

**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: geographical scope
- Reaccreditation
- Transfer of accreditation from another accreditation body

2. Information on the certification body

Name of 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

- Check if none

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

4. Information on the legal status of the certification body

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

Initials:

5. Invoice addressee

- Check if same as 2
- Check if same as 3

Business or institution _____

Street name and number _____

City/Province/Country _____

Postal code _____

Fax number _____

Director's e-mail address _____

6. Competent authorities with which accreditation is requested

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

- Canadian Food Inspection Agency (CFIA) - Canada
- Conseil des appellations réservées et des termes valorisants (CARTV) - Québec
- European Commission - European Union
- SENASICA - Mexico
- Other competent authority _____

7. Criteria for the management of companies concerned by this application

The CAEQ uses an accreditation manual that includes all the requirements comprised in ISO/IEC 17065 for the certification of products, amplified by requirements from competent authority in relation with the requested accreditation program. The applicant may choose to be assessed according to the following scope:

- Criteria for Product certification for individual companies
- Criteria for Product certification for companies operating in multiple sites or grower group

8. Field of requested accreditation:

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

Initials:

Reference certification manual(s) (specification manual or standards)	Products or products' categories * (see annex for identified categories numbers to select)

* The accreditation sectoral scope shall identify the standard(s) as well as each product category for which the CB is offering certification for this standard. For that reason product categories must be listed above for each reference certification manual.

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

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

Competent Authority:

Countries:

Competent Authority:

Countries:

Competent Authority:

Countries:

Initials:

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

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

11. Approvals and other recognitions awarded to the certification body

12. Managers

12.1 Certification body's Manager:

Ms. Mrs. Mr.

Title _____

First name _____

Last name _____

E-mail _____

12.2 Technical Manager – Certification Programs:

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 _____

Initials:

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

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

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

15. **Is the certification body conducting (business) 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 competent 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 Certification bodies* published by the CAEQ and from competent authority, in addition to those mentioned in this application form, to provide documents and respond questions within the time frame, 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.

Initials:

- 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 the *Regulations pertaining to Accreditation for Certification bodies* and by the competent authority.
- 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 reference manuals, regulations and standards.
- h. Agrees to inform the CAEQ without undue delay about any significant modification either of its quality system, its organisation (owner, employees, offices) or its legal status or the ability to meet requirements 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 competent 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, if requested.
- k. Agrees to authorize an access to its office or any place to perform the assessment
- l. 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 competent 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.
- m. 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 and position in block letters

Initials:

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)
4.03 - 201 Crémazie Blvd East
Montreal (QC) H2M 1L2 Canada
Ph.: 514.864.8999 Fax: 514.873.2580
Email: info@caeq.ca

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

ANNEX

Categories of product for which certification is offered by the organisation according to a given certification reference manual (standard) or scheme.

- 1) Crop production from :
 - 1.1 Grown Crops
 - 1.2 Wild Crops
 - 1.3 Greenhouse
- 2) Livestock production or unprocessed products of animal origin :
 - 2.1 Meat products
 - 2.2 Dairy products
 - 2.3 Egg products
- 3) Specialized Production
 - 3.1 Apiculture
 - 3.2 Mushroom production
 - 3.3 Sprouts, shoots and microgreens production
 - 3.4 Insects
- 4) Maple or birch products
- 5) Aquaculture products :
 - 5.1 Crop production
 - 5.2 Livestock production
 - 5.3 Specific production
 - 5.4 Processing
- 6) Processed agricultural/livestock products for use as food
- 7) Processed agricultural/livestock products for use as feed
- 8) Processed agricultural products containing alcohol
- 9) Seeds and propagating material
- 10) Other (specify)

Initials: