

THE ISSUING AND THE WITHDRAWAL OF CERTIFICATES TO THE IFFO RS CERTIFICATION PROGRAMME PROCEDURE

PURPOSE

To define the procedure by which Certificates of Approval are issued or withdrawn by the CB against the IFFO RS Certification Programme.

1. SCOPE

All Certificates of Approval issued against the IFFO RS Certification Programme operated by the approved Certification Body (CB) and issued under their name.

2. METHOD

2.1 Authority

Each accredited CB shall have an Oversight Board, which is represented by the Certification Committee/Certifier and is the sole authority for the issue or withdrawal of a Certificate of Approval to the IFFO RS Certification Programme.

All certificates issued will be under the approval of the CBs Chief Executive Officer (CEO) or an equivalent senior position within the CB.

2.2 Issue of Certificates

The Programme Manager/Administrator on completion of the following activities will prepare a Certificate of Approval for issue:

- A satisfactory Audit conducted and reported in accordance with the Conducting of IFFO RS Factory/Site Audits by Approved CBs to the IFFO RS Certification Programme Procedure (document A4 herein).
- All raw materials, both whole fish and by-product, have been assessed and are in compliance with the IFFO RS Raw Material Approval Criteria.
- Review of the above report and recommendation for approval by the IFFO RS Programme Certification Committee/Certifier.

Before releasing the certificate for signature by the CB's CEO, the Programme Manager/Administrator will ensure that records of the above are in place and that the accuracy of the certificate details are checked with respect to the IFFO RS Certification Programme Requirements.

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As a minimum, the Certificate of Approval shall contain the following detail:

- CB name, address, and accreditation details.
- A Certificate Number.
- Name and address of applicant’s location certified.
- Applicant’s certification status.
- IFFO RS Certification Programme details e.g. version number.
- IFFO RS Certification Programme Registration / Official Number.
- Range of approved fisheries and by-product fisheries covered under this certificate.
- Initial certificate issue date.
- Expiry of certificate issue date.

The Certificate Number, the date of issue and range of products covered will be recorded against the Applicant’s name on the CB’s own database of Approved Programme Applicants to the IFFO RS Certification Programme. This information will be shared with IFFO RS Ltd. who will place all Certification Holders onto a centrally controlled IFFO RS Certification Programme website. *Note: The Factory will be certified from the issue date of the certificate and not the evaluation audit date provided the dates are within 6 months of one another. If not, the Certification Body may need to consider the possible risks and possible need to re-audit.*

The Certificate will be forwarded to the nominated contact name and address held in the Applicant’s file.

A copy of the Assessor’s Final Assessment Report will be entered in the Applicant’s file. A record of the Certification Committees/Certifiers recommendation shall be made in the minutes of their meeting or on a Certification Committee’s Decision Record.

Confirmation of the certificate validity is ensured through a Programme of continuing Re-assessment of the Applicant now to be called an Approved Programme Applicant, at a frequency determined by the IFFO RS Certification Programme.

Records of these Assessments and notification to the Approved Programme Applicant of the resultant review by the CB’s Certification Committee shall also be maintained in their individual file. A copy of the Assessment Report shall be sent to IFFO RS Ltd.’s Head of Operations to monitor certification consistency to the IFFO RS Certification Programme.

2.3 Withdrawal of Certificates

Certificates of Compliance may be withdrawn where the CB’s CEO, their IFFO RS Programme Certification Committee/ Certifier or their Oversight Board has firm evidence that a certified location has failed to comply with any of the requirements as detailed in IFFO RS Certification

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Programme and the CB’s own “Rules Governing Certification”. A copy of which shall be issued to every Certified Applicant when the Certificate of Approval is issued to them.

This evidence may comprise of, but may not be limited to, any of the following:

- Evidence of a Critical Non-conformance.
- Persistent failure to meet the requirements of the IFFO RS Certification Programme as noted during Assessment Visits and agreed by the Certification Committee/Certifier.
- A Breach of Legislation,
- Substantiated complaints regarding supply of inferior products supplied under the Logo of Conformity for the IFFO RS Certification Programme.
- Failure to pay the appropriate fees required of the IFFO RS Programme.

The Programme Manager/Administrator shall, on instruction of the CBs Chief Executive Officer/ Oversight Board/ Certification Committee/ Certifier, notify the Certified Applicant in writing of their concerns detailing the reasons and requiring that satisfactory corrective action be implemented within a specified time scale.

For IFFO RS Certification Programme this shall be in within 28 calendar days from the receipt of this letter. Suspension shall be upheld until the Certified Applicant submits the required evidence to allay the original concerns.

IFFO RS Board shall be informed by the Programme/Administrator within 24 hours of this decision and the suspended Applicant will be highlighted on the IFFO RS website as being suspended from the Programme pending further investigation.

Customers of the Suspended Applicant who may also be Certified Applicants of the IFFO RS Certification Programme shall be informed and instructed not to place the Logo of Conformance onto their products from this supplier until notified directly by the CB/IFFO RS Ltd/Applicant under suspension.

Failure by the Suspended Applicant to respond with an acceptable Programme of Corrective Action within the time period specified shall lead to the withdrawal of the Certificate of Approval.

On withdrawal of Certification the Suspended Applicant will be notified in writing within 24 hours of the CB’s Chief Executive Officer/ Oversight Board/ Certification Committee/Certifier decision by the Programme Manager/Administrator who will request the return or destruction of the Certificate of Approval and any Logo of Conformity materials held by the Suspended Applicant.

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The Programme Manager/Administrator will inform IFFO RS Board within 24 hours of this decision being taken, so that the Certificate Holder's details can be removed from the IFFO RS Programme website. Customers of the Suspended Applicants who may also be a Certificate Holder of the IFFO RS Certification Programme will also be informed by the CB/IFFO RS Ltd.'s Head of Operations and instructed not to place the Logo of Conformance onto their products.

The Programme Manager/Administrator will inform the Certificate Holder, in writing, not to refer to itself or its products as being certified, either publicly or privately, and shall advise relevant existing and potential purchasers regarding their Status of Certification to the IFFO RS Certification Programme.

At the discretion of the CB's Chief Executive Officer/ Oversight Board/ Certification Committee/Certifier an Assessor may visit this Suspended Applicant's Operations to verify compliance with the above request.

All correspondence and supporting reports relating to the CB's Chief Executive Officer/ Oversight Board/ Certification Committee/Certifier decision to suspend / withdraw Certification will be held in the Suspended Applicant's file pending any Appeal, which may be lodged.

The Programme Manager/Administrator will amend the CB's own database of Approved Programme Applicants to the IFFO RS Certification Programme to show the date of suspension or certificate withdrawn of the affected Certificate Holder.

3. Records

The following records will be held in the CBs member's file.

On Initial Approval:

- Initial Assessment Report.
- Non-Compliance Report Form and all supplementary evidence to close them off if applicable.
- Notification to Applicant of decision on Certification.
- Copy of Certificate of Approval.

Maintenance of Certification:

- All Re-assessment reports.

On Withdrawal of Approval

- Notification of pending review of status / suspension;
- Confirmation of Withdrawal;
- Returned Certificate (if obtained);
- Visit report (if authorised);
- Any correspondence relating to possible Appeal.

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On Appeal

Notification of Appeal by approved applicant.
 Correspondence relating to establishing Appeal Panel.
 Result of Appeal.

AMENDMENT LOG

DATE	ISSUE	AMENDMENT	AUTHORISED BY
08/05/15	1.1	Introduction of IFFO RS logo and IFFO RS Ltd.	Francisco Aldon
13/11/15	1.2	Introduction of wording: <i>All raw material, both whole fish and by-product have been assessed and in compliance with the IFFO RS raw material approval criteria</i> into clause 2.2.	Francisco Aldon
22/01/2016	1.3	Correction of document number in 2.2, first bullet point " <i>(document A4 herein).</i> "	Francisco Aldon
04/03/2016	1.3	Addition of wording in 2.2, fourth paragraph " <i>Note: The Factory will be certified from the issue date of certificate and not the evaluation audit date provided the dates are within 6 months of one another. If not, the Certification Body may need to consider the possible risks and possible need to re-audit.</i> "	Francisco Aldon
22/01/2016	1.3	Change of wording in 2.2, ninth bullet point " <i>IFFO RS Certification Programme Registration / Official Number.</i> "	Francisco Aldon
29/03/2016	1.3	Changing of wording from '21 working days' to '28 calendar days'	Francisco Aldon

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22/01/2016	1.3	Introduction of time limit in 2.3, eighth paragraph "within 24 hours of".	Francisco Aldon
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