



Acceptance Conditions and Procedure for Certifying Bodies

International Good Manufacturing Practice Standard For Corrugated & Solid Board



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1. OBJECTIVE OF THIS DOCUMENT

To specify the conditions for the acceptance of certifying bodies with respect to the right to perform audits against the “International Good Manufacturing Standard for corrugated and solid board written by FEFCO and ESBO.

This standard is referred to hereafter as the International GMP standard.

2. SCOPE

These acceptance conditions are intended for certifying bodies who will be carrying out International GMP audits in corrugated and solid board plants.

3. GENERAL

A certifying body that wishes to certify a company in accordance with the International GMP standard, shall demonstrate that they comply with the demands mentioned in this document.

4. REQUIREMENTS WITH RESPECT TO CARRYING OUT GMP CERTIFICATION IN THE CORRUGATED AND SOLID BOARD PLANTS

4.1 Application for acceptance and assessment

The certifying body shall apply using an application form (appendix 1). FEFCO will confirm receipt of this application in writing.

The application will be taken into consideration after the application form has been fully completed and all the requested documents have been sent. The application should be accompanied by, depending on the application, a valid accreditation certificate EN 45011 plus an associated list of field of work (scope of accreditation), which shows that the applicant is accredited to issue certificates in the field of food packaging standards (e.g. BRC/IOP, AIB etc.) or to the international GMP standard. Active proof of accreditation in progress with BRC/IOP or GMP scope is also acceptable provided accreditation is achieved within one year. It must also be shown that the area of operations is the packaging sector. Also the certification body has to prove that it does not have a packaging standard under its own brand. The certifying body may send additional documents to show that it meets this condition.

Each application shall include:

- a. a form as specified in appendix 1 indicating that an application is being made
- b. a description of the general method of auditing and assessment
- c. examples of documents which will be used during certification
- d. a document showing the qualified auditors with their CV's and the required experience and diplomas in accordance with appendix 2

4.2 Contract

The auditor applies to FEFCO/ESBO for acceptance. After acceptance a contract will be signed between the parties and FEFCO/ESBO will make a list of the officially accepted certifying bodies available on their website.

4.3 Independence / impartiality

FEFCO/ESBO follow the rules as laid down by accreditation bodies.

4.4 Requirements for auditors

The auditors have to demonstrate that they comply with the demands as specified in appendix 2. In addition every auditor is obliged to follow a training programme that will be organised by FEFCO/ESBO for all auditors that are going to audit against the International GMP standard. After the training the auditors will have to do an exam and have a positive result.

4.5 Assessment and Audit reporting

The reports will be drafted based on the example given by FEFCO/ESBO. The audit report will be based on a Excel. The results of the audit will be communicated to FEFCO/ESBO once a month by e-mail. The companies with a negative audit result shall also be entered on the monthly list. Assessment shall be performed according to the rules described in the audit protocol.

4.6 Payments and tariffs

The Certification body shall pay Euro 150 for every audit performed. For the training of the auditors, FEFCO charges:

- 850 € (excl. VAT 21%) per auditor, for a 2 day course including exam, hotel and 2 lunches.
- 1100 € (excl. VAT 21%) per auditor, for a 3 day course including exam, hotel, 2 lunches and a plant visit.

4.7 Certification

An international GMP certificate shall only be issued by a certifying body approved by FEFCO/ ESBO. A certificate shall only be issued if there is full compliance with the international GMP-conditions taking into account the Assessment and Certification Criteria set by FEFCO/ ESBO for the international GMP standard. The Certificates shall be numbered and issued by FEFCO/ESBO to all approved Certification bodies. In the monthly report the Certification body shall show the relation between the auditee and the issued number of the certificate.

4.8 Suspending or revoking certification

As soon as it is established that an international GMP certified company no longer complies with the certification conditions then the certifying body is immediately obliged, in accordance with the audit protocol for the International GMP, to increase the audit frequency or to suspend or revoke certification. FEFCO/ESBO shall be notified in writing within one week of any suspension/revocation.

4.9 Right to use the collective logo

International GMP certified companies are entitled to make use of the GMP logo of FEFCO/ ESBO. The certifying body will establish in a contract that the international GMP certified company is allowed to use the international GMP logo of FEFCO/ ESBO and is committed to strict compliance with conditions set by FEFCO/ ESBO.



4.10 Disputes and sanctions Certifying Bodies

In case of a disagreement about the translation of the content of the standard, the English version shall be predominant.

4.11 Disputes between certifying bodies and companies

Disputes between certifying bodies and companies with respect to the assessment will be handled in accordance with the disputes regulation of the certifying body.

APPENDIX 1: APPLICATION FORM

Application for the approval of a certification body.

GENERAL DETAILS

Name of body.....

Signatory's name.....

Name of contact person.....

Address

.....

Zip code..... City Country.....

Telephone number Fax n°

E-mail address.....

The undersigned hereby applies to be accepted as a certification body to carry out audits against international GMP standard for corrugated and solid board.

The undersigned is acquainted with the "Acceptance conditions and procedure for certifying bodies" of FEFCO/ ESBO and the approval procedure and commits himself to this procedure.

Date: Signature:

NB: The signatory must be a legal representative of the certifying body.

The following should be enclosed:

(NB: without these enclosures the application will not be taken into consideration).

ENCLOSURES:

N°	Description	Remarks
1	Valid accreditation certificate including the annex describing the field of work (EN45011) depending on the application
2	Procedure for audit and assessment process
3	Other documents used in certification
4	List of qualified auditors including CV (drawn up in accordance with the sample in appendix 2) and list of qualifications for each auditor
5	Statement that the certification body does not have a packaging standard under its own brand

APPENDIX 2: REQUIREMENTS FOR AUDITORS

Minimum training and experience requirements for auditors carrying out international GMP audits in the corrugated and solid board sector

Criterion	Minimum requirements	Demonstrable document for assessment
Personal Characteristics	Ethical, open, diplomatic, good powers of observation, alert, versatile, determined, decisive, independent	Job assessment Supervision report on auditor
Education	Relevant packaging or food technology training at least at higher level or an equivalent level of experience	Diploma, CV (form)
Required expertise	Knowledge and skills with respect to methods and techniques aimed at quality assurance systems HACCP	CV
Audit skills	Compliance with requirements for auditors EN ISO 19011:2002 Lead Assessor training Experience as auditor in relevant working areas	Certificate CV (form)
Experience	Minimum 3 years working experience in the packaging or food sector in a relevant function (quality assurance, production) Or carried out at least 10 audits at representative companies in the Food or packaging sector	CV (form) CV (form)

for further information on becoming a certified auditor please contact:

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GMP Certification Stamp

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