

## CB-AT User's guide.

**Version:** 2.0

**Latest revision:** 31. May 2022

### 1 Introduction

Welcome to the CB-AT user's guide. Below you will find an overview of the main functions of the system and how to use them. If you have any questions, please use the "Contact us" option (see 5.7 below). It is recommended to read the entire manual carefully before starting work in the system, so you are aware of all its functions.

If you are a CB farm auditor/CB QMS auditor and not a scheme manager or CB assistant, please note that many of the chapters are not relevant for you. You need to read only chapters: 3.3, 3.5, 4, 5.4, 5.7, 6.3, and 6.4.

As we informed you in the Technical News Issue 4/2020, GLOBALG.A.P. has launched this system for managing the qualification records of all GLOBALG.A.P. CB farm CB QMS auditors and CB QMS CB QMS auditors.

All CBs shall upload the qualification documentation (as required in the applicable general regulations) for all their active CB farm auditors and CB QMS auditors for the following GLOBALG.A.P. standards:

- Integrated Farm Assurance (IFA), all scopes, all sub-scopes, v5.2, 5.3-GFS, and v5.4-GFS
- Harmonized Produce Safety Standard (HPSS) v1.1-2
- Produce Safety Assurance standard
- Chain of Custody (CoC) standard v6
- Compound Feed Manufacturing (CFM) standard v2.2
- Compound Feed Manufacturing (CFM) standard v3
- Produce Handling Assurance (PHA) standard v1.2 and v1.3
- Integrated Farm Assurance (IFA) v6 Plant Base Smart and GFS
- Integrated Farm Assurance (IFA) v6 Aquaculture Smart and GFS

To read more how the qualification evidence is collected and organized in the CB-AT system, please see chapter 4.

At this first stage, the system will only be used to collect all qualification evidence. Please note that the evidence uploaded shall be in English or a translation of the relevant parts in English shall be provided. Exceptions to this rule shall be approved by the GLOBALG.A.P. Secretariat in writing.

### 2 Registration in the system

To register into CB-AT you have to click on "Register Certification Body" button on this URL <https://cbat.globalgap.org>



- Enter the information about your company and then click the “Submit” button at the bottom of the page.
- Next you have to enter the details about the scheme manager and again click “Submit” at the bottom.

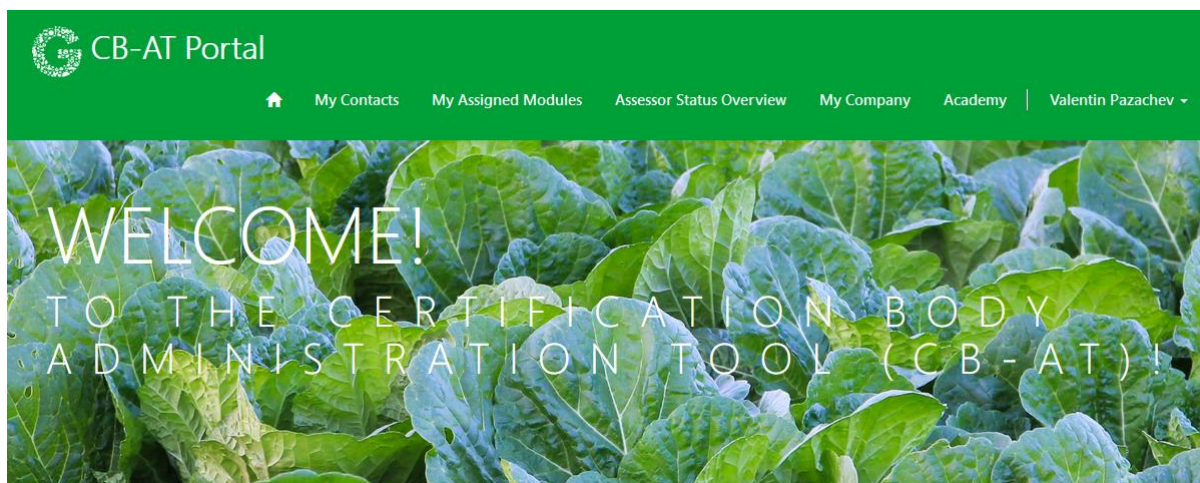
Within a couple of minutes, the scheme manager will receive an e-mail from GLOBALG.A.P. Administration that they have been registered in the system. A link will be provided in the e-mail which will leave the scheme manager to the password selection page.

