

THE SERBIAN FEDERATION OF BEEKEEPING ASSOCIATIONS

QUALITY STANDARD GOOD BEEKEEPING PRACTICE GUIDE

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APPENDIX TO THE MAGAZINE BEEKEEPER FOR AUGUST 2014

QUALITY STANDARD “GOOD BEEKEEPING PRACTICE”

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INTRODUCTORY NOTE

Dear beekeepers,

Although old, the idea of a unique SPOS jar for the first time underwent considerable elaboration within the SPOS delegation to the Apimondia Congress in Ireland in 2005. Designing of the jar and its protection with the Intellectual Property Office in the Republic of Serbia, but also some EU countries, took place in 2010. However, the money for the implementation hadn't been available until 2013, when SPOS managed to get the project "Honey River" funded by the European Union and the Austrian Development Agency, which was, next to the production of jars, intended for developing the related quality standard "Good Beekeeping Practice." So, SPOS was the first in the world to introduce the Good Beekeeping Practice (GBP) in terms of quality standards making the honey produced in this way the only eligible to be packed in the unique SPOS jars for retail sale.

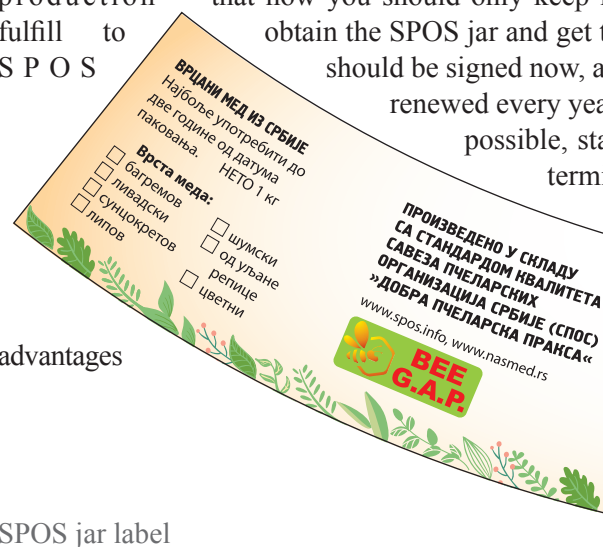
As of May 2014, every beekeeper can sign a contract with SPOS on applying the standard "Good Beekeeping Practice". So, the enforcement of GBP is optional, not mandatory, but it remains a choice for SPOS members only. Shortly upon signing, you will be visited by a beekeeping controller (this is, according to the rules, the president of your beekeeping society, and in the five associations directly involved in the project "Honey River", these are specially trained controllers).

In the forthcoming period, SPOS will organize a large number of public debates where all eventual doubts can be clarified in direct conversation with the beekeepers, although the publication is very clearly written, and we believe that there will be no serious ambiguities. The beekeeper controller has a simple assignment of determining whether you comply with all the GBP rules. One set of rules is mandatory, the second group requires compliance with most of the rules, and the third is optional, i.e. recommended. You'll see that all these are mainly the rules already applied in your production that now you should only keep records of, and it's the only obligation that a beekeeper should fulfill to obtain the SPOS jar and get the honey packed for offering it on the market. The contract with S P O S should be signed now, and its validity lasts until the end of 2015; afterwards, it should be renewed every year. It is important for all beekeepers to sign the contract as soon as possible, start enforcing the standard right away, but also to know they can terminate it whenever they want if they dislike it. However, we are sure you will like it, because entering the quality standard will

bring about numerous market

advantages

SPOS jar label



in marketing their honey. The Good Beekeeping Practice is a set of measures and procedures applied by the beekeeper in order to ensure full safety of the product for the market, along with proper preconditions for humane care of bees by applying apitechnical methods which prevent the developing and spreading of bee diseases as bees' health and vitality are the basis of successful beekeeping. Thus, the beekeeper gains advantage on the market as now he places a product controlled all throughout the production process.

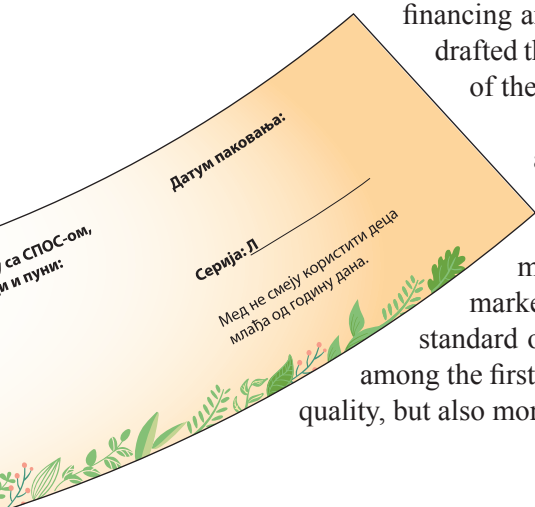
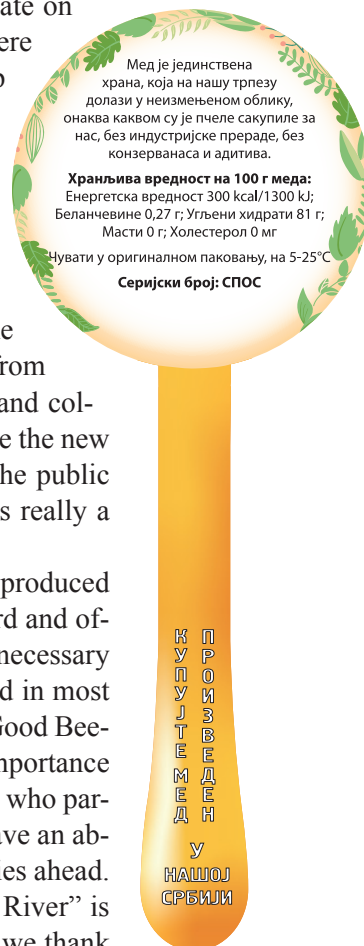
Most beekeepers work conscientiously and should not change absolutely anything in their production, whereas a small minority of them will have to adapt it. The only obligation of beekeepers is to keep proper records, the purpose of which is to prove that what has been actually carried out in the apiary is in conformity with the requirements and recommendations. We know that the record keeping may be found difficult by some beekeepers, but this obligation requires only paper and pencil, with no additional financial means. After public debate on the GBP, the records have been reduced to the absolute obligatory minimum, so there is really no need to have fear on this matter. One just need to copy the forms and keep written records periodically by entering the requested information.

The honey obtained within the scope of GBP quality standards enforcement will be placed on the market in a unique jar with a recognizable label and band, identical for all SPOS members; it will be only necessary that each beekeeping producer insert their name and the most convenient way to do this is definitely a stamp that each beekeeper should prepare by themselves. The honey will bear the brand name NAŠ MED (OUR HONEY when literally translated), which suggests that it comes from hardworking and hospitable SPOS members, produced by the beekeeping families and collected with love and commitment. SPOS will maximize the media outreach to promote the new standard of quality and ensure the deserved success on the market. By examining the public register, consumers buying honey may at any time check whether their beekeeper is really a SPOS member and actively implementing the GBP quality standard.

Also, in the period to come we can expect better prices globally for the honey produced according to our quality standards on the global market. We will promote our standard and offer it to others as well. Our quality standard is in full conformity, i.e. contains all the necessary references to the good agricultural practice within the Global GAP, which is accepted in most part of the world, but without covering beekeeping. That is why our quality standard Good Beekeeping Practice is the first of such kind in the world, and therefore will be of great importance in terms of marketing. In addition, I would like to remind the beekeepers that all those who participate in the implementation of a quality standard in agricultural production, will have an absolute advantage in obtaining funds from EU accession funds during the period that lies ahead. SPOS is already preparing for applying for funds in the future; the project "Honey River" is only the first, but essential and indispensable step in the whole story, and that's why we thank the European Union and the Austrian Development Agency for their support and co-funding,

as its significance goes far beyond the SPOS jars, mainly in opening the new possibilities for financing and development of beekeeping. Thanks also go to the Bioagricert agency that drafted the first version of the GBP, as well as all the staff engaged in the implementation of the project "Honey River".

We are aware of the high level of knowledge of our beekeepers, which is above average, and we believe that this knowledge must be applied to experience its full market affirmation, i.e. to gain recognition on the market through the already existing quality standard of honey. Do not miss this chance, be among the first to join and open up new perspective of quality, but also more profitable placement of honey!



On behalf of SPOS Executive Board,
the president of SPOS,
Rodoljub Živadinović, MD



**The Republic of Serbia
MINISTRY OF AGRICULTURE
AND ENVIRONMENT PROTECTION
- Veterinary Directorate -
Reference number: Officially/2014-05
Date: 03.06.2014.**

**THE SERBIAN FEDERATION OF BEEKEEPING ASSOCIATIONS
For the attention of President, Rodoljub Živadinović**

S U B J E C T : Good Beekeeping Practice

Dear,

On 17.03.2014, you have submitted an electronic, draft version of the “Good Beekeeping Practice” to the Veterinary Directorate for the purpose of examining the draft text, putting comments and eventual harmonization with the national legislation.

The Veterinary Directorate has thoroughly examined the submitted draft and provided you with verbal comments on the meeting held on 07.04.2014. All given remarks were discussed during the meeting and the proposed solutions and/or amendments or additions to the text were adopted unanimously.

The Veterinary Directorate welcomes and supports the SPOS’s decision to adopt the “Good Beekeeping Practice” and thus promote the introduction of traceability of beekeeping production as well as the enforcement of good production and hygiene principles in order to reinforce trust between honey producers and end users, both nationally and abroad

The “Good Beekeeping Practice” as a systemic document reflects the seriousness of SPOS’s approach to the beekeeping sector in the Republic of Serbia. The consulting agency you’ve been cooperating with has thoroughly and comprehensively attended all the procedures, both on the apiary and facilities for honey processing. However, the biggest challenge the SPOS will face is the practical implementation of the provisions and their monitoring with all beekeepers.

We are at your disposal for future cooperation and wish you every success!


Директор

Др Дејан Бугарски

GENERAL REGULATIONS FOR ACCESSION TO AND IMPLEMENTATION OF QUALITY STANDARD “GOOD BEEKEEPING PRACTICE”

GOOD BEEKEEPING PRACTICE BY SPOS (GBP) – GENERAL REGULATIONS

1. INTRODUCTION

Good Beekeeping Practices (hereinafter **GBP**) is a private standard, defined and developed by The Serbian Federation of Beekeeping Associations (hereinafter: **SPOS**) for internal purposes of our association and its members.

The GBP standard is a set of best beekeeping practices and methods in the beekeeping production, comprising all stages of production of honey and other bee products - pollen, royal jelly, propolis, beeswax and bee venom (hereinafter referred to as other bee products), from the apiary until the final product. The analysis of the flow chart, or the risk analysis of all stages in the production of honey and other bee products (risks originating from the work environment, the used inputs, equipment and materials, very productive activities, workers, etc.) have revealed and defined the control points, which constitute the base of the standard.

The GBP standard is based on the following principles in the production process:

- Analysis and risk management in production through the establishment of preventive and corrective measures,
- Product traceability and documentation management, and
- Beekeepers responsibility for the safety of the product and its quality through continuous internal control (Self-control) and periodic external (supervisory) control.

The GBP is not a legal obligation, nor it is mandatory for all SPOS members, but it is a voluntary standard, and its aim is to define uniform rules of good beekeeping practices, available throughout the supply chain of bee products (from the manufacturer to the market all the way to the final consumer), the implementation of which ensures the following:

- Obtaining proper and safe honey and other bee products in appropriate hygienic conditions,
- Sustainable management of natural resources while preserving the environment and biodiversity, and
- Safety at work for beekeepers, other workers and interested third parties (eg visitors).

2. REGISTRATION WITH GBP SYSTEM, USERS' RIGHTS AND OBLIGATIONS

The register of beekeepers involved in the GBP system is public, managed centrally by SPOS and includes:

- Name of the beekeeper,
- Address of the beekeeper,
- The date of the registration / renewal of registration in the system of GBP,
- The number of bee colonies registered in the system of GBP (because the beekeeper does not have to get all of his bee communities involved in the GBP system).
- The type of honey and other bee products that are manufactured in accordance with GBP in a previous year
- The type of honey and other bee products that are produced in accordance with the GBP in a current year,
- Type of hives,
- The current status of beekeepers in the system (registered, the registration is not renewed, approved, suspended, contract terminated).

The right to registration / renewal of registration in the system of GBP is guaranteed to the beekeepers meeting the following conditions:

- to be a SPOS member (ie. pays membership fee through its society / beekeepers' association)
- to be aware of and accept the provisions of the General Regulations and supporting documentation of GBP standards,
- to have concluded a valid License Agreement with the SPOS, as the owner of the standard, (Appendix OP which defines the rights and obligations with regards to entering into the production system according to the rules of GBP, especially the right to the use of specially designed jars SPOS intended solely for honey and other bee products obtained in accordance with the GBP.

The registration process and inclusion of beekeepers into the production and control system according to the rules of GBP begins by filling out and submitting of the Application Form (Appendix OP 2) no later than 15 April of the current year, with a beekeeper getting status "registered" in the register of beekeepers. The same form (Appendix OP 2) is filled out and submitted during the registration renewal each year no later than 15 April of the current year. Provided the beekeeper has not submitted a completed application form after the expiry of this period, their register status changes to "registration not renewed."

By signing the Application Form (Appendix OP 2), the beekeeper confirms that the information provided in it are accurate and given voluntarily with the aim of registration / renewal of registration of their own beekeeping production in accordance with the requirements of GBP. Also, a beekeeper in this way gives a valid consent to SPOS, the owner of the GBP standard, for processing of the personal data in terms of their publication in the register of beekeepers involved in the system of GBP, their statistical processing and collective publishing, ie. integrated with all other beekeepers involved in the system of GBP, and other needs that are in accordance with this Act and the License Agreement.

During registration or its renewal, the beekeeper in the application form specifies the number of SPOS jars, labels and bands that he orders for the year in question, giving the estimation of his needs for that year both for honey and other bee products that he will produce (all the costs of the jars are borne by the orderer within an organized process). By 15 April, the beekeeper is obligated to make payment on the SPOS bank account of the total sum for the ordered jars, labels and bands, at prices that SPOS will publish every year not later than in the April issue of the journal Pčelar, as well as on its official website www.spos.info. If he fails to do so, his order is considered null and void, and for that year SPOS cannot guarantee the delivery of jars as their production requires a certain minimum of pieces. In the event that in that year the beekeeper does not spend all of the ordered jars (due to poor pasture conditions, unplanned sale of honey in bulks, etc.), next year will order a proportionately smaller number of jars, according to its records on the honey extracted.

NOTE: The License Agreement is concluded for a given calendar year (ie. for the period up to 31 December of the current year) and its validity is automatically extended for another year by submitting the Application Form

(Appendix OP 2) or annual renewal of registration no later than April 15th. If the beekeeper makes a break in the contract on applying the GBP system for one or more calendar years, by which his status in the beekeepers' register is given status "Registration is not renewed" and then resubmit the application for registration, it is mandatory to reconclude (resign) the License Agreement.

EXCEPTION: for objective reasons related to the specific process of establishing the GBP compliance control system, the application forms can be submitted all throughout 2014 and the License Agreements concluded between SPOS and beekeepers during 2014 shall be valid up to 31 December 2015, with the beekeeper acquiring right to fill jars yet to obtain in 2015 on their own.

Honey packers interested in buying out honey from the beekeepers involved in the SPOS's GBP system who want to place the honey on the market in SPOS jars can do so only after signing a separate agreement with SPOS. Their expression of interest should be submitted to SPOS in a written form no later than 15 March of the current year. After signing the contract, not later than April 15, the packer must declare in writing the number of ordered jars, labels and bands, and make payment to the SPOS bank account.

3. CONTROL OVER COMPLIANCE WITH THE GBP RULES

Technical requirements related to the production of honey and other bee products are defined in a form of questions, or in a form of so-called control points. In addition to the questions, ie. control points, these requirements include a short explanation and clarification about what are specifically requested from the beekeepers (the so-called explanation and compliance criteria). The control points, together with the explanations and compliance criteria mark a fundamental technical part of the GBP standard.

The control over compliance of beekeeping production with the standard related requirements is made on the basis of control points, explanations and compliance criteria by means of filling in the so-called GBP check list (**Appendix OP 3**), ie. providing answers to the listed questions (control points).

The possible answers are:

- **YES** - if a control point requirement is met fully,
- **NO** - if a control point requirement is not met fully or not satisfied at all, and
- **NA** (not applicable) - if a control point requirement does not apply in a concrete case which is the subject of control (eg. if a control point requires documentation relating to the production of bee venom from of a beekeeper not involved in it, the answer to this control point will be NP).

The control over compliance of beekeeping production with the standard related requirements can be:

1. Internal, the so-called self-control, which is done by the beekeeper (or a person internally hired by the beekeeper for such purposes), by means of filling out the checklist (**Appendix OP 3**) at least once a year.

The completed checklist has to be submitted to SPOS, the owner of the standard (in writing or an electronic form, ie. by e-mail) no later than 30 September of the current year, and

2. External control, carried out by a beekeeping controller appointed by SPOS, by means of filling out the Checklist (**Appendix OP 3**).

External control is carried out at each registered beekeeper once they submit the application and start the production according to the GBP rules (**aka the initial control**), and later, when needed and in accordance with a defined frequency (**so-called supervisory control**).

In any case, regardless of the number of beekeepers, in one calendar year the beekeeping controllers should conduct **an external supervisory control of at least 1/5 or 20% of beekeepers** who have had the annual registration of production in compliance with the GBP renewed.

As to the findings, it is necessary that the beekeeper (after an internal control), or the beekeeping controller (after an external control), fills in the control report, which is an integral part of the checklist (**Appendix OP 3**). If necessary (in case of the existing non-conformity), a report on non-conformity and corrective action taken (**Appendix OP 4**) is filled out at this point.

The beekeeping controllers are appointed by the SPOS Executive Board.

4. NON-CONFORMITY, CORRECTIVE MEASURES AND SANCTIONS

Depending on the level of importance, the GBP standard defines three groups of control points as follows:

- **Primary control points** or control points of primary importance,
- **Secondary control points** or control points of secondary importance, and
- **Tertiary control points** or control points of tertiary importance, the so-called recommended points.

To be in compliance with the GBP requirements and acquire/maintain the status “approved” in the beekeepers’ register, the producer must meet:

- **100% of the primary control points applicable to the specific type of production (honey, pollen, propolis...), and**
- **At least 60% of the secondary control points applicable to the specific type of production (honey, pollen, propolis...).**

The fulfillment of the applicable control points of tertiary importance is not a prerequisite for conformity with GBP. These points (ie, recommended points) are given as recommendations to the beekeeper in order to improve his production quality.

If the beekeeper (during an internal control) or the beekeeping controller (during an external control) determines a deviation from the minimum mandatory compliance with the applicable control points (100% of the primary and at least 60% of the secondary control points), a non-conformity is stated (one or more), and, the report on each non-conformity and corrective measures is filled out accordingly (Appendix OP 4). For each unmet primary control point, one non-conformity statement is made (so-called primary non-conformity), while in case of non-fulfillment of at least 60% of the secondary control points a cumulative non-conformity statement is made (ie, secondary non-conformity).

The non-compliant beekeeper bears responsibility for the implementation of corrective measures and the deadline for their implementation is **maximum 15 calendar days** from the date of control. Within this time the beekeeper has to ensure that corrective measures have been taken and submit evidence (documents, photos, etc.) of these to the beekeeping controller no later than 5 days from the deadline for the implementation of corrective measures.

In exceptional circumstances (after external control and the written, reasoned request of the beekeeping controller within the report on non-conformity and corrective measures), when the corrective action is not possible to be evaluated on the basis of the submitted evidence, they are checked (evaluated) on site through an additional control visit to the beekeeper.

In the event that after the deadline for implementation of corrective measures the beekeeper does not implement them or fails to submit evidence of their implementation, an order of suspension is issued (**Appendix OP 5**). The suspension to the beekeeper is issued by SPOS issued on the basis of which his status in the register of beekeepers changes to “suspended”.

The suspension is issued for a period of 30 calendar days, and if within that time beekeeper fails to provide evidence of the implemented corrective measures, the commission for the assessment of compliance with GBP may, after a review of the complete beekeeper’s documentation, decide on the ultimate sanction for the beekeeper, **ie. termination of the Licence Agreement and the exclusion of the beekeeper from the GBP system (the status in the beekeepers’ register changes to “contract terminated”)**, without the right to reapply in the period of 3 years from the date of this decision.

Also, SPOS retains the right to apply the above-mentioned sanctions (suspension and termination of license agreement with the beekeeper, or their exclusion from the system of production and control in accordance with GBP) in the event of a breach of the provisions of the General Regulations or the License Agreement (the so-called general and contractual non-conformities), such as the failure to submit documents on self-control (the checklists and the

accompanying reports) within the period prescribed, preventing the controllers' from accessing the apiaries, objects or documentation to prevent them from conducting external control and the like. If a beekeeper has consistently refused a supervisory control visit or fails to verbally agree about the term for its implementation, the beekeeping controller is obliged to put in writing the information about the date and time of the visit. If the beekeeper does not appear in the apiary in the predicted time, he faces suspension, with his status in the register of beekeepers being switched to "suspended".

In the event of the Licence Agreement termination, the beekeeper shall, at his own expense, return to SPOS all unused, specially designed jars exclusively made for packaging of GBP compliant bee products, and pay a fee for returned jars in accordance with the price list that SPOS will publish each year at latest in the April issue of the Pčelar journal, as well as on its official website www.spos.info.

5. DECISION ON CONFORMITY WITH GBP REQUIREMENTS

In the event that no irregularities have been found during the control, the beekeeping controller is obliged to deliver the complete control documentation to SPOS within **30 calendar days** from the date of control.

In the event that the control has disclosed some irregularities, the beekeeping controller is obliged to deliver the complete control documentation to SPOS within:

- **7 calendar days** from the date of submission of evidence of the implemented corrective measures and their control by the beekeeping controller (in case the beekeeper conducted the corrective measures in due time),
- **7 calendar days** after the deadline for implementation of corrective measures (in case the beekeeper fails to conduct the corrective measures).

The decision on conformity is made by **the commission for assessment of GBP conformity** appointed by the SPOS Executive Board, on the basis of the documentation submitted by the beekeepers (in the case of self-control) or the beekeeping controller (in the case of external control). The documentation includes: a checklist with the control report and, if necessary, a report on non-conformities and corrective measures together with other relevant documentation.

6. OBJECTIONS AND COMPLAINTS

The GBP system gives a possibility to submit complaints or objections to SPOS, the owner of the standard.

An objection may be raised by a beekeeper who is the subject of external control with regards to the control methods or beekeeping controller's findings. Beekeepers' objections should be given in writing within the control report, which is an integral part of the checklist (Appendix 3 OP), or in the designated area of the report on non-conformities and corrective measures (Appendix OP 4), or in a free form.

The beekeepers' controller is obliged to immediately inform SPOS about the received objections, the relevant explanation and arguments, and deliver the complete supporting documentation. SPOS shall, within **15 calendar days**, examine the objections and inform the beekeeper of the results and possible measures undertaken in writing.

A complaint may be raised by a beekeeper included in the GBP system, in conjunction with the decisions of the commission for GBP conformity assessment (eg. decision on non-conformity, decision on suspension or decision on termination of the License Agreement, etc.). Complaint shall be filed in writing within **7 calendar days** of receipt of the decision and should contain the subject of complaint and the evidenced reasoning behind it (arguments, supporting documentation, etc.). SPOS is obliged to examine the complaint **within 30 days** and inform in writing the beekeeper who filed the complaint about the results of the examination of the merits and possible measures taken.

Objections/complaints raised by third parties (consumers, retailers, other beekeepers ...), relating the individual beekeepers or their products obtained in accordance with the GBP standard are submitted directly to the beekeeper (who must file them and resolve in a transparent manner in accordance with the requirements of the standard), and SPOS at the same time. The objections/complaints received in this way, as well as their solutions, are

taken into consideration by SPOS when choosing a beekeeper who will be the subject of supervisory control, or when planning their supervisory and control activities.

If it is undoubtedly determined that the beekeeper has committed any wrongdoing (falsification of honey, unconscionable conduct, intentional violation of the provisions of the general regulations of the GBP or License Agreement, submission of inaccurate data within checklists or the control report...), or compromised the GBP standard in public, in addition to the termination of the Licence Agreement for a period of 3 years, SPOS will take the following measures against the beekeeper:

- launch the statutory procedures for expulsion from the association,
- impose fines for damaging the reputation of GBP and SPOS, in the amount of 100,000 RSD, with a payment deadline of **30 calendar days** from receipt of the decision imposing fines (otherwise, they will be charged penalty interest)
- publicly disclose their name and act in the media.

These same measures will apply against the beekeeper who, after the termination of the Licence Agreement, refuses to return all unused, specially designed jars exclusively made for packaging of GBP compliant bee products.

In the above cases, beekeepers has no right of complaint against the imposed measures.

7. SUPERVISION OVER THE APPLICATION OF GBP STANDARD AND ITS REVISIONS

SPOS performs continual monitoring of the implementation of the GBP standard, including the supervision over the work of beekeeping controllers, the commission for the assessment of compliance with the GBP, the rights and obligations of beekeepers – the standard users, compliance of the standard with the new legislation, scientific achievements, requirements of the markets and the like.

In relation to the supervision over the implementation of GBP, it is subject to reviewing, which is performed when needed.

Each revision, ie. amendments to the GBP standard undergoes public discussion in order to take into account the suggestions and comments of all stakeholders.

LICENSE AGREEMENT

between the parties, namely:

- Serbian Federation of Beekeeping Associations, the holder of the Good Beekeeping Practice standard, with office at: St Dr Agostina Neta 30 A, 11070 New Belgrade, hereinafter referred to as SPOS, represented by _____,

and

- Beekeeper, a member of the Good Beekeeping Practice standard and the license _____,
residing at: _____

hereinafter referred to as Beekeeper,

made and entered into in Belgrade on _____ year.

I. GENERAL CONDITIONS

Article 1

SPOS has, for its own and the purposes of its members, defined and developed a private standard named “Good Beekeeping Practice” - a collection of good apicultural practices and procedures in the production of honey and other bee products (hereinafter referred to as the GBP standard).

The GBP standard has been established with the objectives of:

- Producing quality and safe honey and other bee products in sound hygiene conditions,
- Sustainable management of natural resources while preserving the environment and biodiversity, and
- Ensuring the safe work conditions for beekeepers, other workers and interested third parties (eg. visitors).

By signing this Agreement and entering into the production system and control as per the GBP standard, the Beekeeper declares that he is familiar with and accepts the provisions of the General Regulations and other supporting GBP standard documents.

II. RIGHTS AND OBLIGATIONS OF BEEKEEPER

Article 2

The Beekeeper has the right to apply the GBP standard only to a part of their production, keeping others out of the rules of the GBP standard. (Ie, parallel production).

In the case of parallel production, the Beekeeper is obliged to ensure traceability of the product, proper identification and separation of products manufactured in accordance with the GBP from those which are not and not to mislead the consumer regarding the products in conformity with the GBP standard.

Also, the beekeeper has the right to bear a certain part of his activities registered as per the GBP standard (eg. centrifugation, packing of honey etc.) to the third parties (the subcontractors) provided that such activities are taking place under his control and in accordance with the requirements of the GBP.

APPENDIX OP 1 - LICENSE AGREEMENT ON GBP STANDARD

Article 3

The Beekeeper has the right to pack and market honey produced in conformity with the GBP in a unique retail SPOS packaging, ie. in a jar the design of which has been registered in the World Intellectual Property Organization in Geneva, under the label DM / 074 266.

In addition, the Beekeeper has the right to use special labels approved by SPOS on the final packaging of honey and other bee products manufactured in accordance with the requirements of the GBP, as well as in their promotional material, to refer to this standard as long as the traceability, proper identification and separation of these products from those not manufactured in accordance with DPP is ensured and the consumers not misled.

Article 4

The Beekeeper is subject to the General Provisions and other supporting documents relating to the GBP standards, and in particular obliges:

- To regularly (at least annually) conduct internal control on compliance of the production with the GBP requirements (ie. self-control), by filling out the Checklist and producing the accompanying reports on findings (control report and, if necessary, report on non-compliance and corrective action taken)
- To submit to SPOS the completed Checklist with accompanying reports no later than 30th September of the current year, together with the data on the amount of honey and other bee products produced in accordance with the GBP standard in that year
- To put on the original SPOS label their contact details and date of packaging in the form of a stamp or sticker, in the place provided for information about the packer who is, according to the law governing food safety, responsible for its quality
- To allow the beekeeping controllers and other persons authorized by SPOS a free access to the apiaries, facilities and the available and necessary documentation in order to perform external control,
- if needed for the purpose of external control, to allow the beekeeping controllers and other persons authorized by SPOS a free access to the apiaries, facilities and the available and necessary documentation of the subcontractors possibly engaged to perform a certain production activity,
- In case of changes and amendments to the GBP standard, to apply these from the date of their entry into force, or in the interim period if defined by SPOS,
- To agree to personal data and information on their status in the beekeepers' register being published by SPOS and made available to the public,
- To agree to all personal and other information provided to SPOS, or arising out of external control of the beekeeping controller, being used by SPOS for statistical processing and collective publishing for GBP compliant producers.
- In the event of termination of the License Agreement, to return to SPOS all unused, original SPOS jars, exclusively designed for packaging of bee products manufactured in accordance with the requirements of the GBP, along with a fee for returned jars as per the price list which SPOS publishes each year at the latest in the April issue of the journal Pčelar, as well as on its official website www.spos.info.

Apart from this, the Beekeeper is obliged to report any relevant changes in relation to the data already submitted to SPOS no later than 15 calendar days.

Article 5

If it is conclusively discovered the Beekeeper has committed any abuse (eg: faking honey, unscrupulous practice, intentional violation of the provisions of the general regulations of the GBP or a License Agreement, submission of incorrect data within the checklists, control reports...), and compromised the GBP standard in public, the Beekeeper undertakes and agrees, without the right of appeal, in addition to the termination of the Licence Agreement for a period of 3 years, to accept the following penalties levied by SPOS:

- launch of the statutory procedures for expulsion from the association,
- imposition of fines for damaging the reputation of GBP and SPOS, in the amount of 100,000 dinars, with maturities of 30 calendar days from receipt of the decision imposing fines (otherwise, penalty interest rates

APPENDIX OP 1 - LICENSE AGREEMENT ON GBP STANDARD

shall be payable)

- public disclosure of their name and committed acts in the media.

The same measures will be applied against a Beekeeper who, after the termination of the Licence Agreement, refuses to return all unused, original SPOS jars, exclusively designed for packaging bee products manufactured in accordance with the requirements of the GBP.

III. RIGHTS AND OBLIGATIONS OF SPOS

Article 6

In accordance with the provisions of the General Conditions and by means of the beekeeping controllers, SPOS has the right to perform external control of the implementation of the GBP standard and impose the prescribed sanctions accordingly (suspension and termination of a License Agreement with the Beekeeper, or their exclusion from the production system and control in accordance with the GBP standard).

In addition, SPOS has the right to apply the above-mentioned sanctions in the event of a breach of any provision of the General Conditions or License Agreement (the so-called General and contractual non-conformities), such as preventing the controllers' from accessing the apiaries, objects or documentation to stop them from conducting external control, failure to submit documents on self-control (the checklists and the accompanying reports) within the period provided, etc.

Article 7

SPOS is subject to the provisions of the General Conditions and supporting documentation on the GBP standard, and in particular:

- To manage and update beekeepers' statuses in the Beekeepers' Register,
- To appoint the beekeeping controllers,
- To organize and by means of beekeeping controllers implement external control over compliance of production with the requirements of the GBP,
- To appoint members of the commission for the assessment of compliance with the GBP,
- To handle and resolve all submitted complaints / appeals on the GBP related matters in a timely manner and inform the other party on the decisions or possible undertaken measures
- To exercise control over the entire implementation of the GBP standard and, if necessary, perform the revision or amendments to the GBP standard.

Also, SPOS and all relevant SPOS staff involved in the implementation of the GBP standard (beekeeping controllers, members of the Commission for assessment of compliance with GBP and others) undertake, in accordance with the law and other regulations governing the confidentiality of data, to keep secret all information gained while performing their work. The data for processing and publication of which the written consent of the Beekeepers has been ensured are exempted from this provision.

In addition, SPOS is obliged to regularly inform beekeepers about all possible revisions, ie. changes and amendments of the GBP standard.

IV OTHER PROVISIONS

Article 8

The License Agreement is concluded for a period up to 31 December of the current year and its validity is automatically extended for another year by submitting the Application Form (Appendix OP 2) or annual renewal of

APPENDIX OP 1 - LICENSE AGREEMENT ON GBP STANDARD

registration no later than April 15th of the current year.

Exceptionally, for objective reasons related to the specific process of establishing the GBP compliance control system, the License Agreements between SPOS and beekeepers for 2014 is concluded on the basis of application forms submitted all throughout 2014 and shall be valid up to 31 December 2015.

If the beekeeper makes a break in the contract on applying the GBP system for one or more calendar years, by which his status in the beekeepers' register is given status "Registration is not renewed" and then resubmit the application for registration, it is mandatory to reconclude (resign) the License Agreement.

This contract may be terminated in accordance with the provisions of the General Conditions of the GBP standard.

Article 9

In case of disputes arising out of this agreement cannot be settled in an amicable manner between the Parties, the competent court in Belgrade will have the power to decide.

Article 10

This agreement is made in three (3) identical copies, two (2) copies of which belongs to SPOS, and one (1) to the Beekeeper.

THE BEEKEEPER

ON BEHALF OF SPOS

**APPENDIX OP 2 - APPLICATION FOR REGISTRATION / RENEWAL OF REGISTRATION
FOR PRODUCTION IN CONFORMITY WITH GBP**

A) GENERAL INFORMATIONS FOR APPLICANTS

Name of beekeeper	
Address of beekeeper	
Contact person (noT required)	
Telephone and cell phone number	
E mail	
Association	

A) GENERAL INFORMATIONS FOR APPLICANTS

Type of apiary	<input type="checkbox"/> Stationary	<input type="checkbox"/> Migratory
Total number of bee colonies		
Total honey production per year	<input type="checkbox"/> less than 4.000 kg <input type="checkbox"/> more than 4.000 kg	
Number of hives		
Type and number of hives		
The type of honey produced in accordance with GBP	<input type="checkbox"/> Acacia <input type="checkbox"/> Amorpha <input type="checkbox"/> Sunflower <input type="checkbox"/> Floral <input type="checkbox"/> Mixed <input type="checkbox"/> Meadow <input type="checkbox"/> Linden <input type="checkbox"/> Forest <input type="checkbox"/> Rapeseed <input type="checkbox"/> Other	
The type of other bee products produced in accordance with the GBP	<input type="checkbox"/> Pollen <input type="checkbox"/> Propolis <input type="checkbox"/> Royal Jelly <input type="checkbox"/> Beeswax <input type="checkbox"/> Bee venom <input type="checkbox"/> Other	

**APPENDIX OP 2 - APPLICATION FOR REGISTRATION / RENEWAL OF REGISTRATION
FOR PRODUCTION IN CONFORMITY WITH GBP**

**A) GENERAL INFORMATIONS ON LOCATION DECLARED FOR PRODUCTION
IN CONFORMITY WITH GBP**

LOCATION OF THE STATIONARY APIARIES		
No.	CADASTRAL COMMUNITY	PLOT NUMBER
1		
2		
3		
4		
5		
LOCATION OF FACILITIES FOR EXTRACTION, STORAGE, PROCESSING AND PACKAGING OF HONEY AND OTHER BEE PRODUCTS		
No.	LOCATION ADDRESS	OWN FACILITIES(INSERT OWN) OR RENTED FACILITIES (INSERT REN)
1		
2		
3		
4		
5		

Number of SPOS jars not used in the previous, but planned to be used in the next year	
Number of SPOS jars for packaging honey and other bee products obtained according to the GBP, for the current year:	

STATEMENT RELATING TO THE PROCESSING OF PERSONAL DATA (PERSONAL DATA) GIVEN IN THIS APPLICATION:

I, the undersigned beekeeper, applicant, by my signature below certify that the information provided in this application is accurate and given voluntarily with the aim of registration / renewal of registration of my own beekeeping' production in accordance with the requirements of GBP. Also, I hereby give consent for Beekeeping Association of Serbia (SPOS), the owner of GBP standards, for the processing of personal data for their publication in the official and public Register of beekeepers involved in the system GBP, for their statistical processing and publication summary that integrated with all other beekeepers involved in the system GBP, and for other purposes that are in accordance with the General Regulations and standards GBP License Agreement.

DATE AND PLACE:

SIGNATURE:

**APPENDIX OP 3 - LIST OF CHECKS AND REPORT ON CONTROL
IN ACCORDANCE WITH THE GBP**

**A) GENERAL INFORMATIONS ON BEEKEEPER AND PRODUCTION
THAT IS SUBJECT OF CONTROL IN ACCORDANCE WITH GBP**

Name and address of beekeeper:	
Type of the control:	<input type="checkbox"/> Internal control <input type="checkbox"/> External control
Date and location of the control:	
Name of controller:	
The subject of control:	<input type="checkbox"/> Production of honey <input type="checkbox"/> Production of other bee products

Control point	Answer			Control point	Answer			Control point	Answer			Control point	Answer		
	Yes	No	NA		Yes	No	NA		Yes	No	NA		Yes	No	NA
1.1.1.				1.2.6.				1.4(iv).1.				1.5.3.			
1.1.2.				1.2.7.				1.4(iv).2.				1.5.4.			
1.1.3.				1.3.1.				1.4(iv).3.				1.5.5.			
1.1.4.				1.3.2.				1.4(iv).4.				1.5.6.			
1.1.5.				1.3.3.				1.4(v).1.				1.5.7.			
1.1.6.				1.3.4.				1.4(v).2.				1.5.8.			
1.1.7.				1.3.5.				1.4(v).3.				1.5.9.			
1.1.8.				1.4(i).1.				1.4(v).4.				1.5.10.			
1.1.9.				1.4(i).2.				1.4(vi).1.				1.5.11.			
1.1.10.				1.4(i).3.				1.4(vi).2.				1.6.1.			
1.1.11.				1.4(i).4.				1.4(vi).3.				1.6.2.			
1.1.12.				1.4(ii).1.				1.4(vi).4.				1.6.3.			
1.2.1.				1.4(ii).2.				1.4(vi).5.				1.6.4.			
1.2.2.				1.4(ii).3.				1.4(vii).1.				1.6.5.			
1.2.3.				1.4(ii).4.				1.4(vii).2.				1.6.6.			
1.2.4.				1.4(iii).1.				1.5.1.				1.6.7.			
1.2.5.				1.4(iii).2.				1.5.2.				1.6.8.			

**LIST OF CHECKS AND REPORT ON CONTROL
IN ACCORDANCE WITH THE GBP**

Control point	Answer			Control point	Answer			Control point	Answer			Control point	Answer		
	Yes	No	NA		Yes	No	NA		Yes	No	NA		Yes	No	NA
1.6.9.				2.1.9.				2.3.3.				2.5(i).3.			
1.6.10.				2.1.10.				2.3.4.				2.5(i).4.			
1.7.1.				2.1.11.				2.3.5.				2.5(i).5.			
1.7.2.				2.1.12.				2.4.1.				2.5(i).6.			
1.7.3.				2.1.13.				2.4.2.				2.5(ii).1.			
1.7.4.				2.1.14.				2.4.3.				2.5(ii).2.			
1.7.5.				2.1.15.				2.4.4.				2.5(iii).1.			
1.7.6.				2.1.16.				2.4.5.				2.5(iii).2.			
1.7.7.				2.2.1.				2.4.6.				2.5(iv).1.			
2.1.1.				2.2.2.				2.4.7.				2.5(v).1.			
2.1.2.				2.2.3.				2.4.8.				2.5(v).2.			
2.1.3.				2.2.4.				2.4.9.				2.6.1.			
2.1.4.				2.2.5.				2.4.10.				2.6.2.			
2.1.5.				2.2.6.				2.4.11.				2.6.3.			
2.1.6.				2.2.7.				2.4.12.				2.6.4.			
2.1.7.				2.3.1.				2.5(i).1.				2.6.5.			
2.1.8.				2.3.2.				2.5(i).2.							

STATEMENT OF CONTROL:

From a total of 91 primary control points, applicable are ____ points, of which ____ fulfilled(____%),
And ____ unfulfilled;

From a total of 36 secondary control points, applicable are ____ points, of which ____ fulfilled(____%),
And ____ unfulfilled;

OBJECTIONS:

**APPENDIX OP 3 - LIST OF CHECKS AND REPORT ON CONTROL
IN ACCORDANCE WITH THE GBP**

**INFORMATIONS OF APIARIES, BEE SOCIETIES, FACILITIES FOR EXTRACTION,
STORAGE, PROCESSING AND PACKAGING OF HONEY AND OTHER BEE PRODUCTS
(FACILITIES), TYPE AND QUANTITY OF PRODUCED HONEY AND OTHER BEE PRODUCTS**

No.	Location of apiary	Type of bee product	Quantity	Location of facilities for extraction of honey and other bee products

FINAL NOTES OF CONTROLLER (the control process, the findings of controls, compliance with standard requirements, the perceived risks, etc)

STATEMENT RELATING TO THE PROCESSING OF PERSONAL DATA (PERSONAL DATA) GIVEN IN THIS APPLICATION:

I, the undersigned beekeeper, applicant, by my signature below certify that the information provided in this application is accurate and given voluntarily with the aim of registration / renewal of registration of my own beekeeping' production in accordance with the requirements of GBP. Also, I hereby give consent for Beekeeping Association of Serbia (SPOS), the owner of GBP standards, for the processing of personal data for their publication in the official and public Register of beekeepers involved in the system GBP, for their statistical processing and publication summary that integrated with all other beekeepers involved in the system GBP, and for other purposes that are in accordance with the General Regulations and standards GBP License Agreement.

BEEKEEPER SIGNATURE	CONTROLLER SIGNATURE

APPENDIX OP 4 - STATEMENT ON NON-CONFORMITY AND CORRECTIVE MEASURES

INFORMATIONS OF APIARIES, BEE SOCIETIES, FACILITIES FOR EXTRACTION, STORAGE, PROCESSING AND PACKAGING OF HONEY AND OTHER BEE PRODUCTS (FACILITIES), TYPE AND QUANTITY OF PRODUCED HONEY AND OTHER BEE PRODUCTS

Beekeeper Name and Surname:	
Controller Name and Surname:	
Determination date of non-conformity	
Type of non-conformity	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary

MARK OF UNFULFILLED CONTROL POINTS AND SHORT DESCRIPTION OF NON-CONFORMITY

CONTROL METHOD OF CONDUCTED CORRECTIVE MEASURES:	<input type="checkbox"/> Control of submitted documents and other evidences: <input type="checkbox"/> Additional control
---	--

BEEKEEPER SIGNATURE	CONTROLLER SIGNATURE

CONTROL IE. ASSESSMENT CONDUCTED OF CORRECTIVE MEASURES (short description and rating - satisfactory or not, ie. non-conformity corrected or not):

DATE OF RATING CORRECTIVE MEASURES:

EVALUATION DONE BY:

SIGNATURE:

**APPENDIX OP 5 - ISSUANCE OF SUSPENSION TO BEEKEEPER INCLUDED
IN THE SYSTEM CONTROL IN ACCORDANCE WITH GBP**

Beekeeper Name and Surname:	
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IN ACCORDANCE WITH GENERAL REGULATIONS STANDARDS OF GBP (CHAPTER 4 PROVISIONS “NON-CONFORMITIES, CORRECTIVE MEASURES AND SANCTIONS”), A THIS METHOD NOTIFY YOU OF PRONOUNCING

SUSPENSION

RATIONALE ON ISSUANCE OF SUSPENSION:

THIS DOCUMENT IS PROVIDED IN 2 COPIES, ONE OF WHICH IS ADDRESSED TO SUSPENDED BEEKEEPERS, OTHER TO SPOS ARCHIVE.

DATE AND PLACE:

SPOS PERSON IN CHARGE SIGNATURE:

A COMPLAINT

A COMPLAINT MAY BE RAISED BY A BEEKEEPER INCLUDED IN THE GBP SYSTEM, IN CONJUNCTION WITH THE DECISIONS OF THE COMMISSION FOR GBP CONFORMITY ASSESSMENT (EG. DECISION ON NON-CONFORMITY, DECISION ON SUSPENSION OR DECISION ON TERMINATION OF THE LICENSE AGREEMENT, ETC.). COMPLAINT SHALL BE FILED IN WRITING WITHIN **7 CALENDAR DAYS** OF RECEIPT OF THE DECISION AND SHOULD CONTAIN THE SUBJECT OF COMPLAINT AND THE EVIDENCED REASONING BEHIND IT (ARGUMENTS, SUPPORTING DOCUMENTATION, ETC.). SPOS IS OBLIGED TO EXAMINE THE COMPLAINT **WITHIN 30 DAYS** AND INFORM IN WRITING THE BEEKEEPER WHO FILED THE COMPLAINT ABOUT THE RESULTS OF THE EXAMINATION OF THE MERITS AND POSSIBLE MEASURES TAKEN.

GOOD BEEKEEPING PRACTICE REQUIREMENTS

(CONTROL POINTS WITH EXPLANATIONS AND CONFORMITY CRITERIA)

INTRODUCTORY NOTE: All records may be kept in electronic form as well, but have to be filed in a sufficient number of copies (data backup) to ensure the continuous availability of data during the period of 2 years (as required by control point 2.6.5) as the absence of documentation leads to the exclusion of the beekeeper from GBP system. For keeping records one can use free software (<http://sr.libreoffice.org> - files to be saved in the format doc or docx; www.openoffice.org), and download forms from the SPOS website (if downloaded only for printing and not for typing electronically, one can use the free of charge application Word Viewer, which can be downloaded at: www.microsoft.com/sr-latn-rs/download/details.aspx?id=4).

1.1 LOCATION OF APIARY

1.1.1.

Does the beekeeper have a registered farm?

Level of importance

3

Upon registration of a farm, the farm registration number is obtained (BRPG).

1.1.2.

Does the beekeeper have to possess HID number?

Level of importance

1

The Beekeeper has to possess documentation proving that he is assigned a HID - farm identification number ("Holding ID" number).

1.1.3.

Is apiary identified, including the identification of all belonging bee colonies?

Level of importance

1

An apiary should be assigned the ID number, in accordance with the requirements of the national legislation. In addition, mandatory elements of the apiary identification are a number of the belonging bee colonies and their tags.

1.1.4.

Are colonies or hives in the apiary marked in order to ensure traceability?

Level of importance

1

Beehives should be visibly marked, with the system of keeping records of beekeeper's work established, which represents the first and most important part of traceability of the primary production in the apiary.

1.1.5.

Is the apiary located on a site protected from excessive moisture and strong winds, ie. with appropriate microclimate conditions?

Level of importance

1

The location of apiary should ensure that honey bee colonies get enough morning light and heat to allow the bees an early exit in the morning, but also to protect them from high summer temperatures ("mottled shade", the sufficient number of drinking spots nearby etc.). Beehives must not be positioned on a site where humidity accumulates but on site that allows a gentle stream of air (ventilation) and provides the terrain drainability. Beehives should be raised off the ground and, as a rule, slightly tilted forward in order to prevent retention of moisture in the beehives.



1.1.6.**Are hives placed in a dispersed manner to help bees orient themselves better in the surroundings?**Level of
importance

2

It is necessary to avoid placing hives in long rows without having an interaction, as it makes the bees' orientation more difficult so they often enter the hives at the ends of the rows leaving the centrally placed ones to fall in the number of bees and the quantity of honey. The maximum number of hives placed in a continual row without any marks next to/between the hive is 10, provided the distance between the hives is less than one meter (if the hives are placed in longer rows, there should be added some orientation mark after every 10 hives, for example, an empty space, a piece of wood, stone, another beehive of different colour, etc.). If the hives are placed in two or more lines, the distance between the lines should be at least 2 meters (optimally 5), in order to prevent the bees from rushing out. In case of pavilion beekeeping (with hives placed on the trailer), in order to facilitate the orientation of bees, it is acceptable to colour the hives differently, and draw or place different geometric shapes above the entrance of the hives etc.

**1.1.7.****Does the location of the apiary (during the season, ie. vegetation period) ensure access to a sufficient number of food (nectar and pollen) sources?**Level of
importance

2

Location of the apiary (during the vegetation season) should provide bees with access to nectar and pollen. The Beekeeper should identify dominant honeybee plants in the apiary surroundings, which will serve as a source of food while bees feed on them.

**1.1.8.****Is the number of hives per apiary below 100 during the vegetation season or more, in the case there are one or more sublocations?**Level of
importance

2

In order to avoid excessive burdening of the apiary and exploitation of the honey forage, the maximum number of hives during the vegetation season is 100, except for migratory apiaries where during the same forage and at the same location there are several different spots (sub-locations) on which hives are placed, with a minimum distance of 200 meters between the migratory apiaries. The number of hives per each sub-location should not exceed one hundred.

**1.1.9.****Does the location of apiary provide access to clean water?**Level of
importance



2

On a stationary apiary, the beekeeper must provide bees with access to sufficient quantities of clean water, if there aren't enough sources of clean water in the vicinity of the apiary. In case of the existence of suspicious sources of water nearby (pits, ponds with standing bodies of water, polluted rivers, etc.), the beekeeper must take appropriate preventive measures to prevent contamination of bees and bee products. If drinkers are in use, this implies their setting up earlier in the season (February - March), as well as sufficient number of drinkers in proper hygienic condition and a sufficient amount of pure water whose quantity is regularly controlled and supplemented if needed during the season..



1.1.10.	Is apiary located at an appropriate distance from neighboring apiaries, residential and facilities for animals breeding?
<div>Level of importance</div> <div>1</div>	<p>Stationary apiary should be at least 200 meters away from a neighbouring stationary apiary which has up to 20 hives, or at least 500 meters from the adjacent stationary apiary with over 20 beehives (at least 21). Migratory apiary should be at least 200 meters away from a neighboring migratory or stationary apiary with up to 20 hives, and at least 500 meters away from the adjacent stationary apiaries with more than 20 hives (at least 21). The apiary should be located at least 20 meters from the residential or facilities for animal breeding, with the entrances in any case not facing them. Exceptions: The distance between adjacent stationary apiaries in a populated area is at least 50 meters. The distance between neighboring apiaries of different owners, and between apiaries and residential or facilities for animals breeding can be smaller if the owners of apiaries, residential or facilities for animals breeding have agreed on that in writing and if the beekeepers have a health certificate for their bees. In any case, without exception, apiary should be at least 100 meters away from the preschool and school institutions, boarding schools, playgrounds and other sports facilities intended for children and adults.</p> 
1.1.11.	Is apiary located at an appropriate distance from potential sources of contamination of bee products (risks), and are corrective measures taken to reduce (control) such risks?
<div>Level of importance</div> <div>1</div>	<p>Apiary should be located at least 100 meters from a highway, railway and airport, and 15 meters from a categorized road. The minimum distance from sugar refineries and other facilities for manufacturing and processing of agri-food products is 500 meters, and at least 100 meters from other industrial facilities. If apiary is located close to agricultural production with agrochemicals, ie. pesticides in use that bees use as their nectar source (rapeseed, orchards, sunflower, etc.), the beekeeper should inform on the type of pesticide (with contact or systemic effect) and schedule of pesticide application. In accordance with the analysis of the risks resulting from it, the beekeeper should apply preventive or corrective measures (an agreement with the owner on non-treatment, negligible treatment, ie. with no hazard for bees and honey; temporary closure of the entrances when treatment is in place: in the morning / evening; moving the hives etc.).</p>
1.1.12.	Are apiary and its immediate surroundings kept in satisfactory hygienic conditions?
<div>Level of importance</div> <div>1</div>	<p>The grass in the apiary and around it should be mowed to avoid it being an additional source of moisture, shelter for pests and barrier for bees when exiting / entering the hive. The waste must not be disposed and piled on the apiary, but removed from it at the end of the day.</p>  

1.2 HANDLING TOOLS AND EQUIPMENT IN APIARY

1.2.1.	Are hive bodies and frames made of wood or other acceptable material and protected in such manner to prevent contamination of bees and bee products?
<div>Level of importance</div> <div>1</div>	<p>The use of a beehive (bodies and frames) made from natural materials (wood) is allowed. The use of wood preservatives (oils, varnishes, paints, etc.) is permissible only to the outside and the outer edges of the beehive, while the use of these substances inside the hive is prohibited. In the beehive interior it is allowed to use only bee products (wax and propolis). If the hives are made of artificial materials (plastics, polystyrene, etc.), the beekeeper must have proof that these materials don't have a negative effect on the quality of bee products, and that their use is appropriate within the food industry.</p>  

1.2.2.	Are primitive beehive forms put of use when manufacturing bee products in accordance with the standards of GBP (log hives, skeps, straw hives, etc.)?
Level of importance 1	<p>Due to the very difficult hygiene control and traceability of bee products manufactured from primitive beehives, their use is not permitted.</p> <p>Beekeeper is allowed to possess primitive hives and grow bees in them, as long as he is able to ensure that the products from these hives are not mixed with products from modern hives included in the control system according to the GBP standard.</p>
1.2.3.	Is it ensured that the wire used for fixing comb foundations is not a source of contamination of bee product?
Level of importance 1	<p>Wire used for fixing comb foundations may be galvanized or made from stainless steel. The stainless steel wire can be used more than once during the replacement of honeycomb and setting the new foundations, whereas the galvanized one must be changed every time the replacement of the honeycomb, ie. setting the new foundation occurs.</p> <p>Wire in the frames must not be rusted (corroded), so as not to cause the chemical contamination of bee products.</p> 
1.2.4.	Beekeeping equipment and tools are not a source of contamination of bee products?
Level of importance 1	<p>Honey knife, equipment for insertion of comb foundations and queen excluder should be made from stainless materials (galvanized, plastic, prochrome queen excluder, etc.) or not be oxidized, and made of material which allows their ease of cleaning, washing and disinfection.</p> 
1.2.5.	Are beekeeping equipment and tools kept clean and disinfected as needed – by means of physical (fire, water vapor, etc.) or chemical agents?
Level of importance 1	<p>The bodies and frames of hives should be cleaned of agents that can be a source of pollution (bee feces, mud etc.) and, if necessary, disinfected (in case of buying second hand equipment, after a prolonged storage, after diseases and the like.). Honey knife, equipment for insertion of comb foundations, smoker, queen excluder, feeders and drinkers should be cleaned and disinfected as needed (eg if the beekeeper does not possess separate tools for examination of different apiaries, the disinfection of bee knife is required before switching to another apiary as well as after the examination of any bee colony suspected of being diseased, etc.).</p>
1.2.6.	Are cleaning, washing and disinfection (of beekeeping accessories, equipment, premises, facilities, etc.) evidenced and the supporting documents kept?
Level of importance 1	<p>The records of cleaning, washing and disinfection may be kept within the Evidence Form No. 1 (records of cleaning and / or washing and, if necessary, disinfection), or in a free form, and should include: date, items cleaned / washed, whether disinfection has been provided, the name of the means for cleaning / washing / disinfection and the signature of the person in charge. If for this purpose commercial preparations or agents have been used, it is necessary to keep the supporting documents (labels, instructions, etc.).</p>

1.2.7.

If a smoker is used for calming bees down, is the synthetic or herbal material used for combustion and smoking of bees safe for health of bees, and is drinking water used in case of spraying?

Level of
importance

1

It is allowed to calm the bees down by using herbal materials in the smoker, such as: Fomes fomentarius, sawdust, corn plant residues, etc. It is prohibited to use materials of animal origin (wool, dry farmyard manure, etc.) and synthetic substances that may impair safety of bee products (synthetic fabrics, combustible cubes or oil, etc.). It is allowed to calm the bees by use of water, ie. by micro sprinkling devices, as long as drinking water is used.



1.3 APIARY PERSONNEL (HYGIENE AND SAFETY)

1.3.1.

Is full protective clothing available to beekeepers, apiary personnel and visitors?

Level of
importance

2

Protective clothing includes: bee hat with veil and / or beekeeping suit (or blouse), and protective boots (or shoes). In case that bees are treated with organic acids, the protective clothes include gloves made of rubber or other impervious and non-absorbent material, together with eye protection glasses. It is necessary to possess as many protective sets as there are persons in the apiary (including employees, visitors, etc.), but not less than 2. In order to ensure working safely in the apiary, it is possible that visitors visit the apiary in groups using the same protective clothing.

**1.3.2.**

Have beekeepers, staff (workers) and visitors to the apiary been made available a complete first aid kit?

Level of
importance

2

It is necessary to have a complete first aid kit in the apiary, which might be that from the beekeeper's vehicle used for his transport to and from the apiary (the first aid equipment should be valid, within the expiry date and, if necessary, regularly refilled and contain, inter alia, a medicine that can alleviate possible allergic reaction to bee venom - antihistamine or corticosteroid tablets). *(Examples of some of the medicines currently available in Serbia: Aerius, Ksizal, Pressing, Pronison etc).*

**1.3.3.**

Are beekeepers, staff (employees) and all visitors to the apiary familiar with the rules regarding hygiene and safety at work in the apiary?

Level of
importance

1

It is necessary that the beekeeper has documented operating instructions for hygiene and safety at work in the apiary, which all the workers and visitors should be familiar with. By their signatures, the beekeeper, workers and visitors (at least annually) prove that they are aware of and agree with the rules of conduct in the apiary.

**1.3.4.**

Does the apiary respect the basic hygiene rules?

Level of
importance

1

It is allowed to consume food and drinks in the apiary, but only in a place intended for that purpose. It is prohibited to use strong perfumes (toilet waters, perfumes, deodorants, etc.). It is obligatory to wash hands after eating and after each use of toilet. Persons with open wounds, as well as sick people (sick of infectious diseases that might be carriers of the diseases, ie. source of infection) are prohibited from access.

1.3.5.

Does apiary provide access to accessories for washing hands?

Level of
importance

1

There should exist accessories for hands wash: clean water and odourless soap.



1.4 APITECHNICAL MEASURES

1.4 (i) EXAMINATION OF BEE COLONIES

1.4(i).1.

Has the “first spring” examination of bee colonies been conducted and are the records kept?

Level of
importance

1

After a period of winter dormancy, it is necessary to examine the bee colonies and insert the records on findings in the Evidence Form No. 2 (evidence form for examination of bee colonies, feeding and other interventions). The records are, as a rule, kept collectively for all the colonies on the apiary within a single form (normally on more pages) and if necessary, the beekeeper can for some or all of the colonies keep a separate form. One need to pay attention to the number of beeways, the presence of brood, the presence of queenbee (on the basis of brood and / or visually), food reserves, bees' health conditions (symptoms and signs of disease), intervention in relation to the examination (narrowing / expansion of brood chamber, cleaning of bottom board, nutrition, emergency requeening, other notes) and the like. The beekeeper can keep more precise, separate records (in the section Remarks or in separate place) on the above listed and other parameters, according to his choice and needs.



1.4(i).2.

Has the “autumn” examination of bee colonies been conducted and are the records kept?

Level of
importance

1

In late summer and early autumn (August-September) it is necessary to examine the bee colonies. In this regard, after the last honey supers / shallow frames have been removed, it is necessary to conduct the so-called “autumn” examination of bee colonies, which is the basis for further interventions and successful bees overwintering. The findings should be evidenced in the Evidence Form No. 2 (evidence list for examination of bee colonies, supplemental feeding and other beekeeping interventions). One need to pay attention to the quality of the honeycomb, the quality of the queen bee, the amount of bees, the amount of brood, the amount of food reserves, health conditions of bees (symptoms and signs of disease), interventions in connection with the examination (treatment against diseases and pests, the number of old, drawn out frames for comb replacement, requeening, uniting colonies, supplemental feeding, replacing frames with honeydew, other notes) and the like. The beekeeper can keep more precise, separate records (in the section Remarks or in separate place) on the above listed and other parameters, according to his choice and needs.



1.4(i).3.


Does the beekeeper perform other “partial” examinations of bee colonies and keep the records during the year?

Level of
importance

2

During the year, it is necessary to carry out the inspection of individual bee colonies on the basis of which the beekeeper takes certain apitechnical measures. According to the findings, (eg. insight into the health conditions of bees, the amount of brood, the amount of food - honey, pollen, etc.), they take necessary measures (space narrowing / expanding, adding built honeycombs, adding comb foundations, requeening, adding supers and shallow frames, uniting colonies, artificial swarming of bees, supplemental feeding, treatment against diseases and pests, etc.) which are to be evidenced.





1.4(i).4.	Does the beekeeper respect the provisions on hygiene when examining bee colonies and take necessary preventive measures to avoid contamination of bees and bee products?
Level of importance 2	<p>In addition to the basic, apiary related hygiene rules given in the section 1.3 (provision 1.3.3), it is necessary that the beekeeper has knowledge and equipment for hygienic handling of tools, equipment and bees during the examination (eg: it is forbidden to put frames on the ground, honey knife is needed to be periodically disinfected, especially after examination of suspicious colonies, etc.).</p> 

1.4 (ii) PREPARATION FOR OVERWINTERING BEE COLONIES


1.4(ii).1.	Is the honeycomb for bees overwintering (the cluster) of adequate quality?
Level of importance 1	<p>In order to ensure successful overwintering, that is to say good heat isolation and optimal overwintering of bees, it is necessary that the honeycomb should be suitable, with a few already hatched generations of bees. A dark (black), old comb, as well as young, yellow honeycomb (with no brood ever being in it) are not of adequate quality to winter bees.</p> 
1.4(ii).2.	Is the queen bee to start overwintering with of adequate quality?
Level of importance 2	<p>Bee colonies with quality, young queen bee do better in wintering in relation to those with old queenbees. It is necessary that bee colonies enter the winter period with a queen bee no older than 2 years, able to produce a compact brood.</p> 
1.4(ii).3.	Do bees enter the winter period with sufficient food supplies?
Level of importance 1	<p>Prior to entering the winter period, bee colonies should be provided with minimum 16-20 kg of food (frames with honey and pergo), depending on the strength of the colony. Leaving larger food reserves (more than 16-20 kg) is recommended.</p> 
1.4(ii).4.	Is honey that has been made available to bees during the winter of adequate quality?
Level of importance 2	<p>The honey left to the bees for wintering period should be appropriate, ie. honeydew should not be used for bees overwintering.</p>

1.4 (iii) MANAGEMENT OF NATURAL BEE SWARMING AND ROBBING


1.4(iii).1.	Is beekeeper able to evidence that he has conducted at least one preventive measure aimed at preventing natural swarming of bees?
Level of importance 1	<p>Since the natural swarming is an undesirable phenomenon in modern beekeeping, beekeeper should take a series of measures to prevent it (eg. expansion of brood chamber – by adding frames with built combs or comb foundations, adding of honey supers / shallow frames, keeping a young queen bee, good ventilation in the hive, availability of bee forages, artificial swarming, etc.). The records on these measures must be kept and archived.</p> 


1.4(iii).2.	Is beekeeper able to evidence that he has conducted at least one preventive measure aimed at preventing robbing?
<div>Level of importance</div> <div>1</div>	<p>During the whole year (particularly after a poor overwintering period or in the case of diseases of certain colonies, or during non-foraging periods etc.), the beekeeper should take a series of measures to prevent robbing in their apiary (eg. holding strong colonies in the apiary, narrowing the entrances, limitation of space, uniting bee colonies - provided they are healthy, regular and extraordinary examinations of weak companies, regular requeening, setting orientation marks in the apiary, avoiding longer exposure of honeycombs within the apiary and the like). The records on these measures must be kept and archived.</p> 

1.4 (iv) MANAGEMENT OF WAX / COMB


1.4(iv).1.	Is the substitution accomplished of at least 1/4 of honeycomb used in the brood chamber in the course of a calendar year?
<div>Level of importance</div> <div>1</div>	<p>Using an old, dark comb is undesirable for several reasons in modern beekeeping, and therefore it should be changed regularly with new comb, ie. comb foundations. It is necessary that the beekeeper performs replacment of at least one quarter of the honeycomb used in brood chamber during the year, by means of disposing of and blending the old, dark, deformed and damaged combs and inserting new comb foundations. Replacement of the honeycomb should be performed regularly (when preparing honeycomb for the bee colonies during the season, one should make a selection of honeycombs – by taking out the old and damaged ones and adding comb foundations). The records on the replacement of wax must be kept and archived.</p> 

1.4(iv).2.	If the beekeeper purchases comb foundations, does he keep records of the supporting documentation (declarations, etc.)?
<div>Level of importance</div> <div>2</div>	<p>If the beekeeper purchases comb foundations, it is necessary that they originate from a trusted source (purchased from a registered economic entity, with the relevant declaration etc.) which undoubtedly provides traceability, ie. information on the product origin (place of purchase). The records on purchase of comb foundations should be kept in Evidence Form No. 3 (Records of procurement of raw materials); the records and supporting documents are kept.</p>


1.4(iv).3.	If beekeeper makes comb foundations from wax by himself (or through subcontractors), ie. has his own production, are there adequate hygienic and sanitary conditions?
<div>Level of importance</div> <div>1</div>	<p>If the beekeeper makes comb foundations through his own production, he should keep records on whether he has provided the following hygienic and sanitary conditions:</p> <ul style="list-style-type: none"> - Regular cleaning and disinfection of equipment for melting wax and making comb foundations, - Sterilization of purified wax used for casting comb foundations (at a temperature of 120 ° C and a pressure of 3 bar for at least 30 minutes; ie. at a temperature of 120 ° C for at least 2 hours and most preferably 4 hours). <p>If the beekeeper uses the services of a third party (subcontractor) for casting comb foundations from his own wax, it is necessary to ensure that the above-mentioned hygienic and sanitary conditions are provided.</p> 

1.4(iv).4.	Does the beekeeper, during a calendar year, put out of use at least 10% of wax / honeycomb used in the apiary?
Level of importance 2	<p>During the beekeeping production a buildup of harmful residues of the bee protection substances (acaricides), heavy metals and pesticides occurs; not only do they survive the phase of wax melting and refinement, but also their content in the comb foundations may grow (pile up) along the time. For this reason, and in accordance with the risk analysis (which should include the type of hives and combs location – supers or brood chambers), it is necessary to put out of use at least 10% of the honeycomb used in the apiary (eg. when recycled, the wax can serve purposes outside beekeeping, such as making candles, etc.). The relevant records should be kept together with the supporting documentation.</p> 

1.4 (v) HANDLING BEES AND NEW COLONIES IN THE APIARY


1.4(v).1.	Are Carniolan bees (<i>Apis mellifera carnica</i>) the only race grown in the apiary?
Level of importance 2	On the territory of the Republic of Serbia, it is not allowed to cultivate and perform trade of other races of bees and the accompanying breeding material except that of Carniolan race (<i>Apis mellifera carnica</i>).
1.4(v).2.	In the case of the introduction of one or more new bee colonies in the apiary by means of artificial swarming, ie. by capturing natural born swarms from their own colonies, should the records be kept?
Level of importance 1	<p>If the beekeeper introduces a new bee colony into his apiary by means of artificial swarming, ie. by capturing naturally formed swarms from their own colonies, so as to ensure traceability and health management of the new colonies it will be needed to keep the relevant records, paying particular attention to the origin of the bees which constitute the newly formed swarm; the Evidence Form No. 2 should be used (evidence form for the inspection of bee colonies, feeding and other beekeeping intervention), and the records kept.</p> 
1.4(v).3.	In the case of the introduction of one or more new bee colonies in the apiary by purchase of swarms, are the health conditions of these bees taken into consideration?
Level of importance 1	If the beekeeper introduces a new bee colony into his apiary by purchase of swarm, he need to keep records of this in Evidence Form No. 3 (Evidence list of procurement of raw materials), and possess a health certificate for the purchased bees.
1.4(v).4.	In the case of the introduction of one or more new bee colonies in the apiary by purchase of swarms, do we monitor the health status of these bees?
Level of importance 1	If the beekeeper introduces a new bee colony into his apiary by purchasing a swarm, it is necessary to examine its health status within the first 30 days of the introduction (especially examination of the health status and quality of the bees and brood); the relevant records should be kept.

1.4 (vi) HANDLING QUEEN BEES

1.4(vi).1.	Is requeening performed regularly in the apiary so that no queen bee is older than 2 years?
Level of importance 2	<p>Good and healthy queen bee is the basis of successful beekeeping. In this regard, it is necessary to carry out requeening at least every other year, that is to say at least a half, if necessary even more, of the queen bees per year.</p> 

1.4(vi).2.	<p>Is the planned, regular replacement of queen bees performed mainly in the period after the acacia harvest up to the early August when most of the regular apitechnical examinations of bee colonies take place, with the emergency requeening (if necessary) occurring in the rest of the year?</p>
<div>Level of importance</div> <div>2</div>	<p>High quality, young queen bees have better production capacity than old ones, they are of higher vitality and ensure higher likelihood of successful overwintering. In this regard, it is necessary to replace, out of the total number of queen bees to be replaced during one year (at least a half of the total number of queen bees in the apiary), the majority (at least 70%) in the period after the acacia harvest up to the beginning of August (regular requeening), and the remaining number, if needed, during the rest of the year (emergency requeening in case dequeening, poor brooding, queen bee diseases etc. occurs).</p> 
1.4(vi).3.	<p>If the beekeeper produces queen bees, has he established an internal control system on their origin and quality?</p>
<div>Level of importance</div> <div>2</div>	<p>When you own nut production, the beekeeper should performs constant monitoring and observation of their properties bee colonies, and in accordance with these characteristics is performed a selection of companies for the production of nuts. The most important features to be taken into account are:</p> <ul style="list-style-type: none"> - Productivity, - Tolerance and disease resistance, - Temperament, and - The tendency to rojidenom instinct. <p>The records related to the observation and selection of bee companies (or parent), for its own production of nuts should be conducted and records are kept.</p> 
1.4(vi).4.	<p>If the beekeeper buys one or more queen bees, does he keep the records?</p>
<div>Level of importance</div> <div>1</div>	<p>If the beekeeper buys queen bees, it is necessary to keep records in the Evidence Form No. 3 (evidence on procurement of raw materials), as well as to inspect that colony in the first 30 days of introduction of the new queens (especially control of reception, quality and health conditions of the queens, bees and brood), which should be recorded together and the supporting documentation kept.</p> 
1.4(vi).5.	<p>Does the beekeeper respect the provisions of the Instructions on the introduction of queens?</p>
<div>Level of importance</div> <div>2</div>	<p>In order to increase the percentage of the queens introduced the beekeeper should try to as much as possible comply with the provisions of the Instructions on the introduction of queens applicable at this point. There are several ways of introducing young queens in a bee colony, but in practice is usually applied the Benton cage used for direct transport of queens. Important factors for the reception of young mated queens in a bee colony is that this replacement is done in good weather and at a forage time. If the intake of food from nature at the time of introducing queens is modest or zero, then the bee society to which we add a young queen must be supplementally fed with sugar syrup a few days before and during the introduction. When we know the exact date of arrival of a young, mated queen bee, we first find the old queen and remove it from the colony. From this point up to the moment of the introduction of the cage with the young mated queen, there should be about 6 hours. Upon completion of this, we put the cage with the young mated queen into the queen free colony with or without additional bees. The transport cage with the queen is added and attach firmly between the bars of the two central frames. A part which contains a candy is then poked with holes by a toothpick so that the bees can eat it during the next day or two and free the passage for the queen bee. The transport cage is positioned in the hive in such way that the part of the candy through which the queen bee is to get out, is faced upward at an angle of 45° (this is done for practical reason: some of the bees following the queen may die and block the exit by its body; then the other bees can enter but cannot get out). After the queen bees have been introduced, the colony should not be disturbed in the next few days. After a few days the cage can be removed and the presence of a young brood ie. eggs in the comb is identified, which is also a sign that the queen has been received in the bee colony.</p>

1.4 (VII) RELOCATIONS BEE COLONIES

1.4(vii).1.	Does the beekeeper, when moving bees, possess certification of the health status of the shipment of animals in internal traffic (ie. a transport certificate)?
<div>Level of importance</div> <div>2</div>	<p>The person who performs the migration of bees must have a certificate on the health status of the consignment of animals in the innertraffic (ie. a transport certificate), the data corresponding to the present situation (number of companies, apiary locations, etc.).</p>
1.4(vii).2.	Has the beekeeper completed registration of the apiary sites for migratory beekeeping (ie. temporary stationary spots)?
<div>Level of importance</div> <div>2</div>	<p>Beekeeper which deals with migratory beekeeping, for all the locations not producing in accordance with the standards of good beekeeping practice, should possess a confirmation of the registration of the temporary stationary spots.</p> 

1.5 SUPPLEMENTAL FEEDING OF BEES

1.5.1.	Does the beekeeper not perform supplemental feeding of bees during collection of surplus honey?
<div>Level of importance</div> <div>1</div>	<p>It is not allowed to perform supplemental feeding of bees during collection of surplus honey in the super and shallow frames.</p>
1.5.2.	Does the beekeeper take care of the proper amount of time and supplemented food for bees?
<div>Level of importance</div> <div>1</div>	<p>The time and amount of supplemented food for bees should be such to enable:</p> <ul style="list-style-type: none"> - that all quantities of food have been consumed by bees before an intensive bee forage starts, or before adding shallow frames in the supers in order to eliminate the risk of storing food for the bees in the honey area, and - that supplemented amount of liquid, perishable food (eg. liquid sugar syrup that quickly ferments) has been used in optimal time (48 hours). 
1.5.3.	Is the supplemental feeding of bees (or honey bee colonies) made on the basis of their needs and the actual situation in the hive?
<div>Level of importance</div> <div>2</div>	<p>Supplemental feeding of bees should be made after the examination of bee colonies and in accordance with the present situation in the hive, regardless of it being an emergency feeding (at the end of a long, cold winter, during the non-foraging summer period, due to the adverse weather conditions, etc.) or stimulating feeding (for faster development of the brood prior to forage in spring, when introducing queen bees, when performing treatments with organic acids, etc). The records on the performed examinations and the feeding needs are kept and archived.</p>
1.5.4.	Are feeders (of all kinds) placed only where it is needed for the purposes of supplemental bee feeding, are they maintained appropriately, and are the records kept and archived?
<div>Level of importance</div> <div>2</div>	<p>It is not allowed to keep feeders in the hives during the collection of surplus honey in the honey area (unless they are built in and form its integral part). The feeders for bees are placed in the hives when it has been determined there is a need for supplemental feeding via feeders. Before installation, it is necessary to wash the bee feeders, and if necessary, disinfect them. After conducting supplemental feeding of bees, the feeders should be removed, washed, and if necessary, disinfected. It is necessary to keep and archive the relevant records on cleaning, washing and disinfection of the bee feeders.</p>

1.5.5.	If the beekeeper feed the bees with already prepared, bought food (candies etc.) or provides them with dietary supplements, does he keep the records and archive the supporting documentation (declarations, etc.)?
Level of importance 2	If the beekeeper buys prepared food or dietary supplements for bees, it is essential that it comes from a trusted source (purchased from a registered business entity, with the appropriate declaration, list of ingredients etc) which undoubtedly provides traceability and determines its origin. The records on purchased food for bees should be kept in the Evidence Form No. 3 (evidence of procurement of raw materials) and archived together with the supporting documents.
1.5.6.	If the beekeeper performs supplemental feeding with the food which he prepares on his own, does he keep the records and supporting documentation (declarations, etc) on procurement of the ingredients (sugar, enzymes, vitamins, minerals, yeast, various commercial or own preparations and supplements for bees.)?
Level of importance 1	If the beekeeper performs supplemental feeding with the food which he prepares on his own, it is necessary that all the ingredients originate from reliable sources (purchased from a registered business entity, with appropriate declaration, list of ingredients, etc.) which undoubtedly provide traceability and determine their origin, as well as the possibility (quality requirements) to be used for feeding animals. The records of purchase of food ingredients for bees are kept in the Evidence Form No. 3 (evidence on procurement of raw materials), and archived together with the supporting documents. If the beekeeper uses honey or pollen (alone or mixed with other ingredients) for the preparation of food for bees, they must originate from their own production in order to reduce the risk of contamination with residues and carriers of diseases.
1.5.7.	If the beekeeper performs supplemental feeding by food he prepares on his own, does he possess the relevant documented recipe?
Level of importance 1	If the beekeeper performs supplemental feeding by food he prepares on his own, it is essential that these foods are produced in line with the pre-defined, documented recipe. It is necessary to keep the recipes for all products used for supplemental feeding and made by the beekeeper on his own.
1.5.8.	If the beekeeper performs supplemental feeding by food he prepares on his own, does this production take place in appropriate hygienic conditions, and are the records kept and archived?
Level of importance 2	If the beekeeper performs supplemental feeding by food he prepares on his own , it is necessary that preparation is done in a closed room which has been cleaned, without the possibility of cross-contamination. In addition, it is essential that the equipment used to prepare food for bees are of material that does not represent a risk to the contamination of bees or bee products (eg. corroded equipment containing residues of chemical, physical or biological agents that can not be removed etc.) and have been previously cleaned. The records should be kept: on cleaning the rooms and equipment in the Evidence Form No. 1 (records on cleaning and / or washing and appropriate disinfection); on the own production of food for bees in the Evidence Form No. 4 (evidence of own production of food for bees); the records are to be archived.
	
1.5.9.	If the beekeeper performs supplemental feeding by food he prepares on his own, does he use drinking water?
Level of importance 1	If the beekeeper performs supplemental feeding by food he prepares on his own, it is necessary that the water used for the preparation of food is drinking water.
1.5.10.	Is the storage of bought, already prepared food for bees or that manufactured by the beekeeper, including the ingredients purchased for preparation the food preparation, done appropriately?
Level of importance 2	The purchased food for bees and the ingredients for preparing own food for bees (crystal white sugar, enzymes, vitamins, minerals, yeast, different own or commercial preparations and supplements for the bees and the like) are stored in a dry and clean room in such way to avoid direct contact with the floor. In the case of storage of perishable or products requiring special storage conditions (absence of light, low temperature and the like), for example sugar syrup, yeast and others, it is necessary that the storage location meets these special conditions.
	

1.5.11.	Should each feeding be recorded and the records kept?
Level of importance 1	<p>It is necessary to evidence each feeding in the Evidence Form No. 2 (evidence form for examination of bee colonies, feeding and other beekeeping interventions). In addition, it is mandatory to specify the type (name) of food used for supplemental feeding in the Evidence Form No 2 and keep the records. For the purpose of supplemental feeding of bees it is prohibited to use various types of glucose-fructose syrups which are not derived from crystal white sugar (corn and others), as well as other types of sweeteners other than white sugar crystal.</p>
1.6 HEALTH AND CARE OF BEES	
1.6.1.	Has beekeeper obtained a health certificate for bee communities during the year?
Level of importance 1	<p>It is necessary that the beekeeper takes part in implementing the measures of health protection of bees and obtain the health certificate for his bee colonies.</p>
1.6.2.	Is beekeeper able to recognize the causes, ie. symptoms of the most important contagious (and parasitic) diseases of bees and broods and does he, in case of suspicion of the presence of certain diseases, undertake appropriate measures?
Level of importance 1	<p>Beekeeper should be familiar with the basic symptoms and prevention measures for the most important contagious (and parasitic) diseases of bees and broods, and inform the veterinarian or veterinary inspector in case of the suspected presence of American plague, tropilaelaps infestation or small hive beetle as well as act in accordance with their instructions.</p> 
1.6.3.	Has the beekeeper established a system for monitoring the number of the parasite Varroa destructor (mites) in bee colonies, and does he keep the records?
Level of importance 1	<p>In modern beekeeping, the parasite Varroa destructor (mites) represents a major and fundamental problem, since it is the most widespread disease of bees and bee broods on the global beekeeping level, and is found practically in every bee colony on the planet. The beekeeper conducts permanent control of their presence and take preventive treatment of bee colonies against varroa in the winter and during the season in all apiaries. In apiaries with up to 50 bee colonies, the treatment is conducted on five colonies, while in apiaries exceeding to colonies the treatment should be carried out on 10% of the colonies. The findings are recorded and the records kept.</p> 
1.6.4.	Does the beekeeper, in order to effectively fight or decrease the number and severity of varroa attacks, apply at least one of the biotechnological methods?
Level of importance 3	<p>Considering the importance of the problem of varroosis, as well as the occurrence of little or strong resistance of the parasite to most of the chemicals used in the world, it is preferred that the beekeeper, taking into account the biological development of bee communities, includes other applicable methods of fighting (except chemical), and at least one of biotechnical methods of fighting (usage of empty frames, drone brood culling, formation of young swarms without broods). The records on the implementation of biotechnological methods of fighting against varroa should be kept and archived.</p> 

1.6.5.	If the beekeeper performs treatments against varroa, are they carried out in the period when there are no broods (or with the negligible presence of brood), and in a period when there is no bee forage, or in a time and manner which prevents deterioration of the quality and safety of honey and other bee products?	
Level of importance	1	If the beekeeper performs treatments against varroa, it is necessary that they are done in a period when there are no broods (or with the negligible presence of brood) in the bee colony, and in a period when there are no bee forages. In exceptional, urgent cases (eg. a very strong varroa attack, an attack against a weak colony - due to the absence of queen bees or their poor quality which is confirmed by the control, diagnostic treatment, or by counting and getting the mite fall number), the treatment can be carried out during the bee forage, or with a significant presence of brood, while taking appropriate preventive measures. Specifically, the supers / shallow frames should be first removed, as well as the equipment for obtaining of other bee products (pollen collectors, honey chambers, foundations for obtaining royal jelly, glass for bee venom collection, propolis collection nets, etc.) and visibly mark the hives in order to avoid contamination of the bee products in the untreated colonies (by involuntary treatment of the colonies that should not be treated). The records of these measures (on the control, diagnostic treatment, or monitoring of varroa, removal of supers, pollen collectors and foundations, visibly marking individual colonies and treating against varroa), should be kept and archived.
1.6.6.	When treating against varroa and other diseases of bees and bee broods, does the beekeeper follow the manufacturer's instructions (instructions on the declaration)?	
Level of importance	1	When treating against varroa and other diseases of bees and bee broods, it is necessary that the beekeeper follows the manufacturer's instructions on medical treatment regarding the provisions of concentration, quantity, method and timing of application (duration of the treatment, outside temperature conditions etc.), the existence of a window period and others.
1.6.7.	Are the bee treatment therapeutics stored appropriately in accordance with the provisions of limited access?	
Level of importance	1	The bee treatment therapeutics should be stored in the original containers in a place with limited access (for example, under lock and key), ie. away from children and unauthorised persons and separately from bee products, food, drinks and food for animals.
1.6.8.	Does the beekeeper keep records on the application of bee treatment therapeutics?	
Level of importance	1	It is necessary that the beekeeper keeps records on the application of bee treatment therapeutics in the Evidence Form 2.1 (Notes on the treatment of bees).
1.6.9.	Does the beekeeper keep antibiotics out of use (including fumagillin)?	
Level of importance	1	It is prohibited to use antibiotics (including fumagillin) either for treating diseases of bees and bee broods or for the purpose of prevention.
1.6.10.	Does the beekeeper keep antibiotics out of use (including fumagillin)?	
Level of importance	1	The beekeeper is obliged to adequately arrange the hives in the apiary (wider spacing between the hives, flight orientation of the hive on four different sides ...) and / or set the appropriate orientation marks in order to prevent a mass drift of bees from hive to hive, and so possibly prevent the spread of disease. Throughout the year, especially in the non-foraging period, the beekeeper is obliged to take the necessary measures to prevent robbing. In order to prevent the spread of disease, the honeycomb of the deadly diseased bee colonies should not be used in other bee colonies. In order to prevent the spread of disease, parts of the hives of the deadly diseased bee colonies should not be used in other bee colonies without being adequately treated to ensure the destruction of pathogens.

1.7 COLLECTION AND TRANSPORT OF FRAMES WITH HONEY (SUPERS)

1.7.1.	Are the frames with honey collected at or after the end of the relevant bee pastures?	
Level of importance	1	It is not allowed to collect frames with honey during an intensive pasture. Only when the intensity of secretion, ie. intake of nectar reduces, or when it is almost completed, it is permitted to collect the honey frames.

1.7.2.	Are the frames with honey collected in dry weather, when at least ¾ (75%) of the honeycomb cells on both sides of the frame are capped?
<div>Level of importance</div> <div>2</div>	<p>In order to avoid the high moisture content in the honey, which may cause fermentation and decay along the time, it is necessary to collect only “mature” honey. The honey is considered “mature” when at least ¾ (75%) of the honeycomb cells on both sides of the frame are capped and when, if gently shaken, it does not let the honey leak. In addition, the extraction of hives and collection of honey from the frames should be performed in a quiet and dry weather.</p> 
1.7.3.	The collection of frames with honey are not in place if there is presence of uncapped brood?
<div>Level of importance</div> <div>1</div>	<p>It is not allowed to collect frames with honey from the brood chamber of the hive, as well as frames in which there is presence of brood from the brood chamber.</p> <p>If the queen bee excluder is not used or if used carelessly, it is possible that the queen bee moves into the space for honey and, consequently, brings the presence of brood in the honey frames. During the collection of frames with honey, it is necessary to take into account that they have no presence of brood (to avoid killing the bees and the presence of larvae in the honey after extracting). If the brood is there, these frames are to be returned to the hive until the hatch.</p>
1.7.4.	Are bee escapes used during the frames collection?
<div>Level of importance</div> <div>3</div>	<p>In order to minimize the disturbance of bees and perform their removal from supers in a safe manner, it is recommended to use bee escapes during the collection of frames with honey.</p>
1.7.5.	Are repellents that could contaminate the honey avoided during the collection of frames with honey?
<div>Level of importance</div> <div>1</div>	<p>During the collection of frames with honey, it is prohibited to use the repellent substances, because of the possibility of contamination and deterioration of the natural characteristics of honey (taste, odor, color, etc.). The exceptions are smaller amounts of smoke from the smoker that uses permitted substances (see point 1.2.7).</p>
1.7.6.	Are measures for preserving safety and quality of honey taken during the collection and transport of supers?
<div>Level of importance</div> <div>1</div>	<p>During the collection and transport of supers, the appropriate hygienic measures are taken to prevent contamination of honey (eg. high level of personal hygiene, the equipment for collecting and transporting of frames with honey must be clean, it is prohibited that supers are in direct contact with the ground or the floor of a transport vehicle, supers should be transported in a closed, ie. covered vehicle, without the presence of other products that may contaminate the honey, supers are arranged on each other with the latter being covered by the roof of a hive, etc.).</p> <p>In order to preserve the quality of honey, the transport of supers to the location for extraction (centrifugation) of honey is to be executed as soon as possible, without undue exposure to high temperatures (in the apiary or transport vehicle), which causes the increase in the content of HMF (hydroxy-methyl-furfural) in the honey.</p>
1.7.7.	Are the procedures for the collection and transport of frames with honey (supers) recorded and the records filed?
<div>Level of importance</div> <div>2</div>	<p>It is necessary to record the beekeeper’s procedures for the collection and transportation of supers (date of collection; the total number of collected supers with honey; data on transport - on vehicle / person in charge, etc.).</p>

THE FULFILLMENT OF THE APPLICABLE CONTROL POINTS OF TERTIARY IMPORTANCE IS NOT A PREREQUISITE FOR CONFORMITY WITH GBP. THESE POINTS (IE, RECOMMENDED POINTS) ARE GIVEN AS RECOMMENDATIONS TO THE BEEKEEPER IN ORDER TO IMPROVE HIS PRODUCTION QUALITY.

1 - **CONTROL POINTS OF PRIMARY IMPORTANCE.** FOR COMPLIANCE WITH THE REQUIREMENTS OF THE GBP ALL (100%) APPLICABLE POINTS FROM THIS GROUP MUST BE MET;

2 - **CONTROL POINTS OF SECONDARY IMPORTANCE.** FOR COMPLIANCE WITH THE REQUIREMENTS OF THE STANDARD, AT LEAST 60% OF THE APPLICABLE POINTS FROM THIS GROUP MUST BE MET;



3 - **CONTROL POINTS OF TERTIARY IMPORTANCE,** THE SO-CALLED RECOMMENDED POINTS. FOR THE PURPOSE OF COMPLIANCE WITH THE GBP, THE APPLICABLE POINTS FROM THIS GROUP MAY NOT BE MET, BUT ARE RECOMMENDED TO BE FULFILLED. IN CASE OF SUBSEQUENT CHANGES OR ADDITIONS TO THIS STANDARD, SOME OF THESE POINTS MIGHT BE CHANGED INTO THE CONTROL POINTS OF SECONDARY OR PRIMARY IMPORTANCE.

2.1 FACILITIES FOR EXTRACTION, STORAGE, PROCESSING AND PACKAGING OF HONEY AND OTHER BEE PRODUCTS


*NOTE: The facilities for extraction, storage, processing and packaging of honey and other bee products (**hereinafter: the Facilities**) represent the place where beekeeping activities are carried out after the collection of frames with honey and other bee products from the apiary: obtaining (ie centrifugation, extracting) and processing of honey and other bee products, their storage, packaging and labeling. In the case of small producers (whose annual production of honey does not exceed 4,000 kilograms), these facilities need not be exclusively intended for beekeeping. In the case of small producers, some of the household premises intended for other purposes in the rest of the year (eg, kitchen) may be used, as long as they comply with the minimum requirements of the good beekeeping practice standard and as long as the other intended purposes these premises serve out of the beekeeping season do not cause irreversible damage which may affect the contamination of honey and other bee products.*


2.1.1.	Are the facilities in a location that is not exposed to sources of pollution (smoke, gases, chemicals, pathogenic microorganisms, etc.)?
Level of importance 1	The facilities should not be located in a location that represents a significant source of contamination and high risk for bee products safety, such as: proximity to the highway, industrial plants, large farm animals, landfills, centers for storage and distribution of chemicals and the like.)
2.1.2.	Are the doors smooth and undamaged, of materials that makes them easy to maintain?
Level of importance 2	The facilities should have smooth and undamaged doors of a material that allows for easy maintenance.
2.1.3.	Are the walls and ceiling of the facilities smooth and undamaged, of bright colors and easy to maintain?
Level of importance 1	<p>The facilities should have smooth and undamaged walls and ceiling (without cracks, scrapes, water stains and mold spots), of bright colors that allows for easy identification of dirt and of material which allows for easy maintenance.</p> 
2.1.4.	Are the floors smooth and undamaged, of non-slip and water resistant material that allows for easy maintenance?
Level of importance 1	<p>The facilities should have a smooth and undamaged (with no major holes or cracks), non-slip floors, without ridges or uneven areas where moisture or dirt can collect, constructed from impermeable and resistant material that allows easy maintenance. In the case of extracting honey in the beekeeping pavilions, the floor of the facilities must be cleaned before extracting, and then covered with appropriate protective synthetic material that allows for easy maintenance during the extraction of honey (linoleum, thicker plastic films, etc.).</p>
2.1.5.	Are the facilities equipped in a way that allows for their easy maintenance?
Level of importance 1	<p>Regardless of whether the facilities are intended only for beekeeping works, or they are the premises of a household in which beekeeping work is performed only occasionally, it is necessary that the objects and the way they are arranged are such as to permit easy access for the purpose of maintenance of the facilities.</p> 
2.1.6.	Is there adequate lighting of the facilities?
Level of importance 1	<p>The facilities should have adequate ie. clear and neutral lighting that does not modify the color of the material and product, or a sufficient intensity of daylight. In addition, the bulbs must have protection that prevents bursting and shattering of glass into bee products.</p>

2.1.7.	Is there a possibility of adequate ventilation of the facilities?
Level of importance 1	<p>The facilities should be able to ventilate easily to reduce moisture in the air, likelihood of condensation and eliminate extraneous odors that may adversely affect the bee products. The facilities cannot be considered acceptable if traces of condensation and moisture appear, as well as the presence of foreign odors. If the ventilation is a window, it must be equipped with protective nets against the entry of insects, birds and other animals.</p> 
2.1.8.	Have preventive or corrective measures been in place in case of the presence of bees in the facilities?
Level of importance 1	<p>When transporting supers or other bee products to the facilities, it is possible to accidentally bring with them some bees. To reduce the risk of contamination of the products, it is necessary that the beekeeper undertakes preventive or corrective measures with the goal of removing bees safely (eg, installation of bee escapes in the facilities, leave the supers for a short while in a dark space with a small lighted way out, etc.).</p> 
2.1.9.	Are there adequate toilets for workers and visitors near the facilities?
Level of importance 2	<p>There need to be a toilet available to workers and visitors. The toilet must be placed close to the facilities (at the maximum distance of 50 meters), but without communicating directly with the facilities, i.e there should be a door and at least hallway or other type of insulation in between and without the presence of other risks of cross-contamination. In case of extracting in beekeeping pavilions, it is necessary to improvise an outdoor toilet, without the possibility of cross-contamination.</p>  
2.1.10.	Is there access to drinking water inside the facilities (for drinking, washing hands, equipment and materials)?
Level of importance 1	<p>The facilities should have an access to drinking water provided, with agents for washing hands (scent free soaps).</p> 
2.1.11.	Are the systems for supply of drinking and technical water properly identified and separated within the facilities?
Level of importance 2	<p>If the facilities also use technical water that does not meet the drinking water criteria, it is necessary that these two water supply systems are separated and visually marked (such as “drinking water” and “technical water”), without the possibility of cross-contamination.</p>
2.1.12.	Do the workers have available space for changing clothes and leaving personal belongings and clothes?
Level of importance 3	<p>It is recommended that workers who perform beekeeping activities are provided with a separate area for changing clothes and leaving personal belongings (lockable and without the risk of cross-contamination).</p>
2.1.13.	Do the workers who perform the beekeeping activities have special room for eating and drinking?
Level of importance 3	<p>It is recommended that workers who perform beekeeping activities (and potentially visitors) are provided with a room where it is allowed to eat and drink and which does not present a risk of cross-contamination.</p> 


2.1.14.	Do the facilities, including their immediate environment, dispose of adequate equipment for waste removal?
Level of importance 2	The facilities should have a sufficient number of bins for waste removal (at least one in the bathroom and each room). These need to have such lids that prevent being touched with hands directly (bins with a movable lid, cans with pedal, etc.).
2.1.15.	Have the preventive / corrective measures been in place to control rodents?
Level of importance 1	<p>It is necessary that the beekeeper establishes control measures against rodents, specifically: preventive measures (eg. proper maintenance of the facilities – closing holes and cracks in the walls, doors and windows, removing waste regularly, closing sewage and drainage openings); control measures (eg. installation of mechanical traps and their periodic control); and, if necessary, corrective measures (to perform pest control).</p>  
2.1.16.	Is the beekeeping equipment used in the facilities adequate?
Level of importance 1	The beekeeping equipment used in the facilities (tools for uncapping honeycombs, beekeeping forks, uncapping knives, centrifuges, filters, ie. honey strainers, honey cans, honey barrels, pumps and pipes for pumping honey, etc.) should be designed so that all surfaces that come in contact with the honey and other bee products are made of materials approved for use in food industry and which are inert, ie. do not react with honey and other bee products and do not affect their safety. In addition, this equipment should be easy for maintenance.

2.2 HYGIENE AND MAINTENANCE OF FACILITIES AND EQUIPMENT FOR EXTRACTION, STORAGE, PROCESSING AND PACKING OF HONEY AND OTHER BEE PRODUCTS

2.2.1.	Is the area immediately around the facilities maintained in a satisfactory state of hygiene?
Level of importance 1	In the area immediately around the facilities, the grass should be regularly mown, the waste collected and removed, and the very access to the facilities kept clean.
2.2.2.	Are the cleaning, washing and disinfection of the facilities and equipment carried out in accordance with a documented plan on cleaning, washing and disinfection (hereinafter: Cleaning plan)?
Level of importance 2	In order to prevent contamination, it is necessary to perform periodic cleaning and / or washing (and if necessary, disinfection) of the facilities and equipment in accordance with the documented cleaning plan. The cleaning plan should be suited to the type and extent of the beekeeping activities and include at least the following information: object of cleaning (hallways, bathrooms, walls, ceilings, floors, beekeeping equipment, etc.); name of the cleaning / washing / disinfection agents; agent amount / concentration; a brief description of the procedure, frequency and the name of the person in charge.
2.2.3.	Are cleaning, washing and disinfection of appropriate facilities and equipment performed prior to the start of beekeeping activities and are the records kept and filed?
Level of importance 1	<p>Prior to the commencement of beekeeping works, (eg. centrifugation of honey, extraction of royal jelly, storage or packing of honey and other bee products etc.) it is necessary:</p> <ul style="list-style-type: none"> - first to remove from the facilities everything that could be a source of contamination of bee products, - then to move all objects and equipment away from the wall, or arrange them in a manner that allows effective cleaning and working, and after that - to carry out an efficient cleaning and / or washing and optionally disinfecting of the the facilities and equipment in use. The corresponding records are kept in the Evidence Form No. 1 – (evidence on cleaning and / or washing and, if necessary, disinfecting). 

2.2.4.	Is the adequate ventilation ensured of the facilities prior to starting work with the bee products?
Level of importance 1	In order to reduce humidity and removal of extraneous odours, it is necessary to ventilate the facilities prior to the start of beekeeping works (centrifugation of honey, packaging, processing and storage of honey and other bee products, etc.) .
2.2.5.	Is the equipment used in beekeeping activities in the facilities in satisfactory conditions?
Level of importance 1	<p>The equipment used during the beekeeping work in the facilities should be clean and undamaged, and the pieces of the equipment coming in contact with honey and other bee products must not be source of contamination (eg. rusty, cracked, etc.).</p> 
2.2.6.	Are the products used for cleaning, washing and disinfection of surfaces that may come into contact with bee products approved for use in the food industry and are they used in accordance with the instructions / recommendations of the manufacturer?
Level of importance 1	Products for cleaning and / or washing and, if necessary, disinfection, which are used for the surfaces that may come into contact with honey and other bee products (eg. the inside of the centrifuge, tools for uncapping honeycombs, buckets and barrels for honey, pump and hoses etc.) should be approved for use in the food industry (originally designed for cleaning and / or washing and / or disinfecting in households and food industry).
2.2.7.	Are the products used for cleaning, washing and disinfection of the facilities and equipment stored appropriately to avoid contamination of honey and other bee products?
Level of importance 1	<p>The products used for cleaning, washing and disinfection of the facilities and equipment should be stored in the space designated for such purposes, away from the area for extraction, storage, processing and packaging of honey and other bee products, without the possibility of cross-contamination.</p> 

2.3 STAFF WORKING IN FACILITIES FOR REMOVAL, STORAGE, PROCESSING AND PACKAGING OF HONEY AND OTHER BEE PRODUCTS (HYGIENE AND SAFETY AT WORK)



2.3.1.	Have the staff that perform beekeeping activities in the facilities been provided with clean working clothes and shoes that are not a source of contamination?
Level of importance 3	It is recommended that staff (beekeepers and other workers), when performing beekeeping activities in the facilities, are provided with and use clean working clothes and shoes, that is to say to avoid working in civilian clothes and footwear (ie. the same clothes and shoes that are worn outside the facilities prior to the start of beekeeping activities). The working clothes should not be torn, and footwear with non-slip soles and without high heels.
2.3.2.	Are staff performing beekeeping activities in the facilities and visitors provided with an adequate and complete first-aid kit?
Level of importance 2	<p>The facilities should be equipped with a first-aid kit (first aid equipment should be valid, within the expiry date and, if necessary, regularly refilled and contain, inter alia, a medicine that can alleviate possible allergic reaction to bee venom - antihistamine or corticosteroid tablets). <i>(Examples of some of the drugs that are currently available in Serbia: Alerius, Ksizal, Pressing, Pronison etc).</i></p> 

2.3.3.	Are beekeepers and staff members performing beekeeping activities in the facilities and all visitors familiar with the rules regarding hygiene and safety at work?
Level of importance	1
	It is necessary that the beekeeper has clearly marked and documented Operating Instructions for hygiene and safety at work which, besides him, all the workers performing beekeeping activities in the facilities and all visitors should be familiar with. By his signature, the beekeeper (at least annually), workers and visitors state that they are aware of and agree with the rules of conduct within the facilities.
2.3.4.	Are the basic rules of hygiene respected within the facilities?
Level of importance	1
	While performing the beekeeping works in the facilities, it is necessary that all the participants apply the basic provisions on hygiene (no smoking, eating and drinking are allowed only in a place intended for that purpose, it is prohibited to use alcohol and strong odours - perfumes, deodorants, etc., washing hands is obligatory after eating, each use of toilet and after taking a break, people with open wounds are not allowed, as well as people suffering from an infectious disease that can be a source of infection, ie persons with symptoms of these diseases - fever, vomiting, diarrhea, etc., it is prohibited to wear jewelry, long unbound hair, etc.).
2.3.5.	Is waste regularly removed from the facilities and of their surroundings?
Level of importance	1
	In the period when the beekeeping works are performed in the facilities, it is only allowed a small amount of waste (the amount from the current day's work). In the immediate surroundings of the facilities, it is not allowed accumulation of waste, or its disposal outside the equipment provided for it (closed cans, containers, etc.).

2.4 PRODUCTION OF HONEY


2.4.1.	Is it ensured that during the performance of beekeeping works, there are no other activities in the facilities?
Level of importance	1
	It is necessary that beekeeping works are performed separately, either in space or time, from any other work. If there are facilities intended solely for beekeeping works, it is about the physical separation. If it is about the household premises used for any other activity except beekeeping works (in the case of small producers, with an annual production volume of less than 4,000 kilograms of honey), it is necessary that these two types of activities are separated in time. It is forbidden to simultaneously perform beekeeping and non-beekeeping activities in the same facilities.
2.4.2.	Are uncapping of honeycombs and centrifugation (extraction) performed by clean utensils and equipment?
Level of importance	1
	<p>All utensils and equipment used for uncapping honeycomb and honey centrifugation (beekeeping forks, uncapping knives, centrifuges, filters, ie. honey strainers, honey cans, containers for wax cappings) must be clean when starting works.</p> 
2.4.3.	Are appropriate measures applied for removal of mechanical impurities from extracted honey?
Level of importance	1
	<p>During centrifugation, certain mechanical impurities can get into the honey (pieces of wax, wood, etc.) and in this respect the beekeeper should take measures for the prevention and removal of such impurities using macrofilter made of stainless material, ie. double strainers are used to get the honey from the centrifuge, or by removing the surface layer of honey after deposition. Unless strainers are used, first removal of wax residues from the surface of honey is carried out three days after extraction, and the other fourteen days after the honey extraction.</p> 

2.4.4.	Do you keep records of the process of centrifugation (extraction) of honey, and the relevant records kept?
Level of importance 1	<p>It is necessary that the beekeeper in order to ensure traceability keeps records of centrifugation (extracting) of honey, which as a minimum, should include: date of honey centrifugation, the mark of the apiary the honey frames originate from, the number of supers which are centrifugated, the amount of centrifugated honey, the type of packaging in which the honey is stored and the serial number (LOT number), a note on possible sampling and the signature of a person in charge of centrifugation. The exemplary form for recording the process of centrifugation is found in the Evidence Form No. 5 (evidence on centrifugation - extracting of honey).</p>
2.4.5.	Are empty frames with honeycomb adequately treated after being extracted?
Level of importance 3	<p>It is advisable to return empty frames with combs in the hive during the evening hours in order that bees clean of any residue of honey and thus prevent the subsequent fermentation in the case of an inadequate storage, which is at the same time preventing the appearance of bee robbing.</p>
2.4.6.	Are empty frames with honeycomb adequately treated after being extracted?
Level of importance 1	<p>It is necessary that the process of filling (packaging) of honey is done separately, either in space or in time, of the centrifugation of honey, as well as of other beekeeping or any other works.</p> 
2.4.7.	Is heating of honey while being packed done properly?
Level of importance 1	<p>If the packing of honey is preceded by its heating (for crystallization or in order to achieve smoother consistency), it is necessary to ensure control that the heating temperature is not higher than 40 ° C, in order to avoid the degradation of the quality of honey. It is not allowed to heat honey by microwave rays, as well as perform its pasteurization.</p>
2.4.8.	Are records kept on the packing of honey and the relevant records kept?
Level of importance 1	<p>It is necessary that the beekeeper who retails honey, for the purpose of traceability, keeps records of the packing of honey, which as a minimum, should include: date of packing, the origin of honey, the amount of honey packed, the type of packaging and number of individual packages of packaged products, the serial number of products (LOT number), a note on possible sampling and signature. The exemplary forms for recording final packing is in the Evidence Form No. 6 (records on packaging of honey).</p>
2.4.9.	Has the beekeeper conducted sampling of honey and tested its quality parameters?
Level of importance 1	<p>It is necessary that the beekeeper, at least annually, conducts sampling and testing the quality of the honey in accordance with legally prescribed quality criteria. If the beekeeper sells honey exclusively on a wholesale basis and the buyer performs sampling and quality testing, the beekeeper has no obligation to the mentioned annual control of the honey quality. If the beekeeper sells honey independently, he is the one to guarantee its quality, ie that during the production process he has not used, in unauthorized manner, sugar for supplemental feeding of bees as well as various types of glucose-fructose syrup, and other types of sweeteners. If the beekeeper sells honey to wholesalers, which distribute it to the stores, analysis of the possible presence of GM pollen is obligatory as it is not allowed.</p> 

2.4.10.	Is honey stored appropriately and without possibility of contamination?
Level of importance 1	<p>The space for storing honey should be clean, dry and darkened, ie with the limited presence of light, and with a temperature of at most 25 ° C (optimum storage temperature is 10 ° C - 20 ° C). It is not allowed to store substances which may be source of contamination in the same facilities.</p> 
2.4.11.	Are empty containers for storage and packaging of honey stored in an appropriate manner and without possibility of contamination?
Level of importance 2	<p>Empty containers and packaging for storage and packaging of honey (drums, cans, jars, etc.) should be stored in clean and dry area, away from substances that could be a source of contamination (eg pesticides, fuel, lubricants, etc.). It is allowed to store containers and packaging in the same facilities for storing honey.</p>
2.4.12.	Are beekeeping supplies (foundations, empty honeycomb, hive bodies, etc.) stored in an appropriate manner and without possibility of contamination?
Level of importance 2	<p>The material that is repeatedly used each year in beekeeping activities (hive bodies, frames without honeycomb, bottom boards, cover boards, roofs, etc.) should be stored in a clean and dry area without any substances that can cause contamination (eg substances for bees treatment, pesticides, fuel, lubricants, etc.). Combs, foundations, comb foundations, beeswax candies and the like should be kept in a clean, dry, ventilated and cool area without any substances that can cause contamination (eg substances for bees treatment, pesticides, fuel, lubricants, etc). In particular, as a measure of prevention against the occurrence of wax moth, the empty honeycombs and foundations should be stored in a manner and conditions that ensure ventilation, low temperatures, with periodic control of the occurrence of this pest.</p> 



2.5 PRODUCTION OF OTHER BEE PRODUCTS

2.5 (i) pollen (pollen)

2.5(i).1.	Is pollen (pollen) collected from appropriate locations?
Level of importance 1	<p>At the time of pollen collection, the bee colonies have to be in the locations that are not in the vicinity of organic and inorganic sources of contamination that may adversely affect the quality and safety of pollen.</p>
2.5(i).2.	Are pollen traps regularly emptied and cleaned?
Level of importance 1	<p>Bees gather pollen from flowers and plants and transport it to the hives by means of corbiculas (pollen baskets). Passing through the pollen trap, pollen grains fall into the pollen trap drawer. In order to ensure protection of the quality and hygienic properties of the pollen, the pollen trap drawer has to be emptied regularly, the daily amounts of gathered pollen collectively recorded and the emptied drawers cleaned.</p> 

2.5(i).3.	Are queen-cell punch and other tools used for extracting pollen - perga from the comb?
Level of importance 2	<p>According to the method applied, pollen (pergo) can be obtained either by extraction from the comb or by means of queen-cell punch or similar tool, in case the fermented pollen has produced perga. In order to maintain hygienic conditions and obtain a healthy product, after each cycle of pollen or perga extraction from the comb, it is necessary to disinfect tools, and take the relevant records.</p> 
2.5(i).4.	Is pollen (perga) that has been collected in the trap properly dried?
Level of importance 1	<p>Pollen (perga) which is marketed may contain up to 8% moisture. Fresh pollen collected in the trap has to be dried in a dryer where the air temperature must not exceed 40 °C. The dryer must be cleaned after each drying cycle. Pollen drying and dryer cleaning should be recorded.</p>
2.5(i).5.	Is collected pollen (pollen) properly cleaned and free of various impurities?
Level of importance 1	<p>Pollen cannot contain parts of insects, brood, feces, storage pests, etc. Pollen is sieved and fanned by the air to remove extraneous materials.</p> 
2.5(i).6.	Is pollen (pollen) stored in appropriate conditions?
Level of importance 1	<p>Fresh pollen is stored frozen in a freezer at -18o C with the validity of up to one year. Once thawed, pollen should not be refrozen. Fresh pollen can be stirred into honey and preserved so that the shelf life is up to two years from the date of pollen collection. Dried pollen is stored in tightly closed containers in a dark, dry and cool place, at a temperature of about 14o C for up to three months. For storage longer than three months (up to a year), it has to be kept in a refrigerator at a temperature of 2 C to 7 C, or in a freezer. Pollen should not be rusty.</p> 

2.5 (ii) Royal Jelly

2.5(ii).1.	Are the provisions respected regarding the conditions of production and equipment in the manufacture of royal jelly?
Level of importance 1	<p>Royal jelly is produced by grafting the larvae into the wax foundations of the queen cell cups. Royal jelly is removed from the unsealed queen cells 68 to 72 hours after the grafting of larvae and must not be taken from the capped queen cells or drone brood. Grafting and extracting of larvae from the unsealed queen cells is performed under the so-called “ice” light. For the extraction of royal jelly we use spatula or vacuum pumps with glass collector. All equipment used for the production and extraction of royal jelly must be clean before use. Records on the production of royal jelly are kept and filed.</p> 
2.5(ii).2.	Is royal jelly properly packaged, stored and kept?
Level of importance 1	<p>Once it is removed from the queen cells, the royal jelly is packaged into small glass bottles to the top to displace air and get sealed with rubber or plastic cap. Immediately after filling the bottles, they need to be put in a cool place - hand refrigerators (temporary storage) or in the refrigerator or freezer (permanent storage place). Royal jelly is stored in hermetically sealed glass vessels protected from light, at a temperature of the refrigerator (4C to 6C) for up to half a year, and a temperature of the freezer (-18oS) up to one year. Once thawed, the jelly should not be refrozen. If the jelly is lyophilized, the shelf life is up to two years from the date of extraction.</p> 

2.5 (iii) Propolis

2.5(iii).1.	Is propolis produced in an adequate manner?
<div>Level of importance</div> <div>1</div>	<p>Collection of propolis can be performed in several ways:</p> <ul style="list-style-type: none"> • by adding nets into the hive that must be of appropriate materials which do not adversely affect the quality and safety of propolis, • by means of a trap made of wooden slats and • by scraping off the hives and frames; the scraped propolis may not contain wood chips. <p>Propolis should not be collected from surfaces that were previously treated with agents that may endanger health safety of the product.</p>
2.5(iii).2.	Is propolis kept in appropriate conditions?
<div>Level of importance</div> <div>2</div>	<p>Raw propolis is kept frozen in sealed containers.</p> <p>Alcoholic solution of propolis is kept in dark bottles in a cool, dark place, at the optimal temperature of 10 c to 15 c.</p>

2.5 (iv) Beeswax

2.5(iv).1.	Is produced beeswax of adequate quality?
<div>Level of importance</div> <div>1</div>	<p>Beeswax may not contain additives (eg, paraffin, etc.). When blending beeswax, one should use containers that do not endanger the quality and safety of wax.</p>

2.5 (v) Bee venom

2.5(v).1.	Is bee venom obtained in an appropriate manner, while respecting the specific provisions of hygiene and safety at work?
<div>Level of importance</div> <div>1</div>	<p>After treatment of bees with electrical stimulator, the glass where the bees inflicted poison is extracted from the frame and taken to the room where the poison dries. After drying, the poison is scraped off the glass and collected in dark glass vials. The person who collects dried venom must be protected by a mask and protective glasses. The accessories and a part of the equipment used for the production of bee venom, especially the glass plate on which the venom is collected and dried, must be disinfected during each cycle.</p> <p>Due to possible increased aggressiveness of bees in the apiaries where the bee venom is produced, it is needed to take special protective measures for the safety of people and animals nearby.</p>
2.5(v).2.	Is bee venom adequately stored?
<div>Level of importance</div> <div>2</div>	<p>Bee venom is packaged in hermetically sealed dark glass bottles and kept in a dark, cool place, and optimally in the freezer.</p> <p>Bee venom is placed on the market dried, in a form of white crystalline powder with a shelf life of one year from the date of extraction from the bee colony.</p>

2.6 CONTROL OVER THE FINAL PRODUCT AND DOCUMENTATION

2.6.1.	Does, when selling the same kind of honey and other bee products, the beekeeper take care of rotation of supplies (by respecting the principle: first in - first out)?
<div>Level of importance</div> <div>3</div>	<p>It is recommended that, when selling honey of the same type (eg, acacia honey, linden honey, etc.) and other bee products, the beekeeper takes care of proper rotation of supplies, so that supplies manufactured first are used first (the principle: first in - first out, last in - last out), so as to avoid unnecessary long-term storage or deterioration of bee products.</p>

2.6.2.	Does the beekeeper have access to the operating instructions for the management of complaints (by consumers, customers, associations of beekeepers, consumers' associations etc...), and follow them?	
Level of importance	1	As a part of his documentation, the beekeeper must possess the Operating Instructions for managing complaints, and be familiar with the provisions of these instructions. Accordingly, it is necessary that he records all received complaints, as well as the respective solutions, and keeps the relevant documentation.
2.6.3.	Has the beekeeper established traceability, from the apiary to the sale of honey and other bee products manufactured in the production process according to the requirements of the Good Beekeeping Practice?	
Level of importance	1	Beekeeper should have a documented system of traceability of honey and other bee products in place during the entire production process.
2.6.4.	Does the beekeeper conduct self-assessment (ie. internal control) in accordance with the standards of Good Beekeeping Practice at least once a year?	
Level of importance	1	It is necessary that the beekeeper by himself, at least annually, conducts a self-assessment or internal control of his own production in accordance with standards of the good beekeeping practice. Self-assessment, ie. internal control is done by filling out the official checklist, which is also used by an external beekeeping controller. Records on the completed self-assessment (completed checklist and supporting documentation) are kept and filed.
2.6.5.	Does the beekeeper keep all relevant documentation relating to the implementation of good beekeeping practice for at least 2 years?	
Level of importance	1	It is necessary that the beekeeper keeps all relevant documentation (records and supporting documentation) relating to the implementation of good beekeeping practice for at least 2 years, in an appropriate place designated for filing documents.

THE FULFILLMENT OF THE APPLICABLE CONTROL POINTS OF TERTIARY IMPORTANCE IS NOT A PREREQUISITE FOR CONFORMITY WITH GBP. THESE POINTS (IE, RECOMMENDED POINTS) ARE GIVEN AS RECOMMENDATIONS TO THE BEEKEEPER IN ORDER TO IMPROVE HIS PRODUCTION QUALITY.

1 - **CONTROL POINTS OF PRIMARY IMPORTANCE.** FOR COMPLIANCE WITH THE REQUIREMENTS OF THE GBP ALL (100%) APPLICABLE POINTS FROM THIS GROUP MUST BE MET;

2 - **CONTROL POINTS OF SECONDARY IMPORTANCE.** FOR COMPLIANCE WITH THE REQUIREMENTS OF THE STANDARD, AT LEAST 60% OF THE APPLICABLE POINTS FROM THIS GROUP MUST BE MET;

3 - **CONTROL POINTS OF TERTIARY IMPORTANCE,** THE SO-CALLED RECOMMENDED POINTS. FOR THE PURPOSE OF COMPLIANCE WITH THE GBP, THE APPLICABLE POINTS FROM THIS GROUP MAY NOT BE MET, BUT ARE RECOMMENDED TO BE FULFILLED. IN CASE OF SUBSEQUENT CHANGES OR ADDITIONS TO THIS STANDARD, SOME OF THESE POINTS MIGHT BE CHANGED INTO THE CONTROL POINTS OF SECONDARY OR PRIMARY IMPORTANCE.

**WORK INSTRUCTION ON HYGIENE AND SAFETY AT WORK ON APIARY
(FOR BEEKEEPERS, STAFF WORKING IN APIARY, AND OTHER VISITORS)**

**IF YOU HAVE HEALTH PROBLEMS, REPORT THEM
TO THE BEEKEEPER BEFORE ENTERING APIARY**

**IF YOU ARE ALLERGIC TO BEE STINGS (BEE VENOM), YOU ARE OBLIGATED
TO REPORT IT TO THE BEEKEEPER BEFORE ENTERING THE APIARY.**

**HAND WASHING IS REQUIRED BEFORE YOU START WORKING WITH BEES,
AFTER EACH BREAK AND EVERY SITUATION IN WHICH IT IS LIKELY
THAT HANDS GET DIRTY**

**IT IS FORBIDDEN TO USE STRONG SMELLS IN THE APIARY;
PEOPLE WITH STRONG PERFUMES ARE NOT ALLOWED TO ACCESS BEES
ACCESS OF DOMESTIC ANIMALS FORBIDDEN.**

**FOOD AND DRINKS ARE ALLOWED ONLY IN THE PLACES
DEFINED FOR THAT PURPOSE**

WHEN ENTERING THE APIARY, LONG HAIR NEED TO BE BOUND

**BEFORE START WORKING BEWARE THE APPEARANCE OF SNAKES,
AND INSECTS LIKE HORNETS AND WASPS IN THE APIARY**

**VISITING THE APIARY IS ALLOWED ONLY IN COMPANY
OF THE OWNER.**

**WHEN IN USE, BEEKEEPING EQUIPMENT (BODY AND FRAMES)
AND TOOLS SHOULD NOT BE PUT ON THE GROUND OR OTHER DIRTY SURFACES**

**FOR YOUR SAFETY IT IS ADVISABLE TO WEAR
CLEAN AND PROTECTIVE CLOTHES.**

**IF YOU HAVE ANY INJURY OR OPEN WOUNDS, OR IF YOU GOT
INJURED DURING THE WORK, COVER THEM IMMEDIATELY
WITH A WATERPROOF PLASTER.**

**ENSURE COMPLETE FIRST-AID KIT (INCLUDING BOTH
ANTIHISTAMINES
AND CORTICOSTEROIDS) IS PRESENT IN THE APIARY.**

**IF YOU GET INJURED WHEN WORKING ON APIARY, IMMEDIATELY
INFORM THE OWNER OF BEES OR OTHER PERSON IN CHARGE.
IN CASE OF EMERGENCY CALL 194**

**IF WHEN WORKING ON APIARY A FIRE OCCURS THAT CANNOT
BE EXTINGUISHED, CALL FIRE DEPARTMENT: 193**

**AT THE END OF THE WORKING DAY EVERY EMPLOYEE AT
APIARY
NEED TO PUT HIS WORKING EQUIPMENT ASIDE**

**WASTE MADE DURING THE WORKING HOURS SHOULD BE
DISPOSED
OFF INTO GARBAGE BAGS AND REMOVED FROM THE APIARY
AT THE END OF THE DAY**

STATEMENT ON OPERATING INSTRUCTIONS ON HYGIENE AND SAFETY AT WORK

_____ (name of the owner of apairy)

By signing below I declare that I am familiar with / accept the provisions of the operating instructions on hygiene and safety at work

No.	Date	Name and surname	Function ¹	Signature

¹Owner of apairy, employee or visitor etc.

**WORK INSTRUCTION ON HYGIENE AND SAFETY AT WORK INSIDE FACILITIES FOR EXTRACTION,
STORAGE, PROCESSING AND PACKAGING OF HONEY AND OTHER BEE PRODUCTS**

**IF YOU HAVE HEALTH PROBLEMS, REPORT THEM
TO THE BEEKEEPER BEFORE ENTERING APIARY**

**IF YOU ARE ALLERGIC TO BEE STINGS (BEE VENOM), YOU ARE OBLIGATED
TO REPORT IT TO THE BEEKEEPER BEFORE ENTERING THE APIARY.**

**VISITING THE FACILITIES IS ALLOWED ONLY IN COMPANY
OF THE OWNER.**

**HAND WASHING IS REQUIRED BEFORE YOU START WORKING WITH BEES,
AFTER EACH BREAK AND EVERY SITUATION IN WHICH IT IS LIKELY
THAT HANDS GET DIRTY**

WEAR CLEAN AND UNDAMAGED CLOTHING ONLY

WHEN ENTERING, LONG HAIR NEED TO BE BOUND

**WHEN IN USE, BEEKEEPING EQUIPMENT (BODY AND FRAMES)
AND TOOLS SHOULD NOT BE PUT ON THE FLOOR**

**THE VISITORS NOT ALLOWED TO TOUCH THE BEEKEEPING
EQUIPMENT AND PRODUCTS DURING PRODUCTION**

**SMOKING AND DRINKING ALCOHOL FORBIDDEN; FOOD AND DRINKS
ARE ALLOWED ONLY IN THE PLACES DEFINED FOR THAT PURPOSE**

**IT IS FORBIDDEN TO USE STRONG PERFUMES; PEOPLE WITH
STRONG PERFUMES ARE NOT ALLOWED TO ACCESS BEES**

IT IS FORBIDDEN TO WEAR WATCHES, HAIRPINS AND JEWELLERY

**BEFORE START WORKING BEWARE THE APPEARANCE OF SNAKES,
AND INSECTS LIKE HORNETS AND WASPS IN THE APIARY**

ACCESS OF ANIMALS FORBIDDEN.

**CHILDREN UNDER 7 NOT ALLOWED TO ENTER WHEN
WORKS IN PROGRESS.**

**IF IN THE COURSE OF WORK FAILURE OF EQUIPMENT OCCURS,
THE PRODUCTION IS STOPPED, THE PERSON IN CHARGE INFORMED
AND FURTHER STEPS TAKEN IN ACCORDANCE WITH THEIR
INSTRUCTIONS**

**IF YOU GET INJURED WHEN WORKING, IMMEDIATELY
INFORM THE OWNER OF BEES OR OTHER PERSON IN CHARGE.
IN CASE OF EMERGENCY CALL 194**

**IF YOU HAVE ANY INJURY OR OPEN WOUNDS, OR IF YOU GOT
INJURED DURING THE WORK, COVER THEM IMMEDIATELY
WITH A WATERPROOF PLASTER.**

**INSIDE THE FACILITIES COMPLETE FIRST-AID KIT (INCLUDING
ANTHISTAMINES AND CORTICOSTEROIDS) IS AT DISPOSAL.**

**IF WHEN WORKING ON APIARY A FIRE OCCURS THAT CANNOT
BE EXTINGUISHED, CALL FIRE DEPARTMENT: 193**

**AT THE END OF A WORKING DAY EVERY EMPLOYEE NEED
TO PUT HIS WORKING EQUIPMENT AND CLOTHES ASIDE.**

**WASTE MADE DURING THE WORKING HOURS SHOULD BE
DISPOSED OFF INTO THE GARBAGE BAGS AND REMOVED FROM
THE FACILITIES AT THE END OF THE DAY**

**STATEMENT ON OPERATING INSTRUCTIONS ON HYGIENE AND SAFETY AT WORK
INSIDE FACILITIES FOR EXTRACTION, STORAGE, PROCESSING AND PACKAGING OF
HONEY AND OTHER BEE PRODUCTS**

_____ (name of the owner of apairy)

By signing below I declare that I am familiar with / accept the provisions of the operating instructions on hygiene and safety at work inside the facilities

No.	Date	Name and surname	Function ¹	Signature

¹Owner of apairy, employee or visitor etc.

OPERATING INSTRUCTION FOR COMPLAINTS MANAGEMENT

- Complaints, objections and appeals (hereinafter: complaints) in connection with the production of honey and other bee products, or in connection with the products themselves may be submitted to the beekeeper included in the system of Good beekeeping practice.
- Complaints may be filed to the beekeeper by customers or consumers of bee products, other beekeepers, beekeepers' associations and other stakeholders
- Complaints cannot be submitted anonymously, but a complainant must submit the following information in order that his complaint is recorded and taken into consideration: the name (and the name of the organization on behalf of which he files the complaint, if applicable), contact information (phone, address, fax, email address etc.), as well as details regarding the appeal (whether it relates to the bee product or production process, ie description of appeals, etc.).
- Beekeeper is obliged to keep records of all complaints and necessary information received, and then carry out the collecting and processing of the information relevant to the resolution of complaints
- Based on the collected and processed information, the beekeeper decides on the appeal by declaring it justified or unjustified
- In the event of a justified complaint, the subsequent corrective measures are undertaken for its resolving with the goal of eliminating the cause for the situation described in the complaint, as well as the elimination of the consequences that occurred due to the situation.
- The beekeeper is obliged to inform the complainant in writing about the conclusion (whether the complaint is justified or unjustified) and eventual corrective measures in case of a justified complaint.
- The beekeeper is obliged to keep the relevant records and supporting documents

EVIDENCE FORM _____ (name of the owner of the beekeeper)
ON CLEANING AND / OR WASHING AND DISINFECTION, IF APPLICABLE

[illegible]

¹eg beekeeping equipment (beekeeping knife, smoker, uncapping equipment, centrifugator, barrels, honey buckets and the like) honey extraction facilities, storage facilities for raw materials and products, toilets and the like.

²In the case a commercial hygienic product had been purchased and used, it is necessary to keep the declaration.

EVIDENCE FORM FOR EXAMINATION OF BEE COLONIES, SUPPLEMENTAL FEEDING
AND OTHER BEEKEEPING INTERVENTIONS

Date of intervention and bee colonies examined	Number of beeways*	Brood*	Food*	Presence of queen bee	Symptoms and signs of disease	Examination related intervention	Comment number

*Optional fields (only if necessary during the spring and autumn examination). Brood marked by the number of frames with brood. Food marked by the estimated number of kilograms. Presence of queen bee marked by Yes or No.

All comments regarding the given situation and performed actions should be inserted in this table, only the comment number is inserted in the Evidence Form

No	Comment

RECORDS ON TREATMENT OF BEES _____ (Beekeeper's name and surname)

No	Date and bee colonies intervened	Name of agent used	Note

EVIDENCE ON PROCUREMENT OF RAW MATERIALS _____ (Beekeeper's name and surname)

No	Date of procurement	Name of procured product ¹	Quantity ²	Name and address of supplier ³	Note ⁴

¹eg. Comb foundations, sugar for supplemental feeding of bees, candy, supplement "XX", agents for health safety of bees "XX", queen bee, swarm, number of bees on frames, wire for fixation of comb foundations etc

² It is mandatory to specify unit, eg 5kg, 10l, 50 pieces...

³ Regardless of whether the product had been procured from physical or legal entity, specify his name and address

⁴ eg. gift / donation of Beekeepers' association, joint procurement through Beekeepers' association, own production etc.

EVIDENCE ON OWN PRODUCTION OF FOOD FOR BEES _____ (Beekeeper's name and surname)

No	Date of procurement	Name of used substances	Name of food product for bees	Quantity of food produced	Note

EVIDENCE ON CENTRIFUGATION EXTRACTION OF HONEY _____ (Beekeeper's name and surname)
at address _____ (The address of facilities for centrifugation)

No	Date ¹	Origin of supers ²	Number of supers	Type and quantity of extracted honey ³	Type of packaging and serial / LOT number ⁴	Note on eventual sampling ⁵	Signature of person in charge

¹eg. Date of centrifugation, eg. 27 / 05 / 2014

² ID of apiary with removed frames (eg. ID 458302895401)

³ eg. 1600kg of accacia honey

⁴ eg. 5 burrels of 300 kg (ID C. 27052014) and 4 buckets of 25kg (ID C. 27052014), with serial / LOT numbercomposed of C(for centrifugation) and date of centrifugation (27052014)

⁵ eg. 3kg sampled, 2 of which sent for quality examination, and 1 stored and marked as a controled sample

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BEE G.A.P.