

<b>Subordinate Standard Program</b>		
<b>Food Safety Systems Certification FSSC 22000 CB Application for Accreditation</b>		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 24 October 2011	DOCUMENT NUMBER: <b>FA 2006.02</b>

## Section 1: CB Name, Contact Information, and Processing Fees

CB name:

Street address:

City:

State/province:

Postal code:

Country:

Name of person completing application:

E-mail:

FSSC 22000 application fee: \$2,500

### **Fees are payable when purchasing application**

Application and all supporting documents shall be submitted in English.

Instructions on application process are at [www.anab.org](http://www.anab.org); click on Become a Certification Body.

Application shall be obtained through ANAB's Enterprise Quality Manager (EQM) database at <http://anab.remoteauditor.com> and completed electronically (including submission of all supporting evidence) and submitted to ANAB via EQM. Instructions on how to obtain and upload the application in EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.

If the completed application is not accepted by ANAB after three reviews, the application will be declined. The CB may re-apply (including payment of application fees) after 60 days.

Per [ANAB Accreditation Manual, section 1.6](#), and [GFSI Guidance Document, section 3.3.7](#), CBs that do not achieved accreditation within one year from the date of application to ANAB shall be withdrawn from the application program. ANAB will determine the next steps if the CB is interested in re-applying (including payment of application fees). Per [FSSC 22000 Part II, section 3](#), the CB is allowed to offer unaccredited certifications only for one year from the date of application to ANAB if the CB has an FSSC provisional license.

For details on this ANAB accreditation program, refer to [ANAB Accreditation Rule 39](#) (at [www.anab.org](http://www.anab.org), under Documents select Accreditation Rules).

Per [Accreditation Rule 39](#), the CB shall be accredited by ANAB for [ISO 22000](#) (FSMS) or apply for [ISO 22000](#) and [FSSC 22000](#) concurrently. If the CB is not already ANAB-accredited or in application with ANAB for [ISO 22000](#), see [Accreditation Rule 20](#) for details on the [ISO 22000](#) program and follow the application process in EQM.

Note: The Foundation for Food Safety Certification, also referred to throughout the application as the Foundation, is the FSSC 22000 scheme owner.

## Section 2: FSSC 22000 CB Requirements

Provide evidence that the CB's certification system includes the requirements of The Global Food Safety Initiative, GFSI Guidance Document, and FSSC 22000.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
1. Specify scope categories for which CB is applying for accreditation by scope category as identified in <a href="#">GFSI Annex 1</a> , recognizing scopes will follow clusters in <a href="#">EA-03/11</a> .  Requirement: <a href="#">GFSI Guidance Document, Annex 1</a> , and <a href="#">FSSC 22000, Part II, 3</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
2. If applicable, provide evidence that CB holds a Foundation provisional license.  Requirement: <a href="#">FSSC 22000, Part II, 3</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
3. If CB holds a Foundation provisional license, indicate if any unaccredited FSSC 220000 certificates have been issued and if CB plans to transition them to ANAB-accredited certificates when CB is accredited by ANAB for FSSC 22000.  Requirement: <a href="#">AR 39, ANAB Accreditation Manual, Article 6</a> , and <a href="#">FSSC 22000, Part II, 3</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
4. Provide revised <a href="#">ISO/IEC 17021 Requirement Matrix</a> , with document references revised to address this program highlighted. (The 2006 version can be found in EQM under Reference Documents. The 2011 version must be obtained through the EQM application process.) Also include copy of documents that were revised.  Note: Disregard if provided concurrently with ISO 22000 FSMS application.	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
5. Provide explanation of how CB will ensure	<b>Initial Response</b>		
			Approved?

<p>accredited FSSC 22000 activities will be clearly distinguished from unaccredited activities in any publicly offered information; including marketing materials, websites, etc.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 8.1.2</a>, and <a href="#">GFSI Guidance Document, Part II, 3.3.6</a></p>		Approved?
	<b>Second Response</b>	
		Approved?
<p>6. Identify CB personnel with competence for managing program for FSSC 22000 certification.</p> <p>Requirement: <a href="#">ISO/IEC 17021, Section 7.2.1</a>, and <a href="#">GFSI Guidance Document, Part II, 3.4.1</a></p>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>7. Provide evidence that all staff involved with certification process are required to sign contract or agreement that requires conforming with rules of CB with particular reference to confidentiality and independence from commercial or personal interests and declaring any issues related to personal conflicts of interests.</p> <p>Requirement: <a href="#">GFSI Guidance Document, Part II, 3.3.13.6</a></p>	<b>Final Response</b>	
		Approved?
	<b>Second Response</b>	
<p>8. Provide procedures used to ensure auditors conducting FSSC 22000 audits meet required competencies and qualifications (including formal training) needed for each GFSI scope (as defined in <a href="#">GFSI Guidance Document, Part II, Annex 3</a>).</p> <p>Requirement: <a href="#">ISO/IEC 17021, 7.2.2</a>, and <a href="#">GFSI Guidance Document, Part II, 3.4.2.1</a>, and <a href="#">Annex 3</a>, and <a href="#">FSSC 22000, Part II, 2.2</a>, and <a href="#">Appendix II A, items 1, 2, and 3</a>,</p>	<b>Initial Response</b>	
		Approved?
	<b>Second Response</b>	
<p>9. Provide evidence auditors meet appropriate requirements including competence, education, work experience, training, audit experience, continuous professional development, personal attributes, and desired behaviors, as well as training, witnessed audits, and approval process to extend their scope of competence into other GFSI scopes.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 7.2.2</a>, and <a href="#">GFSI Guidance Document, Part II, 3.4.2, 3.4.3, 3.4.4, 3.4.5, 3.4.6, 3.4.7, 3.4.8, 3.4.9, 3.4.10</a>, and <a href="#">Annex 3</a>, and <a href="#">FSSC 22000, Part II, 2.2</a>, and <a href="#">Appendix II A</a>,</p>	<b>Final Response</b>	
		Approved?
	<b>Second Response</b>	

items 1, 2, and 3			
<p>10. Provide CB's process for determining audit duration, including requiring rationale for determination of audit days and expected minimums of two on-site days for manufacture of processed product, one on-site day for primary production, and one-half to one day for audit and reporting on PRPs. Process shall require specifying justification for deviation from these typical durations.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 9.1.4</a>, and <a href="#">GFSI Guidance Document, Part II, 3.5.4</a>, and <a href="#">FSSC 22000, Part II, Appendix II A, item 5</a></p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>11. Provide evidence CB is conforming to guidance outlined in <a href="#">ISO 19011</a> or is performing in an equivalent way.</p> <p>Requirement: <a href="#">FSSC 22000, Part II, 2.4, item 1</a></p>	<b>Final Response</b>		
			Approved?
	<b>Initial Response</b>		
			Approved?
<p>12. Provide CB's process (report template) for FSSC 22000 report writing to demonstrate it includes (a) all requirements and sufficient detail to ensure it is clear as to whether sites are in conformance with scheme's standard requirements and (b) clear and concise details of any nonconformity issued.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 9.1.10</a>, and <a href="#">GFSI Guidance Document, Part II, 3.6</a>, and <a href="#">FSSC 22000, Part II, 2.4, item 2, Appendix II A, 7, and Appendix II B</a></p>	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
<p>13. Provide CB's process for documenting nonconformities and reviewing and approving corrective action responses, including requiring acceptable corrective action plans and evidence of implementation and review and verification process conducted by technically competent person or group at CB. Verification process shall be by either further on-site audit or scrutiny of submitted documentation, including updated procedures, records, and photographs. Evidence of corrective action shall be provided to CB and verified by CB within timescale defined by the Foundation before certification can be rewarded.</p>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
<p>13. Provide CB's process for documenting nonconformities and reviewing and approving corrective action responses, including requiring acceptable corrective action plans and evidence of implementation and review and verification process conducted by technically competent person or group at CB. Verification process shall be by either further on-site audit or scrutiny of submitted documentation, including updated procedures, records, and photographs. Evidence of corrective action shall be provided to CB and verified by CB within timescale defined by the Foundation before certification can be rewarded.</p>	<b>Final Response</b>		
			Approved?
	<b>Initial Response</b>		
			Approved?

Requirement: <a href="#">ISO/IEC 17021, 9.1.11, 9.1.12, and GFSI Guidance Document, Part II, 3.7.2 and FSSC 22000, Part II, Appendix II A, 8</a>			
14. Provide agreement (template) between CB and certified organization that includes annual fees assessed by the Foundation, agreement for providing information to the Foundation to be made public and requirement that certified organization notify CB of any food safety prosecution, significant regulatory food safety nonconformity, or any product recall relating to food safety. Also provide process CB will use to ensure integrity of certification after such notification.  Requirement: <a href="#">ISO/IEC 17021, 5.1.2, and GFSI Guidance Document, Part II, 3.3.12, and FSSC 22000, Part II, 3</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
15. Provide CB's certificate template.  Requirement: <a href="#">ISO/IEC 17021, 8.2.3, and GFSI Guidance Document, Part II, 3.7.5, and FSSC 22000, Part II, 3</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
16. Provide CB's process for surveillance audits and how CB determines audit frequency, including how CB considers seasonality of product, significant capacity increases, structural changes, changes in product technology, changes in product type, and in event there is evidence or suspicion of nonconformity within an organization.  Requirement: <a href="#">ISO/IEC 17021, 9.3 and 9.5.2, and GFSI Guidance Document, Part II, 3.5.1, 3.5.2, and 3.5.3, and FSSC 22000, Part II, Appendix II A, item 9</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
17. Provide CB's appeal process that includes authority for FSSC 22000 Board of Stakeholders to intervene in individual disputes or appeals.  Requirement: <a href="#">ISO/IEC 17021, 9.7, and GFSI Guidance Document, Part II, 3.7.4, and FSSC 22000, Part II, section 3</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
			Approved?
18. Provide CB's process for ensuring any new information or changes in regard to FSSC 22000 scheme requirements are included in CB's	<b>Initial Response</b>		
			Approved?
<b>Second Response</b>			

documented system and communicated by CB to parties involved within a two-month period. Requirement: <a href="#">ISO/IEC 17021, 8.6.2</a> , and <a href="#">FSSC 22000, Part II, 3</a>		Approved?
	<b>Final Response</b>	
		Approved?

### Section 3: FSSC 22000 CB Requirements Specific to Communication with the Foundation for Food Safety Certification

Provide evidence that the CB's certification system includes conforming with the requirements for contacting the Foundation and providing specific information.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
19. Provide evidence that CB has made appropriate contact with the Foundation during application process. Requirement: <a href="#">GFSI Guidance Document, Part II, Annex 2, 7.2 (ISO/IEC 17011, 7.2.1)</a>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
20. Provide evidence that CB has initiated process with the Foundation for executing contractual and enforceable arrangements between CB and the Foundation, to be executed upon accreditation of CB by ANAB. Requirement: <a href="#">GFSI Guidance Document, Part II, 3.3.1</a>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
21. Provide process used to ensure that any changes to CB's ownership, management personnel, and management structure are provided to the Foundation in a timely fashion. Requirement: <a href="#">GFSI Guidance Document, Part II, 3.3.10</a>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
22. Provide process used to ensure that each competent FSSC 22000 auditor's information, including any updates, is provided to the Foundation for inclusion in the auditor registration system prior to CB's use of auditor. Requirement: <a href="#">GFSI Guidance Document, Part II, 3.3.8</a>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
23. Provide process used to notify the Foundation within two weeks after delivery of certificate of each certified organization for register of certified organizations, including suspension and withdrawal information.	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?

Requirement: <a href="#">FSSC 22000, Part II, 3</a> , and <a href="#">GFSI Guidance Document, Part II, 3.3.11</a>			Approved?
24. Provide process to notify the Foundation at least once a year (no later than March 1) in regard to application and functioning of FSSC 22000 scheme.  Requirement: <a href="#">FSSC 22000, Part II, 3</a>	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
25. Provide recognition of commitment of CB to participate in harmonization meeting once every year, including bringing cases back to CB to discuss with auditors.  Requirement: <a href="#">FSSC 22000, Part II, 3</a>	<b>Final Response</b>		
			Approved?
	<b>Initial Response</b>		
			Approved?
	<b>Second Response</b>		
			Approved?
	<b>Final Response</b>		
		Approved?	

#### Section 4: Initial Office Assessment

##### To be completed by ANAB Reviewer

An initial office assessment may be waived per [Accreditation Rule 39](#).

Initial office assessment required?

Provide justification:

#### Section 5: CB Management Endorsement

Submission steps:

1. Verify responses to all questions are complete and all required information (attachments) is included.
2. Upload application to EQM (<http://anab.remoteauditor.com>). Instructions on how to upload the application and supporting evidence to EQM can be found at [www.anab.org](http://www.anab.org); under Documents, select Heads Up and click on issue 72.
3. The initial (off site) document review takes approximately two weeks.
4. The CB will be notified when the review is complete.

CB management who completed the application and determined that the information meets all applicable requirements:

Name:

Title:

Date: