



LEAF Marque certification standard system rules

The LEAF Marque is a whole farm standards system and builds on the achievement of the foundation farm assurance systems such as Red Tractor Farm Assurance and GLOBALGAP. By obtaining your certification as a LEAF Marque producer you are committed to a high level of adoption of Integrated Farm Management (IFM) and the continual improvement that is built into its philosophy as prescribed by LEAF.

The following rules are applicable to those who wish to become certified to LEAF Marque and use the LEAF Marque Logo on agricultural produce either primary or processed.

All farmers, growers, processors and retailers who apply the logo must be current members of LEAF “The Charity” for the relevant category of membership i.e. farmer, college or corporate member. They must also complete and return to LEAF a “Warranty Chain Agreement”. The membership rules for the charity are available from LEAF, Stoneleigh Park, Warwickshire, CV8 2LG.

LEAF farmer members can obtain inspection and certification against the LEAF Marque Global Standard as an additional module to existing farm assurance systems. Farmers and growers must register with a certification body approved by LEAF (See www.leafmarque.com for current list). On receipt of payment to the certification body the member will be designated as registered and will then be contacted for inspection and certification.

1. Inspections

- 1.1. The first inspection will take place following registration and will be arranged at a mutually suitable time when the farmer is prepared for the inspection.
- 1.2. Following renewal, inspections will take place between 6 months and 18 months but, in any case, once within the standards system year. This will enable the inspectors to see the farm during different seasons. The timing will also depend on the inspection frequency and rules of the other foundation systems where joint inspections are taking place.
- 1.3. Farmers must adhere to the current set of standards (available on www.leafmarque.com) that are applicable for the current certification year. The year runs from January 1st to December 31st; the Standard for the following year will be available from the 1st October each year or every other year if the Standard is updated biannually. The farms must not fail on any area of the Standard that are designated as critical failure points (CFP) and will not be certified or able to use the logo until all non-conformances relating to the CFP's are cleared and signed off by their certification body.

2. Certification

- 2.1. Certificates for existing and new members will be issued to certified members along with satisfactory compliance to the appropriate baseline assurance system(s), and renewal and certification thereafter will be aligned to run concurrently with the appropriate baseline assurance system (s).
- 2.2. Information of current status is held on the LEAF web site and is only available to approved persons. The exception to this, is where farmers who are participating in LEAF Tracks. Some of their data can be viewed by using the public side of the site and entering the 5 or 6 digit certification number and obtaining information about the farm, and the approval status.
- 2.3. The following is a description of the different levels of status that can be applied to farms:

Membership Status

Registered:	-Membership account created with no certificates.
Current:	-Membership account is open.
Closed:	-Member has left standard system.

Certificate status

Full	-Inspected and certified as fully compliant to the LEAF Marque standard and able to use the LEAF Marque logo.
Suspended:	-Subsequent inspections have found non-conformances of critical failure points and these have not been cleared within the 28 days. Suspended growers will have to re-apply and be re-inspected.
Withdrawn:	-Certificate has been withdrawn through membership being closed



- 2.4. Members have 3 months from the first inspection to rectify any non-conformances, after this date their certificate status will be change to **Withdrawn** and they will have to reapply to their certification body for another inspection.
- 2.5. The member will be notified of their status by the certification body within 28 days of the first inspection and will be issued with a 5 or 6 digit certification number. The certification body will issue the certificate and this remains the property of the certification body.
- 2.6. On all subsequent inspections, if non-conformances arise on the critical failure points the member will be informed at inspection and in writing by the certification body and given 28 days to clear them, after which their status will change from **Full** to **Suspended**. If the critical failure point is of a food safety issue and product should not be marketed then the certification body may change the status to **Suspended** immediately.
- 2.7. The certification body has the right to refuse or terminate and remove the status of the member when it considers that it is necessary to do so to prevent the standard system from being brought into disrepute.
- 2.8. The certification body will renew membership on the annual birthday (first date of registration). If payment has not been received within 3 months then the certification status will show as withdrawn and the membership status will be shown as **closed**.
- 2.9. The certification body will issue one certificate per standard scope and this certificate will be extended after each surveillance visit and or at its expiry. A new certificate will be issued when the scope changes. (a certificate refers to the electronic certificate held on our database and is the most reliable form of compliance data).
- 2.10. The certification body will list only that the certificate refers to LEAF Marque certification under enterprises. The list of crops grown and scope of the certificate is found on page 2 of the LEAF Charity membership certificate

3. Appeals and complaints

- 3.1. If farmers have reason to appeal or complain about the inspection or certification process, they must first direct them towards the inspection and certification body. The certification body, which must be accredited to EN45011 (ISO 17065 from July 2015), will have an appeals and complaints procedure in place and will deal with the complaint accordingly. For a copy of the appeals and complaints procedure contact your certification body.
- 3.2. If your complaint is not dealt with satisfactorily or the issue relates to an issue outside the scope of the certification body or relates to the standard, then please contact LEAF Marque Ltd (Stoneleigh Park, Warwickshire, CV8 2LG. E:mail info@leafmarque.com Tel: +44 (0) 2476 413911). LEAF Marque has a Technical Advisory Committee (TAC) that sets the standard and if the certification body is unable to satisfy the complaint then they may refer it to the TAC.

4. Use of certification data

4.1. LEAF Tracks

- 4.1.1. Key to the success of LEAF Marque is the traceability and openness of the standard system. LEAF has developed the LEAF tracks to allow consumers to trace the source of the product displaying the LEAF Marque logo and the LEAF tracks number (your certification number) through the website. The LEAF Tracks database will display automatically your certification status, company name and the crops you grow. If you wish to opt into the full LEAF Tracks service that allows you to display an image, text and your basic address you must register with LEAF. (You can register using your username and password on our web site to gain access to your account where you will be able to update your LEAF Tracks information or e:mail info@leafmarque.com)

4.2. Producers Directory

- 4.2.1. LEAF has a role to facilitate in the marketing of LEAF Marque produce, so we have developed the LEAF Marque buyers and producers directory on our web site. This enables registered buyers to source direct from the LEAF Marque approved farms. The directory uses the data that you supply to your certification body and you are automatically entered in the directory with your contact details once you are fully approved. If you wish to opt out then please e:mail: info@leafmarque.com . If you participate in LEAF tracks then it uses the picture and text you supply as additional information.



4.3. Access to your Data

4.3.1. As a LEAF Marque producer you are able to access through LEAF's web site (www.leafmarque.com – LEAF Marque services) the following information:

- **Your Membership Report**
view your contact details and certification information
- **Update Your Contact Details**
inform your certifier of any changes to your contact details
- **Contact a Certifier**
send an enquiry to any LEAF Marque certification body
- **Find a Buyer**
search for buyers of LEAF Marque produce by enterprise or company name

4.3.2. To access this area go to My LEAF and My Services.

5. Use of LEAF Marque logo

5.1. The LEAF Marque logo is registered as a Collective Mark, this means that only members of LEAF “The Charity” can use the logo. Only farmers or their agents can apply the LEAF Marque logo to agriculture produce produced on the farm that has achieved LEAF Marque full approval. Crops or livestock that are grown or reared by a third party, outside the control of the certified business, on land owned by the certified farming business do not qualify as certified crops and thus are not permitted to carry the logo.

5.2. It is necessary to complete the Warranty chain agreement in My LEAF for all businesses that apply the logo to produce and/or use it on printed promotional material and or make reference to LEAF Marque for the promotion of their business.

5.3. The above consents, in so far as it applies to use of the Collective Mark, is limited to using the entire logo in an identical form to that used by LEAF. The consent is personal to the certified farm business or business in the supply chain, and may not be transferred or licensed to any other person. Guidelines on the use of the logo are available from LEAF or on the website www.leafmarque.com.

5.4. Third party licensees must ensure that only products that originate from farming businesses that have **full approval** status carry the LEAF Marque logo. You are advised to make use of or purchase a member checking service, see our web site: <http://www.leafuk.org/leaf/producers/services.asp> this will enable you to check supplier's status.

5.5. The LEAF Marque farmer shall not use (or authorise or license others to use) the Collective Mark and/or the Logo in any way outside the scope of the above consent and they shall not use or authorise or license others to use any name, mark, sign or device confusingly similar to the LEAF Marque Collective Mark and/or the Logo

5.6. LEAF reserves the right to withdraw, from any member the permission granted hereunder, after giving one months' notice or upon immediate notice if the member fails to observe the directions of LEAF with regard to the use of the Collective Mark or the Logo or if the certified farmer has their certificate suspended or terminated for whatever reason.

5.7. LEAF reserves the right to refuse/terminate membership when it considers that it is necessary to do so, to prevent the standard system from being brought into disrepute.

5.8. LEAF reserves the right to alter, amend the rules, standard or any other document relating to LEAF Marque. The changes will be notified to the participating farmers and others. The review of the standard takes place from January to August with consultation and is agreed by the TAC by the 1st October each year and the revised standard will be effective from the 1st January each year, unless reviewed bi-annually.

5.9. Produce from the following production systems must not carry the LEAF Marque logo

- Caged egg production normal hen
- Caged egg production quail
- Caged rabbit
- Caged mink production
- Tethered animal production

End