



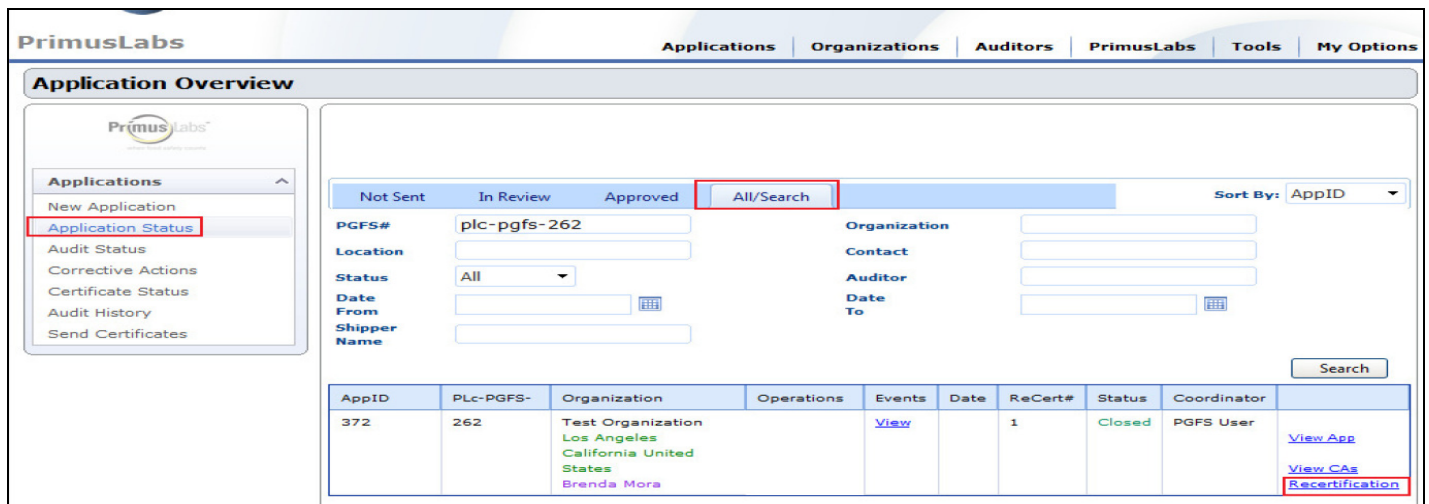
Recertification Manual

To begin the recertification process for a PrimusGFS audit you will first need to log in to the PrimusGFS application site. You can access it at the link below.

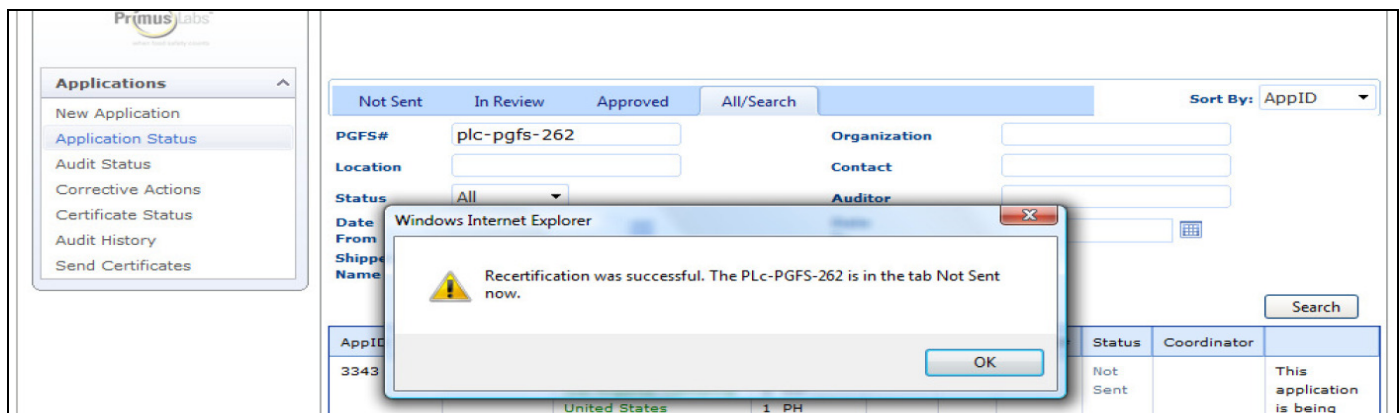
<https://secure.azzule.com/PGFSCB/LoginAccess.aspx?ReturnUrl=%2fPGFSCB%2flogout.aspx>

If you do not have your log information you can contact the Audit Department at (805) 922-0055 or by email at PrimusGFSadmin@primuslabs.com

Once you are logged in click on Application Status in the left hand column, you will then need to click on the ALL SEARCH tab. Next you will need to enter a search parameter. You are able to search by your PrimusGFS number or by the name of the organization. The search will run and list all PrimusGFS applications that were previously entered. Select the application you wish to recertify and click RECERTIFICATION.



Once you click on recertification a pop up window will appear. Click OK.



Once you click on OK go to the NOT SENT tab. The recertification app will be in this tab. You will notice that the cycle number will be the next sequential number in the recertification process.

Application Overview

Not Sent | In Review | Approved | All/Search | Sort By: AppID

AppID	PLC-PGFS-	Organization	Operations	Being Handled By	App Date	ReCert#	Coordinator
3343	262	Test Organization Los Angeles California United States Brenda Mora	1 HC 2 RN 1 PH	Test Organization	Feb 28, 2012	2	

Buttons: Review App, Cancel App

Click on REVIEW APP to review the application details. Once you have opened the application you will need to follow the steps below.

Section 1 ORGANIZATION INFORMATION

- ✓ Verify the organization details are listed correctly. **NOTE:** Any changes to the organization details can only be made by the Audit Department. If you need to make changes please contact the Audit Department at (805) 922-0055 or e-mail primusgfsadmin@primuslabs.com

Section 2 CONTACTS

- ✓ Select your contacts to move them from the left to the right side of the application, and make sure to select an authorized signer.

Section 3 OPERATIONS

- ✓ For G.A.P operations make sure to double check the products listed and the number of acres that are currently on the app. (The same acreage will follow over from last years app) **NOTE:** If your ranch operations changed you can either add or remove the ranches as well.
- ✓ For GMP operations make sure to check the product list and edit it if necessary. Note: you need to click on edit next to the operation to modify any information

Operation	Operation Type	Products	Add Module(s) or Addendum to all	
Ranch 1	Ranch	View Products Add Harvest Crew	Add/View Module(s) or Addendum(s)	Edit Remove
Crew 1	Harvest Crew	View Products	Add/View Module(s) or Addendum(s)	Edit Remove
Packinghouse 1	Packinghouse	View Products	Add/View Module(s) or Addendum(s)	Edit Remove

- ✓ You may only list commodities that will be present during your audit (*does not apply to Storage & Distribution Audits*). Keep in mind products should be listed without specifying the variety, how its grown (organic, conventional, hydroponic) etc. These parameters are set per Azzule the Scheme Owner. All operations **must** be in production during the audit.
- ✓ Once you have completed your operation review and/or added any additional operations you can add Modules and/or Addendums to each operation. (Refer to the instructions for adding Modules and/or Addendums on Page 3)

Section 4 OPTIONS

- ✓ Enter your tentative time frame
- ✓ Select the report language. (This is for those companies that need bilingual auditors).
- ✓ Select the language for the audit. (This is the desired language for the audit report).

- ✓ Make comments or notes that will help us schedule your audit.
- ✓ Click on Save Options.
- ✓ Verify the shipper listed is correct. The shipper info will transfer over from last year's application. **NOTE:** You will need to add or remove shippers prior to submitting your application. Please keep in mind the shippers listed will be billed for full or partial payment of the audit(s).

Section 5 SUBMIT

- ✓ Click on SUBMIT APPLICATION. **NOTE:** A comment box will pop up once you click submit. You must enter a comment in order to submit your application.

You will also need to return the attached Auditing and Sub-License Agreement as soon as possible. Your application will not be approved until it has been returned to your Audit Coordinator. If you need a copy of the Auditing and Sub-License Agreement please contact the audit department at (805) 922-0055 or by email at PrimusGFSadmin@primuslabs.com . Your application will be reviewed and you will be notified by email if your application has been accepted or rejected. **NOTE:** If your application is rejected, please make the necessary changes and resubmit.

Tip: Please enter your application as early as possible giving enough time for the audit coordinator to process your application and confirm an auditor, ideally between 4-6 weeks.