

Annex 14.7

GSPP-definitions and explanation scopes

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Annex 14.7 GSPP Definitions & explanation scopes

GSPP Definitions

- Accreditation:** consists of the process in which a company applies for Accreditation; this includes an Audit of the company and, if applicable, of the production Sites involved. If the demands of the GSPP Standard are met, the Audit Organization in charge of this audit process sends a recommendation to the GSPP Board. The GSPP Board decides on the Accreditation on the basis of the recommendation. In case of a positive decision of the GSPP Board, the Applicant signs the Participation Letter and the company is incorporated in the GSPP Accreditation Register. Once all these steps have been completed, the company is Accredited and is referred to as a Participant.
- Accreditation Date:** the accreditation date is the date of the initial Site audit or the recommended date of AO, as recommended in the audit summary report. This date becomes effective once all criteria for Accreditation are fulfilled by the Participant.
- Accreditation Register:** the register in which all companies and Sites which have been audited and found to comply with the GSPP Standard and which have signed the Participation Letter are included; this register is published on the website www.gspp.eu.
- Affected company:** these are parties that are directly affected by a confirmed *Cmm* outbreak. These parties are in principle the producers and owners of seed or other starting material with confirmed *Cmm*. Affected companies in a TIP can consist of non-GSPP and of GSPP Participants.
- Applicant:** a company which has sent the signed application form to become a Participant in the GSPP Accreditation system.

- Audit:** a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements/measures and whether these arrangements/measures are implemented effectively and are suitable to achieve the objectives.
- **Corrective Audit:** extra Audit to verify the corrective action of non-conformities. The AO can decide to handle the non-conformities on documentation basis or to carry out an Audit on location.
 - **Documentation Audit:** audit to check whether or not the Quality Management System itself is in line with the GSPP Standard. Preferably carried out on location, but this is not an obligation.
 - **Implementation Audit:** audit to check whether or not daily practices are in line with the GSPP Standard and the Quality Management System of the Applicant/Participant (for both the general part as well as for the Site specific parts).
 - **Initial Audit:** first Audit required to become Accredited by GSPP through the GSPP Accreditation system: this is both a Documentation Audit as well as an Implementation Audit.
 - **Periodical Audit:** annual Audit required to maintain Accreditation by GSPP through the GSPP Accreditation system. This is an Implementation Audit.
 - **Pre-Audit:** audit to assess the preparedness of an Applicant to comply with the GSPP Standard through the GSPP Accreditation system. The conclusions of the Pre – Audit are only communicated to the Applicant.
 - **Re-entry Audit** extra Audit to verify corrective action in case of emergencies (e.g. pathogen outbreak).
 - **Renewal Audit:** audit to renew Accreditation by GSPP through the GSPP Accreditation system for a 3 years term: this is both a Documentation Audit as well as an Implementation Audit.
- Unexpected Audit:** unannounced Audit, which is optional. The Unexpected Audit is done based upon a decision of the Board, but can be triggered upon information received from an AO. GSPP bears the costs of an unexpected audit.

Audit Organization (AO):	organization appointed by the GSPP Foundation and conducting Audits on behalf of GSPP.
	<ul style="list-style-type: none"> • Sub-audit organization: audit organization with which the AO signed an agreement to carry out Audits, after consultation of GSPP and the other AO.
Auditor:	person who has the qualifications to perform quality assurance Audits, meeting the requirements as defined in the audit regulations; he/she is an employee of an Audit Organization.
	<ul style="list-style-type: none"> • Lead auditor: auditor in charge of an Audit and an employee of an Audit Organization.
Basic seeds:	seeds for planting of parental lines for seed production.
Board or GSPP Board:	the Board of the GSPP Foundation.
Certified List:	document linked to the Certificate of Accreditation, specifying the details and the Scope of the Accredited Site(-s).
Certificate:	numbered Certificate of Accreditation per company, specifying the Sites details and the Scope(s) of the Accredited Site(-s) and the accreditation period.
Cmm:	<i>Clavibacter michiganensis</i> subsp. <i>michiganensis</i> .
Collective Trademark:	the GSPP quality mark as registered with the respective trademark authorities; it may only be used according to the regulations on the use and supervision of the GSPP Collective Trademark.
Commercial seeds:	Hybrid or open pollinated (OP) seeds for commercial purposes.
Commitment Letter:	a letter to be signed by a non-GSPP participant to be able to participate in a TIP.
Confirmed Cmm infection:	a <i>Cmm</i> infection is considered confirmed if the diagnosis is done using the method as described in Annex 14.2 (for plants) or Annex 14.3 (for seeds) of the Standard. For Annex 14.3 the analysis need to be performed by a laboratory compliant to GSPP requirements.
Control measure:	any action and activity that can be used to prevent, reduce or eliminate a <i>Cmm</i> hazard.
Corrective action:	a documented action required for a GSPP applicant or Participant to correct and prevent in the future a repeat of a weakness in the system not conforming with the QMS and / or GSPP Standard.

Corrective evidence:	a documented objective proof of the implementation of a corrective action. Objective evidence is data that shows or proves that something exists or is true. Objective evidence can be collected by performing observations, measurements, tests, or adapted procedures, working instructions, documents, photo's, etc. forwarded to the AO.
Emergency Team (ET):	a team that consists of representatives of Affected companies with or without a GSPP Expert to investigate through a TIP in case of a <i>Cmm</i> outbreak and reach technical conclusions.
Entity:	<ul style="list-style-type: none"> - a group of plants separate from other groups of plants - this separation relates to the four threats - this separation must be achieved by a Green Lock - an Entity can be sub-divided into other Entities - when sub-dividing an Entity, a plant's Entity must remain clear at all times (tracking and tracing) downstream and upstream in the process.
Fruit sampling:	sampling method where fruits are sampled to generate a composed seed lot where test and reference samples are generated from.
Green Area:	<p>the only area where crops can grow. It must be totally covered and separated. Additional:</p> <ul style="list-style-type: none"> - ventilation openings in seed production (and its plant production): netting is compulsory - ventilation openings in commercial plant production: netting is not compulsory.
Green Lock:	a 'physical or not physical separation', compulsory between Yellow and Green Area or between two entities. A Green Lock can also be implemented if a risk analysis shows a potential risk of contamination or cross-contamination. If yes, preventive measures must be written down and implemented. Risks of contamination between Entities are minimized.
Grower:	commercial fruit grower.
GSPP Expert:	independent expert selected by the Emergency Team or the GSPP Board, and appointed by the GSPP Foundation to perform an investigation and root cause analysis into the circumstances and origins of a confirmed <i>Cmm</i> infection in the GSPP supply chain.
GSPP Foundation or Foundation:	The Foundation for Good Seed and Plant Practice; the holder of the Collective Trademark.

GSPP Product (-s):	seeds and plants produced according to the GSPP Standard.
GSPP Secretariat or Secretariat:	a professional secretary who is appointed by the GSPP board and is called GSPP Manager, he/she performs the tasks that have been mandated by the Board, and is assisted by support staff.
GSPP Standard or Standard:	the requirements and conditions laid down for the production of seeds and plants in order to keep contamination by seed-transmitted pathogens to a minimum. The GSPP standard is under continual development and the Versions should always be referred to. Participants should keep themselves informed through the GSPP website of the applicable version (www.gspp.eu).
In Progress:	the status of a company that starts when an application is done and ends when the company is accredited" is approved by the board under following criteria. For seed production a positive audit has to be conducted during the production cycle sown after the application. Seeds from that production cycle can be sold as GSPP seeds, but only after the accreditation of the company. For plant raisers also, an audit can be conducted only on production cycles sown after an application.
Involved company:	all parties behind the same Green Lock where a confirmed <i>Cmm</i> infection is determined, excluding the Affected companies.
ITC:	International Technical Committee.
Non-conformity (NC):	daily practices, which do not comply with the QMS of the participant and / or daily practices, which do not comply with the GSPP-standard and / or when the QMS does not comply with the GSPP-standard.
Non-conformity Major:	a non-conformity, which forms a direct threat to the quality of the product itself and / or when a complete criteria or paragraph of the standard has not been implemented / carried out.
Non conformity Minor:	a non-conformity that does not form a direct threat to the quality of the product, but needs to be solved in order to comply with the GSPP-standard.
Participant:	a company which meets all requirements for Accreditation.
Participation Letter:	a letter which an Applicant has to sign to complete the Accreditation process.

Plan of approach:

a plan that the auditee has to send to the AO within the agreed time frame, including a root cause analysis and corrective evidence regarding a NC. A plan of approach is only accepted in exceptional cases, where auditee and auditor both agree (on the day of the audit) that it is desirable and possible to release the auditee from this time frame because there is no risk / harm for the QMS and / or contamination of a production, both can agree that sending in a plan of approach will be sufficient. The Features of a plan of approach:

1. It must describe who is going to do what and within which timeframe, in order to deal with the NC.
2. This description must be specific, measurable, acceptable, realistic and time bounded.
3. After receiving this plan of approach, the auditor will determine whether this plan of approach is sufficient.
4. When it is sufficient, the AO will inform auditee and await further corrective evidence according this plan of approach and proceed accordingly, and otherwise request for a revised plan of approach.

Plant Raiser:

responsible for QMS with or without a production Site:

- registered as Plant Raiser Participant with GSPP Foundation
- has its own QMS
- has its own production Site or can establish a contract with a Seed Producer, Sub-Contractor or Service Supplier defining the activities and the responsibility
- responsible for Traceability of used GSPP Seed
- responsible for the GSPP labelling
- differentiate between Plant Raiser of plants for seed production and plants for fruit production.
- audited by AO.

Preventive action:

the organization determines actions to eliminate causes of potential non-conformities in order to prevent their occurrence, i.e. to conduct risk assessment.

Quality Management System

(QMS): the organizational structure and provisions needed for being (cap)able of executing the quality policy, in order to comply with the demands of the GSPP standard.

- **Internal Audit:** internal audit is an independent, quality objective assurance activity designed to add value and improve an organization's operations. It brings a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Professionals called internal auditors are employed by the Participant to perform the internal auditing activity.

- **Quality Manual:** set of documents (can be both hard copy or digital), together representing the QMS, complying with the requirements of the GSPP Standard. The quality manual must be in English at least, with the proviso that the Quality Manual in France can be in French and in the Netherlands in Dutch. The quality manual must contain at least: Name of the company, General description of the company, GSPP Sites, Contents, Matrix: quality manual paragraphs/ GSPP standard paragraphs, Quality policy and scope (if applicable: per site), Organization flow chart(s).

Red Area: an uncontrolled area. The management must assume *Cmm* can be present in this area.

Red Lock: a Red Lock is always physical. A Red Lock is designed to provide access for the 'four threats' (propagation material, water, people and materials (including equipment)) to the Yellow or Green Areas after sufficient disinfection and/or a risk analysis indicating that contamination with *Cmm* has been minimized. The risk of contamination between Red and Green or Yellow Area is minimized by a Red Lock. When entering the Yellow or Green area via the Red Lock, the boundaries (the start and end) of the Red Lock should be logic, identifiable/visible and controllable.

Reference sample: seed sample, identical to the test sample, stored in case of complaints.

Scope: scope(s) is/are the identified processes, as identified in the Audit regulations, within the production cycle of GSPP Products at a GSPP Participant for which the Accreditation is given.

Seed Company: responsible for QMS with or without a production Site:

- registered as Seed Company with GSPP Foundation
- has its own QMS
- has its own production Site or can establish a contract with a Seed Producer, Sub-Contractor or Service Supplier defining the Scope of its activities and responsibility
- responsible for checking that all the steps in the chain (from the basic seeds to the labelling of the final package) are managed according to GSPP requirements.
- responsible for the GSPP labelling on the final package
- audited by AO.

Seed Distributor:

responsible for QMS without a production Site:

- registered as Seed Distributor with GSPP Foundation
- has its own QMS
- establish a contract with Seed company defining the scope of its activities and responsibility
- responsible for Traceability
- responsible for the GSPP labelling on the final package
- audited by AO.

Seed Producer:

responsible for QMS with or without a production Site:

- registered as "Seed Producer" with GSPP Foundation
- has a direct contract with the Seed Company(ies) defining the Scope of its activities and responsibility
- has its own QMS
- responsible for Traceability
- has its own production Site or can establish a contract with a Sub-Contractor, Seed Technology Company or Service Supplier
- audited by AO.

Seed sampling:

sampling method where seeds are collected from one or more separate seed lots to generate a single or composed sample for a test and reference sample.

Seed Technology Company:

responsible for sub-processing (e.g. coating, pelleting, seed enhancement, priming):

- registered in Accreditation Register
- has a direct contract with the Seed Company (ies) defining the Scope of its activities and responsibility
- has its own production Site or can establish a contract with a Sub-Contractor or Service Supplier
- has its own QMS
- audited by AO.

Seeds in stock:	seeds that are dried and in storage, e.g. produced and tested, packed etc., before a change comes into force after a GSPP Board decision.
(GSPP) Site:	physical location where plants and/or seeds are grown and/or processed. Within the same site, location(s) can be separated in several production areas. Site is named on the certificate and/or certified list.
Starting material:	All material used to start production of basic or commercial seeds. These are (among others) seeds, cuttings and tissue culture. Pollen is not regarded as a starting material.
Sub-Contractor:	<ul style="list-style-type: none"> - an individual or a company supplying services or activities related to a scope of a GSPP participant. - these services and activities can be separated in: <ul style="list-style-type: none"> • Vulnerable services and activities (based on the 4 threats) must be done on a GSPP accredited site and resides under the GSPP accreditation of a company. These activities are audited by the AO as indicated in the Audit Regulations. • Non vulnerable services and activities (based on the 4 threats) and must be covered in a risk analysis and if needed also audited by the Company. An audit by the AO is not performed when the Risk assessment and the results of the Internal audit are sufficient. • Laboratory services and activities must be covered by one of the GSPP recognized laboratory accreditations. - vulnerable activities are the scope 3,5 and 17. - auditing takes place based on the Risk Analysis by the GSPP participant. The AO determines if the risk analysis addresses the involved risks sufficiently. The risks and preventative measures need to be clearly addressed. The AO can request to perform an audit at the Sub-Contractor in case of doubts. - the GSPP participant has to do a sufficiently clear risk analysis in order to comply with the GSPP Standard.
Sub lot:	collection of seeds within a production cycle. Can be separate or combined harvests, seed extractions or received seed lots. Separately or mixed.
Suspected <i>Cmm</i> Infection:	disease symptoms on tomato plants most likely caused by <i>Cmm</i> , according to plant pathologist or

other internal experts of involved GSPP Participants. Infection is still to be confirmed by testing with a GSPP approved testing protocol.

Technical Investigation Procedure (TIP):

procedure to achieve technical conclusions in case of *Cmm* incidents inside or directly related to the GSPP supply chain of seeds and young plants; annex to the GSPP Standard.

Test sample:

seed sample used for *Cmm*-test.

(GSPP) Threats:

the risk factors that are identified by GSPP to be managed and controlled by Participants to minimize the risk of a *Cmm* infection, the four threats identified are water, people, propagation material and materials.

Traceability:

auditee must be able to demonstrate the link for each GSPP-product (plants and / or seeds, depending on the scope) one step backward (to the site / GSPP-participant where it originates from) and one step forward (to the next site / GSPP-participant) in the GSPP-chain.

Trilateral Agreement:

agreement between the GSPP Foundation, Naktuinbouw and SOC.

Vulnerable processes:

Within GSPP the scopes 3, 5 and 17 are the vulnerable processes. Those are processes in which *Cmm* can infect seeds and plants leading to higher risks of disease outbreaks in the next steps of plant production.

Yellow Area:

the optional part of the production Site beyond the Red Lock, where all important hygiene measures are followed. This part is separated from the red area (by a Red Lock) and Green Area (by a Green Lock).

Explanation scopes

The scopes and boundaries of each Scope are explained as:

1 Sampling and/or testing of starting material:

Sampling and/or testing of parent lines intended for multiplication or hybrid seed production as well as mother material of vegetative/tissue culture productions. Sampling must be performed according to the rules defined in annex 14.1 and 14.4. Testing must be performed with an approved test protocol by a laboratory recognized by the GSPP foundation.

2 Interface (shipment of starting material):

Transport under GSPP controlled measures of GSPP starting material. No use of GSPP Collective Trademark.

3 Production of plant for seed production:

Production of tomato young plants intended for seed multiplication or hybrid seed production. Production of plants grown occurs in a protected green area.

4 Interface (shipment of plants):

Transport under GSPP controlled measures of plants grown under GSPP conditions. No use of GSPP Collective Trademark.

5 Production of seeds:

Production of fruits containing seeds on plants that have been grown in a green area.

6 Interface (shipment of fruits):

Transport under GSPP controlled measures of harvested fruits grown under GSPP conditions. No use of GSPP Collective Trademark.

7 Extraction:

Extraction of seeds from harvested fruits and possible subsequent processes including fermentation and acid treatment and/or seed disinfection. The extraction ends with dry seeds.

8 Interface (shipment of seeds):

Transport under GSPP controlled measures of seeds extracted under GSPP conditions. No use of GSPP Collective Trademark.

9 Seed Processing:

Processing of seeds, performed on dried seeds, processes can consist of cleaning of seeds, sizing, etc...

It can be performed by the seed company, the seed producer, a sub-contractor or by a seed technology company.

10 Interface (shipment of seeds):

Transport under GSPP controlled measures of seeds processed under GSPP conditions. No use of GSPP Collective Trademark.

11 Seed treatment / Enhancement:

Seed treatment and/or enhancement can consist off (one of) the processes of seed disinfection, priming, pelleting and/or coating.

It can be performed by the seed company, the seed producer, or a seed technology company.

12 Interface (shipment of seeds):

Transport under GSPP controlled measures of seeds treated and/or enhanced under GSPP conditions. No use of GSPP Collective Trademark.

13 Sampling and/or testing of seeds:

Sampling and/or testing of seeds is compulsory in order to verify the efficiency of previous processes and before any shipment of seeds with the GSPP logo. Sampling must be performed according to the rules defined in annex 14.1. Testing must be performed with an approved test protocol by a laboratory recognized by the GSPP foundation.

14 Interface (shipment of seeds):

Transport under GSPP controlled measures of seeds sampled and/or tested under GSPP conditions. No use of GSPP Collective Trademark.

15 Trading of seeds, issue the Collective Trademark:

Trading of seed includes the packing of seeds to be delivered with the GSPP logo, together with associated documents. It is performed by the seed company or seed distributor. The trading of seeds must be compliant with the "Regulation of the use and supervision of the GSPP collective trademark". The regulations are available for GSPP Participants or upon request of the applicant

16 Interface (shipment of seeds with GSPP logo):

Transport under GSPP controlled measures of seeds marketed under GSPP conditions with application of GSPP Collective Trademark.

17 Production of plants for fruit production:

Production of tomato young plants for commercial tomato production purposes. Plants are raised from GSPP seed or in-vitro propagated material, grown under GSPP accredited conditions. Young plants are being grown/raised in protected green areas.

18 Interface (shipment of plants with GSPP Collective Trademark):

Transport under GSPP controlled measures of plants grown under GSPP conditions to commercial grower.