### 3 Menus

#### 3.1 Home Screen

This is your home screen, which is opened when you first login in CB-AT.

Below you will find more details on each menu.



#### 3.2 My contacts

Home > My Contacts

### My Contacts

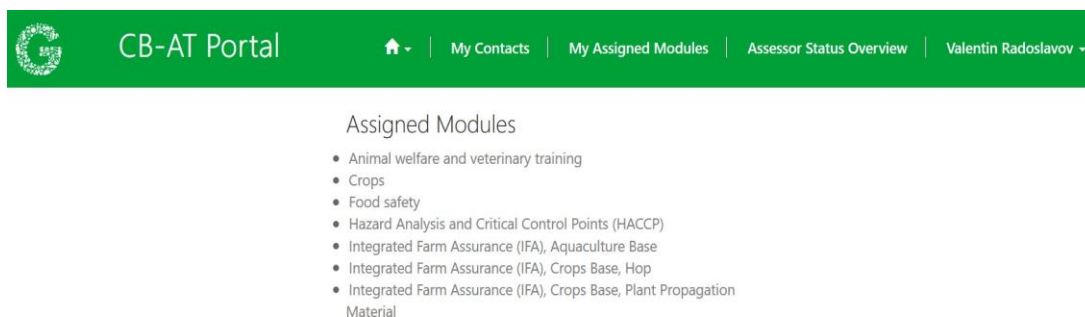
Create new User

Full Name ↑	Company Name	Email	Certification body role	GAIN	Approval Status	Status
Akkad, Rawad	TEST CB	akkad@globalgap.org	GLOBALG.A.P. User	404992800000024710	Awaiting Application	Active
Alfaro, Pamela	TEST CB	alfaro@globalgap.org	CB Assist	404992800000023447	Awaiting Application	Active

Here you can view all your registered users (including yourself), see their role, their status (see 5.8), their approval status, and GAIN. From this menu you can access your CB farm auditors and CB QMS auditors to update their information and modify/assign their modules. Here you can also create new users (see 5.1) using the “Create new User” button.

To view the details of a user, please click on their name.

### 3.3 My Assigned Modules

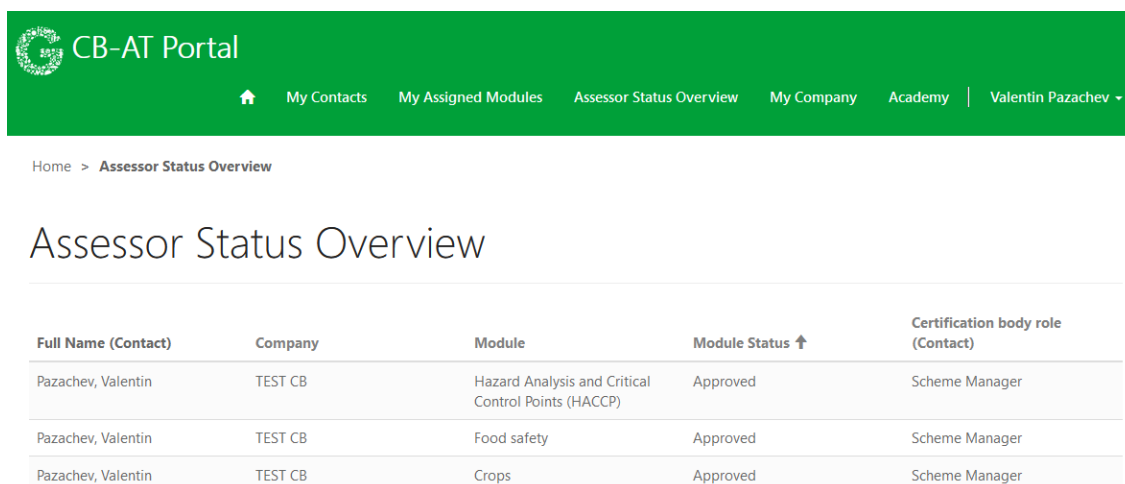


Assigned Modules

- Animal welfare and veterinary training
- Crops
- Food safety
- Hazard Analysis and Critical Control Points (HACCP)
- Integrated Farm Assurance (IFA), Aquaculture Base
- Integrated Farm Assurance (IFA), Crops Base, Hop
- Integrated Farm Assurance (IFA), Crops Base, Plant Propagation Material

From this menu you can view and access all modules (to find out more about modules see 4.) that have been assigned to you. To view more details on a module or to upload evidence for a module, please click on it (see 5.3).

### 3.4 Assessors Status Overview



Full Name (Contact)	Company	Module	Module Status ↑	Certification body role (Contact)
Pazachev, Valentin	TEST CB	Hazard Analysis and Critical Control Points (HACCP)	Approved	Scheme Manager
Pazachev, Valentin	TEST CB	Food safety	Approved	Scheme Manager
Pazachev, Valentin	TEST CB	Crops	Approved	Scheme Manager

In this menu you have an overview of all modules that have been assigned to your users and the status of each module (column “Module Status”).

**Note:** You can click on “Module Status” or “Module” to sort the columns.

**Note:** This menu provides just a “zoomed” out overview, so you can keep track of the status of all your assessors, but you cannot access users or modules directly from it. To access assessors and their modules, please use the menu “My Contacts”.

### 3.5 Academy


Clicking on this button will redirect every user to their assigned Farm Auditor Online Trainings (FAOT) in our GLOBALG.A.P. Certification Body Academy page. There you can see your completed FAOTs and track your progress.

### 3.6 Your personal settings

This menu contains an overview of your contact information.

Home > Profile View

## Profile View



Valentin Radoslavov

- Profile
- Security
  - Change password
  - Change email

! Your email requires confirmation. Confirm Email

### Summary

**CONTACT INFORMATION**

Salutation	Street 1
—	—
Full Name *	Street 2
Radoslavov Valentin	—
Company Name *	ZIP/Postal Code

**Note:** To edit your contact information, please select your user in the menu “My Contacts”.

## 4 Modules

### Contact Module

Add Module

Module ↑	Module Status
Animal welfare and veterinary training	Open <span style="float: right;">▼</span>
Crops	Open <span style="float: right;">▼</span>
Food safety	Open <span style="float: right;">▼</span>
Hazard Analysis and Critical Control Points (HACCP)	Submitted to Schememanager <span style="float: right;">▼</span>
Integrated Farm Assurance (IFA), Aquaculture Base	Open <span style="float: right;">▼</span>

### 4.1 Definition

Modules describe the requirements in the relevant standard rules (e.g. for IFA that are Points 12 and 13 of the [general regulations](#)). Modules are grouped based on qualification requirements for each GLOBALG.A.P. standard for example:

- Module “Animal welfare” includes all shared requirements regarding animal welfare for IFA AQ and LS CB farm auditors and CB QMS auditors – ref. GR III, 12.3.2 e) and 13.3.2 e)
- Module “Crops” includes all shared requirements for all GLOBALG.A.P. crops standards – IFA Crops Base, HPSS, Produce Safety Assurance standard, etc.
- Module “CB fam auditor” includes all requirements for CB fam auditor training – ref GR III, 12.1
- Module “CB QMS auditor” includes all requirements for CB QMS auditor training – ref GR III, 13.3
- Module “IFA Aquaculture” includes all requirements that are applicable ONLY

to IFA AQ CB farm auditors and CB QMS auditors

- Module “IFA Combinable Crops” includes all requirements that are applicable ONLY to IFA CC CB farm auditors and CB QMS auditors

Some standards share qualification requirements and therefore modules. So, when you have successfully completed a module once for one standard, you do not need to complete it a second time for another, if the second standard has the same qualification requirements.

When you assign a standard to your CB farm auditors/CB QMS auditors, this standard will automatically apply all its applicable modules. Same modules completed for another standard will not be duplicated. When submitting evidence for a standard, you always have to complete all its modules.

**Note:** “CB farm auditor” and “CB QMS auditor” are also modules that include the specific training requirements for CB farm auditors and CB QMS auditors. These modules are automatically assigned to a user when you first create the user. The Scheme Manager gets both modules assigned **but only need to complete one**. CB-Assist users do not get “CB farm auditor” and “CB QMS auditor” modules assigned automatically, and if you need to, you can assign it manually.

## 4.2 Module status

Modules can have one of 3 statuses:

- “Open” – answers can still be edited by the CB farm auditor / CB QMS auditor and the scheme manager.
- “Submitted to scheme manager” – answers cannot be edited by the CB farm auditor / CB QMS auditor and the scheme manager. Scheme manager can review answers and “re-open” the module, so the answers can be changed.
- “Submitted to GLOBALG.A.P.” - answers cannot be edited by the CB farm auditor / CB QMS auditor and the scheme manager. Only GLOBALG.A.P. can re-open the module. Modules submitted to GLOBALG.A.P. are considered final.
- “Review by CB required” – answers were checked by GLOBALG.A.P. but there are some comments from GLOBALG.A.P. which can be found in the module itself.
- “Temporarily approved” – temporary approval so the assessor can be used for audits in Audit Online Hub. The documents are not yet checked and accepted by GLOBALG.A.P.
- “Approved” – all documents(answers) were checked and approved by GLOBALG.A.P.

## 4.3 Approval status

The approval status has 3 different states:

- “Awaiting application” – this means that at least one of the modules assigned to the assessor is **NOT** in state “Submitted to GLOBALG.A.P.”.
- “Approval pending” – this means that all modules assigned to the assessor are in state “Submitted to GLOBALG.A.P.”.
- “Approved” – this means that all modules assigned to the assessor are in state “Approved”.

## 5 Important functions

### 5.1 Registering a new user

Begin by going to the menu “My Contacts” and click on “Create new User”.

Home > My Contacts

## My Contacts

Create new User

Full Name ↑	Company Name	Email	Certification body role	GAIN	Approval Status	Status
Akkad, Rawad	TEST CB	akkad@globalgap.org	GLOBALG.A.P. User	404992800000024710	Awaiting Application	Active
Alfaro, Pamela	TEST CB	alfaro@globalgap.org	CB Assist	404992800000023447	Awaiting Application	Active

Fill all the necessary fields. Please note that fields marked with \* are obligatory. Do not forget to assign a relevant role to the user (see 6). Only GLOBALG.A.P. can change and add Scheme Manager users. Once you have finalized the information click on “Submit”.

### 5.2 Assigning a module (e.g. standard/add-on) to a user

- 1) Begin by going to the “My Contacts” menu. Click on the name of the user you wish to add the modules to. The menu with their details opens.
- 2) Scroll down to “Contact Module” overview and click on **Add Modules**.
- 3) Use the  to find the applicable standard/add-on. You can select **only 1** standard at a time. Confirm your selection by clicking on **Submit**.

**Note:** A newly assigned module can take from 30 sec. to 1 minute to appear. If you do not see it under “Contact Module”, please wait some time and refresh the webpage. You can keep adding other modules while you wait the one just assigned to appear. A module will not be added more than 1 time.

- 4) The module has now appeared under “Contact Module”. CB-AT has also added all other applicable modules to the standard that the user does not have yet. Please always remember to fill all modules linked to the standard/add-on you selected. To modify it or complete the requirements, click on its name.

Contact Module

Add Module

Module ↑	Module Status
Crops	Open <input type="checkbox"/>
Food safety	Open <input type="checkbox"/>
Hazard Analysis and Critical Control Points (HACCP)	Open <input type="checkbox"/>
Integrated Farm Assurance (IFA), Crops Base, Fruit & Vegetables	Open <input type="checkbox"/>

### 5.3 Assigning a CB farm auditor/CB QMS auditor module to a user

As Scheme Manager or CB-Assist it is your responsibility to assign both the correct role(see 6.3 and 6.3) and assign the respective module for the qualification requirements.

The role is assigned when you first register the user, and you can change later. To assign the module with the qualification requirements – please follow the same process as described in 5.2 and select the module “CB farm auditor” or “CB QMS auditor”. For more information on the qualification requirements, please consult the applicable standard or add-on general regulations.

