

# GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE (GRASP) REMOTE ASSESSMENT GUIDELINE CHECKLIST



# ANNEX “PROCEDURE GLOBALG.A.P. REMOTE FOR GRASP ADD-ON”

The following guidelines complement the document ‘GLOBALG.A.P. Remote’.

Please use the method indicated in each GRASP CPCC as defined by the respective ICON. Please be aware of exceptions.

CPCCs requiring **V – Visual assessment**



CPCCs requiring **I – Interview: any or a combination of these icons**



CPCCs requiring **D – Off-Site records or documents check**



In this category, some criteria require an online/live cross-checking reference. This is indicated in the CPCCs as a comment to the icon.










CPCCs requiring **X – Cross-checking data and information: indicated with an “X” and any combination of**



















CPCCs requiring **C – Challenging the content of the information: indicated in the CPCCs with a “C” and a comment on the challenge.**















Assessors: for details and rules on each category (V, I, D, X, and C) please always refer to the GLOBALG.A.P. Remote procedure.







## GRASP CHECKLIST





N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>EMPLOYEES´ REPRESENTATIVE(S)</b>					
1	<p>CP: Is there at least one employee or an employees´ council to represent the interests of the staff to the management through regular meetings where labor issues are addressed?</p> <p>CC: Documentation demonstrates that an employees´ representative(s) or an employees´ council representing the interests of the employees to the management is elected or in exceptional cases nominated by all employees and recognized by the management. The election or nomination takes place in the ongoing year or production period and is communicated to all employees. This employees´ representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management. Meetings between employees´ representative(s) and management occur at accurate frequency. The dialogue taking place in such meetings is duly documented. <i>If a producer group member has less than 5 employees, it is allowed to have an employees´ representative at the level of the producer group.</i></p>				
1.1	The election/nomination procedure has been defined and communicated to all employees.	 	X	C	Challenge how the procedure was communicated.
1.2	Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place.			C	Challenge “fairly and openly” or reason for nomination instead.
1.3	The results of the election (name of employees´ representative(s) or in case of council composition of the council) were communicated to all employees.	 	X		
1.4	The election/nomination has taken place in the ongoing year or production period. The representation is current (all elected/nominated person(s) according to the list still working for the company).				
1.5	The employees´ representative(s) is/are recognized by the management and a job description clearly defines his/her/their role and rights. The employees´ representative(s) is/are aware of his/her/their role and rights (in case of an employees´ council, all members are interviewed).	 	X	C	Challenge “awareness” of roles and rights and existence of job description.
1.6	There is documentary evidence of regular meetings at accurate frequency between the employees´ representative(s) and the management, where GRASP related issues are addressed.		X	C	Cross-check online with interview to RSGP and Employees´ representative. Challenge what “accurate frequency” means.

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>COMPLAINT PROCEDURE</b>					
2	<p>CP: Is there a complaint and suggestion procedure available and implemented in the company through which employees can make a complaint or suggestion?</p> <p>CC: A complaint and suggestion procedure appropriate to the size of the company exists. The employees are regularly informed about its existence, complaints and suggestions can be made without being penalized and are discussed in meetings between the employees' representative(s) and the management. The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions. Complaints, suggestions and their follow-up from the last 24 months are documented.</p>				
2.1	A documented complaint and suggestion procedure is available, appropriate to the size of the company.				
2.2	Employees are regularly and actively informed about the complaint and suggestion procedure.	  	X	C	Challenge how employees are “actively informed” (e.g. in the case of language barriers).
2.3	The procedure states clearly that employees will not be penalized for filing complaints or suggestions.				
2.4	Complaints and suggestions are discussed in meetings between the employees' representative(s) and the management.			C	Challenge evidence of regular meetings.
2.5	The procedure sets a timeframe to resolve complaints and suggestions (e.g. during the next month).	  	X		
2.6	The complaints, suggestions and their follow-up are documented and available for the last 24 months.			C	Cross-check online through interview with RSGP and Employees' representative.




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<b>SELF-DECLARATION ON GOOD SOCIAL PRACTICES</b>					
3	<p>CP: Has a self-declaration on good social practice regarding human rights been signed by the management and the employees´ representative(s) and has this been communicated to the employees?</p> <p>CC: The management and the employees´ representative(s) have signed, displayed and put in practice a self-declaration assuring good social practice and human rights of all employees. This declaration contains at least the commitment to the ILO core labor conventions (ILO Conventions: 111 on discrimination, 138 and 182 on minimum age and child labor, 29 and 105 on forced labor, 87 on freedom of association, 98 on the right to organize and collective bargaining, 100 on equal remuneration and 99 on minimum wage) and transparent and non-discriminative hiring procedures and the complaint procedure. The self-declaration states that the employees´ representative(s) can file complaints without personal sanctions. The employees have been informed about the self-declaration and it is revised at least every 3 years or whenever necessary.</p>				
3.1	The declaration is complete and contains at least all points referred to ILO core labor conventions.				
3.2	The declaration has been signed by the management and by the employees´ representative(s).				
3.3	The declaration is actively communicated to the employees (e.g. displayed on the production site/in the handling unit/management office or attached to the working contract, information at meetings etc.).		X	C	Challenge how the declaration is “actively communicated” (e.g. in the case of language barriers).
3.4	The management, the responsible person for the implementation of GRASP and the employees´ representative(s) know the content of the declaration and confirm that it is put into practice.		X	C	Challenge the employee representative’s familiarity with his/her roles and rights.
3.5	It is stated that the employees´ representative(s) can file complaints without personal sanctions.			C	Challenge the employee representative’s knowledge of this right.
3.6	The declaration is checked and revised at least every 3 years or whenever necessary.		X	C	Challenge the information about the declaration’s last revision and possible reasons for a revision.



N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>ACCESS TO NATIONAL LABOUR REGULATIONS</b>					
4	CP: Do the person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to recent national labor regulations? CC: The person responsible for implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to national labor regulations, such as gross and minimum wages, working hours, trade union membership, anti-discrimination, child labor, labor contracts, holiday and maternity leave. Both the RGSP and the employees' representative(s) know the essential points of working conditions in agriculture as formulated in the applicable GRASP National Interpretation Guidelines.				
4.1	The RGSP provides the employees' representative(s) with the valid labor regulations (e.g. the GRASP National Interpretation Guidelines).	 	X	C	Challenge the way of providing the information (how, when, latest updates).
4.2	RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on gross and minimum wages and deductions from wages.	 	X	C	Challenge "access," esp. availability: If electronical/online, is there a workplace device for the employee representative?
4.3	RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on working hours.	 	X	C	Challenge "access," esp. availability: If electronical/online, is there a workplace device for the employee representative?
4.4	RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on freedom of association and right to collective bargaining.	 	X	C	Challenge "access," esp. availability: If electronical/online, is there a workplace device for the employee representative?
4.5	RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on anti-discrimination.	 	X	C	Challenge "access," esp. availability: If electronical/online, is there a workplace device for the employee representative?
4.6	RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on child labor and minimum age of working.	 	X	C	Challenge "access," esp. availability: If electronical/online, is there a workplace device for the employee representative?
4.7	RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on holiday and maternity leave.	 	X	C	Challenge "access," esp. availability: If electronical/online, is there a workplace device for the employee representative?




N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>WORKING CONTRACTS</b>					
5	<p>CP: Can valid copies of working contracts be shown for the employees? Are the working contracts compliant with applicable legislation and/or collective bargaining agreements and do they indicate at least full names, nationality, a job description, date of birth, date of entry, the regular working time, wage and the period of employment? Have they been signed by both the employee and the employer?</p> <p>CC: For every employee, a contract can be shown to the assessor on request on a sample basis. The contracts correspond with the applicable legislation and/or collective bargaining agreements. Both the employees as well as the employer have signed them. Records contain at least full names, nationality, a job description, date of birth, date of entry, the regular working time, wage and the period of employment (e.g. permanent, period or day laborer etc.) and for non-national employees their legal status and working permit. The contract does not show contradiction to the self-declaration on good social practices. Records of the employees must be accessible for at least 24 months.</p>				
5.1	Random checks show availability of written contracts for all employees signed by both parties.		X	C	<p>Cross-check online: Verify that the documents checked off-site belong to actual employees.</p> <p>Challenge: Check each type of contract, incl. legal status and information about bargaining agreements.</p>
5.2	There is evidence that the employees have the correct contract according to national legislation and/or collective bargaining agreements (as stipulated in the applicable GRASP National Interpretation Guideline).		X	C	<p>Cross-check online: Verify that the documents checked off-site belong to actual employees.</p> <p>Challenge information on bargaining agreements.</p>
5.3	The working contracts include at least basic information on the employee's name, date of birth and nationality according to the applicable GRASP National Interpretation Guideline.		X	C	<p>Cross-check online: Verify that the documents checked off-site belong to actual employees.</p> <p>Challenge: Check each type of contract, incl. legal status and information about bargaining agreements.</p>
5.4	The working contracts or attachments to the contracts include basic information on the contract period (e.g. permanent, period or day laborer etc.), the wage, working hours, breaks, and a basic job description.		X	C	<p>Cross-check online: Verify that the documents checked off-site belong to actual employees.</p> <p>Challenge: Check each type of contract, incl. legal status and information about bargaining agreements.</p>
5.5	In the contract, there is no contradiction to the self-declaration on good social practice.			C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees and with self-declaration.</p>
5.6	If non-national employees are working for the company, records indicate their legal status for being employed by the company. A respective working permit is available.		X	C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge that the working permit is current.</p>











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5.7	Records of the employees must be accessible for at least 24 months.		X	Cross-check online: Verify that documents checked off-site belong to actual employees. Verify the dates of filing records.
<b>PAYSLIPS</b>				
6	<p>CP: Is there documented evidence indicating regular payment of salaries corresponding to the contract clause?</p> <p>CC: The employer shows adequate documentation of the regular salary transfer (e.g. employee's signature on pay slip, bank transfer). Employees sign or receive copies of pay slips/pay register that make the payment transparent and comprehensible for them. Regular payment of the employees during the last 24 months is documented.</p>			
6.1	Documented evidence that the payment is made in defined intervals (e.g. pay slips or pay registers) is available for the employees (random checks).		X	<p>C</p> <p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge availability to employees and potential language barriers of information. Ask employee representative to cross-check.</p>
6.2	Pay slips or pay registers indicate that payments are made in accordance with the working contracts (e.g. employee's signature on pay slips, bank transfer etc.).		X	<p>C</p> <p>Cross-check online: Verify that documents checked off-site belong to actual employees. Cross-check with employees' contracts.</p> <p>Challenge: Is there a process by which employees can confirm correct payment?</p>
6.3	The records of payments are kept for at least 24 months.		X	Cross-check online in interview with RSGP and the employee representative where documents are filed and request evidence of accessibility to the employees. Verify dates of filing records.










N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>WAGES</b>					
7	<p>CP: Do pay slips/pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements?</p> <p>CC: Wages and overtime payment documented on the pay slips/pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain at least the legal minimum wage (on average) within regular working hours.</p>				
7.1	Pay slips or pay registers give clear indication on the number of compensated working time or harvested amount including overtime (hours/days).		<b>X</b>	<b>C</b>	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge: Compare information of pay register with copy of pay slips and dates of the time recording.</p>
7.2	Wages and overtime payments as shown in the records are according to the contracts and indicate compliance with national labor regulations (minimum wages), and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline.		<b>X</b>	<b>C</b>	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge: Compare information of management's pay register with copy of pay slips received by the employee.</p>
7.3	Independently from the calculation unit, pay slips/pay registers document that employees gain in average at least the legal minimum wage within regular working times (especially check when piece-rate is implemented). If there are deductions from salaries and employees are being paid below minimum wage, the deductions must be justified in writing.		<b>X</b>	<b>C</b>	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge by making calculations.</p>

















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<b>NON-EMPLOYMENT OF MINORS</b>					
8	<p>CP: Do records indicate that no minors are employed at the company?</p> <p>CC: Records indicate compliance with national legislation regarding minimum age of employment. If not covered by national legislation, children below the age of 15 are not employed.</p> <p>If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety, jeopardizes their development, or prevents them from finishing their compulsory school education.</p>				
8.1	<p>Dates of birth on the records show that no employee is aged below the legal minimum age of employment or, if not specified in the GRASP National Interpretation Guideline, under the age of 15.</p>		X	C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge: Interview the employee representative and perform a quick visual remote check, if possible.</p>
8.2	<p>If children – as core family members – are working at the company, they are not engaged in work that is dangerous to their health and safety (according to the applicable IFA All Farm Base Module), that jeopardizes their development or prevents them from finishing their compulsory school education.</p>				

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>ACCESS TO COMPULSORY SCHOOL EDUCATION</b>					
9	<p>CP: Do the children of employees living on the company’s production/handling sites have access to compulsory school education?</p> <p>CC: There is documented evidence that children of employees at compulsory schooling age (according to national legislation) living on the company’s production/handling sites have access to compulsory school education, either through provided transport to a public school or through on-site schooling.</p>				
9.1	There is a list of all children in the age of compulsory schooling age living on the company’s production/handling sites, with sufficient indications on name, name of parents, date of birth, school attendance, etc. Children of management may be excluded.		X	C	<p>Cross-check online in interview with RSGP and the employee representative where documents are filed and request evidence of accessibility to RSGP and the employee representative.</p> <p>Challenge content by checking the names of employees working and in interviews.</p>
9.2	There is evidence of transport facilities if children cannot reach school within acceptable walking distance (half an hour walking or according to GRASP National Interpretation Guideline).		X	C	<p>Cross-check online in interview with RSGP and the employee representative where documents are filed and request evidence of accessibility to RSGP and the employee representative.</p> <p>Challenge: Management should provide information about the service and names of accessible schools as well as about the distance.</p>
9.3	There is evidence of an on-site schooling system when access to schools is not available.				

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>TIME RECORDING SYSTEM</b>					
10	<p>CP: Is there a time recording system that shows daily working time and overtime on a daily basis for the employees?</p> <p>CC: There is a time recording system implemented appropriate to the size of the company that makes working hours and overtime transparent for both employees and employer on a daily basis. Working times of the employees during the last 24 months are documented. Records are regularly approved by the employees and accessible for the employees' representative(s).</p>				
10.1	A time recording system is implemented, appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards, etc.).	 	X		Cross-check online in interview with RSGP.
10.2	The records indicate the regular working time for employees on a daily basis.		X		Cross-check online: Verify that documents checked off-site belong to actual employees.
10.3	The records indicate the overtime hours as defined by contracts per legislation for all employees on a daily basis.		X		Cross-check online: Verify that documents checked off-site belong to actual employees and with pay slips.
10.4	The records indicate the breaks/festive days for the employees (on a daily basis).		X		Cross-check online: Verify that documents checked off-site belong to actual employees.
10.5	The working records are regularly approved by the employees (e.g. regularly signed record sheet, checking clock).		X	C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge potential language barriers, method of approval by employees, and cross-check in interview with employee representative.</p>
10.6	Access to these records is provided to the employees' representative(s).	  	X	C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge accessibility, potential language barriers, method of approval by employees, and cross-check in interview with employee representative.</p>
10.7	The records are kept for at least 24 months.		X		Cross-check online in interview with RSGP and the employee representative where documents are filed and request evidence of accessibility to parties (RSGP, employee representative, and employees).

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION			
<b>WORKING HOURS &amp; BREAKS</b>					
11	<p>CP: Do working hours and breaks documented in the time records comply with applicable legislation and/or collective bargaining agreements?</p> <p>CC: Documented working hours, breaks and rest days are in line with applicable legislation and/or collective bargaining agreements. If not regulated more strictly by legislation, records indicate that regular weekly working hours do not exceed a maximum of 48 hours. During peak season (harvest), weekly working time does not exceed a maximum of 60 hours. Rest breaks/days are also guaranteed during peak season.</p>				
11.1	Information on valid labor regulation and/or collective bargaining agreements regarding working hours and breaks is available (e.g. in the GRASP National Interpretation Guideline).	 	X	C	<p>Cross-check online in interview with RSGP and the employee representative where documents are filed and request evidence of accessibility to RSGP and employee representative.</p> <p>Challenge the way of providing the information, its accessibility, potential language barriers, and method of approval by employees.</p>
11.2	Working hours including overtime as shown in the records indicate compliance with legal regulations and/or collective bargaining agreements.		X	C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees and with pay slips.</p> <p>Challenge inclusion of bargaining agreement information.</p>
11.3	Rest breaks/days as shown in the records indicate compliance with national regulations and/or bargaining agreements.		X	C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Challenge inclusion of breaks in records for each contract type.</p>
11.4	If not regulated more strictly by applicable legislation, regular weekly working time does not exceed 48 hours. During peak season (harvest), weekly working time does not exceed 60 hours.	 		C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees and with pay slips.</p> <p>Challenge information about peak season and dates.</p>
11.5	The records indicate that rest breaks/days are also guaranteed during peak season.		X	C	<p>Cross-check online: Verify that documents checked off-site belong to actual employees.</p> <p>Cross-check online in interview with RSGP and the employee representative where documents are filed and request evidence of accessibility to RSGP, employee representative, and employees.</p> <p>Challenge information about peak season and dates.</p>

## ONLY APPLICABLE FOR PRODUCER GROUPS

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>INTEGRATION INTO QMS</b>					
QMS	<p>CP: Does the assessment of the Quality Management System (QMS) of the producer group show evidence of the correct implementation of GRASP for all participating producer group members?</p> <p>CC: The assessment of the Quality Management System of the producer group demonstrates that GRASP is correctly implemented and internally assessed. Non-compliances are identified and corrective actions are taken to enable compliance of all participating producer group members.</p>				
QMS 1	The implementation of GRASP is included in the Quality Management System of the producer group, based on the respective part of the GLOBALG.A.P. General Regulations for Producer Group Certification.	 			
QMS 2	There is a system in place to regularly inform and train key staff on GRASP related issues.	   	X	C	Challenge the information that key staff is defined.
QMS 3	All steps taken in the frame of the QMS to implement GRASP among all participating producer group members are documented.	 	X		Cross-check online: Verify that documents checked off-site belong to actual employees.
QMS 4	There is evidence that the producer group fosters compliance of all participating producer group members with the GRASP requirements and assesses the progresses and problems complying with GRASP every year.	 	X		Cross-check online: Verify that documents checked off-site belong to actual employees.
QMS 5	A register is maintained of all GLOBALG.A.P. producers implementing GRASP. It contains for every producer group member the internal assessment date as well as the compliance level reached, all non-compliances detected in internal and external assessments and corrective actions given to non-compliances.	 	X	C	Cross-check online: Verify that documents checked off-site belong to actual employees. Challenge record of employee representative at individual producer group member level.
QMS 6	There is a procedure to implement corrective actions from previous internal assessments.	 	X	C	Challenge records of corrective action vs. compliance results.
QMS 7	The internal producer group inspector is qualified according to the GRASP General Rules.	 	X		