



APPLICATION FORM FOR ASSESSMENT OR ACCREDITATION - 2017

We are happy to receive electronic application forms if an electronic signature can be provided. If this is not possible, please fax or send by mail a hard copy with the appropriate signature. Application forms without a valid signature cannot be accepted. In either case please do send us this completed form as a **Word document** by email. Please also ensure that you:

1. Tick the check boxes for each scheme required AND check the choice of scope categories or sub-programmes.
 2. If you do not require a particular scheme you need not complete the category choices.
 3. Where requested indicate the standard you are using by completing the 'click here to enter text' boxes.
- Failure to make clear this information will mean your application will be returned.

SECTION 1

ASSESSMENT/ACCREDITATION PROGRAMME AND SCOPE

This form serves as an application and re-application for all assessment and accreditation services offered by the IOAS. Please indicate the scheme(s) for which you are applying by checking the appropriate check boxes. For those programmes for which you are not applying please leave blank. If you are already an IOAS client and are applying for an additional programme, standard scope or scope category at a time other than re-assessment, please contact our office for an alternative form.

1. Canada Organic Regime - COR

For accreditation under the COR you must use CAN-CGSB-32310 and CAN-CGSB-PSL-32311. You will be assessed against the certification requirements issued by the Canada Organic Office available at <http://www.inspection.gc.ca/english/fssa/orgbio/man/orgbiomane.shtml>

Please indicate the scope categories from the following:

- Crop production
- Livestock production
- Grain production
- Maple syrup production
- Beekeeping
- Mushroom production
- Sprout production
- Greenhouse crop production
- Wild crops
- Food processing
- Subsequent packaging
- Producer Groups
- Brokerage

2. COSMOS (organic and natural cosmetics)

For accreditation under the COSMOS standard you must first apply to COSMOS and your organisation must already have been awarded ISO/IEC17065 accreditation with the scope of any standard. You will be assessed against the certification requirements issued by COSMOS (see [their web site](#)). Please indicate the COSMOS scopes against which you propose to offer certification.

2.1 Certification of cosmetic products under natural or organic certification and physically processed agro-ingredients not falling within the scope of existing recognised international or national organic standards.

2.2 Certification of chemically processed agro-ingredients with organic content and approval of ingredients with no organic content that are acceptable for use under the COSMOS standard.

3. European Union Recognition Programme

EU recognition requires an assessment against ISO/IEC17065 as well as an equivalence assessment against the standards and control measures of regulation (EC) 834/2007 and related implementing rules.

Please indicate the name, date and owner of the reference standards¹ [Click here to enter text.](#)

Indicate the scope categories from the following:

A : Unprocessed plant products

A : Unprocessed plant products (including smallholder groups)

B : Live animals or unprocessed animal products

B: Live animals or unprocessed animal products (beekeeping only)

C : Aquaculture products and seaweeds

D : Processed agricultural products for use as food (excluding wine)

D: Processed agricultural products for use as food (including wine)

E : Processed agricultural products for use as feed

F : Vegetative propagating material and seeds for cultivation

4. Food Safety Programmes

IOAS offers evaluation and surveillance for the following food safety programmes in cooperation with ANSI, a US based accreditor. If you wish to apply for any of these programmes, you must apply also directly to ANSI indicating to them that you are an IOAS client or wish to be evaluated by the IOAS.

4.1 GlobalG.A.P.

4.2 CanadaG.A.P.

4.3 British Retailers Consortium (BRC) Global Food Standard

4.4 Safe Quality Food Code ed 7.1 (SQF):

4.5 International Featured Standards (IFS) Food

4.6 PrimusGFS

4.7 Global Aquaculture Alliance

4.8 Other (please specify)

5. Global Organic Textile standard - GOTS

¹ For activity outside of the EU, the reference standard may be a private standard or a common standard such as the IACB EU equivalent standard.

For accreditation under GOTS you must have applied first to GOTS and your organisation must already have been awarded ISO/IEC17065 accreditation with the scope of any standard. You may use your own textile standard for up to one year after approval, thereafter you must use the GOTS standard. You will be assessed against the certification requirements issued by GOTS (see [their web site](#)). Please indicate scopes applied for

- 5.1 **Certification of mechanical textile processing and manufacturing operations and their products**
- 5.2 **Certification of wet processing and finishing operations and their products**
- 5.3 **Certification of trading operations and related products**
- 5.4 **Approval of textile auxiliary agents (chemical inputs) on positive lists**

6. IFOAM Accreditation –Norms 2014

6.1 Option 1- Certification bodies may use any standard or regulation approved in the [IFOAM Family of Standards](#). For all programmes included in this accreditation scope, the certification body must operate in compliance with the 2014 IFOAM Accreditation Requirements.