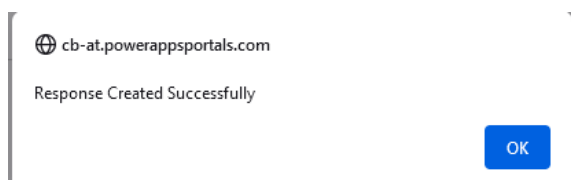
### 5.4 Completing and submitting modules to Scheme manager for review

- 1) If you are a Scheme Manager or a CB-Assist, begin by selecting a contact from “My Contacts”. If you want to modify modules assigned to yourself, open “My Assigned Modules”.
- 2) Select a module you wish to complete from the list.

Requirement	Evidence	GLOBAL.G.A.P. Comments	GLOBAL.G.A.P. Approval Status
<p>1.1. At least a post-high school (postsecondary education) diploma or equivalent (minimum course duration of two years) in a discipline related to the scope of certification (plants and/or livestock and/or aquaculture) AND A minimum of two years' experience in the respective scope gained after finishing post-high school studies, and a total of three years' experience in the agricultural industry/business. OR A post-high school (postsecondary education) diploma or equivalent (minimum course duration of two years) in a food-related discipline AND A minimum of four years' industry experience either in a practical capacity on a farm/site or in a technical production management role in the relevant scope of certification (plants and/or livestock and/or aquaculture).</p> <p>*1.11. Post high school (post-secondary education) diploma or equivalent</p>	<p><input type="button" value="Browse..."/> No file selected.</p>	<p><input type="text"/></p>	<p><input type="text" value="Select"/></p>

- 3) You will see all requirements applicable for the module. Each module begins with an explanation of the exact requirements from the applicable standard general regulations.
- 4) Please complete all relevant requirements. Requirements marked with \* are obligatory to complete.
- 5) Remember to save your progress by clicking on . You can always save and log out and come back later to finish.
- 6) Requirements that require a file upload are noted with . Once you upload a document, you can see the name of the document next to the “Browse” button.

Click on “Save” to finish the upload. If the document was successfully uploaded, you will see this message



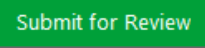


And the file will appear below the “Browse” button. Clicking on the files allows you to open it.

**Note:** Remember to save your progress, by clicking on the “Save” button or else your progress will be lost.

If you wish to upload more than one document, please follow the same process. Click on “Browse” select the file click “Save” and then do the same.

- 7) Once you have finished all requirements, submit it to your Scheme Manager for review.  
**Note:** You will not be able to modify your answers anymore after this.

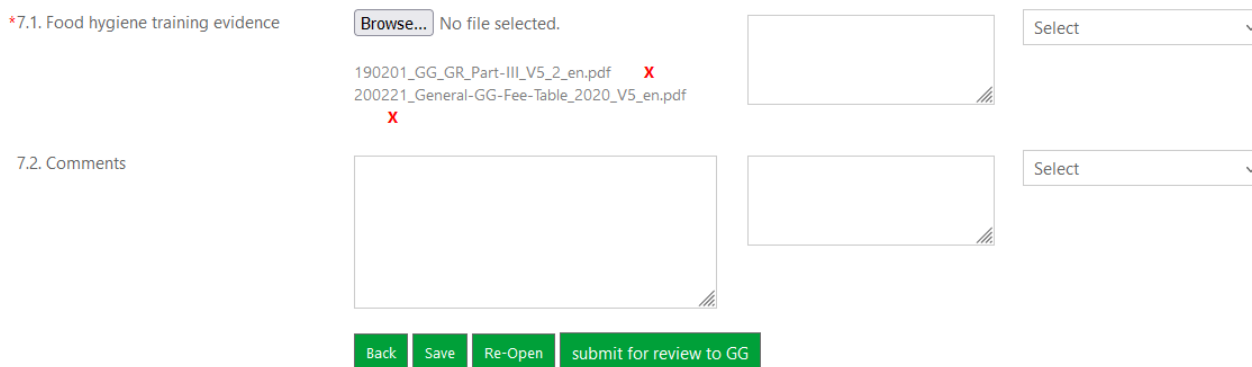
Click on 

- 8) Your Scheme Manager might decide to return your submission back to you for an update. In this case the module will again unlock for editing.

**Note:** The evidence you submit shall be in English or the relevant parts shall be translated in English. Exceptions shall be confirmed in writing with the GLOBALG.A.P. Secretariat.

## 5.5 Reviewing submitted modules and submitting to GLOBALG.A.P.

- 1) You can see which modules need your review by going to the menu “AssessorStatus Overview” and looking for modules with status “Submitted to Scheme Manager”.
- 2) Go to the user and select the applicable module through “My Contacts”.
- 3) You can review the evidence submitted and files uploaded. You can access uploaded files by clicking on them.
- 4) After reviewing you have 2 options:



\*7.1. Food hygiene training evidence

No file selected.

190201\_GG\_GR\_Part-III\_V5\_2\_en.pdf **X**

200221\_General-GG-Fee-Table\_2020\_V5\_en.pdf **X**

Select

7.2. Comments

Select

You can “Re-Open” a module, which sets the status back to “Open” and your assessor can modify it and re-submit it back to you. You can “Submit for GLOBALG.A.P.” the module. Modules submitted to GLOBALG.A.P. are considered final, cannot be modified anymore by your CB.

## 5.6 Editing user data

To modify your data or the data of other users, please go to “My Contacts”, and select the user. Once you have updated the information, scroll down, and click on “Submit” to confirm the changes. Scheme Manager and CB-Assist can also edit their own information by selecting themselves from the “My Contacts” menu.

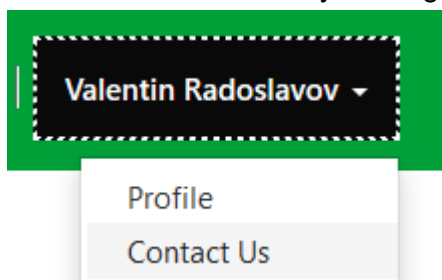
**Note:** Only Scheme Manager or CB-Assist can modify the data of other users.





## 5.7 Contact GLOBALG.A.P. Certification Body Administration for support.

If you have questions on qualification requirements or the use of CB-AT, please use the “Contact Us” function accessed by clicking on the dropdown next to your name:



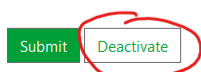
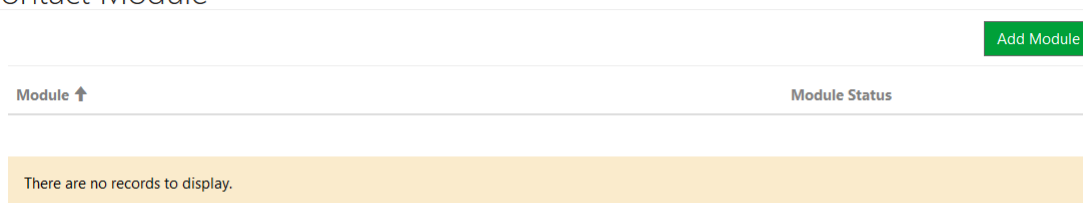
Please fill in the necessary details in the contact form and then click on “Submit” to send your questions to the GLOBALG.A.P. Certification Body Administration. Please note that to guarantee the quick and efficient response, the GLOBALG.A.P. Certification Body Administration will not answer questions on the use of CB-AT that are not submitted through this form (e.g. sent directly to the personal email of one of your GLOBALG.A.P. contacts).

## 5.8 Deactivating/re-activating users

If one of your users is no longer engaged in GLOBALG.A.P. certification activities or has left your CB, you shall disable this user in CB-AT. This way the user will be shown as “inactive” to GLOBALG.A.P. but will not be deleted from the system. Due to legal reasons, GLOBALG.A.P. needs to keep evidence of the approval and qualification of inactive users for up to 10 years.

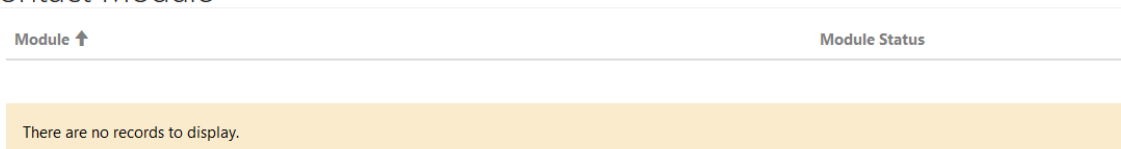
To deactivate a user, begin by selecting the user through “My Contacts”, scroll to the bottom of the page and then click on “Deactivate”.

### Contact Module



You can now no longer edit the modules and details of the user. You can re-activate a deactivated user at a later point, by clicking on “Activate”.

### Contact Module



## 5.9 Changing role of a user

If you want to change the role of a user:

- 1) Select the user from “My contacts”.
- 2) Select the new role:

Certification body role \*

▼

CB QMS auditor

CB farm auditor

CB Assist

**Note:** If you change the role of a CB farm auditor to a CB QMS auditor, CB-AT will automatically add the “CB QMS auditor” module to the user. Please complete and submit it for review. The “CB farm auditor” module will remain.

**Note:** Be careful not to change the role of the scheme manager, because you are not able to assign it back. In case you do this by mistake – please contact GLOBALG.A.P. for help (see 5.7).

## 5.10 My company

This option is only visible for the scheme manager. It contains information about the company, such as name, address, phone, e-mail, account number, website and logo.

Home > My Company

### My Company



Upload

#### Company Details

Account Number

—

CB Identifier

2

Account Name \*

TEST CB

VAT

—

Email

Phone

Provide a telephone number

Fax

Website

Street 1

Spichernstr. 32

Street 2

ZIP/Postal Code

50673

City

Köln

Country \*

United States of America



Region

North America



It also shows all the contact (assessors) that are assigned to this account, along with their GAIN, e-mail, certification body role and approval status. At the bottom of the page there is the “Certification Body Module” section, which shows the modules the CB is approved for.

## Certification Body Module

Add Module

Module ↑	In-house Trainer	Module Status	
Initial Application		Open	▼
Integrated Farm Assurance (IFA) v6 GFS Aquaculture Base		Open	▼
Integrated Farm Assurance (IFA) v6 GFS Plant Base		Open	▼
Integrated Farm Assurance (IFA) v6 SMART Aquaculture Base		Open	▼

## 6 CB-AT roles

### 6.1 Scheme Manager

Only a person approved as a Scheme Manager as per the applicable standard regulations can receive this role. Only the GLOBALG.A.P. Secretariat has the right to register or modify scheme manager users. The Scheme Manager has access to all information for the CB as well as all other users. The Scheme Manager can also register other users and modify their information; can assign/modify/remove modules from all users. The Scheme Manager is the main point of contact for the CB and is responsible for accuracy and timely submission of information.

The Scheme Manager shall be an approved CB farm auditor/CB QMS auditor for at least one of the GLOBALG.A.P. standards in the scope of the CB. For this please assign the scheme manager the applicable modules (standards/add-ons) (see 5.2) as well as the CB farm auditor/CB QMS auditor module (see 5.3).

**Note:** If you are a Scheme Manager, be careful not to change your role as you will lose your Scheme Manager access rights and you have to contact the GLOBALG.A.P. Secretariat to re-assign it.

### 6.2 CB-Assist

CB-Assist are users that have the same access rights as a Scheme Manager with one exception – they can register only other CB farm auditor/CB QMS auditor and cannot register other CB-Assists. The Scheme Manager can assign this role at their own discretion.

CB-Assist can be also technical or auditing staff – in this case you can assign them the respective standards and add-ons, they are active for. CB-Assist can also be a fully administrative role for a user to assist you in managing the qualification requirements of your CB farm auditors/CB QMS auditors.

**Note:** CB-Assist users can view and modify all the information that a Scheme Manager can, so please assign this role with care.

### **6.3 CB farm auditor/CB QMS auditor**

CB farm auditor / CB QMS auditor is a role given to active CB farm auditors/CB QMS auditors. For this the Scheme Manager and/or the CB-Assist shall assign the CB farm auditor / CB QMS auditor the applicable modules (standards/add-ons) (see 5.2) as well as the CB farm auditor / CB QMS auditor module (see 5.3). CB farm auditor / CB QMS auditor users can only view their own information in CB-AT.

### **6.4 GLOBALG.A.P.users**

GLOBALG.A.P. users are administrators of the system and have access to all information from all certification bodies and can also modify/register/delete all users andCBs.