

INSTRUCTIONS FOR BECOMING A LICENCED FSSC 24000 CERTIFICATION BODY

Dear CB,

Thank you for submitting the Application Form and requested documentation. This is the first step in the application process to become an FSSC 24000 licensed Certification Body (CB). In the following sections, you will find further instructions explaining the process and subsequent actions required.

1. CONTRACTUAL AGREEMENT

To initiate the application process with the Foundation, the CB shall return the attached completed forms, the requested documentation, and signed agreements. The documents attached to this email are:

1. Implementation Plan
2. License Agreement (LA)
3. Data Protection Agreement (DPA)

All the above documents shall be returned to the Foundation at the latest one (1) month from the date of receiving this letter with the documents. The due date for submission date will be indicated in the body of the email.

Failure to deliver the documentation within the indicated period will result in the discontinuation of the application process. The CB will need to start the process again within 3 months.

2. APSCA REQUIREMENTS

We require **APSCA-approved auditors** as a prerequisite in the Scheme, including that the CB applying for an FSSC 24000 license must be an approved APSCA member firm.

APSCA membership is key for the oversight and ongoing activities linked to the maintenance of competency of assigned auditors, including compliance with the APSCA Competency Framework and, ultimately, with the FSSC 24000 requirements.

Please refer to the [APSCA Code and Standards of Professional Conduct](#)

More information regarding becoming an APSCA Member firm can be found on the APSCA Website. <https://www.theapsca.org/apsca-member-firms/>. We also advise reviewing the FAQ section on the APSCA website.

3. APPLICATION FEE

Upon submitting and reviewing the information requested in section 1, you will be charged an initial application fee of €10.000 - (ten thousand euros).

The invoice for the application fee will be sent to the CB by the financial department. This amount shall be paid at the latest (1) month after receiving the invoice from the Foundation, or the licensing process will be discontinued.

The Foundation will countersign the License Agreement after the application fee has been paid, and a copy will be sent to the CB.

4. ACCREDITATION PROCESS

Upon receipt of the countersigned License Agreement by the Foundation, the CB shall make proper arrangements with their Accreditation Body (AB) and provide the Foundation with the written confirmation of acceptance by the AB to offer accreditation for the relevant Scheme(s) covered under the License Agreement(s).

A signed License Agreement with the Foundation is a prerequisite to commence with the accreditation process.

The acceptance letter from the AB is required to finalize the application process and needs to be submitted to the Foundation as soon as possible.

5. NEXT STEPS

Upon successful completion of the steps mentioned above, you will receive a Confirmation Provisional Agreement letter detailing the requirements applicable to the provisional status of your license and its maintenance until it is upgraded to full status.

6. FSSC SCHEME REQUIREMENTS

Requirements for the licensing process are defined in the FSSC Scheme, valid version, Part 4, section 2.1.

We kindly request you review the specific requirements regarding license application, upgrade to full status, extension, and maintenance.

The FSSC Schemes are available for free download on the Foundation FSSC website.

Thank you for your interest in our FSSC 24000 Scheme. We look forward to welcoming you as a licensed CB.

Best regards,
Team Foundation FSSC