

## Checklist for GAPC Certification

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- Apply for GAPC Certification and select your monitoring firm<sup>6</sup> **before April 15** and be approved by GAPC.
- Follow all GAPC Membership and GAPC Certification Standards, policies, and procedures as listed in the GAPC Certification Application and the 2023 GAPC Certification Compliance Guide including:
  - Implement a Worker Concern process or other approved third-party concern process.
  - Attending annual GAPC Training before June 30 of current year (ALL Grower ID's listed on the application must attend training by deadline).
  - Complete the self-assessment
- Maintain all records and documentation required within the GAPC Certification Standards. (See Appendix G: Required Record Checklist).
- Complete your Certification Monitoring Visit **before October 1** of current year.
- Submit payment to selected monitoring firm for the monitoring visit. GAPC Certification will not be granted until the chosen monitoring firm has confirmed payment.
- Complete worker interviews if non-immediate family farm labor is hired on the farming operation.
- Achieve the minimum score required:

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|--------------|---|
| <b>Audit</b> | <ul style="list-style-type: none"><li>• 100% of Critical standard points</li><li>• 75% of Additional standard points * (High: 5 points, Medium: 2 points, Low: 1 point)</li></ul> |
|--------------|---|
- If remediation is needed to achieve a passing Certification score, it must be completed within 30 days of the date the Certification Monitoring Activity report was submitted. Grower Member will receive a copy of the report indicating what needs remediation by mail or email after the Certification Monitoring Activity.

## Record Retention

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Grower(s) shall keep records, electronically or in hard copy, for at least five (5) years after obtained, or longer if required by the authority having jurisdiction. Refer to the authority having jurisdiction for any additional record retention requirements.

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<sup>6</sup> A list of approved monitoring firms is included in this Guide in the section titled 2023 Approved Monitoring Firms for GAPC Certification or at [www.gapconnections.com](http://www.gapconnections.com) when logged in (Grower Dashboard under Certification).