Please indicate the standard: **Click here to enter text.**

6.2 Option 2: Certification bodies may choose to implement a private standard that is compliant with the IFOAM Standard. Such standard will automatically be approved in the IFOAM Family of Standards based on this compliance with the IFOAM Standard which is itself in the Family. Certification bodies choosing this option can make the additional claim that their private standard is compliant with the IFOAM Standard. ²

Please indicate the standard: **Click here to enter text.**

Please indicate the categories of certification from the following:³

- Crop production**
- Livestock**
- Wild products**
- Beekeeping**
- Processing and handling**
- Grower Groups**
- Input manufacturing**
- Aquaculture**

7. ISO/IEC 17065: 2012 Accreditation

‘Conformity assessment – Requirements for bodies certifying products, processes and services’
 Are you applying for ISO/IEC17065 accreditation as part of your application for EU recognition⁴?
 (see 3 above)

Please indicate the name, date and owner of the reference standards⁵: **Click here to enter text.**

Please indicate the applicable scope categories from this standard:⁶ **Click here to enter text.**

8. ISO/IEC 17065/2012 Assessment⁷

² The option to use the IFOAM Certification standard directly is also possible.

³ Scope categories need to be completed for either IFOAM option. You do not need to have operators in a category for it to be included.

⁴ Please refer to the IOAS EU Recognition Programme Operating Manual.

⁵ The reference standard may be a private standard or the production standards of a national regulation.

⁶ Write the applicable categories as defined in your chosen standard or state ‘all categories’

⁷ Please note this is an assessment and not an accreditation. No accreditation certificate is issued.

Please indicate the purpose for this assessment is to be made: **Click here to enter text.**

Please indicate the name, date and owner of the reference standards⁸: **Click here to enter text.**

Please indicate the applicable scope categories from this standard:⁹ **Click here to enter text.**

9. NATRUE (organic and natural cosmetics)

For accreditation under the NATRUE standard you must first apply to NATRUE and be willing to enter into an agreement with NATRUE and commit to the specified fees. You will be assessed against the certification requirements issued by NATRUE (see [their web site](#)).

10. Textile Exchange - TE

For accreditation under TE you must have applied first to TE. You will be assessed against the Accreditation and Certification Procedures for Textile Exchange Standards, the requirements of the Content Claim Standards and the specific TE standard(s) requirements (see [their web site](#)). Please indicate the TE standards against which you propose to offer certification:

10.1 Organic Content Standard

Please indicate the scope (industry, materials – for example: organic fibres in textiles, paper, organic leather in leather ware): **Click here to enter text.**

10.2 Recycled Claim Standard (*)

Please indicate the scope (industry, materials – for example: recycled fibres in textiles, paper): **Click here to enter text.**

10.3 Global Recycled Standard (*)

Please indicate the scope (industry, materials – for example: recycled fibres in textiles, paper): **Click here to enter text.**

10.4 Responsible Down Standard

10.5 Responsible Wool Standard (chain of custody scope only)

10.6 Content Claim Standard (*) (applied as a standard in its own right, not just as baseline for all the above)

Please indicate the scope (industry, materials – for example: natural materials in textiles, cosmetics etc.): **Click here to enter text.**

**Note: the IOAS reserves the right to reject an application should the applicable industry be deemed incompatible with the mission of the IOAS.*

⁸ The reference standard may be a private standard or the production standards of a national regulation.

⁹ Write the applicable categories as defined in your chosen standard or state 'all categories'

SECTION 2

1) Contact Information

| | | |
|--|---------|------------------------|
| Name of Organisation | | |
| Head office address | | |
| Address that the CB wants to be shown at IOAS website and Email | | |
| Phone Number | | |
| Fax Number | | |
| E-mail address | | |
| Web address | | |
| Name of management contact person | Email: | |
| Name of accreditation contact person | Email: | |
| Name of finance contact person | Email: | |
| Other addresses | Address | Activity ¹⁰ |
| Please include addresses of all offices from which any activity within the scope of your | | |

¹⁰ Please assign one or more codes to each location as follows: A. policy formulation, B. procedure development, C. assessment of competence of technical personnel, D. personnel monitoring, E. application review, F. inspection planning & assignment, G. decision-making, H. client liaison, I. other

application is conducted. (This includes regional offices, chapter offices, remote workers and subcontracted inspection body offices). Indicate the activity undertaken at each site.

