

CB-AT User's guide.

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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.

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:

- Harmonized Produce Safety Standard (HPSS) v1.1-2
- Produce Handling Assurance (PHA) standard v1.2
- 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 (Scheme Manager view). Below you will find more details on each menu.



3.2 My contacts

Home > My Contacts

My Contacts

Full Name ↑	Company Name	Email	Certification body role	GAIN	Approval Status	Status
Pazachev, Valentin	TEST CB	pazachev@globalgap.org	Scheme Manager	404992800000020699	Approval Pending	Active <input type="checkbox"/>

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 FAPs. Here you can also create new users (see 5.1) using the “Create new User” button. You can also search by name, e-mail, CB role, GAIN, approval status and status.

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

3.3 My Farm Assurance Products

Home > My Farm Assurance Products

My Farm Assurance Products

Farm Assurance Products

Farm Assurance Products- Search

Module ↓	Role	Language	Module Status	Date of Approval	Completion Status (Farm Auditor Online Test Status)	
Integrated Farm Assurance (IFA) v6 Smart Plants	QMS Auditor	English	Approved - Training Pending	2/22/2023	Not started	<input type="checkbox"/>
Integrated Farm Assurance (IFA) v6 Smart Plants	Farm Auditor	English	Submitted to GLOBALG.A.P.		Not started	<input type="checkbox"/>

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

You can click on the Farm Assurance Products with the small arrow and change the view to Farm Assurance Products Legacy, where you will find all the FAPs before the last update. You can still upload files there and submit them to GLOBALG.A.P.

3.4 Auditor Status Overview

Home > Auditor Status Overview

Auditor Status Overview

Farm Assurance Product

Status

Role

Language

Auditor Status Overview-

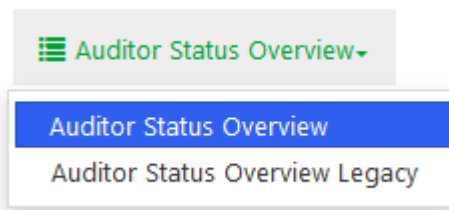
User	Country	Farm Assurance Product	Role ↓	Language	Status	Date of Approval	Farm Auditor Online Test Status
Sprout-ID, Venco01	Netherlands	Integrated Farm Assurance (IFA) v6 GFS Plants	Reviewer	Dutch; English	Approved - Training Pending		<input type="checkbox"/>
Sprout-ID, Venco01	Netherlands	Integrated Farm Assurance (IFA) v6 GFS Aquaculture	Reviewer	English	Approved - Training Pending	2/25/2023	<input type="checkbox"/>
Jahin,	Germany	Integrated Farm	Reviewer	English	Approved	3/3/2023	<input type="checkbox"/>

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

There are some new filters on the left-hand side, which you can use to narrow your search of a particular group of auditors.

Note: You can sort by every column by clicking on it, except for “Language”.

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 FAPs directly from it. To access assessors and their FAPs, please use the menu “My Contacts”.



By clicking overview.

you can again switch to the “Legacy”

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 Farm Assurance Products

Clicking on a contact and going to the bottom will show their assigned FAPs along with the role of the FAP, language, status, date of approval (the date the FAPs status was changed to “Approved”) and the status of the online test for this FAP.

Per default this view is set to the new FAPs post IFA v6.

Farm Assurance Products

Farm Assurance Products

Search

Farm Assurance Product ↓	Role	Language	Status	Date of Approval	Farm Auditor Online Test Status
Integrated Farm Assurance (IFA) v6 Smart Plants	QMS Auditor	English	Approved - Training Pending	2/22/2023	Not started <input type="button" value="v"/>
Integrated Farm Assurance (IFA) v6 Smart Plants	Farm Auditor	English	Submitted to GLOBALG.A.P.		Not started <input type="button" value="v"/>

You can change the view by clicking on the arrow next to FAP and switching to Legacy. There you can still upload files for FAPs that are in status “Open” or “Review by CB required”.

Farm Assurance Products

Farm Assurance Products Legacy

Search

Farm Assurance Product ↓	Status	Date of Approval
test Module - SMART	Approved	11/16/2021 <input type="button" value="v"/>
Integrated Farm Assurance (IFA), Aquaculture Base	Open	<input type="button" value="v"/>
Integrated Farm Assurance (IFA) v6 GFS Aquaculture	Open	<input type="button" value="v"/>
Integrated Farm Assurance (IFA V5), Crops Base, Fruit & Vegetables	Approved	4/1/2023 <input type="button" value="v"/>

4.1 Definition

Farm Assurance Products describe the requirements in the relevant standard rules. Additionally, each FAP is assigned with a role.

- FAP “IFA v6 Smart Plants - Farm Auditor” will have to comply with Points 12.1-12.4.3 of the Rules for Certification Bodies.
- FAP “IFA v6 **GFS** Plants – Farm Auditor” will have to comply with Point 12.1-12.4.3 of the Rules for Certification Bodies however points **12.3.4 and 12.3.5 are modified.**

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

4.2 FAP status

FAP can have one of 7 statuses:

- “Open” – answers can still be edited by the Auditor, CB Assist or Scheme Manager.
- “Submitted for Internal Review” – answers cannot be edited by the Auditor, CB Assist or the Scheme Manager. Scheme manager can review answers and “re-open” the FAP, so the answers can be changed.
- “Submitted to GLOBALG.A.P.” - answers cannot be edited by the Auditor, CB Assist and the Scheme Manager. Only GLOBALG.A.P. can re-open the FAP. FAP 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 FAP 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 – Training Pending” – all documents were checked and approved by GLOBALG.A.P., but the Auditor has not yet done the Online Training or has failed it.
- “Approved” – all documents(answers) were checked and approved by GLOBALG.A.P. and the Auditor has successfully completed the Online Training.

4.3 Approval status

The approval status has 3 different states:

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

- 1) Begin by going to the “My Contacts” menu. Click on the name of the user you wish to add the FAPs to. The menu with their details opens.
- 2) Scroll down to “Farm Assurance Products” overview and click on

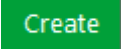
Assign Farm Assurance Product

- 3) Use the  to find the applicable FAP and role.

Choose one record and click Select to continue

Select	<input type="checkbox"/>
Module Name	GRASP v2
Role	Decision-Making Committee
Select	<input type="checkbox"/>
Module Name	GRASP v2
Role	Farm Auditor

Then select the working languages. You can select **only 1** role at a time.

Confirm your selection by clicking on .

Note: A newly assigned FAP can take from 30 sec. to 1 minute to appear. If you do not see it under “Farm Assurance Products”, please wait some time and refresh the webpage. You can keep

adding other FAPs while you wait the one just assigned to appear. A FAP will not be added more than 1 time.

- 4) The FAP has now appeared under “Farm Assurance Products”. To modify it or complete the requirements, click on its name.

5.3 Assigning a role to a user

As Scheme Manager or CB-Assist it is your responsibility to assign both the correct role and assign the respective FAPs for the qualification requirements.

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

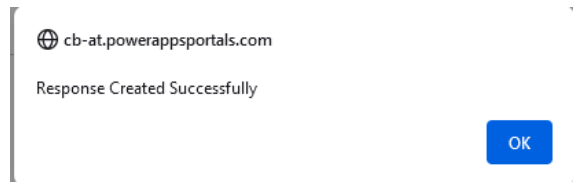
5.4 Completing and submitting FAPs for Internal Review

- 1) If you are a Scheme Manager or a CB-Assist, begin by selecting a contact from “My Contacts”. If you want to modify FAPs assigned to yourself, open “My Farm Assurance Products”.
- 2) Select a FAP you wish to complete from the list.

Requirement	Evidence	GLOBALG.A.P. Comments	GLOBALG.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><input type="button" value="Browse..."/> No file selected.</p>	<p><input type="text"/></p>	<p><input type="text" value="Select"/></p>
<p>*1.11. Post high school (post-secondary education) diploma or equivalent</p>			

- 3) You will see all requirements applicable for the FAP. Each FAP 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.

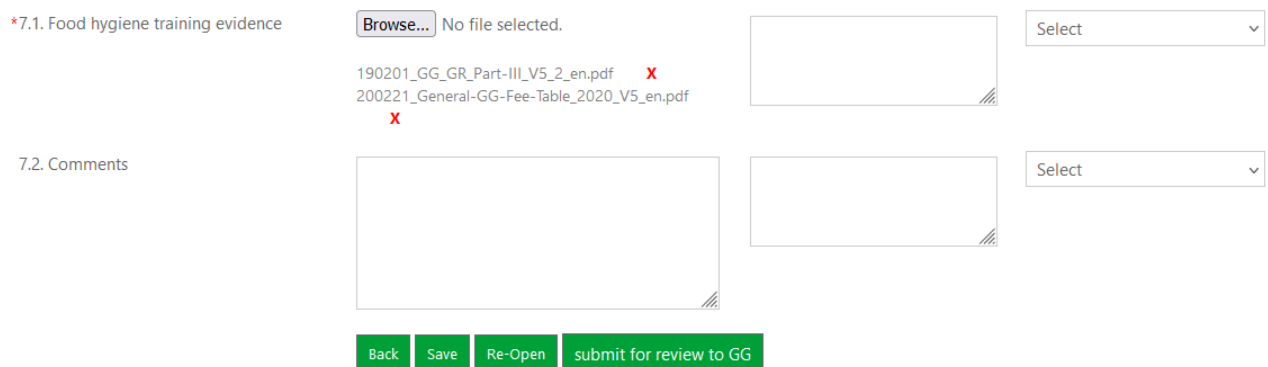
Click on 

- 8) Your Scheme Manager might decide to return your submission back to you for an update. In this case the FAP 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 FAPs and submitting to GLOBALG.A.P.

- 1) You can see which FAPs need your review by going to the menu “Auditor Status Overview” and filter for FAPs with status “Submitted for Internal Review”.
- 2) Go to the user and select the applicable FAP 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:



You can “Re-Open” a FAP, which sets the status back to “Open” and your assessor can modify it and re-submit it back to you. You can “Submit for review GLOBALG.A.P.” the FAP. FAPs 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.

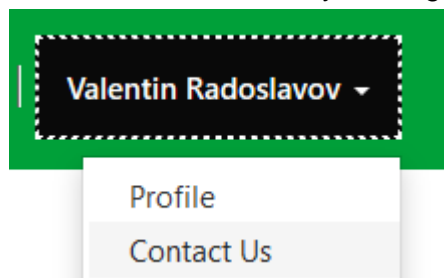


Scheme Manager and CB-Assist can also edit their own information by selecting themselves from the “My Contacts” menu.

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:



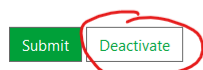
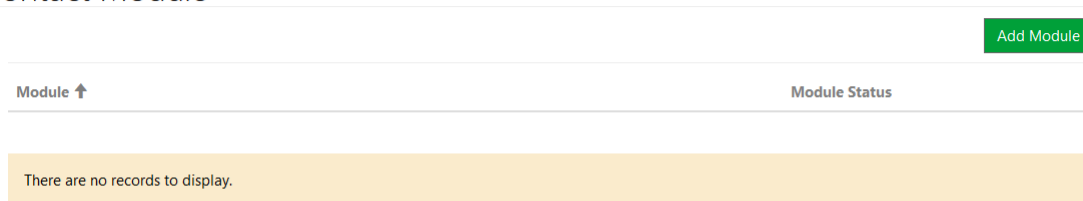
in the contact form and then click on “Submit” to send your Certification Body Administration. Please note that to guarantee the quick and efficient response, the GLOBALG.A.P. Certification Body Administration will not answer questions on the use of CB-AT that are not submitted through this form (e.g.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

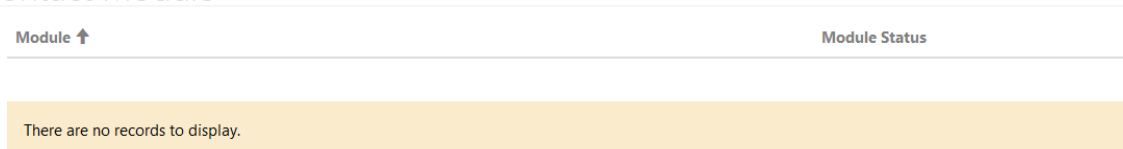
To deactivate a user, begin by selecting the user through “My Contacts”, scroll to the bottom of the page and then click on “Deactivate”.

Contact Module



You can now no longer edit the FAPs 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 *

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” FAP to the user. Please complete and submit it for review. The “CB farm auditor” FAP 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



Company Details

Account Number

—

CB Identifier

2

Account Name *

TEST CB

VAT

—

Email

Phone

Fax

Website

Street 1

Street 2

ZIP/Postal Code

City

Country *



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 FAP” section, which shows the FAPs 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 FAPs 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 FAPs (standards/add-ons) (see 5.2) as well as the CB farm auditor/CB QMS auditor FAP (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 Auditors 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 FAPs, 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 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 Auditor

The Auditor is the role that is given by the Scheme Manger and/or the CB-Assist to a user upon the user registration in CB-AT. This is to set their access rights in the system and to indicate that they are an active auditor.

Auditor users can only view their own information in CB-AT.

6.3.1 CB farm auditor/CB QMS auditor

The CB farm auditor / CB QMS auditor is a role given to active CB farm auditors/CB QMS auditors upon the assignment of the Farm Assurance Product. For this the Scheme Manager and/or the CB-Assist shall assign the CB farm auditor / CB QMS auditor the applicable FAPs (standards/add-ons) (see 5.2) as well as the CB farm auditor / CB QMS auditor role (see 5.3). This is to decide in what capacity Farm or QMS auditor and for which Farm Assurance Product will they be active. Important for AOH and VS activities.

6.4 Decision-making committee

This role is given with the assignment of the Farm Assurance Product. It can be given to all user types.

6.5 Reviewer

The auditor cannot be nominated as “Reviewer” and / or “Certification Committee” for the same audit report. The “Reviewer” and the “Certification Committee” can be the same person – important for AOH and VS. There are no requirements for this role. The FAP with this role just be directly submitted to GLOBALG.A.P.

6.6 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.