



Committee on Accreditation
for Evaluation of Quality

Application to grant, extend, renew or transfer an accreditation for a certification body

1. Purpose of application

- Initial accreditation
- Extension of accreditation (sectoral scope)
- Extension of accreditation (geographic scope)
- Reaccreditation
- Transfer of accreditation from another accreditation body

2. Information on the applicant certification body

Certification body _____

Acronym or abbreviation _____

Street name and number _____

City/Province/State/Country _____

Postal code _____

Phone number _____

Fax number _____

Certification body's e-mail address _____

Website _____

3. Information on the company or institution on which the certification body is dependent

- If same as 1, go to 4

Business or institution _____

Street name and number _____

City/Province/Country _____

Postal code _____

Phone number _____

Fax number _____

Certification body's e-mail address _____

Initials:

4. Information on the status and owner of the certification body

Legal status of the certification body _____
Official registered name _____
Owner of the certification body _____
Address of the owner _____
Authorized representative of the owner _____

5. Invoice addressee

- If same as 1, go to 6
- If same as 2, go to 6
- If information is different from 1 or 2:

Business or institution _____
Street name and number _____
City/Province/Country _____
Postal code _____
Fax number _____
Director's e-mail address _____

6. Administrative authorities with which accreditation is requested

Please indicate which administrative authority you are applying with for accreditation:

- Canadian Food Inspection Agency (CFIA)
- Conseil des appellations réservées et des termes valorisants (CARTV)
- Other administrative authority _____

7. Accreditation manual concerned by this application

The CAEQ uses an accreditation manual that includes all the requirements comprised in ISO Guide 65:1996, amplified by additional requirements taking into account agriculture and agrifood sector characteristics. The applicant may choose to be assessed according to one of the three (3) following manuals:

- Criteria for Product certification (CAEQ accreditation manual) only
- Criteria for Product certification, expanded with criteria relating to quality management system evaluation for companies operating in multiple sites
- Criteria for Product certification, expanded with criteria related to competency evaluation of persons

Initials:

8. Field of requested accreditation:

Please indicate for the requested accreditation, the reference manuals against which the certifications are or will be granted by the certification body, as well as the category of products that are or will be subject to certification in accordance with each reference manual listed below:

Reference manual (specification manual or standard)	Products or category of products (Goods or services)

Equivalency assessment on standards requested? Yes No

If yes against which standard: _____

9. Geographic zones(s) for which the accreditation is requested

Please indicate for the requested accreditation, the countries or zones in which the certification body is offering or going to offer certification services :

Note : if there is not enough space above to list all the countries, please use an additional sheet and attach it to this application.

10. Accreditation(s) currently detained by the certification body

Name of accreditation body	Accreditation manual and field of activities pertaining to the accreditation

Initials:

11. Approvals and other recognitions awarded to the certification body

12. Directors

12.1 Certification body's Manager:

Ms. Mrs. Mr.

Title _____

First name _____

Last name _____

E-mail _____

12.2 Technical Manager - Certification:

Ms. Mrs. Mr.

Title _____

First name _____

Last name _____

E-mail _____

12.3 Quality management system Manager:

Ms. Mrs. Mr.

Title _____

First name _____

Last name _____

E-mail _____

13. Does the certification body offer its services at other locations, subsidiaries, or organizations affiliated with the group (holdings) or partners?

If yes, please provide details on the partnership, directors and fields:

Initials:

14. Does the certification body belong to a group or is it affiliated with another organization? If yes, please provide details:

15. Does the certification body carry out other activities other than certification? If yes, which activities?

16. Declaration:

The applicant duly authorized to commit the body's responsibility:

- a. Agrees that the application file be evaluated by the Committee on Accreditation for Evaluation of Quality (CAEQ) on behalf of the regulatory authority from which the accreditation is requested and that this administrative authority be the one making the decision concerning the accreditation status of the certification body, on the recommendation of the CAEQ.
- b. Agrees to comply with all the requirements and conditions stipulated in the *Regulations pertaining to Accreditation for Certifiers* published by the CAEQ, in addition to those mentioned in this application form, and understand that if the above-mentioned certification body does not meet any of the accreditation program requirements, this application may not be processed and may be rejected, or accreditation may be refused. In either case, all fees paid to the CAEQ will not be reimbursed.
- c. Agrees that all the information provided by the certification body, which the CAEQ and its authorized representatives may access, will only be disclosed, in part or in whole, to another accreditation body that has signed a confidentiality agreement with the CAEQ, or to a competent authority that has recognized the CAEQ.
- d. Agrees to keep all the information exchanged between both parties confidential, except for any information that the CAEQ may authorize to disclose.
- e. Agrees to pay all the fees required by the CAEQ to carry out the accreditation procedure, and understand that the processing of this accreditation application will only begin after payment for the required fees to the CAEQ, as well as the supplying of all the documents required in Appendix A of the *Regulations pertaining to Accreditation for Certifiers*.

Initials:

- f. Certifies that the information and documents submitted for this accreditation application are accurate, true and complete.
- g. Agrees to conform to accreditation criteria pertaining to the requested accreditation, including requirements that amplify the accreditation reference manual.
- h. Agrees to inform the CAEQ without undue delay about any significant modification either of its quality system, its organisation or its legal status and agree to any subsequent assessments led by these modifications.
- i. Understands that it is the applicant's responsibility to properly and objectively inform the operators registered with the aforementioned certification body about the accreditation process begun with the administrative authority concerned by this application.
- j. Agrees to provide the CAEQ with all documents in English or French that it requires within the requested time limit and to have translated, into either English or French, any documents that were written in another language.
- k. Does not hold the CAEQ responsible for any legal action that may result from:
 - o Unauthorized use of any mention of the Committee on Accreditation for Evaluation of Quality (CAEQ) or the name of any accreditation authority with which the accreditation is requested;
 - o Failure to respect the terms and conditions concerning this accreditation application;
 - o Voluntary or involuntary errors or omissions.
- l. Agrees that the conditions stipulated in this application shall be administered in accordance with the laws in effect in the province of Québec, Canada.

Signature of the applicant or his/her authorized representative

Date

Name in block letters

Once filled out, this form must be forwarded, either by mail, e-mail or by fax to:

Committee on Accreditation for Evaluation of Quality (CAEQ)
5.26 - 35 De Port-Royal Street East
Montreal QC H3L 3T1 Canada
Tel.: 514.864.3216 Fax: 514.873.2580
E-mail: info@caeq.ca

Documents required to start the assessment must be forwarded within a month following the date of submission of this application.

Initials: