



# **Rules for LEAF Marque Producer Groups and Multisite Operations with or without a Quality Management System**

Version 2.0

**LEAF Marque is an environmental assurance system recognising sustainably farmed products.**



## 1. Introduction

- 1.1. This document establishes the requirements with which LEAF Marque Option 2 Producer Groups, and Option 1 Multisite Producers with or without Quality Management System (QMS) must conform to achieve certification. These requirements must be internally and externally assessed to ensure completeness and effectiveness.
- 1.2. The approach for LEAF Marque Option 2 Producer Groups, and Option 1 Multisite Producers with or without QMS is similar to that for GLOBALG.A.P. It is a pre-requisite that the LEAF Marque Option 2 Producer Group/Multisite Operations are certified according to the respective GLOBALG.A.P. option.
- 1.3. “LEAF Marque Option 2 Producer Group”, and “Option 1 Multisite Producer with QMS” signifies the operator of the Quality Management System. This is the legal entity which is certified.
- 1.4. The “producer(s)” refers to the farm(s) or farmer(s) within the LEAF Marque Option 2 Producer Group. “Sites” refers to the distinct production areas as defined according to the adapted GlobalG.A.P. definition:

*“A production area (e.g., fields, plots, ponds, ranches, etc.) that is owned or rented and ultimately managed by one legal entity, and where the same input factors are used. One site may contain several non-touching areas (areas that do not share a common border; non-contiguous) and produce more than one product. All production sites where the product(s) originating from production processes that are included in the LEAF Marque certification scope are produced, shall be identified and registered.”*

## 2. Baseline Certification

- 2.1. To conform with LEAF Marque control point 1.2.1
  - 2.1.1. The LEAF Marque Producer Group must hold a certificate for GLOBALG.A.P. Option 2 (or equivalent for baseline standards accepted as equivalent to GlobalG.A.P.)
  - 2.1.2. Option 1 Multisite Producers with or without QMS must hold a certificate for the respective GLOBALG.A.P. option (or equivalent for baseline standards accepted as equivalent to GlobalG.A.P.)
- 2.2. A LEAF Marque certificate cannot be awarded unless the respective GLOBALG.A.P. certificate is in place
- 2.3. There must only be one Quality Management System (QMS) that governs conformance for GLOBALG.A.P. and LEAF Marque within the Producer Group or Multisite Producer operation.



- 2.4. A LEAF Marque Producer Group may be a sub-set of the GLOBALG.A.P. Option 2 group, consisting of all producers where LEAF Marque certified products will be produced
- 2.5. A LEAF Marque Multisite Operation may be a sub-set of the sites in a GlobalG.A.P. Option 1 Multisite businesses, consisting of all sites where LEAF Marque certified products will be produced.
- 2.6. The LEAF Marque Producer Group / Multisite Operation must be inspected by a certification body approved by to carry out LEAF Marque certification for Producer Groups/Multisite Operations. The certification body will hold the necessary approval for the respective GLOBALG.A.P. options.

### **3. LEAF Membership**

#### **3.1. Option 1 Multisite Operations**

- 3.1.1. Option 1 Multisite Operations may join LEAF as a single member. The membership will be in the name of the business which operates the sites. On application and renewal, LEAF will request a list of the sites. Currently the additional sites are not individually registered and will not appear on myLEAF, only the name and address of the business which operates them. The total land area (including non-production area) of all registered sites is used to calculate the membership fee.
- 3.1.2. For an Option 1 Multisite application the business emails members@leaf.eco, and does not complete the online application.

#### **3.2. Option 2 Producer Groups**

- 3.2.1. Option 2 Producer Groups may join LEAF as a Producer Group Member. The membership will be in the name of the Producer Group Organisation. On application and renewal, LEAF will request a list of the producers in the group who require LEAF Marque certification. Currently the additional producers are not individually registered and will not appear on myLEAF, only the name and address of the Producer Group Organisation.
- 3.2.2. For an option 2 producer group application the business emails members@leaf.eco and does not complete the online application.



#### **4. LEAF Sustainable Farming Review (LSFR) Completion**

- 4.1. The LSFR is completed by the certified Producer Group Organisation or Multisite operation considering the practices and data from all of the group members/sites. Separate guidance and an offline version of the LSFR is available for this process.

#### **5. LEAF Marque Membership**

##### 5.1. LEAF Marque Membership:

- 5.1.1. Option 1 Multisite Operations may join under a single LEAF Marque Membership. The name and address of the business owning the sites is used for the LEAF Marque Membership. Currently the additional sites are not individually registered and will not appear on myLEAF, only the name and address of the business which owns them.

- 5.1.1.1. The total production area of all registered sites is used to calculate the LEAF Marque Royalty fee

- 5.1.2. Option 2 Producer Groups may join under a single LEAF Marque Membership. The name and address of the Producer Group organisation is used for the LEAF Marque Membership

- 5.1.2.1. For the LEAF Marque Royalty Fee a calculation based on the square root of the number of registered producers is used

- 5.2. A summary of LEAF & LEAF Marque Membership requirements, fees and audit protocol is included in annex 1 of this document.

#### **6. Audits**

##### 6.1. Option 1 Multisite Operations with QMS and Option 2 Producer Groups

- 6.1.1. Initial and subsequent re-certification audits are carried out via an audit of the QMS using the checklist found in the annex of this document, followed by on-site audits of a minimum of the square root of the number of producers/sites.

##### 6.2. Option 1 Multisite without QMS

- 6.2.1. All of the registered sites are inspected as part of the initial and subsequent re-certification audits



## 7. Quality Management System (QMS)

- 7.1. The QMS must implement LEAF Marque by means of written policies and procedures.
- 7.2. The QMS requires systems for LEAF Marque certified products to be segregated from other products, and to be traceable to the producers within the LEAF Marque Producer Group or sites within the Multisite Operation.
- 7.3. If the Producer Group / Multisite Operation adds more than 10% of producers, or registered hectares, in any one year an external audit must be conducted to ensure the effectiveness of the QMS. See the risk assessment included in the LEAF Marque System Rules.
- 7.4. The LEAF Marque Producer Group/Multisite Operation must operate one QMS for the registered producers/sites, which is centrally administered, reviewed, and externally audited annually.
- 7.5. The roles and responsibilities of individuals in the LEAF Marque Producer Group/Multisite Operation must be identified such as through a management organisation chart and job descriptions. This includes responsible, competent person(s) appointed for all of the following areas:
  - 7.5.1. Operation of the Quality Management System
  - 7.5.2. LEAF Marque requirements
  - 7.5.3. Traceability
  - 7.5.4. Training
  - 7.5.5. Management of the registered producers/sites of the group including handling questions, queries, complaints, appeals and sanctions
  - 7.5.6. Implementation of Integrated Farm Management
- 7.6. The LEAF Marque Producer Group must contract the producers it registers for LEAF Marque certification for the period of at least one whole year.
- 7.7. The contract between the LEAF Marque Producer Group and the producer must include the producer's consent to be subject to internal audits and external audits.



## **8. Internal Audits of LEAF Marque Producer Group / Multisite Operation with QMS**

8.1. A minimum of one internal audit per year of each registered producer/site within the LEAF Marque Producer Group/Multisite Operation must be carried out either by qualified staff within the LEAF Marque Producer Group/Multisite Operation, a qualified external advisor, a qualified consultant or subcontracted to an external verification body which is separate from the certification body.

8.1.1. This annual internal audit must be conducted against the LEAF Marque Standard.

8.1.2. This annual internal audit must be completed before the external verification by an approved Certification Body (CB).

## **9. External Verification by LEAF Approved Certification Body (CB)**

9.1. Audit of the QMS occurs before initial certification; subsequent audits must be repeated annually.

9.2. The QMS audit must demonstrate conformance to the criteria set out in this document and the GLOBALG.A.P. regulations.

9.3. Where the CB identifies non-conformance(s) within the QMS this prevents certification unless evidence of rectification is approved by the CB within the appropriate timescale. As defined in the LEAF Marque System Rules, businesses have 3 months from the initial audit to rectify any non-conformance(s). For all subsequent audits, businesses have 28 days to rectify non-conformance(s).

9.4. External audit is annual. Selection of producers/sites is made by taking a sample that as a minimum is the square root of the total number of producers / sites in the LEAF Marque Producer Group / Multisite Operation with QMS.

9.5. The sample must consider factors including:

- variation in production techniques and environmental management,
- Products (ensuring all product types are subject to an onsite audit),
- location,
- size of production sites,
- volume supplied,
- internal inspector(s),
- previous audits,
- external influences,

to ensure that a representative sample of QMS implementation is achieved.



- 9.6. If the producers / sites in the LEAF Marque Producer Group / Multisite Operation are a subset of a larger group / business, the calculation is based on the number of producers / sites registered for LEAF Marque (for example, if the GLOBALG.A.P. group is 100, but the LEAF Marque Producer Group is 36 then the CB will complete 6 LEAF Marque audits).



**Annex 1 – Summary of LEAF & LEAF Marque Membership Types, Royalty Fee Calculation and Audit Protocol**

|                                    | GlobalG.A.P.   |  |   |  |
|------------------------------------|--|--|---|--|
|                                    | Option 1 Individual Producer                                       | Option 1 Multisite with QMS  | Option 1 Multisite without QMS  | Option 2 Producer Group  |
| <b>LEAF Membership Type</b>        | Individual producer  | Individual producer  | Individual producer   | Producer group   |
| <b>LEAF Membership Fee</b>         | Calculated by the total land area of the site*                     | Calculated by the total land area of all sites requiring LEAF Marque*                                  | Calculated by the total land area of all sites requiring LEAF Marque*                     | Based on the square root of number of producers requiring LEAF Marque                                      |
| <b>LEAF Marque Membership Type</b> | Individual producer  | Individual producer  | Individual producer   | Producer group   |
| <b>LEAF Marque Royalty Fee</b>     | Bands A, D or E, calculated by total production area of the site** | Bands A, D or E, calculated by total production area of all sites requiring LEAF Marque**              | Bands A, D or E, calculated by total production area of all sites requiring LEAF Marque** | Band P - Square root of producers + 1 x royalty fee**  |
| <b>LEAF Marque Audit</b>           | Site inspected at initial and recertification audits               | QMS audit + Square root of sites requiring LEAF Marque inspected at initial and recertification audits | All sites requiring LEAF Marque inspected at initial and recertification audits           | QMS audit + Square root of producers requiring LEAF Marque inspected at initial and recertification audits |

\* the total land area includes both production and non-production areas. This is declared once per year and should not be multiplied by the number of harvests of a product

\*\* Refer to LEAF Marque Certification Body Fee Structure

**Annex 2 - LEAF Marque Producer Group / Multisite Operation with Quality Management System – QMS Audit Checklist**

|                                    |  |
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| <b>1. Administration</b>           |  |
| <b>1.1</b>                         | <b>Legally</b>   |
| 1.1.1                              | Is there documentation which demonstrates that the applicant LEAF Marque Producer Group is a legal entity?   |
| <b>1.2</b>                         | <b>Structure</b>   |
| 1.2.1                              | Is the administrative structure of the LEAF Marque Producer Group/Multisite Operation documented?  |
| <b>1.3</b>                         | <b>Contractual Documentation – Producer Groups</b>   |
| 1.3.1                              | Are there written, signed contracts between each producer and the LEAF Marque Producer Group?  |
| 1.3.2                              | Does the contract include the name or unique identification of the producer?   |
| 1.3.3                              | Does the contract include contact address?   |
| 1.3.4                              | Does the contract include individual producer location?  |
| 1.3.5                              | Does the contract include a commitment to conform with the requirements of the LEAF Marque Standard?   |
| 1.3.6                              | Does the contract include an agreement to conform with the requirements of the QMS?  |
| 1.3.7                              | Does the contract include sanctions which may be applied in case of LEAF Marque requirements not being met?  |
| 1.3.8                              | Does the contract include an agreement for the producer to be subject to internal and external assessments?  |
| <b>1.4</b>                         | <b>Producer / Site Register</b>  |
| 1.4.1                              | Is there a register maintained of all LEAF Marque producers/sites included within the LEAF Marque Producer Group/Multisite Operation?  |
| 1.4.2                              | Does the register contain the name or unique number identification of the producer/site?   |
| 1.4.3                              | Does the register contain the contact address?   |
| 1.4.4                              | Does the register contain locations of individual producers/sites?   |
| 1.4.5                              | Does the register contain all products of individual producers/sites?  |
| 1.4.6                              | Does the register contain the total and production areas for each product?   |
| 1.4.7                              | Does the register contain date(s) of the last internal audit?  |
| 1.4.8                              | Does the register contain current LEAF Marque status?  |
| <b>2. Management and Operation</b> |  |
| <b>2.1</b>                         | <b>Structure</b>   |
| 2.1.1                              | Does the LEAF Marque Producer Group / Multisite Operation with QMS have a management structure and sufficient suitably trained resources to ensure that the registered producers/sites meet the requirements of LEAF Marque? |
| 2.1.2                              | Is the organisational structure of the LEAF Marque Producer Group/Multisite Operation with QMS documented and does it include the following where applicable:  |



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|  | <ul style="list-style-type: none"> <li>• LEAF Marque Management Representative</li> <li>• Internal Audit Department/Person</li> <li>• Agricultural Technical Department/Person?</li> </ul>  |
| <b>2.2</b>                                 | <b>Responsibility and Duties</b>  |
| 2.2.1                                      | Are the duties and responsibilities of personnel involved with the Quality Management System documented, and is there a nominated individual with sufficient seniority and resources with overall responsibility for maintenance of LEAF Marque requirements? |
| <b>3. Competency and Training of Staff</b> |   |
| 3.1  | Does the LEAF Marque Producer Group/ Multisite Operation with QMS ensure that all personnel with responsibility for conformance with the LEAF Marque Standard are adequately trained and meet the defined competency requirements?                            |
| 3.2  | Are the competency requirements, training and qualifications for key staff defined and documented, including those requirements set out in the LEAF Marque Standard?  |
| 3.3  | Are records of qualifications and training maintained for all key staff to demonstrate competence?  |
| 3.4  | Where more than one internal auditor is used, is there a programme of training and evaluation of the internal auditors (e.g. by shadow audits) to ensure consistency of approach?   |
| 3.5  | Is there a system in place to inform key staff of developments, issues and legislative changes relevant to the implementation of the LEAF Marque Standard?  |
| <b>4. Quality Manual</b>                   |   |
| 4.1  | Are the operating procedures and Quality Management System related to the LEAF Marque Standard documented and contained in a Quality Manual(s)?   |
| 4.2  | Are the policies and procedures sufficiently detailed to demonstrate the LEAF Marque Producer Group/Multisite Operation's control of the requirements of the LEAF Marque Standard?  |
| 4.3  | Are the relevant procedures and policies available to registered producers/sites and key staff?   |
| 4.4  | Is the content of the Quality Manual reviewed annually to ensure that it continues to meet the requirements of the LEAF Marque Standard and Rules for LEAF Marque Producer Groups and Multisite Operations with or without a Quality Management System        |
| <b>5. Document Control</b>                 |   |
| <b>5.1</b>                                 | <b>Quality Management System Documents</b>  |
| 5.1.1                                      | Does the Quality Management System include: <ul style="list-style-type: none"> <li>• Quality Manual</li> <li>• Operating Procedures</li> <li>• Work Instructions</li> <li>• Internal Audit Schedule</li> </ul>  |



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|                              | <ul style="list-style-type: none"> <li>• Recording Forms</li> <li>• External Standards e.g. the LEAF Marque Standard?</li> </ul>  |
| <b>5.2</b>                   | <b>Quality Management System Document Control Requirements</b>  |
| 5.2.1                        | Is there a written procedure defining the control of documents?   |
| 5.2.2                        | Is all documentation reviewed and approved by authorised personnel before issue and distribution?   |
| 5.2.3                        | Are all controlled documents identified with an issue number, issue date, and review date?  |
| 5.2.4                        | Is any change in these documents reviewed and approved by authorised personnel prior to its implementation? Wherever possible is the explanation of the reason and the nature of the changes identified?      |
| 5.2.5                        | Is a copy of all relevant documentation available at all places where the Quality Management System is implemented?   |
| 5.2.6                        | Is there a system to ensure that documentation is reviewed and that following the issue of new documents, obsolete documents are effectively rescinded?   |
| <b>6. Records</b>            |   |
| 6.1                          | Does the LEAF Marque Producer Group/Multisite Operation maintain records to demonstrate effective control of the Quality Management System and conformance with the requirements of the LEAF Marque Standard? |
| 6.2                          | Are the records related to the Quality Management Systems kept for a minimum of 2 years?  |
| 6.3                          | Are all records genuine, legible, stored and maintained in suitable conditions and accessible for audit as required?  |
| 6.4                          | Are records that are kept on-line and electronically available during audit and are always back-ups available?  |
| <b>7. Complaint Handling</b> |   |
| 7.1                          | Does the LEAF Marque Producer Group/Multisite Operation have a system for effectively managing customer complaints?   |
| 7.2                          | Is there a documented procedure which describes how complaints are received, registered, identified, investigated, followed up and reviewed?  |
| 7.3                          | Is the procedure available upon request?  |
| 7.4                          | Does the procedure cover both complaints to the LEAF Marque Producer Group/Multisite Operation and against individual producers/sites?  |
| <b>8. Internal Audit</b>     |   |
| <b>8.1</b>                   | <b>Quality Management Systems Audits</b>  |
| 8.1.1                        | Is an internal audit system in place both to assess the adequacy and conformance of the documented QMS, implementation of operating procedures, and producers/sites against the LEAF Marque Standard?         |
| 8.1.2                        | Is the Quality Management System for all standards inspected at least annually?   |
| 8.1.3                        | Are the internal auditors suitably trained and are they independent of the producers/sites being audited?   |



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| 8.1.4  | Are records of the internal audit plan, audit findings, and follow up of corrective actions resulting from an audit maintained and available?  |
| <b>8.2</b>                                     | <b>Producer/sites Audit</b>  |
| 8.2.1  | Are Audits carried out of each registered producer at least once per year against the LEAF Marque Standard? Have all control points been inspected in full (Cores and Advanced)?   |
| 8.2.2  | Is there a process for the review of the Audit reports and producer/sites' approved status?  |
| 8.2.3  | Are the original audit reports and notes maintained and are they available for external audit as required?   |
| 8.2.4  | Are new producers/sites always audited prior to registration by the LEAF Marque Producer Group/Multisite Operation?  |
| 8.2.5  | Do the Audit reports contain the following: <ul style="list-style-type: none"> <li>• Identification of registered producer/site</li> <li>• Signature of registered producer/site</li> <li>• Date</li> <li>• Auditor name</li> <li>• Products</li> <li>• Evaluation result against each LEAF Marque Standard control point</li> <li>• Details of any non-conformances identified</li> <li>• LEAF Marque approval status?</li> </ul> |
| <b>8.3</b>                                     | <b>Internal Auditor Requirements</b>   |
| 8.3.1  | Do the internal inspector(s) demonstrate adequate knowledge and competence of the LEAF Marque Standard to complete effective audits of producers/sites?  |
| 8.3.2  | Is the internal auditor able to take ultimate independent decisions regarding the conformance of the producers/sites within the LEAF Marque Producer Group/Multisite Operation, based on the internal audit process and conclusions?   |
| <b>8.4</b>                                     | <b>Non-Conformances and Corrective Action Systems</b>  |
| 8.4.1  | Is there a procedure to handle non-conformances and corrective actions which may result from internal Audits and/or external audits, customer complaints, or failures of the Quality Management System?  |
| 8.4.2  | Are there documented procedures for the identification and evaluation of non-conformances to the Quality Management System or operations?  |
| 8.4.3  | Are the corrective actions following a non-conformance evaluated and is there a timescale defined for action?  |
| 8.4.4  | Is the responsibility for implementing and resolving corrective actions defined?   |
| <b>9. Product Traceability and Segregation</b> |  |
| 9.1  | Is LEAF Marque certified product traceable and segregated from non-LEAF Marque certified products?   |
| 9.2  | Is there a documented procedure for the identification of products and to enable traceability from the field/orchard/greenhouse to the produce handling site of both LEAF Marque certified and non-certified products? Has a mass balance exercise been carried out to demonstrate conformance?  |



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| 9.3  | Does the produce handling site operate procedures which enable product to be identifiable and traceable from receipt through handling, storage and despatch?  |
| 9.4  | Are there effective systems and procedures in place to minimise any risk of mislabelling or mixing of LEAF Marque certified and non-LEAF Marque certified products?   |
| <b>10. Sanctions</b>                       |   |
| 10.1                                       | Does the LEAF Marque Producer Group/Multisite Operation operate a system of sanctions with their producers/site?  |
| 10.2                                       | Do the contracts with individual producers define the procedure for sanctions including the levels of Warning, Suspension and Cancellation?   |
| 10.3                                       | Does the LEAF Marque Producer Group/Multisite Operation have mechanisms in place to notify the LEAF Marque approved Certification Body immediately about suspensions or cancellations of registered producers/sites?  |
| 10.4                                       | Are records maintained of all sanctions including evidence of subsequent corrective actions and decision-making processes?  |
| <b>11. Withdrawal of Certified Product</b> |   |
| 11.1                                       | Are there documented procedures in place to effectively manage the withdrawal of products when that is required?  |
| 11.2                                       | Are there procedures that identify the types of events which may result in a withdrawal of product, the persons responsible for taking decisions on the possible withdrawal of product, the mechanism for notifying customers and the LEAF Marque approved Certification Body and methods of reconciling stock? |
| 11.3                                       | Is the procedure capable of being operated at any time?   |
| 11.4                                       | Is the procedure tested in an appropriate manner at least annually to ensure that it is effective and are records of the test retained?   |
| <b>12. Use of the LEAF Marque logo</b>     |   |
| 12.1                                       | Is the use of the LEAF Marque logo, trademark and LEAF Marque number on products demonstrated to be under the control of the LEAF Marque Producer Group/Multisite Operation and is it in accordance with the LEAF Marque System Rules?  |
| 12.2                                       | Where the LEAF Marque logo is to be used, is there a written procedure defining the conditions of use in accordance with the LEAF Marque System Rules, and any other applicable standards requiring controls of logo use?   |
| 12.3                                       | Is the use of the LEAF Marque logo controlled, and is a register of the LEAF Marque certified products, producers and trade names using the trademark maintained?   |
| 12.4                                       | Does the use of the LEAF Marque logo follow the guidelines issued by LEAF?  |
| <b>13. Subcontractors</b>                  |   |
| 13.1                                       | Are there procedures to ensure that relevant services subcontracted to third parties are carried out in accordance with the requirements of the LEAF Marque Standard?   |



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| 13.2 | For relevant services, are records maintained to demonstrate that the competency of subcontractor used is assessed and meets the requirements of the LEAF Marque Standard?  |
| 13.3 | For relevant services, do subcontractors work in accordance with the Rules for LEAF Marque Producer Groups and Multisite Operations with or without a Quality Management System and relevant procedures and is this specified in service level agreements or contracts? |

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