Contact person and Email:

2) Have there been any previous evaluations of your organisation other than by IOAS?

If yes:

By which organisation(s)?

Have you had accreditation denied, suspended or withdrawn by another accreditation body? Please provide details.

If you are transferring your accreditation from another supervisory body and would like IOAS to apply its transfer policy please indicate here and include with this application, the most recent accreditation certificate or statement of conformity.

3) Payment of an application fee is required before your application will be processed although it is not necessary to submit it at this time.

Please refer to IOAS fee schedule ([LS0503](#)). If you are unsure of the correct fee, please discuss it with an IOAS staff member. You may submit this application form without payment. Once IOAS have confirmed with you the correct scope of the accreditation and the fee, you will receive full documentation on the relevant programmes and an invoice. Please note that all taxes applied in your home country on IOAS invoices are your responsibility and may not be deducted from the IOAS invoice total. The IOAS will work with CBs in countries that have a relevant tax agreement with the US, and IOAS will provide what paperwork it can to satisfy your authorities. However you will remain responsible for the taxes should exemption from the taxes not be obtained.

IOAS official language for documents and visits is English. Main documents must be submitted translated to English. Please also refer to IOAS Policy on Translators at visits (PL0509) in case the CB works in countries that speak other languages.

I the undersigned representative of **Click here to enter text.** do hereby apply to the IOAS to be accredited or assessed according to the programme(s) and scope(s) indicated above.

I acknowledge that:

- I have read and understood these requirements and agree to abide by them
- I agree to ensure that our confidentiality policy shall allow access by the IOAS and any of its agents to all necessary information and that operators and sub-contracted parties shall be informed accordingly.
- I understand that the IOAS pledges to keep its findings, including the evaluation report, confidential in accordance with the IOAS confidentiality policy (copy of the policy on request or on IOAS web site) and with the confidentiality clauses of the relevant accreditation or surveillance contract.
- I agree however to permit access by any supervisory body of IOAS to all documentation, offices and facilities covered by the accreditation and to IOAS evaluation and surveillance reports.
- I agree to supply all required information and to open all our and any subcontracted party's premises and records, as well as those of our licensees to the inspection of the evaluator(s) of the IOAS.
- I agree to inform the IOAS in the case of being suspended or withdrawal from an accreditation or recognition awarded by another accreditation body or regulatory authority.
- The applicant must have a fully developed certification programme at the time of application.
- At least one operator must be inspected at or before the evaluation visit and at least one certification decision made before accreditation.
- As a new applicant or applicant for a new scheme I have read and will abide by the requirements of IOAS document PL 0517 on 'Use of applicant status' which limits the claims I can make about my application.
- I understand that, subject to scheme owner rules , I must ensure that within one year of the accreditation or approval decision, the CB which I represent must have at least one operator under the accredited/approved scheme and maintain at least one operator at all times otherwise the accreditation/surveillance contract will be withdrawn.
- I agree to refer any conflicts that may arise to an arbitration process and that neither party will make public the dispute prior to the ruling of the arbitration hearing.
- I certify that, to the best of my knowledge, all information supplied is accurate and truthful.
- I certify that, to the best of my knowledge, any translated materials submitted, accurately reflect the contents of the original documents.
- I recognise that my application will be published in various electronic media together with a call for comments on compliance with the relevant norms.

For new applicants: your evaluation will not progress and your name will not appear on the relevant IOAS applicant list(s) until all documents and fees have been received and reviewed for completeness. Your document checklist and instructions on how to use it will be sent to you as soon as we receive this completed application form. Your quality system documents and completed document checklist must be submitted within 3 months of receiving the document checklist format for new applicants and by the due date stated in the accompanying letter for CBs undergoing reassessment otherwise the (re)application will become invalid.

Approved by: ED

Date: Sep 17

First approved by: ED

Date: Mar 97

Signature

Date

Place

Name (Printed)

Position: