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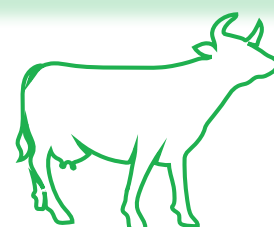


# GeoGAP

The Local Standard for the Primary Production  
of Agricultural Products

## Farmer Guidebook

REQUIREMENTS OF THE GEOGAP STANDARD FOR A DAIRY FARM





# **GeoGAP**

The Local Standard for the Primary Production  
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**Farmer Guide Book**

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Georgian Farmers' Association (GFA)



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## Preface

This guidebook was produced within the framework of the project „Capacitated Agricultural Practices and Consumer Awareness (CAPCA)” which is funded under the EU-supported European Neighborhood Programme for Agriculture and Rural Development in Georgia (ENPARD – Georgia/the fourth phase - ENPARD IV) is implemented by the consortium represented by the Georgian Farmers’ Association (GFA) (lead partner) and two implementing partners: Center for Strategic Research and Development of Georgia (CSR DG) and Beekeepers Association of Georgian Mountainous Regions (Ambrolauri District).

The project’s goal is to improve food safety and sanitary and phytosanitary standards in Georgia. To raise public awareness about food safety and sanitary and phytosanitary standards. Also, to increase government accountability through communication and engagement with stakeholders.

The guidebook contains GeoGAP certification procedures, explanations of each requirement of the GeoGAP standard, and template forms of records corresponding to the requirements, which are intended for a dairy-type farm.

The manual aims to help dairy farmers obtain information about GeoGAP certification procedures and detailed explanations of the requirements, to follow the proposed record forms and procedures, and thereby bring their farm enterprise into compliance with GeoGAP requirements.

In 2018, with the support of USAID under the “Zrda” project, the Georgian Farmers’ Association developed the GeoGAP standard for fruit and vegetable production, the goal of which is to promote the development of a traceable, safe fruit and vegetable production and sales chain, as well as to bring farm enterprises closer to European standards. The first version of the manual for intensive farms was prepared under the “Investing in Safe and Quality Livestock – SQIL” project. The SQIL project is funded by the United States Department of Agriculture (USDA) under the Food for Progress 2018 program and is implemented by the American organization Land O’Lakes Venture37 in partnership with the Georgian Farmers’ Association (GFA). The process received technical assistance from the Dutch consulting company Q-Point.

The manual may be updated along with the development of the GeoGAP standard.

### DOCUMENT HISTORY

VERSION #	LAST UPDATED ON	BRIEF HISTORY OF CHANGES	UPDATED BY
01	19.10.21	An original version	Lasha Avaliani, Project «SQIL»
02	01.05.2024	The second version for small and medium-sized dairy farms	Ilia Kunchulia, Project «CAPCA»



# GeoGAP Certification Procedures



## The Farmer



1

A farmer seeking certification must ensure that the farm's current conditions comply with the standard's requirements and confirm that they fully meet the part of the requirements necessary to obtain the certificate.

2

The next step is registration with the certification body for GeoGAP certification. For registration, the farmer must contact the certification body and complete an application.

3

The certificate is issued for two years to the legal or natural person who completes the registration application and is not transferable from one legal or natural person to another. If the farm changes the status of its business entity, it must contact the certification body



## The Certification Audit

- A livestock farmer seeking GeoGAP certification completes an application with the certification body.
- Within 7 calendar days of applying, a contract is established between the farmer and the certification body.
- Within 14 calendar days of signing the contract, the farmer makes the payment to the certification body for the corresponding amount.
- Within 30 calendar days of signing the contract, the certification audit is conducted. If the farmer decides to withdraw from certification during this period, the certification fee will be refunded.
- The audit involves checking the farm's current conditions (barns, auxiliary buildings, surrounding area,
- staff rooms, cattle, animal feed storage, available equipment, milking systems, veterinary products, disinfectants, etc.) and documentation (including records) to determine compliance with the requirements defined by the GeoGAP standard.
- There are two types of audits: scheduled and unscheduled. Scheduled audits are conducted during the initial certification or each subsequent certificate renewal (annually). Unscheduled audits are conducted annually in 10% of certified farms, based on a random selection principle. In the case of an unscheduled audit, the farmer is notified no more than 48 hours before the audit. If the farmer refuses an unscheduled audit, they are given one more opportunity; if they refuse again, the farm's certification is suspended.
- For one legal entity, a GeoGAP audit generally lasts 1 day (depending on the farm's size, number of employees, availability of records, etc.). This includes inspecting the farm according to the list of GeoGAP requirements and verbally and later in writing communicating the results to the farmer.
- The auditor determines whether the farm's current conditions comply with each GeoGAP requirement:
  - ✓ Yes – The current conditions comply with the requirements.;
  - ☒ No – The current conditions are not in compliance with requirements, or they are not properly documented.
- When assessing compliance with each requirement, it is mandatory to complete all filled fields with explanatory comments and observation results, except in cases where





this is permitted by the relevant note in the GeoGAP documentation

- The GeoGAP standard for a dairy farm divides the requirements in the list into two categories: mandatory and desirable. Mandatory criteria must be fully met for GeoGAP certification, while desirable criteria are not required in the first year but must be fully met for any subsequent certification period.
- The audit consists of the following stages: opening, which must be attended by management (farm director, farm manager), an active phase, and closing, which must also be attended by management representatives, during which the auditor presents the results identified during the audit (both compliances and existing non-conformities).



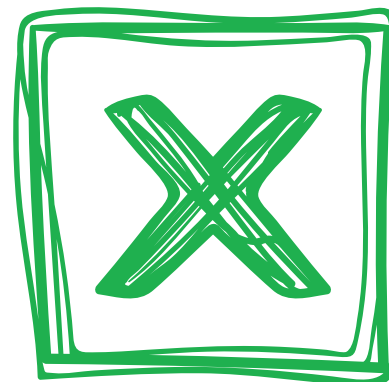
## **In Case of Full Compliance with the Requirements**

- During initial certification, in case of full compliance with mandatory requirements, an official report on the compliance with the list of requirements is issued by the auditor within 7 calendar days after the audit.
- Within 7 calendar days of the report's preparation, the Advisory Board decides on issuing the certificate.
- The certificate is handed over to the farmer within a maximum of 7 calendar days from the Advisory Board's decision.
- Each certificate will have an individual number assigned.
- The audit report is a confidential document, and copies may only be sent to third parties (outside the farmer and the certification body) with the farmer's written consent.
- The farmer receives the certificate from the certification body, which is valid for two years (from the "certificate valid from" date minus one day). The start date of the certificate's validity is considered the date of issuance.



## In Case of Non-compliance with One or More Requirements

- The auditor informs the farm management of the existing non-conformities on-site.
- If the farmer does not wish to bring the current conditions into full compliance with the mandatory requirements, or for any other reason refuses to continue the certification procedures, a form for audit termination is completed between the auditor and the farmer. In this case, the certification fee is not refunded. If the farmer does not sign the audit termination form, the certification contract is automatically considered canceled.



The farmer is given  
**30**  
calendar days  
from the first audit to bring  
the current conditions into  
compliance with the  
mandatory requirements.

- If the farmer agrees to follow the auditor's instructions and bring the current conditions into compliance with the requirements, the auditor completes two copies of the filled compliance checklist, where the compliance column indicates whether the farm's current conditions meet the GeoGAP requirement, and the justification column provides information about compliance or non-compliance. One copy of the checklist is given to the farmer, and the other is kept by the auditor, who, after returning from the audit, sends a scanned version of the form to the farmer electronically to prevent misunderstandings.
- The farmer is given 30 calendar days from the first audit to bring the current conditions into compliance with the mandatory requirements. During the same period, the farmer must also submit, if applicable, a corrective action plan for the desirable requirements that are not yet met, with its implementation scheduled to be completed by the next GeoGAP certification renewal period (1 year).
- If it is not possible to verify compliance with all requirements during a single visit, a follow-up visit for audit purposes may be conducted. It is also possible for the farmer to send evidence of compliance with a specific requirement to the auditor in the form of photos, documents, or videos via email. If, due to objective reasons, a follow-up visit by the auditor to the farm is necessary to complete the audit or to recheck compliance with the requirements, or if additional working time is needed

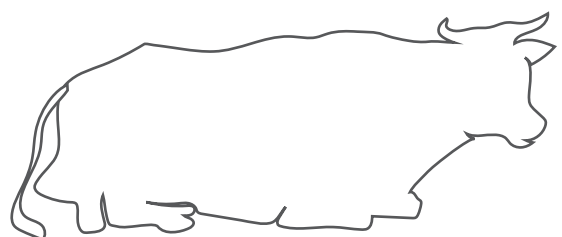


to verify compliance, the certification body may charge the farmer an additional fee for transportation and/or compensation for lost time.

- If a follow-up visit by the auditor to the farm is necessary to recheck compliance with the requirements, or if additional working time is needed to verify compliance, the certification body may charge the farmer an additional fee for transportation and/or compensate for lost time.
- If, based on the information provided by the farmer within 30 calendar days after the first audit, or as a result of a follow-up visit, it is determined that the non-compliances with mandatory requirements have not been corrected, or if the farmer does not submit evidence of compliance within 30 calendar days from the preparation of the first audit report, the certification contract is canceled.
- If, within 30 calendar days after the first audit, based on the information provided by the farmer or as a result of a follow-up visit, it is determined that all non-conformities have been corrected, the auditor issues an official report on compliance with the list of requirements within 7 calendar days.
- The certificate is handed over to the farmer within a maximum of 7 calendar days from the Advisory Board's decision.
- Within one week of issuing the certificate to the farmer, the certification body sends the following information to the Georgian Farmers' Association:

Within  
**7**  
calendar days of the  
report's preparation,  
the Advisory Board  
decides on issuing  
the certificate.

- ① The name of the certificate holder (farm) and the company name under which the company operates, if they are different.
- ① Name of the person who officially represents the company;
- ① Contact information (phone, email);
- ① Full address of the certified company;
- ① Certificate registration date;
- ① Scope of use.







## After Obtaining the Certificate

- After obtaining the certificate, the farmer has the right to display the GeoGAP certificate and logo on the farm. It is recommended that the GeoGAP logo be placed in a clearly visible location (farm entrance, milk collection point, administrative building, or elsewhere).
- Certification allows the farm to use its certified status for marketing purposes and to conduct relevant negotiations with milk processors or collectors. It should be noted that placing the GeoGAP logo on the final processed product is not allowed.



## Certificate Renewal

The certificate is valid for 2 years, and it should be renewed after that.

- As noted, the GeoGAP certificate is valid for 2 years. To renew it, the application for continuation of certification (the same as the initial application) must be submitted no later than 2 months before the certificate expires.
  - Within 7 calendar days after submitting the application, a contract is concluded between the farmer and the certifying body.
  - Within 14 calendar days from the date the contract is concluded, the farmer makes the payment of the required amount to the certifying body.
  - Within 30 calendar days from the date the contract is concluded, the certification audit will be carried out.
  - If the mandatory and recommended requirements are met, the farm's active standard status will be restored within 7 calendar days after the audit.
- If the mandatory and recommended requirements are not met, the farm is given 40 calendar days to bring the current situation into compliance with the requirements.



- After the farm brings the current situation fully into compliance, the active standard status will be restored within 7 calendar days from the audit conducted.
- After the 2-year certification period expires, the farmer must reapply to the certifying body for an audit and pay the certification fee.



## Cancellation of the Certificate's Active Status



- If a certified farm is unable to correct the non-conformities identified during the annual audit within the given period (40 days), the contract will be canceled. The farmer will be informed of this in writing. After the certificate is canceled, its use and the display of the certificate or logo on the farm premises are prohibited. At the same time, the farm's active status in the certified farms database will be suspended.
- In the event of certificate cancellation, the use of the certificate and logo is prohibited.
- The farmer has the right to submit a new application for GeoGAP certification 6 months after the cancellation of the previous certification, during which the same procedures required for the initial certification will apply.








## Technical Assistance during the Certification Process



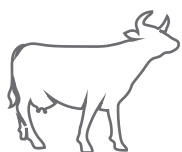
If a farmer wishes to implement the GeoGAP standard and requires technical assistance, they can contact the Georgian Farmers' Association and, with the help of their consulting team, prepare for standard implementation.

The Farmers' Association consulting team will explain in detail to the farmer, based on the GeoGAP requirements list, which actions need to be taken for each requirement. They will also conduct the necessary test analyses for the farm (water tests, brucellosis and mastitis diagnostic tests, milk quality analysis, and antibiotic residue analysis), so that the farmer understands how to meet specific criteria.


In addition, the farmer will receive all supporting manuals, stickers, and record forms needed to help fulfill the GeoGAP requirements.

*Symbols used in the document and their meanings:	
	Compliance with the criterion is <b>verified visually</b>
	Compliance with the criterion is <b>verified through documentation</b>
	Compliance with the criterion is <b>verified through staff interviews</b>

# GeoGAP Standard Requirements for a Dairy Farm with Corresponding Explanations



## Farm

Nº	Requirement	Description	Status
1.1 	Is the farm registered as a business operator/ family production entity?	The farmer's registration as a food business operator or family production entity must be verified with supporting documentation.	Mandatory

**Registration as a food business operator** (organized producer) represents a stage at which an individual declares their intention that their activity is connected both to entrepreneurial activity and to the production of food or animal feed. Registration with the relevant agencies is required for two purposes: first, to declare entrepreneurial activity (including for interactions with the tax authorities), and second, for the business operator status, which refers to an individual who, at the production stage (including primary production), owns a family production entity with a number of animals/birds or land plots as determined by law and produces food or animal feed from them, including for later distribution (including sale).

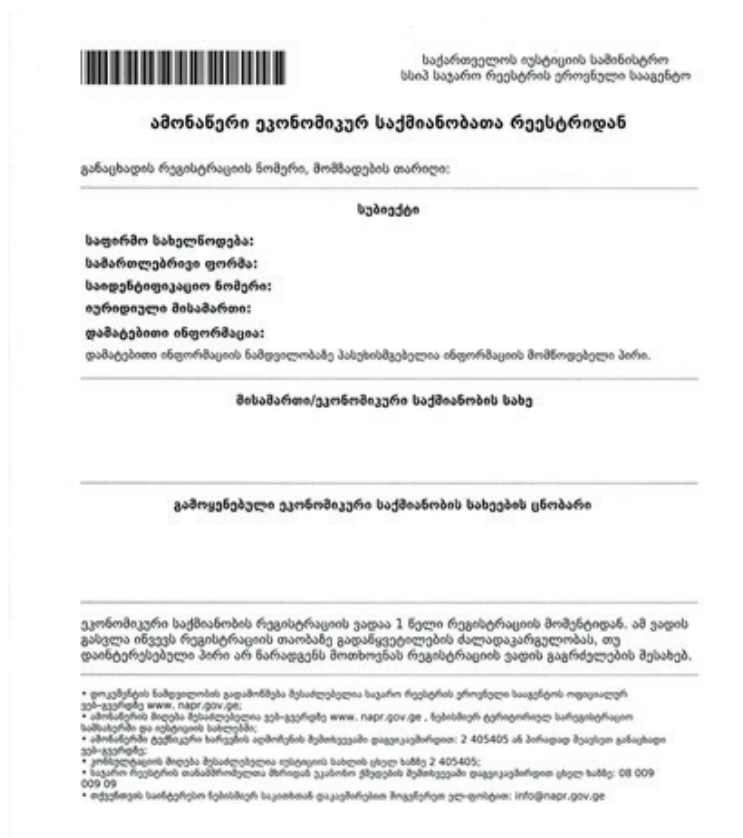
A business operator, i.e., a person who produces food or animal feed in an organized manner, is required to register as a business operator, meaning their type of activity must be registered in the Economic Activities Register of the National Agency of Public Registry. To do this, the individual must first register as an entrepreneurial entity (individual entrepreneur, LLC, cooperative, JSC, or other). For registering economic activity, one can contact the territorial service of the National Agency of Public Registry, the Justice House, or authorized persons of the Public Registry.

For registering economic activity, you can contact the territorial service of the National Agency of Public Registry, the Justice House, or authorized persons of the Public Registry.

During registration in the Economic Activities Register, the farmer must select the type(s) of activity according to the national classifier of Georgia, indicating the specific number(s) in the order and accuracy specified in the National Classifier approved by the National Statistics Office of Georgia. As a result of registration in the Economic Activities Register, an "Extract from the Economic Activities Register" is issued, which serves as the official document confirming registration as a business operator (see Image #1).

From the moment of registration, the registration in the Economic Activities Register is valid for 1 year. After this period, your registration will be considered invalid unless you submit a request to extend the registration.

In addition, it is recommended that the farmer register in the unified Farm/Farmer Registry system at the Rural Development Agency. The purpose of this registration is to identify individuals engaged in agricultural activities and to develop a comprehensive database. This information will help the government plan and implement various




The image shows a form titled "საქართველოს იუსტიციის სამინისტრო სსიპ საჯარო რეგისტრის ეროვნული სააგენტო" (National Agency of the Public Register of Georgia). The form is for "ამონაწერი ეკონომიკურ საქმიანობათა რეგისტრაციის" (Copy of the registration of economic activities). It includes a barcode at the top left. The form is divided into sections: "განაცხადის რეგისტრაციის ნომერი, მომზადების თარიღი:" (Registration number, date of preparation:), "სუბიექტი" (Subject), "საფირმო სახელწოდება:" (Signature name:), "სამართლებრივი ფორმა:" (Legal form:), "საიდენტიფიკაციო ნომერი:" (Identification number:), "იურიდიული მისამართი:" (Legal address:), "დამატებითი ინფორმაცია:" (Additional information:), "დამატებითი ინფორმაციის ნამდვილობაზე პასუხისმგებელია ინფორმაციის მომწოდებელი პირი." (The truthfulness of the additional information is the responsibility of the person providing the information.), "მისამართი/ეკონომიკური საქმიანობის სახე" (Address/type of economic activity), "გამოყენებული ეკონომიკური საქმიანობის სახეების ცნობარი" (List of economic activities used), and a section for "ეკონომიკური საქმიანობის რეგისტრაციის ვადა 1 წელი რეგისტრაციის მომენტიდან, ამ ვადის განვლიდან იწვევს რეგისტრაციის თაობაზე გადაწყვეტილების ძალადაკარგულობას, თუ დაინტერესებული პირი არ წარადგენს მოთხოვნას რეგისტრაციის ვადის გაგრძელების შესახებ." (The validity of the economic activity registration is 1 year from the moment of registration, after the expiration of this period, it entails the loss of legal force of the registration, unless the interested party does not submit a request for the extension of the registration period.). At the bottom, there are footnotes: "\* დოკუმენტის ნამდვილობის გადამოწმება შესაძლებელია საჯარო რეგისტრის ეროვნული სააგენტოს ოფისიდან ვებ-გვერდზე [www.napr.gov.ge](http://www.napr.gov.ge) \* ამონაწერის მიღება შესაძლებელია ვებ-გვერდზე [www.napr.gov.ge](http://www.napr.gov.ge), წესისმომრთველ ტერმინალულ სატელეფონო საშუალებით და იუბილეის სახლებში; \* ამონაწერში ტექნიკური ხარვეზის აღმოჩენის შემთხვევაში დაცვაკაპზირდით: 2 405405 ან პირადად შეავსეთ განაცხადი ვებ-გვერდზე; \* კომპლუტაციის მიღება შესაძლებელია იუსტიციის სახლის ცხელ ხაზზე 2 405405; \* საჯარო რეგისტრის თანამშრომელთა მართლად უკანონო ქმედების შემთხვევაში დაცვაკაპზირდით ცხელ ხაზზე: 08 009 009 09 \* იჭედვების საინტერესო წესისმომრთველ საკითხთან დაკავშირებით მოგვცნეთ ელ-ფოსტით: [info@napr.gov.ge](mailto:info@napr.gov.ge)

Image #1 – Extract from the Economic Activities Register

incentive projects/programs and select the appropriate target groups as needed (for more information, you can call the Rural Development Agency hotline at 1501).

For additional information about registration as a business operator, you can refer to the informational material prepared by the project **“Investment in Safe and Quality Livestock Farming”** – “A Guide on the Requirements and Procedures for Registering an Individual’s Activity Related to Food of Animal Origin/Animal Feed”, which is also available on the website: <https://agronavti.ge/>.

Nº	Requirement	Description	Status
1.2 	Does the farm have a map that includes all plots, buildings, and strategic objects?	Does the farm have a map that includes all plots, buildings, and strategic objects?	Mandatory

The farm must have two copies of the complete farm map, one of which should be displayed in a visible location, while the other is kept in the farm's records.

The map must indicate at a minimum the following types of information:

- Territory of the farm;
- Fence;
- Main and alternative entrances;
- All existing buildings and structures, as well as important buildings in the surroundings;
- Water points



Additionally, it should be marked:

- Location of fire extinguisher (s)
- The presence of a map helps us save the farm and livestock in case of a fire or any other emergency!
- First aid kit location
- Location of the storage area for veterinary drugs and chemical substances;
- Location of the electrical switch (cabinet) and generator;
- Location of other energy sources (gas, fuel);
- Designated areas for carcass disposal.

Each object marked on the map must have corresponding labels that allow the objects to be linked to the map.

Objects marked on the map should be numbered, and their purpose should be indicated in the legend.

The presence of a map helps us save the farm and livestock in case of a fire or any other emergency!

Nº	Requirement	Description	Status
1.3  	Location of the electrical switch (cabinet) and generator;	The farm area should be visually assessed for cleanliness and the presence of garbage bins.	Mandatory



According to the **Resolution №173 of the Government of Georgia dated June 25, 2010**, “On the General Hygiene Rules for Food/Animal Feed Producing Enterprises/ Distributors and the Procedure for Supervision, Monitoring, and State Control in the Fields of Food Safety, Veterinary, and Plant Protection,” the following requirements are established for the enterprise territory, specifically:

- 1) To prevent contamination of the enterprise territory, all potential sources of contamination must be considered** – a list of waste generated on the farm must be prepared in advance, and a management (disposal) plan for it must be established (see Table #1).
- 2) The enterprise territory must be convenient for the removal of solid and liquid waste** – there must be a transport road to the farm to allow for the removal of solid waste from the site, and facilities must be provided for the storage of liquid waste (urine, slurry, etc.).
- 3) Structures, inventory, equipment, and other materials placed on the territory, as well as green plants planted on the site, must prevent contamination of food or animal feed** – there should be no debris from old buildings, construction or repair materials, unused inventory, or other items on the farm territory.
- 4) The enterprise territory must be cleaned regularly** – the area surrounding the farm should be kept as clean as possible to prevent the spread of disease-causing agents and pests. Special attention should be given to the management of various types of waste, for which a sufficient number of trash bins of appropriate function should be placed on the territory. The bins must be closed to prevent waste from being scattered by wind or animals.

Type of Waste	Waste	Yes/No	Disposal Method	Responsible Person

Chart #1 – Waste Management Plan

The waste management plan must cover all regularly generated waste (manure, veterinary drug residues, chemical residues, polyethylene, etc.) as well as infrequently generated waste (glass, oil, metal) (see Appendix #1).

Nº	Requirement	Description	Status
1.4  	Are decent working conditions provided for the employees?	It should be visually assessed whether the farm or its premises have accessible drinking water, toilets (with appropriate conditions), and handwashing facilities. Also, there should be a clean area for changing clothes, storing food, and eating.	Mandatory

Personnel must be provided with appropriately equipped sanitary facilities (including toilet, dining area, shower, and changing room). General requirements for sanitary facilities are as follows:

- All sanitary facilities must be maintained and kept clean to prevent cross-contamination of surfaces or personnel that come into contact with food.
- Handwashing stations must be accessible and properly maintained, with soap and clean towels available.
- Water from sanitary facilities must not enter production or clean areas.
- Sanitary/domestic facilities must be inspected regularly to ensure they are clean and supplied with clean water, soap, towels, etc.
- Handwashing water must be potable or meet clean water standards. If this is not possible, a disinfectant solution must be used after washing hands with soap and irrigation water.



## Toilet

- The toilet must be designed and located to minimize the potential risk of product contamination and ensure easy accessibility for personnel according to their number (it is recommended to have 1 toilet per 10 workers).
- Fixed or mobile toilets (including urinals) must be made of easily cleanable materials to ensure good hygiene is maintained at all times. Toilets should be reasonably close to the workplace (maximum 500 m or a 7-minute walk).







- Toilets must not be located near water reservoirs, wells, or tanks to prevent water contamination.
- A handwashing facility must be located near the toilet.

### **Dining Area**

- The staff dining area must be located in a way that minimizes cross-contamination on the farm and allows for hygienic preparation and storage of staff food.
- Food and drinks intended for staff must be stored and consumed only in the dining area to prevent cross-contamination of food.

### **Changing Room**

- The changing room must have adequate storage for staff clothing (cabinets or lockers) that allow proper separation of outdoor and farm clothing (including separate specialized clothing). There must also be a designated area for soiled farm and specialized clothing.

Nº	Requirement	Description	Status
1.5  	Is pest control carried out on the farm?	It should be visually assessed whether the farm has a rodent/pest and bird control program or plan.	Recommended

In storage areas where animal feed is produced and stored, as well as in milking halls and storage rooms for equipment used for feeding or milking animals, the presence of pests (rodents, birds, crawling and flying insects) is not allowed. These areas must be maintained in a condition that prevents pest entry and eliminates potential breeding sites. Holes, gaps, and other points where pests can enter or nest must be sealed. Wire mesh screens on open windows, doors, and ventilation ducts/pipes can help reduce pest control issues. Potential food sources for pests should be stored in containers inaccessible to them or kept off the floor and away from walls.

- Pest control should be carried out by a qualified contractor and/or farm staff trained according to appropriate instructions.
- Pest control methods must use physical or chemical means that do not pose a risk to food safety or farm workers.
- Rodent control should use self-closing traps placed near walls and doors and checked at established intervals.
- Flying insects can be controlled using electronic insect catchers.
- The use of unprotected sticky paper, fluorine compounds, or formalin for insect control is prohibited.



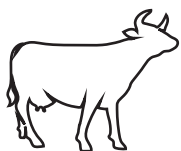
- Crawling and flying insect prevention should include treating storage areas and the farm territory with registered insecticides.
- Traps and other baiting devices must be cleared of captured pests immediately and sanitized appropriately.
- Adhesive strips in electric insect catchers should be replaced as needed.
- Pest control actions must be recorded in the appropriate logs (see Table #3).



Date	Used substance (if applicable)	Performed by:	Signature of the responsible person	Note



Table #3 – Pest Control Program Record Form





## Animal Identification and Traceability



Nº	Requiemment	Description	Status
1.6  	Are all cattle identified with individual ear tags? Are there records of purchased and sold cattle?	It should be visually assessed whether all cattle on the farm have individual ear tags in accordance with existing legislation. Documentation should be checked to verify records of all cattle born, purchased, sold, or deceased on the farm.	Mandatory

According to Georgian legislation (Government of Georgia Resolution №483 dated October 3, 2019, “On Approval of the Rules for Animal Identification and Registration and Registration of Their Farms/Temporary Holdings”), all cattle on the farm must be individually identified with an ear tag and registered in the unified animal registration database.

Animal identification and registration are carried out by the National Food Agency.

In the event of loss or damage to an animal's ear tag, the responsible person must contact the National Food Agency for re-identification of the animal.

Changes in the number of cattle on the farm may occur for the following reasons, and in each case, the farmer is obliged to update the farm records accordingly:

- **Birth of a calf** – The responsible person must contact the National Food Agency regarding animal identification and registration within 7 days of the calf's birth.
- **Introduction of new cattle (purchase)** – Cattle may be introduced to the farm either locally (within Georgia) or imported.
- Locally purchased cattle must have ear tags in the form prescribed by Georgian legislation, and their registration must be recorded in the unified database.
- Identified animals imported from European Union countries may retain their original ear tags; otherwise, they must be re-tagged with a new ear tag.

**Removal of cattle from the farm (sale)** – Cattle removed from the farm must also be recorded in the farm's livestock book and in the unified database.

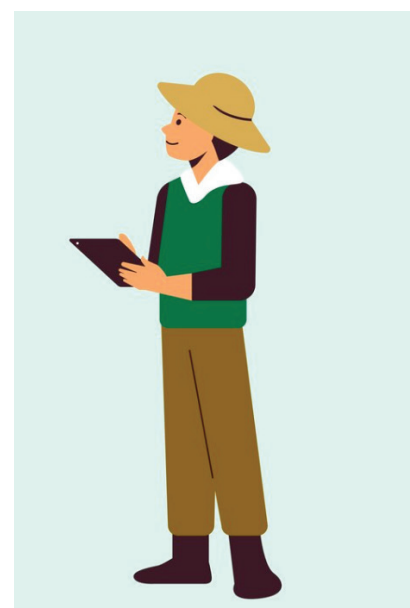
**Death of cattle** – Deceased animals must also be recorded in the farm's livestock book and in the unified database.

To ensure traceability at the farm level, there must be continuously updated data on the current number of cattle and the history of changes. This can be achieved through two methods:

- 1) The farmer has access (as a user) to the unified animal registration database, through which the farmer regularly registers data regarding changes in the number of cattle and provides, upon request from the certifier, an official extract about their farm from the unified database (livestock book extract).
- 2) Alternatively, the farmer may maintain records independently (in writing or electronically) regarding the number and turnover of cattle (purchases, sales).

According to the Government of Georgia Resolution №483 dated October 3, 2019, "On Approval of the Rules for Animal Identification and Registration and Registration of Their Farms/Temporary Holdings," when an animal is moved (introduced to the farm, removed from the farm, or transported to a slaughterhouse), it must be accompanied by a movement document prepared according to the template established by the Agency. The responsible person must apply to the Agency to issue this document.

It is prohibited to move an animal without a movement document. In the case of imported animals, if the animal is sent directly to the farm, it is not necessary to issue an internal movement document; in this case, import certificates must be kept as the supporting





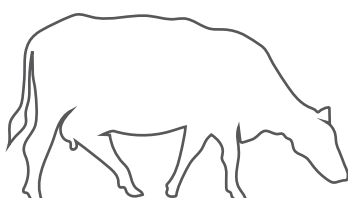
documentation for the movement.

The Government of Georgia Resolution №483 dated October 3, 2019, “On Approval of the Rules for Animal Identification and Registration and Registration of Their Farms/Temporary Holdings,” also establishes the template for the livestock book, including the individual registration form for animals (see Table #6). According to the

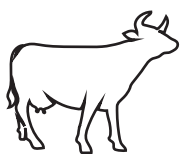
legislation, it is the responsibility of all responsible persons to maintain this livestock book, either in physical or electronic form.

		#	
		Animal Ear Tag Number	
		SEX	
		F	M
		Date of Birth Breede/Category	
		Date of Entry (Color)	
		Age	
		Year	
		Transferred (Month)	
		Date of Removal	
		Reason of removal	
		Note	



Table #6 – Individual Animal Registration Form







## Quarantine Area

Nº	Requirement	Description	Status
1.7  	Is there a possibility of implementing preventive measures when introducing new livestock to the farm?	It should be visually assessed whether there is a separate designated quarantine (isolated holding) area on the farm premises.	Mandatory

The farm must have a separate isolated space (quarantine area) for newly introduced, suspected, sick, or injured animals. It is also recommended that the farm have a separate isolated area for artificial insemination, pregnancy diagnostics, dehorning, or other procedures.

If necessary, the quarantine area can also be used to house animals treated with veterinary drugs until the withdrawal period of the drug has passed.

The quarantine area must be separated from the main livestock housing area in such a way that isolated animals do not have physical contact with the rest of the animals on the farm.

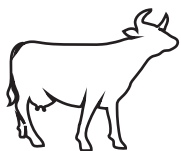
The quarantine area must have an independent entrance, a separate feeding system, watering system, and proper drainage and sewage systems (waste and runoff from the quarantine area must not enter the main livestock housing area).

Floors and walls must be designed to allow easy cleaning and disinfection, and the area must have adequate lighting to observe clinical signs of disease.

It is recommended that for every 30 animals on the farm, there should be a quarantine space sufficient for one animal, without internal partitions. The quarantine space for one animal must be at least 9 m<sup>2</sup>. On small farms, there must be a quarantine area sufficient for at least 2 cows.

If the quarantine area is also used as a quarantine zone for newly introduced animals, it must additionally comply with the requirements of the Government of Georgia Resolution №59 dated February 3, 2017, "On Approval of Preventive Quarantine Rules."





## Animal Feeding and Watering



Nº	Requirement	Description	Status
1.8 👁️	Is the livestock provided with an adequate amount of drinking or clean water, including while on pasture?	It should be visually assessed whether the available drinking or clean water is sufficient for the livestock	Mandatory

Animals must be provided with an adequate supply of clean water at all times (in accordance with the Government of Georgia Resolution №173 dated June 25, 2010, “On General Hygiene Rules for Food/Animal Feed Producers/Distributors and on Supervision, Monitoring, and State Control in the Fields of Food Safety, Veterinary, and Plant Protection”), including during exercise or grazing. The water supply must be sufficient to fully meet the animals’ daily needs. For example, producing 1 liter of milk requires approximately 4–6 liters of water per cow.

The number of drinking troughs must correspond to the number of animals so that there is no competition for access to water. In tied housing, there must be at least one trough for every two cows, and in loose housing, each section must have at least two

shared troughs. The drinking space must be at least 10 cm per cow.

Troughs must be cleaned periodically to prevent the accumulation of pathogenic bacteria.

The farm must ensure that animals are provided with drinking or clean water.

- Clean water – water from a river or other non-potable source that does not contain substances that could directly or indirectly affect the safety of food/animal feed.
- Drinking water – water intended for human consumption as defined by Georgian legislation (water is considered drinking water if it meets the organoleptic, microbiological, physico-chemical, and radiological parameters established by the Government of Georgia Resolution №58 dated January 15, 2014, “Technical Regulation on Drinking Water”).

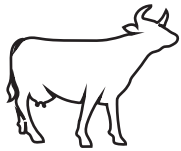
Compliance of the drinking or clean water supplied to animals with the legal requirements must be confirmed through appropriate laboratory test reports. Specifically:

- For centralized water supply, it is recommended that the farm conduct microbiological testing of a properly collected water sample at least once a year for at minimum the following parameters: *Escherichia coli* (*E. coli*), intestinal coliform bacteria, and total mesophilic aerobic and facultative anaerobic bacteria.
- For local water sources, it is recommended that the farm perform a full initial laboratory analysis of the water, including organoleptic, physico-chemical, microbiological, and radiological tests, to determine compliance with the requirements of the Government of Georgia Resolution №58 dated January 15, 2015, “Technical Regulation on Drinking Water.”

Based on the results of the initial full laboratory analysis, a list of parameters to be tested annually should be planned. If the initial analysis confirms that the water meets the requirements for drinking or clean water, annual control may be limited to microbiological parameters only (as in the case of water from a centralized supply).







## Animal Barn



Nº	Requirement	Description	Status
1.9 👁️	Is there sufficient resting and housing space for the livestock?	Is there sufficient resting and housing space for the livestock?	Recommended

It is important that the cattle shed provides an appropriately sized space for the animals for feeding, walking, and lying down.

The flooring in the resting area should be covered with soft material (such as sawdust, straw, sand, a mattress, etc.) and kept clean and dry.

The floor area of the shed must vary according to the size (live weight) of the cattle ([Table #9](#)).

For more information on arranging the flooring of a farm shed, you can refer to the informational material prepared by the project “Investing in Safe and Quality Cattle Farming”, “How to Build a Cattle Farm”, which is also available on the website <https://agronavti.ge/>.

This recommendation is not mandatory for the first year, but it must be done next year. This is essential for your sustainable development!



Live weight of cattle (kg)	Minimum lying space (m <sup>2</sup> )	Minimum total space per animal (m <sup>2</sup> ), including feeding and walking areas
200	2.00	3.00
300	2.75	3.95
400	3.50	4.90
500	4.25	5.85
600	5.00	6.80
700	5.75	7.75
800	6.50	8.70

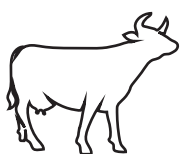
Table #9 – Allocated space per animal in the cattle shed

Nº	Requirement	Description	Status
1.10 👁	Is risk minimization being carried out to protect the cattle from physical injury?	The shed area should be visually inspected for slippery flooring, sharp objects, and obstacles.	Recommended

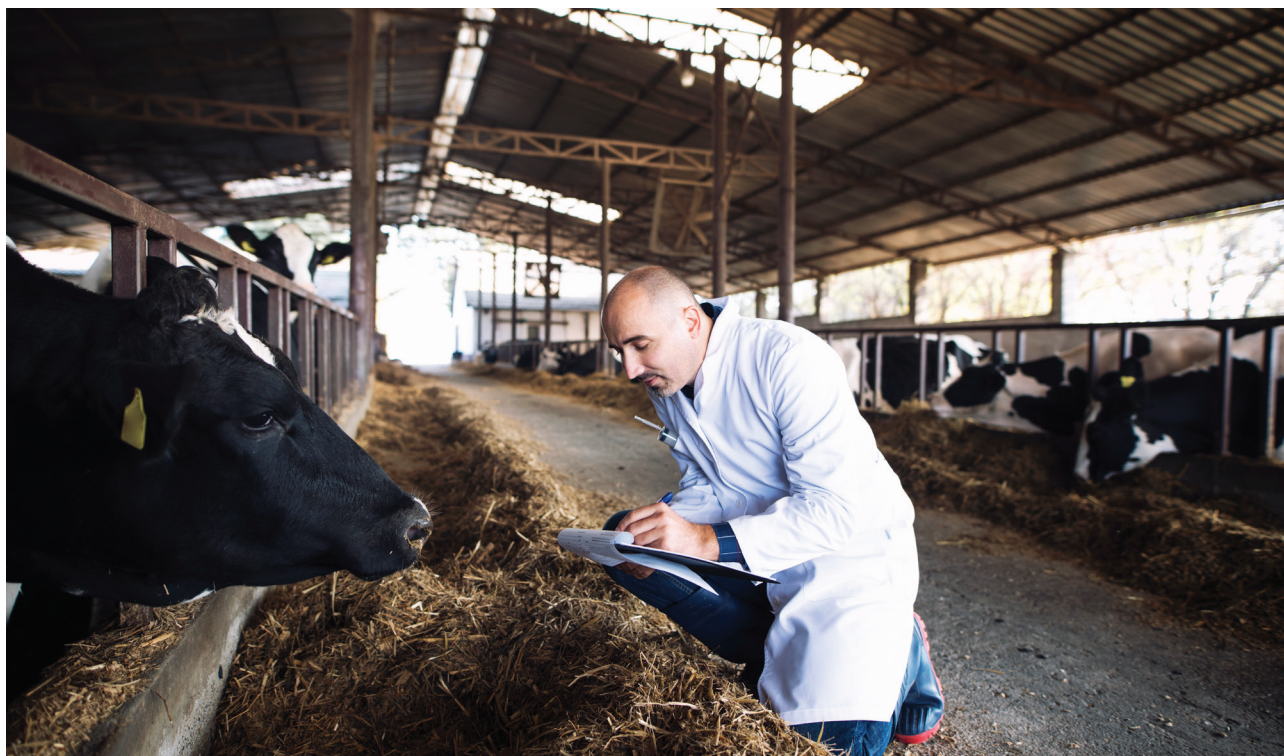
Because cattle on modern farms, especially in tie-stall systems, spend most of their time on hard flooring, there is a constant risk of traumatic injuries and hoof diseases. Therefore, it is important that the flooring is properly constructed to reduce the risk of slipping and hoof damage. Cattle standing on slippery surfaces experience continuous stress, do not exhibit their natural behaviors, show fewer signs of heat, and move less, which reduces how often they approach the feed table and lowers feed intake.




To prevent cattle from slipping while walking, the floor surface must not be slippery and must provide sufficient hoof grip. To achieve this, various types of grooves are created in the flooring. One of the most common recommendations is to make parallel grooves along the feeding–walking corridor, 12 mm wide and 10 mm deep, spaced 10–12 cm apart. A diamond-patterned grooved floor can also be used, with 60–120-degree angles and 80 mm side lengths. In this case as well, groove width and depth should be 12 mm and 10 mm. Sometimes, to increase floor traction, a textured (rough) surface is created by rolling a patterned roller over freshly poured, still-wet concrete. It is also important that metal structures in the shed (pipes, bars, drinkers, etc.) do not contain sharp edges that may pose a risk of mechanical injury (cuts, scratches). To reduce hazards caused by sharp metal components, it is necessary to replace them, round off edges by grinding, or cover them with soft material.



## Animal Health



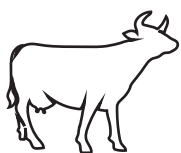
Nº	Requirement	Description	Status
1.11 	Are records of the herd's health being kept?	It should be checked in the documentation whether there are health records for both the herd as a whole and for individual cattle.	Mandatory

One of the most important factors for proper farm management is maintaining regular health records for the animals and analyzing them afterward. Through these records, the farmer can assess the current situation on the farm and plan future actions. Records can be kept either in specialized software or manually in appropriate tables.


Records should be maintained at the herd level, specifying data for each individual animal (Table #12). The form should include information not only on procedures performed on the animal (vaccination, diagnostics, treatment, etc.) but also on the general health of the cattle, hoof problems, reproductive difficulties, difficult calvings, abortions, and any other health issues.

#	Date	Animal ear tag number	Diagnosis (reason)	Procedure (treatment, vaccination, deworming, other)	Used medication (details)	Withdrawal period (days)	Responsible Person	Note

Table #12 - Record form for procedures performed on animals



## Feeding Equipment and Devices, Milking Practices

Nº	Requirement	Description	Status
1.12 	Is there a milking instruction, and is it displayed in the milking parlor?	Milking practices should be checked procedurally (pre-milking cleaning, milking sequence, etc.). It should also be verified in the documentation whether the water, as determined by laboratory testing, meets the existing legal requirements.	Recommended

Not following the milking procedures and neglect of daily tasks leads to the accumulation of large amounts of bacteria on the udder, which can enter the teat canal during milking and cause inflammatory processes. Therefore, it is essential to follow the relevant milking instructions ([Appendix #5](#)).

In addition to the milking instructions, it is important to systematically implement the following preventive measures:

- If individual wet cloths are used, they must be boiled in a washing machine after each use.
- To detect mastitis, milk should be periodically checked for clots or flakes.





The frequency of testing depends on the prevalence of mastitis in the herd. If prevalence is high, testing should be done daily; if not, once a week or several times according to a pre-established weekly schedule.

- Hidden mastitis in lactating cows should also be checked periodically using the California Mastitis Test (CMT).
- It is also important to regularly check the pulsation and vacuum level of the milking equipment to ensure they meet the manufacturer's recommended standards.

By following the milking procedure, you will prevent udder inflammation and ensure uninterrupted farm operations!

For more information on milking hygiene, you can refer to the informational material prepared by the project "Investing in Safe and Quality Cattle Farming" – "Mastitis and Other Major Non-Contagious Diseases of Cattle", which is also available on the website <https://agronavti.ge/>.

1

Sanitize the cloth after each use

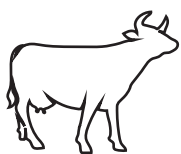
2

Regularly check the milk for mastitis.



3

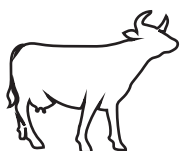
Regularly inspect the milking equipment.







## Water Quality

Nº	Requirement	Description	Status
1.13  	Is potable water available in the milking parlor for cleaning equipment that comes into contact with food?	The supply and use of drinking water in the milking parlor should be visually inspected. It should also be verified in the documentation whether the drinking water intended for the milking parlor meets the existing legal requirements according to laboratory test results.	Mandatory



## Equipment Hygiene

Nº	Requirement	Description	Status
1.14  	Are the devices related to primary production and associated activities being properly disinfected?	The area where milking equipment, tools, and utensils are properly disinfected should be visually inspected, and the existence of records confirming that the disinfection has been carried out should be verified.	Mandatory

According to the Resolution №173 of the Government of Georgia, dated June 25, 2010, “On the General Rules of Hygiene for Food/Animal Feed Producing Enterprises/ Distributors and on the Procedures for Supervision, Monitoring, and State Control in the Fields of Food Safety, Veterinary, and Plant Protection”, requirements for water supply are established, specifically:

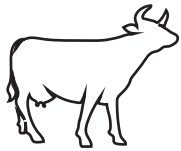
- 1) For the production of food or animal feed, the business operator must use drinking water of a quality that meets the requirements established by Georgian legislation. Water is considered potable if it complies with organoleptic, microbiological, physico-chemical, and radiological parameters as defined in the “Technical Regulation for Drinking Water”, approved by Government Resolution №58 of January 15, 2014. Specifically:
  - Drinking water used in the milking parlor must comply with the existing legal requirements.




- Compliance of the drinking water used in the milking parlor with existing legal requirements must be confirmed by the relevant laboratory test report(s). Specifically:
- For water supplied from a centralized water source, it is recommended that the farmer conduct a microbiological analysis of a properly collected water sample at least once a year, testing at minimum for: *Escherichia coli* (*E. coli*), fecal coliform bacteria, and the count of mesophilic aerobic and facultative anaerobic microorganisms.
- For water from a local water source, it is recommended that the farmer conduct a comprehensive initial analysis of the water sample, including organoleptic, physico-chemical, microbiological, and radiological parameters, to determine compliance with the “Technical Regulation for Drinking Water”, approved by Government Resolution №58 of January 15, 2014.

Based on the results of the initial comprehensive laboratory analysis, an annual checklist of parameters to be re-examined should be planned. If the initial comprehensive results confirm that the water meets the requirements for potable or clean water, then annual monitoring can be limited to microbiological parameters only (as in the case of centralized water supply).

- 2) If necessary, the enterprise may have devices for storing and supplying water that are protected against contamination. When required, these devices must be disinfected—particularly if the water supply is not continuous or if a storage reservoir is needed due to the water flow rate. Proper cleaning and disinfection of such devices must be included in the cleaning–disinfection plan.
- 3) The supply of clean water to the enterprise, where available, must be through separate pipelines. Systems supplying different types of water to the farm (drinking, clean, and technical) must be separated to prevent any mixing between them.

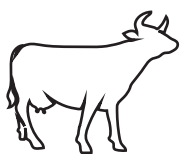


## Hygiene


Nº	Requirement	Description	Status
1.15 	Do the staff cover their wounds during work? Do they follow proper behavior and hygiene standards?	The staff should be interviewed about their current practices. It should also be visually assessed whether facilities for hand hygiene are available. Staff should be questioned regarding their existing practices.	Mandatory

A staff member with visible skin injuries may continue working if the wound is covered with a waterproof bandage. If the injury is on the hand, in addition to the bandage, disposable gloves must be worn. Disposable gloves should be replaced immediately after washing hands. To comply with this requirement, the farm's first aid kit must contain an adequate supply of waterproof bandages and disposable gloves.





## Washing/Disinfection and Chemicals

Nº	Requirement	Description	Status
1.16 	Is a full cleaning and disinfection of the cattle shed carried out at least once a year?	The farm should undergo a full cleaning and disinfection once a year, and the cattle shed should be kept in an orderly condition at all times.	Mandatory

Periodic, full (general) mechanical cleaning of the farm's cattle shed is a very important procedure for maintaining a healthy environment and preventing diseases. Most infectious and parasitic pathogens accumulate on the shed floor, posing a serious risk to the health and life of the animals.

Before general cleaning, all materials and waste must be removed from the shed. Mechanical cleaning should be performed first, using technical tools such as scrapers, brushes, and other equipment, to remove dirt and fecal matter, followed by thorough washing. It is recommended to use a water jet along with detergent–degreasing agents.

**After mechanical cleaning, if necessary, chemical disinfection should be carried out within the facility using an appropriate disinfectant.** A disinfectant is a substance used to destroy disease-causing microorganisms. It should be a pure, undiluted disinfectant, and proper dilution in a solvent is required before use (although ready-to-use solutions are also available). The quantity of disinfectants is measured in milliliters (ml) or grams (g).

Environmental temperature has a significant impact on the effectiveness of disinfectants. This is especially important when disinfection is conducted outdoors. High temperatures and direct sunlight can inactivate the disinfectant, while low temperatures (freezing conditions) can reduce its effectiveness.

Following the farm's annual general cleaning or disinfection, an official record should be prepared ([Table #19](#)).

To conduct proper disinfection, several parameters must be considered: disinfectant concentration, purpose of disinfection, type of microorganism, properties of the disinfectant, environmental conditions, surface type to be treated, area to be disinfected, amount of working solution used, exposure time, sequence of disinfection steps, post-disinfection treatment, and safety precautions.

The use of expired or inactivated disinfectants is not allowed. Additionally, the disinfectant solution should be prepared immediately before starting the disinfection work. Always carefully read the instructions to understand all parameters and proper usage of the disinfectant.




For more information on cleaning and disinfecting a farm’s cattle shed, you can refer to the informational material prepared by the project “Investing in Safe and Quality Cattle Farming” – “How to Protect the Farm from Major Chronic Diseases”, which is also available on the website <https://agronavti.ge/>.



#	Date	Disinfection site	Treated area (m <sup>2</sup> )	Surface of the treated area	Disinfectant used	Volume of working solution used (liters)	Amount of disinfectant used (ml/g)	Signature

Table #19 - Cattle Shed Cleaning and Disinfection Record

Nº	Requirement	Description	Status
1.17 	Are veterinary drugs and chemicals stored away from milking equipment, in a dry, clean, and secure location?	The storage area for veterinary and chemical substances should be visually inspected for compliance. Non-food chemicals must be used and stored in a way that prevents cross-contamination. Non-food chemicals should be kept separate from food raw materials, feed additives, and packaging materials.	Mandatory

Chemicals must be stored separately, in accordance with the requirements indicated on their labels, and kept in a locked location. Chemicals should be stored in their original containers or packaging. Replacement of branded containers is allowed if broken, provided that all original label information is reapplied, specifically:

- Chemical name; quantity; manufacturer; usage instructions; any other special instructions.

Storage area requirements for chemicals (including space for filling/mixing):

- The building must be separated from industrial and residential zones, as well as from harvest areas, to prevent contamination of agricultural crops or the environment.
- The building must be structurally sound, protected against pests (tightly closed doors, mesh screens), and always kept in an orderly condition.
- The storage space must be ventilated.
- Sufficient natural or artificial lighting must be provided to allow labels to be easily read.
- Shelves should be made of materials that do not readily absorb chemicals (stainless steel, plastic, laminate, etc.).
- Liquid chemicals should not be placed above powdered or granular chemicals.
- A water source should be available nearby.

It is essential that the chemical storage area is located away from the milking parlor to minimize the risk of milk contamination with chemicals.



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## GeoGAP Standard for Dairy Farmers

Information about the entrepreneur \_\_\_\_\_

(Company name or owner's first and last name, identification or personal number):

Responsible Person: \_\_\_\_\_

(Leave blank if the same as the owner)

Farm's physical address: \_\_\_\_\_

Certifying Company: \_\_\_\_\_

Date: \_\_\_\_\_







Audit Name/Last name \_\_\_\_\_

Audit Conclusion \_\_\_\_\_



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№	Requirement	Description	Status	Approved		Comment
				Yes	No	
1.1 	Is the farm registered as a business operator/family production entity?	The farmer's registration as a food business operator or family production entity must be verified with supporting documentation.	Mandatory			
1.2 	Does the farm have a map that includes all plots, buildings, and strategic objects?	The existing farm map should be visually assessed and must include wet areas, emergency shut-offs for electricity and water, storage facilities, sheds, etc.	Mandatory			
1.3  	Is the farm area kept in a clean condition?	The farm area should be visually assessed for cleanliness and the presence of garbage bins.	Mandatory			
1.4  	Are decent working conditions provided for the employees?	It should be visually assessed whether the farm or its premises have accessible drinking water, toilets (with appropriate conditions), and handwashing facilities. Also, there should be a clean area for changing clothes, storing food, and eating.	Mandatory			



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№	Requirement	Description	Status	Approved		Comment
				Yes	No	
1.5  	Is pest control carried out on the farm?	It should be visually assessed whether the farm has a rodent/pest and bird control program or plan.	Recommended			
1.6  	Are all cattle identified with individual ear tags? Are there records of purchased and sold cattle?	It should be visually assessed whether all cattle on the farm have individual ear tags in accordance with existing legislation. Documentation should be checked to verify records of all cattle born, purchased, sold, or deceased on the farm.	Mandatory			
1.7 	Is there a possibility of implementing preventive measures when introducing new livestock to the farm?	It should be visually assessed whether there is a separate designated quarantine (isolated holding) area on the farm premises.	Mandatory			
1.8 	Is the livestock provided with an adequate amount of drinking or clean water, including while on pasture?	It should be visually assessed whether the available drinking or clean water is sufficient for the livestock.	Mandatory			





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№	Requirement	Description	Status	Approved		Comment
				Yes	No	
1.9 	Is there sufficient resting and housing space for the livestock?	It should be visually assessed whether there is a resting area of sufficient size allocated for the livestock.	Recommended			
1.10 	Are measures implemented to minimize the risk of physical injury to the livestock?	The housing area should be visually assessed for slippery floors, sharp objects, and existing barriers.	Recommended			
1.11 	Are there records kept regarding the herd's health?	It should be verified with documentation whether there are individual health records for both the herd and the cattle.	Mandatory			
1.12 	Is there a milking instruction, and is it displayed in the milking parlor?	The milking practice should be procedurally checked (pre-milking cleaning, milking sequence, etc.). It should also be verified with documentation whether the water tested in the laboratory complies with existing legislative requirements.	Recommended			



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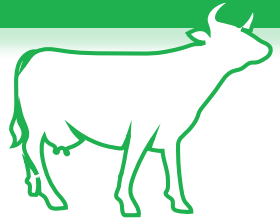
№	Requirement	Description	Status	Approved		Comment
				Yes	No	
1.13  	Is drinking water available in the milking parlor for cleaning the equipment that comes into contact with food?	The supply and use of drinking water in the milking parlor should be visually assessed. It should also be verified with documentation whether the drinking water intended for the milking parlor complies with existing legislative requirements based on laboratory test results.	Mandatory			
1.14  	Are the devices that come into contact with primary production and related activities properly disinfected?	The area where milking equipment, tools, and utensils are properly disinfected should be visually assessed, and records confirming that the disinfection has been carried out should be verified.	Mandatory			
1.15 	Do personnel cover wounds during work? Do personnel follow behavioral and hygiene standards?	Personnel should be interviewed about current practices. It should be visually assessed whether means for hand cleanliness are available. Personnel should be interviewed about existing practices.	Mandatory			

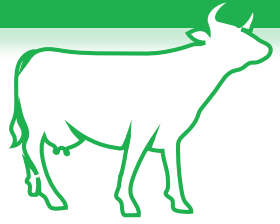


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№	Requirement	Description	Status	Approved		Comment
				Yes	No	
1.16 	Is the housing area fully washed/ disinfected at least once a year?	The farm should undergo a general cleaning and disinfection once a year, and the animal housing should always be kept in an orderly condition.	Recommended			
1.17 	Are veterinary products and chemicals stored away from the milking equipment, in a dry, clean, and secure location?	It should be visually assessed whether the storage area for veterinary and chemical substances is compliant. Non-food chemicals must be used and stored in a way that does not create a risk of cross-contamination. Non-food chemicals should be stored separately from food raw materials, feed additives, and packaging materials.	Mandatory			









*This publication was created with the support of the European Union. Its content is the sole responsibility of the Georgian Farmers' Association and may not necessarily reflect the views of the European Union.*



Georgian Farmers' Association  
საქართველოს ფერმერთა ასოციაცია

## Georgian Farmers' Association (GFA)



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