



# FSSC 22000 SCHEME FOOD SAFETY MANAGEMENT SYSTEM CERTIFICATION

GUIDELINES FOR BECOMING A LICENSED  
CERTIFICATION BODY

Dear Applicant Certification Body (CB),

Thank you for considering applying for a license with Foundation FSSC.

Below you will find an explanation of the process steps to become a licensed partner. We have a 12-month program for new applicants where we will guide you through all the steps necessary to become a fully licensed Certification Body.

Each step follows a defined set of activities and has a timeframe in which it shall be completed.

## 1. APPLICATION

We advise CBs to do a thorough review of all the aspects of the FSSC Scheme related to Licensing prior to applying. Refer to **FSSC 22000 Scheme Document Part 4, Section 2**.

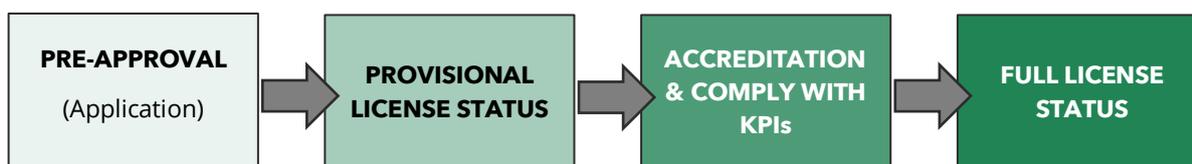
- a. Please complete the attached application form and submit it to [ip@fssc.com](mailto:ip@fssc.com).
- b. The foundation will review your application and provide feedback within 2 weeks.

## 2. APPLICATION FOR SCOPES

- a. CBs are advised to apply for up to two (2) scopes. This is because the accreditation process for each scope can take a few months. The arrangements to schedule and execute witness audits where the accreditation body, the client, and the auditors must be present on-site could take considerable time to put in place.
- b. After a full license is awarded, scope extension(s) to the CB license can be done free of charge with the Foundation.

## 3. ONBOARDING PROGRAM (OBP)

The On-Boarding Program is designed to assist CBs with the application process and all steps to gain a full license in a phased approach. This process should be completed within 12 months. This basic program outline is described below:



### 3.1 PRE-APPROVAL PROCESS

- a. Complete the form and submit it for review.
- b. Contractual Agreement: Once the Foundation reviews and approves the application, the contract documents for completion and signing will be sent.
- c. Payment and Accreditation Body Acceptance: After approval of the application package, receipt of all contractual agreements and payment, evidence that the accreditation process with the Accreditation Body has started is also required.

### 3.2 PROVISIONAL STATUS PERIOD

- **Mentoring Sessions:** The Foundation will guide the CB through these stages with dedicated online mentoring and information sessions.
- **Development of FSSC procedures and FSSC portal registration.**
- **Training:** The CB contact person(s) will be enrolled in E-learning training, including how to register all relevant data in the FSSC assurance platform.
- **Office Assessment (Remote):** Assessment of CB processes and procedures related to FSSC Scheme management. After successful completion, auditing and issuance of unaccredited certificates can commence.
- **Desk Reviews:** Desk reviews will be planned on audited organizations.
- **Accreditation:** Once the onsite office assessment and auditor witness audit per food chain category have been completed by the accreditation body, these documents shall be submitted to FSSC for review.

### 3.3 FULL LICENSE STATUS

- **Performance Evaluation of KPIs:** The CB will be evaluated against a set of key performance indicators (KPIs).
- **Upgrade to Full License status:** Awarded once accreditations for all the scopes considered in the application submitted have been granted by the accreditation body and have been successfully achieved. Required within 12 months of signing the provisional license agreement.

## 4. FREQUENTLY ASKED QUESTIONS (FAQ)

### WHEN CAN WE START AUDITING?

The CB can only start performing FSSC 22000 unaccredited audits after successfully completing a remote office assessment.

### WHAT IS THE FSSC ASSURANCE PLATFORM?

This is a web-based platform Foundation FSSC developed where all the data related to auditors, certified organizations, and audits shall be uploaded.

The CB will receive access to this platform once the License Agreement has been countersigned by the Foundation.

## **WHAT IS THE DUE DATE FOR COMPLETION OF THE ONBOARDING PROGRAM?**

The process to receive a **full license** with the Foundation takes one year (12 months), starting from the signature date of the License Agreement in the Application Step.

## **WHAT IS FSSC 22000 FEE STRUCTURE?**

Refer to our website for the latest fee structure ([www.fssc.com](http://www.fssc.com)) and consult the link on our website page: [Becoming a Licensed CB](#).

The initial application fee of €10.000 - (ten thousand euro) and is invoiced in one installment.

Thank you for your interest in partnering with Foundation FSSC. We look forward to welcoming you as a licensed CB.

Kind regards,

**FSSC Integrity Program (IP) Team**