled, carried out and recorded.	Minor Must

N°	Control Point	Compliance Criteria	Level
TE . 7 . 2 . 2	Does a management plan exist for leaf plucking, mechanical harvesting and for pruning based on the leaf quality and bush health management?	The records of the pruning, mechanical harvesting and the plucking cycles are available and up-to-date. The plucking and harvesting cycles, leaves and buds to be plucked are decided on a technical (scientific) basis, so as to maintain the required leaf quality as well as bush health.	Minor Must
TE . 7 . 2 . 3	Is the plucking done at the right time based on the management plan ?	The management plan should ensure that the leaves are plucked and harvested at the right time to so as to get the best quality and to enable processing on the same day. Plucking time is harmonised with the crop protection product application taking into consideration the pre-harvest intervals.	Major Must
TE . 7 . 2 . 4	Is the right plucking method used based on the management plan ?	The plucking/harvesting method (hand/shears/machine) is clearly described on the management plan. This method should also ensure that the bush health is not affected (with respect to shoot damage and to maintenance of leave levels).	Minor Must
TE . 7 . 2 . 5	Are the harvesting workers trained to use tools/machines when required in the harvesting?	Workers are trained for the correct and safe use of tools/machines. Records of training are available and include name and signature of participants.	Minor Must
TE . 7 . 2 . 6	Is the maintenance and correct use of tools/machines included in the management plan?	The records of the mechanical harvesting tools/machines maintenance are available and up-to-date in the management plan and include the guide for correct use.	Minor Must
<b>TE . 7 . 3</b>	<b>Fresh Leaf Storage and Transportation</b>		
TE . 7 . 3 . 1	Does the temporary storage (field storage and handling area storage) and does the transportation method of the fresh tea leaves assure protection against direct sun, rain, avoid contamination and allow sufficient space and ventilation?	The temporary storage or shelter is able to protect the harvested fresh tea leaves against rain, drying and scorching. Ventilation and sufficient storage space is available in the temporary storage, during transport and in the handling areas to avoid damage to the leaves.	Minor Must
TE . 7 . 3 . 2	Are there sufficient measures to avoid compacting and crushing in the harvesting and transport containers?	The maximum weights that can go in the containers is mentioned on the containers (bags, bins etc.) in order to prevent crushing of green leaves.	Minor Must
TE . 7 . 3 . 3	Do the harvested tea leaves reach the processing plant on the same day of harvesting?	The time between harvesting of tea leaves and arrival at the processing plant is not longer than 8 hours. No storage of harvested leaves on field is allowed over night.	Minor Must



N°	Control Point	Compliance Criteria	Level
<b>TE . 7 . 4</b>	<b>Harvested Tea Measurements</b>		
TE . 7 . 4 . 1	Are the weights and/or volume-measures that define the weight or volume of harvested tea, calibrated at least once a year?	The weights and/or volume-measures that define the weight or volume of harvested tea are calibrated. There are documented records of verification of calibration within the last 12 months that has been carried out by specialized technicians.	Major Must
<b>TE . 8</b>	<b>PROCESSING UNIT</b>		
<b>TE . 8 . 1</b>	<b>General</b>		
TE . 8 . 1 . 1	If the tea grower does not process his own tea, is the traceability ensured at the outsourced processing unit?	When the tea farm or group of compliant farms does not process its own tea, the outsourced tea manufacturing process must have a documented system to ensure that traceability of this tea is maintained. No N/A	Major Must
<b>TE . 8 . 2</b>	<b>Principles of Hygiene</b>		
TE . 8 . 2 . 1	Has a risk analysis been performed for the processing unit, including hygiene aspects and occupational health and safety issues?	There is a documented and up to date (reviewed annually) risk assessment covering physical, chemical and microbiological contaminants and human transmissible diseases customised to the products and operation of the processing unit.	Minor Must
TE . 8 . 2 . 2	Has the hygiene procedure been implemented for the processing unit operation?	The farm manager or other nominated person is responsible for implementation of the hygiene procedure as a direct result of the processing hygiene risk analysis.	Minor Must
<b>TE . 8 . 3</b>	<b>Personal Hygiene</b>		
TE . 8 . 3 . 1	Have workers received basic instructions in hygiene before handling tea?	There must be evidence that the workers received training, whether verbally or written. There does not necessarily have to be signed records by the workers, but all training must be documented.	Major Must
TE . 8 . 3 . 2	Do the workers implement the hygiene instructions for handling produce?	There is evidence that the workers are complying with the hygiene instructions regarding personal cleanliness and clothing, i.e. hand washing, wearing of jewellery and fingernail length and cleaning, etc.; personal behaviour, i.e. no smoking, spitting, eating, chewing, perfumes, etc. No N/A.	Minor Must

N°	Control Point	Compliance Criteria	Level
TE . 8 . 3 . 3	Are all workers wearing outer garments suitable for the operation to avoid contamination?	All workers wear outer garments (e.g. smocks, aprons, sleeves, gloves) that are suitable for the operation according to the risk analysis. This will depend on the product and operation.	Recom.
TE . 8 . 3 . 4	Are the protective clothing (outer garments) changed and/or regularly cleaned to avoid cross-contamination? according to the risk analysis.	The outer garments are changed and/or regularly cleaned according the risk analysis from TE.8.2.1)	Minor Must
TE . 8 . 3 . 5	Are smoking, eating, chewing and drinking confined to designated areas?	Smoking , eating, chewing and drinking are confined to designated areas. (Drinking water is the exception)	Minor Must
TE . 8 . 3 . 6	Are there signs with the main hygiene instructions inside the packing facilities, clearly displayed for workers and visitors?	Signs with the main hygiene instructions must be visibly displayed in the packing facility.	Minor Must
<b>TE . 8 . 4</b>	<b>Sanitary Facilities</b>		
TE . 8 . 4 . 1	Do workers in the packing facility have access to clean toilets and hand washing facilities in the vicinity of their work?	Toilets in a good state of hygiene must not open directly onto the produce handling area, unless the door is self-closing. Hand washing facilities, containing non-perfumed soap, water and hand dry facilities must be accessible and close by the toilets.	Major Must
TE . 8 . 4 . 2	Are signs clearly displayed instructing workers to wash their hands before returning to work.	Signs must be visible with clear instructions that hands must be washed before handling products, especially after using toilets, eating, etc.	Major Must
TE . 8 . 4 . 3	Are there suitable changing facilities for the workers?	The changing facilities must be used to change clothing and protective outer garments as required.	Recom.
TE . 8 . 4 . 4	Are there lockable storage facilities for the workers?	Secure storage facilities must be provided at the changing facility to protect the workers' personal belongings.	Recom.
<b>TE . 8 . 5</b>	<b>Processing and Storage Areas</b>		
TE . 8 . 5 . 1	Are processing unit facilities and equipment cleaned and maintained so as to prevent contamination?	Processing facilities and equipment (i.e. packing lines and machinery, walls, floors, storage areas, pallets, plastic sheets, etc.) should be cleaned and/or maintained according to a cleaning schedule, to prevent contamination, and documented records are kept. No N/A.	Major Must

N°	Control Point	Compliance Criteria	Level
TE . 8 . 5 . 2	Are the machines used for processing cleaned adequately, and the workers involved in such operations trained properly in order to carry out effective cleaning operations?	The Processing Operations Manual explains the cleaning operations of the machinery used for tea processing. The workers involved in these cleaning operations should be trained according to the Quality Manual. Records are available for cleaning operations and for cleanliness inspections.	Major Must
TE . 8 . 5 . 3	Are all equipment that come into direct contact with tea, such as as rolling tables, Cut, Tear and Curl (CTC) machinery, fermenting floor/trays, floor of the rolling and fermenting area and the containers used for transfer of semi processed tea, regularly disinfected?	All equipment that come into direct contact with tea, such as the rolling tables, CTC machinery, fermenting floors/trays, and the floor areas are disinfected regularly with steam or with disinfectant (after each batch) to avoid microbial contamination.	Major Must
TE . 8 . 5 . 4	Are storage areas clearly identified and cleaned periodically?	The storage areas for green leaves prior to processing have been identified by the Processing Operations Manual and cleaning schedules have been implemented. The cleaning check records are available and up to date.	Minor Must
TE . 8 . 5 . 5	Are rejected green leaves and waste material stored in designated areas, which are routinely cleaned?	Rejected green leaves and waste material are stored in designated areas, which are routinely cleaned to prevent tea contamination. Documented cleaning records are kept.	Recom.
TE . 8 . 5 . 6	Are disinfectants and cleaning agents approved for the use in the food industry and are dose rates followed correctly?	Disinfectants and cleaning agents must be approved for the use in the food industry and label instructions must be followed.	Major Must
TE . 8 . 5 . 7	Are disinfectants cleaning agents, etc. kept in a designated area, separate from green leaves and packing materials?	Disinfectants, cleaning agents, etc. are kept in a designated area separate and apart from where tea is packed, to avoid chemical contamination of tea.	Minor Must
TE . 8 . 5 . 8	Is the contamination of tea with lubricants of the machinery avoided?	Lubricants that come into contact with areas where leaves also come in contact must be of food grade (e.g. lubricants that are used in the overhead conveyor belts, blower fans, CTC machines and all other processing machines/equipments). For the critical areas/places where is high chance of contamination a monitoring schedule is available.	Major Must
TE . 8 . 5 . 9	Are physical hazards in green leaves controlled before processing?	Physical hazards in the green leaves (e.g. stones, metal/ plastic/glass pieces) should be separated by sifting of the withered leaves prior to rolling as well as during the final sorting and grading.	Major Must
TE . 8 . 5 . 10	Are breakage safe lamps or lamps with a protective cap used in all storage and handling areas?	Light bulbs and fixtures suspended above tea or packing material are of a safety type or are protected/shielded so as to prevent contamination of product in case of breakage.	Minor Must

N°	Control Point	Compliance Criteria	Level
TE . 8 . 5 . 11	Are packing materials clean and stored in clean and hygienic conditions?	Packing materials (incl re-useable crates) are stored in a clean and hygienic area, to prevent product contamination until used.	Minor Must
TE . 8 . 5 . 12	Is the drying system well maintained according to the Processing Operations Manual?	The air heating system for the dryers is maintained (e.g. insulation, heat transfer area, type of fuel used, combustion control, etc) for efficient energy use.	Minor Must
TE . 8 . 5 . 13	In case of direct heaters is the complete burning of the fuel ensured?	In case of direct heating of the air for the dryers the complete burning of the fuel should be ensured. The heating system should be periodically maintained and tested by the manufacturer and the records are available for the same.	Minor Must
TE . 8 . 5 . 14	Is access of domestic animals to the facilities restricted?	Domestic animal access to facilities is restricted, to prevent tea contamination.	Major Must
TE . 8 . 5 . 15	Are all subcontractors and visitors aware of the relevant demands on personal hygiene?	There is evidence that the company visitor personal hygiene procedures and requirements are officially communicated to visitors and subcontractors (i.e. the company visitor personal hygiene procedures are in a visible place where all visitors or subcontractors read them).	Minor Must
<b>TE . 8 . 6</b>	<b>Processing of Tea</b>		
TE . 8 . 6 . 1	Are all processing operations explained in a Processing Operations Manual and the workers involved in such operations trained properly on the technical aspects as well as hygienic aspects?	The Processing Operations Manual clearly explains all processing operations (weathering, blanching, cutting, tearing and curling, rolling, roll breaking, separation, firing, grading, packing, etc.) and the optimum conditions required in order to maintain/ optimise the quality of the final product.	Minor Must
TE . 8 . 6 . 2	Are processing operations carried out according to the specifications as laid down in the Processing Operations Manual?	Processing operations (withering, blanching, cutting, tearing and curling, rolling, roll breaking, separation, firing, grading, etc.) implemented according to the specifications laid down in the Processing Operations Manual for an optimum quality product.	Minor Must
TE . 8 . 6 . 3	Is green leaf drying managed to ensure optimum physical and chemical withering of chemicals within the tea leaves?	During withering, air parameters and uniformity of wither should be managed in accordance to the Processing Operations Manual to ensure final product quality requirements.	Minor Must
TE . 8 . 6 . 4	Is cleanliness maintained during all the transferring steps of processing in order to ensure that the raw material or the partially processed green tea is free from any contaminants? Are handling methods done in such a way that minimize the risk of contamination?	All workers involved in the processing of tea must work according to the Processing Operations Manual, where all handling operations are included. These handling operations are explained/displayed by signs/drawings wherever applicable.	Minor Must

N°	Control Point	Compliance Criteria	Level
TE . 8 . 6 . 5	Is adequate temperature and time combination used for blanching (steaming/roasting) of green leaves in order to inactivate the enzymes to prevent further enzymatic reactions?	The Processing Operations Manual has clearly stated the temperature combination that optimises the quality of green tea. Records are maintained that show the monitoring of temperature and time combination of each processed batch of green tea. N/A when black tea is the final product.	Minor Must
TE . 8 . 6 . 6	Has the fermentation and drying operation been carried out under best conditions of energy use and hygiene conditions?	Optimum fermenting or oxidation parameters (e.g. extent of rolling or cutting tearing and curling, temperature, duration etc) are standardised for different seasons and for different raw materials. The drying temperature (in-let and exhaust) and duration are maintained and standardised to obtain a good final product quality, to optimise energy use and maintain the best hygiene conditions.	Minor Must
TE . 8 . 6 . 7	Are the right working and operating environment maintained in the processing locations ?	Processing environment follows the Processing Operations Manual requirements (e.g. sufficient fresh air available in the fermenting area, less humid and well lit grading and sorting area, etc.)	Major Must
TE . 8 . 6 . 8	Are sufficient measures in place to avoid chances of physical hazards in the processing area?	There are sufficient measures in place to avoid chances of physical hazards (e.g. plastic, metal and glass, wood pieces) in the processing area. Training records of workers must include knowledge of this.	Major Must
<b>TE . 8 . 7</b>	<b>Processing Water</b>		
TE . 8 . 7 . 1	Is the water used for steam generation potable and clean?	Water is disinfected/cleaned properly prior to boiling or clean water is used for this purpose. No contaminants are introduced during the processing and the equipments and the boiler unit are cleaned adequately. Cleaning records are available. N/A when black tea is the final product.	Major Must
TE . 8 . 7 . 2	Is the source of water used for fermentation potable or declared suitable by the competent authorities?	Within the last 12 months a water analysis by a laboratory has been carried out and the levels of the parameters analysed are within accepted WHO thresholds or are accepted as safe for the food industry by the competent authorities.	Major Must

N°	Control Point	Compliance Criteria	Level
<b>TE . 8 . 8</b>	<b>Quality Control</b>		
TE . 8 . 8 . 1	Are the natural and artificial flavours used for the processing of different flavoured teas approved for tea flavouring in the country of production and in the country where the final product is intended to be traded?	There is a list of flavours used in the production process and their product specifications are available . The flavours are approved in the food industry for tea flavouring in the country of production and in the country where the final product is intended to be traded. Processor must demonstrate compliance via copy of applicable legislation.	Major Must
TE . 8 . 8 . 2	Is the list of natural and artificial flavours used for the processing of different flavoured teas and the amount used per batch recorded?	The flavour quantities used per batch of tea are recorded, applied dose must not exceed allowed levels. An up-to-date mass balance is recorded for the total amount of purchased flavours and for the amount that has been used in the processing. This record should be in line with the stock inventory of each flavour used.	Minor Must
TE . 8 . 8 . 3	Is the tea tasting done regularly, effectively and by qualified personnel?	Tea tasting should have been practised by the qualified personnel and the results should be clearly documented with reference to the particular batches/ lots.	Minor Must
TE . 8 . 8 . 4	Are the key staff and/or supervisors appointed for critical operations in regard with food safety and quality trained and aware of the specifications of the process?	The technically responsible person(s) for the production and handling process is/are able to demonstrate competence and knowledge with regard to the application of the processing steps, grading, packing, storage, etc.	Minor Must
TE . 8 . 8 . 5	Is a specific storage strategy required for longer term final packed product storage?	Where longer term storage takes place, the producer has to demonstrate compliance by means of records detailing the regular checking and follow up actions, such as: regular monitoring of temperature and condition of product, including investigation of any changes. Bird and rodent activity, water ingress, and hot spots within the heap must have been acted upon and remedied. No N/A unless no longer term storage.	Major Must
TE . 8 . 8 . 6	Is stock rotation being managed?	The first in-first out principle must be followed for raw products as well as packed products.	Recom.
TE . 8 . 8 . 7	Is there a process for calibrating equipment?	Equipment for weighing, cooling etc, must be calibrated according to the risk analysis.	Minor Must

N°	Control Point	Compliance Criteria	Level
<b>TE . 8 . 9</b>	<b>Rodent and Bird Control</b>		
TE . 8 . 9 . 1	Are facilities, packaging storage areas and surrounding areas monitored, kept clean and maintained to avoid pest contamination (rodents, etc.)?	All facilities and surrounding areas must be regularly monitored and kept clean (packaging material areas must also be dry), with control measures in place to prevent tea contamination by pests, and documented pest control records maintained.	Minor Must
TE . 8 . 9 . 2	Are there site plans with bait points and/or traps?	Site plan showing bait points must exist. No N/A unless justification for not using bait on farm.	Minor Must
TE . 8 . 9 . 3	Are baits placed in such a manner that non-target species do not have access?	Visual observation. Non-targeted species must not have access to the bait.	Minor Must
TE . 8 . 9 . 4	Are detailed records of pest control inspections and necessary actions taken, kept?	Records of pest control inspections and follow up action plan(s). The producer can have his own records. Inspections must take place whenever evidence of pests present. In case of vermin, the facility must have a contact number or evidence of in-house capability to control pests.	Minor Must
<b>TE . 9</b>	<b>WORKER HEALTH, SAFETY AND WELFARE</b>		
<b>TE . 9 . 1</b>	<b>Hazards, First Aid, Data Sheets, Protective Clothing/Equipment</b>		
TE . 9 . 1 . 1	Are First Aid boxes present at all permanent sites with hired labour, or, in the case of small holder groups, at a central location or the closest first aid provider?	Complete first aid boxes must be available and accessible on all permanent sites.	Minor Must
<b>TE . 9 . 2</b>	<b>Worker Welfare</b>		
TE . 9 . 2 . 1	Have appropriate actions been taken to promote safe and healthy working conditions in light of AF.3.1.2?	There is a documented action plan that refers to the actions that have been taken to promote safe and healthy working conditions in light of AF.3.1.2 and who the responsible person is. No N/A	Major Must
TE . 9 . 2 . 2	Are symptoms of intoxication and first-aid information for each product readily available?	There is in place-symptoms of intoxication and first-aid information for each product available on site. No N/A.	Minor Must
<b>TE . 10</b>	<b>WASTE AND POLLUTION MANAGEMENT, RECYCLING AND RE-USE</b>		
<b>TE . 10 . 1</b>	<b>Re-use of Tea By-products</b>		
TE . 10 . 1 . 1	Are tea by-products, such as dust and refused tea, reused as fertilizer, mulch or energy source?	Tea by-products must be re-used as fertilizer, mulch or energy source or sold. Since the refused tea can be utilized as a fertilizer it can not be burned.	Minor Must

N°	Control Point	Compliance Criteria	Level
<b>TE . 10 . 2</b>	<b>Waste and Pollution Action Plan</b>		
TE . 10 . 2 . 1	Is there a plan for the proper disposal of household waste from the labour quarters within the tea plantation?	There is a plan and measures/actions in place for the correct disposal of the domestic and other wastes generated in the labour quarters within the tea garden.	Major Must
<b>TE . 11</b>	<b>ENVIRONMENT AND CONSERVATION</b>		
<b>TE . 11 . 1</b>	<b>Impact of Farming on the Environment</b>		
TE . 11 . 1 . 1	Is the deforestation of primary and secondary forests prohibited?	Deforestation of primary forest is prohibited whereas justified cutting for domestic use of primary forest, only under a management plan is possible. Deforestation of secondary forest is not allowed without compensation or a recovery plan. No N/A	Major Must
TE . 11 . 1 . 2	Are areas in the farm not suitable for tea production reforested?	All areas in the farm not suitable for tea production should be reforested.	Recom.
TE . 11 . 1 . 3	Are forest patches conserved?	All forest patches not used for tea plantations should be conserved.	Minor Must
TE . 11 . 1 . 4	Are watersheds protected and conserved?	All watersheds belonging to the farm should be protected and conserved.	Recom.
TE . 11 . 1 . 5	Are native or well adapted tree species used as shade for the tea?	Native or well adapted tree species must be preferred as shade for the tea.	Minor Must
TE . 11 . 1 . 6	Is native vegetation allowed to grow along streams?	Native vegetation is allowed to grow along streams to control erosion, filter out agrochemicals and protect wildlife habitat.	Minor Must
TE . 11 . 1 . 7	Are threatened and endangered species and habitats protected, including adequate measures to restrict hunting or commercial collection of flora and fauna?	There are in place effective measures to restrict hunting or commercial collection of flora and fauna.	Minor Must
TE . 11 . 1 . 8	If the farm is within two kilometres of a designated park or biological corridor, is there evidence that the producer has communication with the public park managers?	Farms within a distance of two kilometres of a designated park or biological corridor should have communication with the park authorities and there should be no legal challenges to the farms' location or operation.	Recom.
TE . 11 . 1 . 9	Are areas of ecological, social, cultural or religious significance clearly identified, delineated and preserved?	Areas of ecological, social, cultural or religious significance should be clearly identified, delineated and preserved.	Recom.
<b>TE . 11 . 2</b>	<b>Energy use</b>		
TE . 11 . 2 . 1	Is there a plan in action to monitor the use of energy?	A system measuring the use energy is in place. No N/A	Minor Must



N°	Control Point	Compliance Criteria	Level
TE . 11 . 2 . 2	Can the farm, group of registered farms, or processing unit demonstrate measures to conserve or use energy more efficiently in energy-intensive activities?	Documentary evidence exists showing an efficient use of energy in the whole processing unit operations.	Minor Must
TE . 11 . 2 . 3	Is there a plan in action to monitor the savings of energy?	A system measuring the savings of energy is in place by reduction in consumption and substitution of non-renewable sources of energy by renewable ones.	Recom.
TE . 11 . 2 . 4	If fire woods are used as fuel for tea firing, does it come from managed woodlots or pruning from within the farm itself, and not from native forests, unmanaged community forests, watersheds or protected areas?	When fire woods are used as fuel for tea firing, it must come from managed woodlots or pruning from within the farm itself, and not from native forests, unmanaged community forests, watersheds or protected areas.	Minor Must
<b>TE . 12</b>	<b>COMPLAINT FORM</b>		
TE . 12 . 1	Is there in place a system where representative lot samples of tea (with reference codes) are kept and to be analysed in case of any complaint?	There is a system in place where representative lot samples of tea (with reference codes) are kept to be analysed for any chemical residues in case of any complaint. Samples to be kept for at least one year. No N/A	Major Must

## EDITION UPDATE REGISTER

Control Points and Compliance Criteria Version	Replaces	Replaced document obsolete	New document comes into force	Description of Modifications
3.0-1_Sep07	3.0-Mar07	30-Sep-07	30-Sep-07	Modification GLOBALGAP (EUREPGAP); Clarification of wording for Control Points: 4.2.2. Clarification of wording for Compliance Criteria: 4.2.2; 8.2.1; 8.2.2; 8.3.1; 8.3.2

1. For detailed information of the modifications please contact GLOBALGAP Secretariat for the History document.
2. When the changes do not affect the accreditation of the standard, the version will remain "3.0" and edition update shall be indicated with "-x".
3. When the changes do affect the accreditation of the standard, the version name will change to "3.x".