



**PROCEDURAL APPROVAL CRITERIA FOR CERTIFICATION BODY APPLICANTS WISHING TO APPLY FOR APPROVAL TO AUDIT AND CERTIFY AGAINST THE IFFO RS STANDARD**

**1- Information Submitted**

All information must be submitted in English.

**2- Registration**

As a pre-requisite, only Certification Bodies (CBs) that are already accredited under ISO/IEC 17065:2012 Conformity Assessment – Requirements for bodies certifying products, processes and services by an Accreditation Body that is an IAF (International Accreditation Forum) Member and MLA (Multilateral Recognition Arrangement) Signatory, to another Internationally Recognised Scheme, may apply for Initial IFFO RS Recognition.

CBs interested in seeking potential approval to Audit against the IFFO RS Factory standard must register their interest by sending a Letter of Intent to IFFO RS Head of Operations.

After receiving a Letter of Intent IFFO RS Head of Operations will send to the Applicant CB relevant documents describing the requirements, information submittals and fees to include but not limited to:

- CERTIFICATION BODY (CB) APPROVAL REQUIREMENTS FOR THE IFFO RESPONSIBLE SUPPLY (IFFO RS) AUDITS AND CERTIFICATION.
- GUIDELINES FOR CERTIFICATION BODIES (CBs) MANAGING APPLICATIONS TO CERTIFICATION FOR THE IFFO RESPONSIBLE SUPPLY CERTIFICATION PROGRAMME (IFFO RS).

**3- Prior to CB Application**

Prior to submitting an Application, the CBs are required to carefully study all information sent to them and to perform a Self-Assessment to determine if all competency, resource, and other requirements are fully met prior to sending an Application or other information to IFFO RS Head of Operations to ensure that they meet with the minimum competency and geographic criteria.

Applicant CBs must demonstrate in the Application Process adequate resources and competency. Pre-Application review areas should be, but not limited to; does the CB have the following capabilities:

- Seafood and Marine Ingredients such as Fishmeal /Fish Oil expertise and competency.

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- Sufficient numbers of Auditors in appropriate locations that have the proper Seafood and Marine Ingredients like Fishmeal/Fish Oil competencies to conduct IFFO RS Audits.
- Sufficient numbers of CB staff with Seafood and Marine Ingredients such as Fishmeal/ Fish Oil competency in the appropriate geographical locations to properly manage Certifications under IFFO RS standard.
- Sufficient numbers of Auditor and CB Personnel and resources to ensure the integrity of Audits, Shadow and Witness Requirements, Audit Report and Corrective Action Evidence and Technical Review Accuracy, and in the timelines required by the IFFO RS Programme.
- Management commitment to the integrity of the IFFO RS Programme and sufficient responsiveness to Clients and to the IFFO RS.

**4- Application**

If the Applicant CB can assure themselves that they have the correct credentials to meet with these base requirements, the CB should complete the following:

A Formal Application Document to become an Approved CB for the IFFO RS Programme. Accompanying this document the CB should prepare supporting evidence which will include, but is not limited to, the following:

- Organisational Chart(s).
- Copy of Accreditation Certificate under ISO/IEC 17065:2012 (including scope) for each CB office seeking IFFO RS Recognition.
- A copy of a Valid Liability/Indemnity Insurance Certificate with a value of at least £ 500, 000.
- Procedure for ensuring impartiality and prevention of conflict of interest amongst CB Personnel, Auditors and Subcontract Auditors.
- Details of all offices of the Applicant CB that would be involved in the IFFO RS Programme and in what capacity.
- Details of the designated person or persons that are key points of contact for the IFFO RS standard at each office listed above.
- Details of locations, number, and competency of the key CB Personnel, Auditors and Subcontractors.
- Procedures for Auditor and Subcontract Auditor Training, Oversight, Performance Tracking and Calibration.
- Procedures for CB Technical Review of Audit Reports, Non-conformities, Corrective Action Evidence.
- Procedures for making the Certification Decision.
- The cost the CB will charge a Client for certification services to the IFFO RS standard.

Submit all required forms and documents to the IFFO RS Head Operations along with the application fee of £350 GBP.

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**5- CB Application Review**

Only a fully completed CB Application Document with supporting evidence will be reviewed and rated by an IFFO RS Board CB’s Approval Team, but they may request further information/clarification where necessary. If at the discretion of this Approval Team it is determined at any point in the Application Process that the CB does not have the potential to meet the Recognition Requirements, the CB will be informed and the Application will be denied.

In adequate Application information and follow up responses to the Approval Team may also result in the rejection of the CB’s Application.

Certification Body Assessment Rating Criteria	% Rating
Global Reach of the Certification Body’s Organisation for IFFO RS	25
Current Certification Programmes and relevance to IFFO RS	20
Management and Auditor Flexibility and Capability	20
Language Compatibility	15
Certification Quality Control Mechanisms	10
Accreditation Credentials	10

**6 Submissions to IFFO RS Governance Board**

The IFFO RS Board CB’s Approval Team compile the results of the Assessment Ratings and forward recommendations onto the IFFO RS Governance Board for ratification.

**7- Final CB Approval**

Approved CBs will be sent an Agreement to Audit and Certify to the IFFO RS standard which shall be agreed to and signed by the CB and IFFO RS Board prior to any Assessments being commenced and conducted.

Once these Agreements have been executed the Approved CB must ensure the requirements of this Agreement and of the IFFO RS standard as described in the “CB Requirements Document”, and other documented information provided are in place prior to executing any Audits. For example (refer to documents provided for further details):

- Have Prospective Auditors been approved and attend and passed a full IFFO RS Auditor Course.
- Have, as described in the “CB Requirements Document”, at least 1 Management personnel involved in the operation of the Programme and Certification Decisions attended and passed a full IFFO RS Auditor Course for each office approved under the Programme.
- Undertaken the required Training/Shadow/Witness Audits in a timely fashion prior to allowing the Auditor to Audit on his or her own and updated IFFO RS Board on Progress and

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Final Approvals. (Auditors cannot Audit against any IFFO RS standard until they have met all Approval Criteria of both IFFO RS and the CB).

- Have in place proper procedures for reporting to IFFO RS of standards on Audit Schedules and Status as well as Training, Competency and Calibration Documents related to Auditors and CB Personnel involved in the Programme.
- Initiate procedures for extending the Scope of Accreditation to include the relevant IFFO RS standard as described in documents provided and obtain said accreditation within 12 to 18 months.
- Provide a letter from the CBs Accreditation Body confirming Application has been made to extend the Scope of Recognition to cover the IFFO RS standard.

**8- Extension to Scope of Recognition**

A CB wishing to be considered for an Extension of the Scope of Recognition to additional IFFO RS must register their interest with IFFO RS Head of Operations and follow similar steps with regard to submittal of documented evidence as described in the Initial Application Process.

**9- CB Approval Continuous**

Once a CB Applicant is Approved the CB shall continue to comply with all Agreements, Standards, Requirements, Policies, Procedures, and so on as provided and as amended going forward.

This includes cooperation and access to information, Staff, and Sites as required for IFFO RS Performance Monitoring.

CBs will be advised of any areas needing improvement. Unacceptable performance will lead to Sanctions as well as possible Suspension or Withdrawal of Approval at IFFO RS Board discretion.

**AMENDMENT LOG**

DATE	ISSUE	AMENDMENT	AUTHORISED BY

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