



CERTIFICATION BODY LICENSE APPLICATION

Thank you for your interest in applying for a Certification Body (CB) license with the FSSC Scheme Services BV.

To commence with the application process, we request that you complete all the applicable sections of this Application Form with sufficient detail and as accurately as possible and submit it along with the required supporting documentation. ***If a section is not applicable, please mark N/A. Only completed forms and submissions accompanied by the required documentation will be processed.***

For further information related to the licensing requirements, please refer to **Part 4, section 2.1** of the currently valid version FSSC 22000 Scheme.

Date of Application	
SECTION A: CONTACT INFORMATION	
CERTIFICATION BODY GENERAL INFORMATION	
CB full name	
CB short name (if applicable)	
Site address (Street, post code, city, province, country)	
Postal address (PO Box, post code, city, province, country)	
General phone number (incl. country code)	
General email address	
Website	
LEGAL REPRESENTATIVE OF THE ORGANIZATION	
Title (Mr./Ms./Mrs.)	
Full Name	
Job title/job function	
Email address	
Direct phone number (incl. country code)	
Direct cell phone number	
FSSC 22000 CONTACT (FSSC 22000 SCHEME PART 4, 2.2.1)	
FSMS technical competent function accountable for all aspects of scheme management:	
Title (Mr./Ms./Mrs.)	
Full Name	
Job title/role	
Email address	
Direct phone number	
Direct cell phone number	

SECTION B: CB FINANCIAL DETAILS	
CB name on invoice	
Postal address for FSSC 22000 invoices	
E-mail address for sending invoices	
Registered Business Number (e.g., Chamber of Commerce)	
VAT number (or sales tax equivalent)	
Certificate of Residence	Is a Certificate of Residence required? YES <input type="checkbox"/> NO <input type="checkbox"/>
Purchase Order (PO) Number	Does your CB provide a PO number for invoices? YES <input type="checkbox"/> NO <input type="checkbox"/>
Financial contact person	Title (Mr./Ms./ Mrs.)
	Name & Surname
	Email
	Tel Number <i>(Incl. country code)</i>

SECTION C: CB OPERATION			
BACKGROUND INFORMATION			
Reason for application: What is the CB's motivation for applying for a FSSC 22000 License Agreement with the Foundation FSSC?			
How did you become acquainted with the FSSC 22000 Scheme?			
Is ANY reference made to FSSC on your website? Be aware: It is prohibited to promote or sell FSSC services without a signed license agreement with FSSC.			
Does your organization hold a FSSC 24000 license agreement with the Foundation?			
In case you held a previous license agreement with the Foundation, please specify the following:	Previous License	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Date of Termination		
	Reason For Termination		
Potential bias or conflict of interest.		Is any person within or affiliated with your organization linked, either directly or indirectly, with the Foundation FSSC?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes above, please explain in which capacity.			
RESOURCES: CB PERSONNEL			
Resources assigned by the CB that will be involved in the FSSC certification services:			
Role	Responsibility	Name & Surname	Email
FSSC 22000 Database (Portal) Main/Primary Superuser(s)	<ul style="list-style-type: none"> Uploading and registering Certified Organizations' information Provide access to additional portal users 		
QMS Representative	FSSC related documentation		
Market and Sales representative	Liaison with FSSC Market Development		

RESOURCES: AUDITORS				
<p><i>As per Part 4, Section 3.5 of the Scheme, the CB shall have a system and documented procedure for selecting, training, evaluating, re-qualifying, and maintaining the qualification of auditors. Please ensure a thorough review of the Scheme requirements outlined in sub-sections 3.5.1 to 3.5.4, pertaining to auditor qualification.</i></p>				
How many current auditors are qualified in ISO 22000 ?				
How many current auditors are qualified in other GFSI-recognized schemes (manufacturing scope) ?				
How many auditors will be trained and qualified by your CB to deliver FSSC 22000 audits ?				
Do you plan to engage the services of a previously qualified FSSC 22000 auditor from another CB to qualify your auditor(s) as per Part 4, Section 3.5.2, paragraphs 2 & 3 on Initial Assessment and Approval of auditors.			<input type="checkbox"/>	YES
			<input type="checkbox"/>	NO
ORGANIZATION				
Market experience:				
Which other Food/ Feed and packaging certification schemes are offered in the regions your CB is active in?	Standard	Select if offered	Region(s)	Number of certificates
	ISO 22000	<input type="checkbox"/>		
	BRCGS	<input type="checkbox"/>		
	IFS Food Standard	<input type="checkbox"/>		
	SQF	<input type="checkbox"/>		
Current Accreditation	Standard	Date Granted	Accreditation Body Name	
	ISO/IEC 17021-1	<input type="checkbox"/>		
	ISO/TS 22003	<input type="checkbox"/>		
	ISO 22000	<input type="checkbox"/>		
Multiple Accreditation: Do you have offices that hold a different accreditation than the one held by the Head Office.	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
	If YES , specify the offices and the other accreditation(s) in the tables of Location Detail below .			
QMS: Does the CB have a centralized quality management system (QMS) applicable to all-offices?	YES <input type="checkbox"/>		NO <input type="checkbox"/>	

LOCATIONS: WHOLLY OR PARTIALLY OWNED						
<p>Please enter in this section the information regarding the locations which are wholly or partly owned by the CB that is currently performing or managing key and non-key management system certification activities on behalf of the accredited CB.</p> <p>Kindly only use the Legend of Activities* stated below and include all applicable locations.</p> <p>Please include the head office with whom the Foundation's License Agreement will be signed. <i>License Agreements can only be signed with the main location holding the accreditation.</i></p>						
HEAD OFFICE/MAIN LOCATION						
Office Name	Address (Street, postcode, city)	Country	Number of staff	Accreditation Body(ies)	Activities performed*	
* Legend for Activities	(PF) Policy formulation (PD) Process or procedure development (AQ) Process and approval of auditors' qualification (TR) Technical review (CR) Contract review and approval (CD) Certification decision (OT) Other: non-key activities (sales, marketing, communication, planning and execution of audits, selection, and allocation of qualified auditors to perform audits, etc.)					
OTHER LOCATION(S)						
Office Name	Address (Street, postcode, city)	Country	Number of staff	Accreditation Body(ies)	Activities performed*	Critical location YES/NO
*Legend for Activities	(PF) Policy formulation (PD) Process or procedure development (AQ) Process and approval of auditors' qualification (TR) Technical review (CR) Contract review and approval (CD) Certification decision (OT) Other: non-key activities (sales, marketing, communication, planning and execution of audits, selection, and allocation of qualified auditors to perform audits, etc.)					

LOCATIONS DETAILED: OUTSOURCED ACTIVITIES

Please enter in this section the information regarding the entities performing and/or managing key and non-key management system certification activities on behalf of the accredited Certification Body.

Kindly only use the Legend of Activities stated below and include all applicable locations.*

Details of Outsourced Certification Activities (Subcontracting to a different legal entity) – ISO/IEC 17021-1, clause 7.5):

Subcontractor Legal Name	Address (Street, postcode, city)	Country	Number of staff	Accreditation Body(ies)	Activities performed*
*Legend for Activities	(PF) Policy formulation (PD) Process or procedure development (AQ) Process and approval of auditors' qualification (TR) Technical review (CR) Contract review and approval (CD) Certification decision (OT) Other: non-key activities (sales, marketing, communication, planning and execution of audits, selection, and allocation of qualified auditors to perform audits, etc.)				

Note: Certification Decision cannot be outsourced as per ISO/IEC 17021-1 requirements

SECTION D: IMPLEMENTATION READINESS OF THE SCHEME

Strategy:

Detail how the following aspects have been considered and addressed to include FSSC 22000 requirements in your organization in the next 12 months.

Please specify if top-level planning has been defined to successfully achieve an FSSC license accreditation within the timelines given by the FSSC Scheme – Elaborate as per the below sections.

<p>Resources (People) <i>Have dedicated people been assigned to manage the Scheme?</i></p>	
<p>People Training & Competence <i>Has competence & training of auditors and related personnel been considered?</i></p>	
<p>Accreditation <i>Anticipated timelines, Scopes, etc.</i></p>	
<p>QMS – Scheme Documentation <i>Actions to implement QMS documentation pertaining to the organization and management of FSSC 22000</i></p>	
<p>Database/ Electronic Platform used. <i>Are you using an IT platform for the management of clients, audits and certificates?</i></p>	
<p>Finance <i>Have adequate provisions been made for the implementation of actions related to FSSC 22000 Scheme implementation, including meeting the FSSC financial obligations?</i></p>	

SECTION E: MARKET REACH

Please indicate the regions in which the CB is currently active (tick all that apply):

Asia	<input type="checkbox"/>
Africa	<input type="checkbox"/>
Eastern Europe	<input type="checkbox"/>
Western Europe	<input type="checkbox"/>
Australia/ NZ	<input type="checkbox"/>
North America (Canada, USA)	<input type="checkbox"/>
Latin America / Central South America (Mexico, Brazil, Argentina, Chile, Etc.)	<input type="checkbox"/>
Middle East (Incl. Türkiye)	<input type="checkbox"/>

SECTION F: APPLICATION

FOOD CHAIN CATEGORIES/ SCOPE

NOTE: We strongly advise only applying for a maximum of 2 food chain categories (FCC). Since you need to schedule an AB witness audit for each category to gain accreditation within one year of the license signature, we have experienced that this is seldom feasible for more than 2 categories.

Primary Production (B)

BIII	<input type="checkbox"/>	Pre-process handling of plant products
-------------	--------------------------	--

Food Manufacturing (C)

C0	<input type="checkbox"/>	Animal primary conversion
-----------	--------------------------	---------------------------

CI	<input type="checkbox"/>	Processing of perishable animal products
-----------	--------------------------	--

CII	<input type="checkbox"/>	Processing of perishable plant-based products
------------	--------------------------	---

CIII	<input type="checkbox"/>	Processing of perishable animal and plant products (mixed products)
-------------	--------------------------	---

CIV	<input type="checkbox"/>	Processing of ambient stable products
------------	--------------------------	---------------------------------------

Animal Feed Production (D)

D	<input type="checkbox"/>	Processing of feed and animal food
----------	--------------------------	------------------------------------

Catering (E)

E	<input type="checkbox"/>	Catering/Food service
----------	--------------------------	-----------------------

Retail/Wholesale/E-commerce (F)

FI	<input type="checkbox"/>	Retail/Wholesale/E-commerce
-----------	--------------------------	-----------------------------

FII	<input type="checkbox"/>	Brokering/Trading/E-commerce
------------	--------------------------	------------------------------

Transport and Storage (G)

G	<input type="checkbox"/>	Transport and storage services
----------	--------------------------	--------------------------------

Addendum ISO 23412	<input type="checkbox"/>	<p>Addendum for ISO 23412 (indirect temperature-controlled refrigerated delivery services – land transport of parcels with intermediate transfer).</p> <p>The Addendum can only be used in conjunction with an FSSC 22000 audit in category G</p>
---------------------------	--------------------------	---

Production of Packaging Materials

I	<input type="checkbox"/>	Production of packaging material
----------	--------------------------	----------------------------------

Production of (bio)chemicals

K	<input type="checkbox"/>	Production of Bio/chemicals
----------	--------------------------	-----------------------------

SECTION G: LOGISTICS FOR OFFICE ASSESSMENTS

LOGISTICS INFORMATION TO BE USED IN THE FOUNDATION OFFICE ASSESSMENT PLANNING

Main Office Address (if different from Head Office):

	Airport (international)	Main train station	Local train station	Suggested nearby Hotel
Name				
Location/ Address				

Locally Accredited Office Address (if any):

	Airport (international)	Main train station	Local train station	Suggested nearby Hotel
Name				
Location/ Address				

Locally Accredited Office Address (if any):

	Airport (international)	Main train station	Local train station	Suggested nearby Hotel
Name				
Location/ Address				

SECTION H: DOCUMENTATION TO BE SUBMITTED

DOCUMENTATION REQUIRED (IN ENGLISH) TO BE SUBMITTED WITH THIS APPLICATION

Document	Confirmed by CB
Copy of ISO/IEC 17021-1 Accreditation including ISO/TS 22003 and/or ISO 22003-1 for ISO 22000 (current version)	<input type="checkbox"/>