

<b>Base Standard Program</b>		
<b>ISO 22000 Food Safety Management Systems CB Application for Accreditation</b>		
AUTHORITY: Accreditation Manager	EFFECTIVE DATE: 09 September 2011	DOCUMENT NUMBER: <b>FA 2003.08</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:

ISO 22000 FSMS application fee: \$5,000

### **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.

For details on this ANAB accreditation program, refer to [ANAB Accreditation Rule 20](#) (at [www.anab.org](http://www.anab.org), under Documents select Accreditation Rules).

## Section 2: ISO/IEC 17021 Requirements for CBs Not ISO/IEC 17021 Accredited by ANAB

Provide evidence that the CB's certification system includes the requirements of ISO/IEC 17021.

\_\_\_ Not applicable – mark X at left if CB is already an applicant or accredited by ANAB for another program and proceed to Section 3.

Requirement	To Be Completed by CB		To Be Completed by ANAB
	Reference to Supporting Document(s) Including Specific Section References	Comment/Response	Comment/Response
<p>1. Execute (signed) <a href="#">ANAB CB Applicant Agreement</a>, which can be found in EQM under Reference Documents.</p> <p>An electronic signature is acceptable but a typed name is not. If the signature is handwritten, scan the signed document and attach to application electronically.</p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>2. Completed <a href="#">ISO/IEC 17021:2011 Requirement Matrix</a>, which can be obtained through the EQM application process.</p>	<b>Initial Response</b>		Approved? ANAB-specific comments will be included on completed <a href="#">ISO/IEC 17021 Requirement Matrix</a>
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>3. Completed impartiality analysis of relationships to other parts of the company and to other organizations and/or individuals.</p> <p>Requirement: <a href="#">ANAB Accreditation Rule 10</a></p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>4. Evidence that the impartiality analysis (referenced in 3, above) was reviewed by the committee responsible for impartiality.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?
<p>5. Provide names of members on committee established to safeguard impartiality, including key interest group each person represents.</p> <p>It is the CB's responsibility to notify ANAB of any changes.</p> <p>Requirement: <a href="#">ISO/IEC 17021, 6.2</a></p>	<b>Initial Response</b>		Approved?
			Approved?
	<b>Second Response</b>		Approved?
			Approved?

6. Current list of organizations to which CB outsources work associated with management systems certification.  Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?
7. Copy of enforceable arrangements with each organization.  Requirement: <a href="#">ISO/IEC 17021, 7.5</a>	<b>Initial Response</b>			Approved?
	<b>Second Response</b>			Approved?
	<b>Final Response</b>			Approved?

### Section 3: FSMS CB Requirements

Provide evidence that the CB's certification system includes the requirements of ISO/TS 22003.

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. 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 in Section 2 above.	<b>Initial Response</b>		
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
2. Provide statement on CB letterhead signed by company officer that CB has paid consideration in its own risk management process to possible liability issues regarding certification of an FSMS.	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
3. Provide statement on CB letterhead signed by company officer that neither CB nor any part of same legal entity does not offer or provide hazard analysis consultancy, FSMS consultancy, or management systems consultancy.  Requirement: <a href="#">ISO/TS 22003:2007, 5.2</a>	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		Approved?
	<b>Final Response</b>		Approved?
4. Identify CB personnel who have competence for managing program for ISO/IEC 22000 FSMS certification.	<b>Initial Response</b>		Approved?
	<b>Second Response</b>		

Requirement: <a href="#">ISO/IEC 17021, 7.2.1</a> , and <a href="#">ISO/TS 22003:2007, 7.2.1.2</a>		Approved?
	<b>Final Response</b>	
5. Provide list of FSMS auditors CB plans to use, including detailed evidence of competencies for each auditor and each category (as listed in Annex A) for which each posses competence..  Requirement: <a href="#">ISO/IEC 17021, 7.2.2 and 7.2.7</a> , and <a href="#">ISO/TS 22003:2007, Annex A</a>	<b>Initial Response</b>	Approved?
	<b>Second Response</b>	Approved?
	<b>Final Response</b>	Approved?
		Approved?
6. Provide evidence that FSMS auditors meet appropriate requirements in Sections 7.2.4.1, 7.2.4.2, 7.2.4.3, and 7.2.4.4.  Requirement: <a href="#">ISO/TS 22003:2007, 7.2.4</a>	<b>Initial Response</b>	Approved?
	<b>Second Response</b>	Approved?
	<b>Final Response</b>	Approved?
		Approved?
7. Provide evidence CB has records of competencies that must be demonstrated for its auditors as listed in the specification.  Requirement: <a href="#">ISO/TS 22003:2007, 7.2.6</a>	<b>Initial Response</b>	Approved?
	<b>Second Response</b>	Approved?
	<b>Final Response</b>	Approved?
		Approved?
8. Provide evidence by which CB will identify and judge competent any technical experts it may use during an FSMS audit, including how education, work experience, and competencies are evaluated.  Requirement: <a href="#">ISO/TS 22003:2007, 7.2.5</a>	<b>Initial Response</b>	Approved?
	<b>Second Response</b>	Approved?
	<b>Final Response</b>	Approved?
		Approved?
9. Provide copy of CB's application form for ISO 22000 FSMS.  Requirement: <a href="#">ISO/IEC 17021, 9.2.1</a>	<b>Initial Response</b>	Approved?
	<b>Second Response</b>	Approved?
	<b>Final Response</b>	Approved?
		Approved?
10. Provide information about CB's process for application (contract) review, including determination of competencies needed, and appointment of audit team members for ISO 22000 FSMS.  Requirement: <a href="#">ISO/IEC 17021, 9.2.2</a>	<b>Initial Response</b>	Approved?
	<b>Second Response</b>	Approved?
	<b>Final Response</b>	Approved?
		Approved?

#### Section 4: 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: