



Certification Process BR

ECOCERT BRASIL – Lei 10.831/03

This document aims to describe the main steps of the certification process performed by Ecocert Brasil according to the Brazilian Organic Regulation (Law 10.831/03, Decree 6323/2007 and its Normative Instructions).

Ecocert is established as a Brazilian company since 2001, as part of Ecocert Group, world leader in organic certification, operating in over 80 countries. You can now benefit from this chain of thousands of certified producers and companies worldwide.

Our guarantee:

- Accredited by CGCRE ¹
- Approved by MAPA ²

-  Impartiality
-  Independence
-  Confidentiality

This document does not replace the regulation in force. However, it is a contractual document and it informs you about requirements concerning organic certification.

Certification is a voluntary process and you are responsible for meeting the certification requirements of the Organic Farming scheme.



1 CGCRE (Coordenação Geral de Acreditação do Inmetro) Accreditation nr. OCP 0077.
 2 Approval by MAPA (Ministério da Agricultura, Pecuária e Abastecimento), nº 002 as «Organismo de Avaliação da Conformidade Orgânica –Certificadora »

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I. DEFINITIONS

Terms used in this document are defined in Annex I.

II. APPLICABLE SCHEME

The scheme "Brazilian Organic Regulation" (Law 10.831/03, Decree 6323/2007 and its Normative Instructions) is managed by the Brazilian Government. It is a public scheme.

Ecocert Brasil is accredited for the certification according to this scheme and offers service in Brazil and abroad.

Documents of the scheme (law, decree and normative instructions) are available in English, Spanish and Portuguese on the website of the Ministry of Agriculture, Livestock and Food Supply at the link <http://www.agricultura.gov.br/assuntos/sustentabilidade/organicos/legislacao/ingles> and on the website of Ecocert Brasil at the link <http://brazil.ecocert.com/regulamentos-organicos> or upon request.

III. ACCESS TO THE CERTIFICATION

A. Scope of our services

Certification according to this scheme is compulsory for every operation that is part of a supply chain of a product that will be sold in the Brazilian market as organic. Brand owners that outsource part or all production operations are also subject to a certification process in order to guarantee traceability and to commit to all the rules of the scheme. Distributors or retailers that only stock and / or resell pre-packaged organic goods do not need to commit to a certification process, considering that there won't be any handling of these goods before final sales

B. Restrictions

Ecocert Brasil may refuse an application for certification when there are fundamental or known reasons such as illegal activities or repeated non-conformities of products / certification, inappropriate behavior, outstanding payment etc.

IV. THE CERTIFICATION PROCESS STEP BY STEP

The service is based on an annual cycle. It leads, when the certification requirements are fulfilled, to the issuance of a conformity certificate, allowing you to market your products with a reference to the certification, to Ecocert Brasil and to use the SisOrg seal (official mandatory logo).

The steps of the certification process are the following:



A. Your certification application

a. Contents of your certification application file

In order to give you all the needed information to complete the application process, we send you the following documents:

- The application form,
- This certification process (this document), as a separate file or as a link within the application form.

We kindly ask you to send us the completed form in order to collect all the necessary information needed for us to review your application. In some specific cases we need additional information such as, for example, when the operation is certified by another certification body, we must receive the last notification issued to the operator to understand the current status of the certification. During this part of the process we do what is called "application review", which is the study of its feasibility and the definition of your project. It allows us to:

- Make sure you have read all the requirements of the regulation,
- Ensure that all necessary information are specified in the form,
- Study the feasibility of the certification of your products.

We usually have a phone conversation with the applicant to ensure the correct understanding of the relevant aspects involved in the business proposed for certification.

b. Application which cannot be satisfied by Ecocert Brasil

Certification is not possible in these specific cases:

- established non-compliance with the general regulations in force,
- a conflict of interest that could undermine the impartiality of our decisions,
- a geographical location that makes certification a technical impossibility or a risk for those involved,
- the lack of qualified personnel to meet the specific requirements of the client's request.

B. Formalization of your contract

a. Calculation of your quotation

The commercial department, on the basis of your application, will establish an individual quote taking your specific activity into account and based on an estimate of the required working time. Fees for the current year can be found clicking [here](#). This quote includes all the costs related to the certification process according to what was informed in the application form. The following costs are not included: logistics of the inspector (transportation, accommodation and food during on-site audit), sampling or analysis, specific requests done after the annual inspection such as input evaluation, label approvals or any other activity not described in the original quotation or organic system plan. **Although, when requested by the client, these costs can also be included.**

The quotation is sent to you together with the terms and conditions within a few days from the arrival of the application form and any additional information necessary to understand the details of your project. Additional time may be required for complex cases.

b. What documents are included in your contract with Ecocert Brasil ?

The contract of certification is composed of the current versions of the following documents:

1. Terms and conditions,
2. This certification process,
3. The initial quotation

c. Formalizing your commitment

Your contract is concluded upon return of the signed original quotation.



By signing the quotation, you agree to the Terms and conditions including the compliance to the requirements defined in the regulation.

C. Initial evaluation

During the initial evaluation all the activities in scope of the certification will be audited in order to check the compliance to the regulation requirements.

a. Documents validation and preparation of your on-site audit

Your file will be allocated to the technical team and you will receive a template of an Organic System Plan (OSP). This document shall describe in details all important aspects of organic units related to the project (management techniques used, applied inputs, related processes, transportation, storage, records). The OSP must be completed and will be reviewed by the technical team. If necessary, additional information is requested to the operator in order to clarify possible doubts. Only after the document is complete and validated by our team, you are ready to receive an inspector for the on-site audit.

You will also receive from the certification team a list mentioning the documents that must be presented to the inspector at the inspection visit, as required by the organic regulation. You must return this list to Ecocert Brasil with the indication of which documents are available.

Once the inspection is authorized by the technical team, our scheduling service will get in touch with you to arrange the date of the visit. The appointment is set according to the operator's convenience and the inspector's availability. Before your audit, the inspector sends to you an audit plan and reminds you to keep documents available.

b. On-site audit

On-site audits are performed in order to check the compliance of the products and the production system with the criteria of the regulation and are conducted on all sites carrying out operations on products covered by the certification: fields, animal production sites, manufacturing, packaging, storage etc. Ecocert Brasil conducts audits based on an inspection plan updated annually.

The audit is carried out according to the following steps:

- The opening meeting: the auditor presents the objectives and the different points to check, confirms the scope and the audit plan,
- The documentation evaluation,
- The on-site visit and interview with employees,
- The closing meeting: the auditor makes a summary of the on-site audit.

In the event of analysis, any sampling is done in your presence or of your official representative, who signs the related documents. The nature of the analysis and the laboratory chosen to do the analysis are determined by Ecocert Brasil. You are allowed to refuse our choice of laboratory.

For some cases of groups of producers, the regulation allows the inspection of just a sample of them, provided the previous visit of 100% of group participants by an Internal Control System (ICS), that will be assessed by Ecocert Brasil. In case of adoption of an ICS, the person / team in charge of it shall be instructed regarding the documents to fill out with each producer and other requirements of a generic ICS.

Unannounced visits can be made in addition to the first inspection. Moreover, for activities requiring a more complex control, such as crops or breeding with several cycles per year and production and/or processing in units with parallel production, the regulation requires that at least one inspection visit per semester is performed.

All inspectors have signed a contract with Ecocert Brasil which includes a confidentiality clause about the information provided by the operator before, during and after the inspection.



Every inspection may be carried with the presence of auditors/experts from accreditation bodies and other authorities such as MAPA.

c. Summary of your audit

During the audit, nonconformities with regulation requirements can be found. For each one of this non conformities you must present corrective measures towards compliance. You and the inspector must agree on the actions defined to solve the non-conformities. You shall receive at the end of the audit the list of non-conformities found in a document that summarizes the inspection. This document shall be signed by the inspector and the by the person in charge of the project, and a copy will be kept with each one.

Depending on additional evaluation tasks needed to verify that non-conformities have been cleared, Ecocert Brasil may be required to proceed with:

- A new on-site audit,
- Further sampling and analysis,
- Additional documentary evaluation

D. Review of the evaluation results and certification decision

The audit report and your proposed corrective actions are forwarded to your Certification Officer, who will analyse the information sent. You will then receive the final report, named "Report Review Notification", which is based on the proposed correction plan, the audit report and other related documents. It will list nonconformities (if any) and classify according to their levels of severity. New non conformities may also appear in this document, after document analysis by the certification officer.

If any nonconformities were found during the audit, the decision for the certification will be positive and the certificate can be emitted.

If one nonconformity is identified during the audit, the following possibilities are considered:

Request for corrective action: Certification granted. The nonconformities must be corrected before the next audit.

Certification pending: Contestations or corrections with evidences of corrective actions or an Action Plan over the identified nonconformities must be forwarded to the Certification Officer, obeying the specified deadline. A new audit or additional analysis may be requested by the Certification Officer to ensure that the corrective actions are being applied and are efficient. Nonconformities not corrected before the specified deadline may cause changes in your certification decision and you will be previously informed about it.

Proposal of Suspension, Proposal of Withdrawal, Proposal of Declassification of a product, allotment or portion: If the nonconformities are corrigible, the operator must forward to the Certification Officer a document with the contestations or corrections and provide evidences of corrective actions or an Action Plan over the identified nonconformity, obeying the specified deadline. Nonconformities not corrected before the specified deadline may cause changes in your certification decision and you will be previously informed about it.

Suspension of Certification: Your certification is immediately suspended during a specific period and will only be returned after the end of this period as long as the measurements established by the Certification Officer were adopted. You must submit to Ecocert the appropriated corrective actions before the specified deadline, which will be properly evaluated. During suspension period, products cannot be sold with reference to the organic certification.

Withdrawal of Certification: Your certification is immediately interrupted. Products cannot be sold with reference to the organic certification.

Declassification of a product, lots or plots: The certification can be kept for some products or plots, but part of the products, plots or lots will no longer be certified (when it is a plot, the ones affected by the nonconformity must comply with a new conversion period). The respective products or plots declassified must not be sold with reference to the organic certification.



Depending on the case, the nonconformities should be corrected obeying a deadline specified in the notification. If no answer is provided before the deadline, a notification will be emitted with a proposal of withdrawal, reduction or suspension of the certification.

E. Certification documents

Certification documents shall only be issued after, or concurrent with, the following:

- The decision to grant the certification has been made,
- Certification requirements have been fulfilled.

The main certification document is the Certificate of Conformity, which includes the following information:

- The name and address of Ecocert Brasil
- The date certification is granted
- Your name and address
- The inspection date
- The validity of the certification
- The list of your certified products

Your certificate is valid for 12 (twelve) months from the issuing date. However, if you do not receive a complete on-site inspection visit every 12 (twelve) months, your certificate will be canceled, regardless of its validity/expiry date, and your name will be withdrawn from the national list of organic producers, issued by MAPA.

You must always observe the date of the inspection visit in the certificate of conformity, and start the renewal process 60 days before its anniversary, regardless of the expiry date of the certificate. Products marketed as organic without a valid certificate are illegal and are subject to the penalties described in the organic regulation.

Costs that would be incurred (such as manufacturing, printing labels etc) in anticipation of a certificate not yet issued are under your responsibility and cannot be supported by Ecocert Brasil.

Only the holder of a valid certificate can make reference to the certification on its products.

Another certification document is the Declaration of Commercial Transaction (DTC). For each sales transaction of organic products you may be requested by the buyer to provide this document. It assures the traceability of certified products.

In order to issue this declaration Ecocert Brasil must receive the following documents:

- standard DTC application form filled, sent by e-mail or fax;
- copy of commercial invoice (or other required documents related to imports of goods).

The deadline established for the issuing of the DTC is of three working days, provided the necessary documentation is complete. The preparation and issuing of this document do not imply additional costs. Sending commercial invoices to be validated by Ecocert Brazil is another procedure that the you may use and has the same validity as the Declaration of Commercial Transaction, also without additional costs.

F. Surveillance and continuation of the certification process

a. Periodic surveillance

The certification process is renewed every year, if you didn't notify Ecocert Brasil about the termination of your certification contract under conditions described on the terms and conditions agreed.

On the basis of any information you will send to us and/or we may collect during audit and other investigation, Ecocert Brasil will update your annual certification fee.

During the surveillance period, we implement the control plan which consists of:



- Annual evaluation plan of the project
- Surveillance on-site audit
- Unannounced audits
- Complementary audits
- Audits conducted after a complaint is filed

All documents related to the organic certification must be kept for at least 5 (five) years and may be subject to audit.

b. Risk analysis

In order to define the control plan, a previous risk analysis is performed for each project. The highest is the risk of the project, the more intense will be its control, with more tools used to guarantee its conformity to the regulation. This risk analysis takes into consideration several criteria, such as parallel production, location of the plots, type of products, sampling inspection etc.

c. Implementation of a control plan

The control plan defines the type and the frequency of necessary controls (number of inspections, best inspection period, lab analysis, unannounced audits, etc) according to your activity and some additional criteria.

d. Surveillance evaluations

The corrective actions taken to solve previous nonconformities will be checked.

Surveillance is also based on the verification of any changes in certification requirements or the scope of your certification. For this reason, you must inform Ecocert Brasil without delay of any change in your system (manufacturing, process, quality) or the range of your products to be certified.

In the surveillance, steps C, E and F are repeated

G. Renewal of the certification

If no nonconformity is identified during surveillance, the certification is granted and your Certification Officer will renew your certification documents.

Where nonconformity arises as a result of the surveillance or by any other means they will be reviewed by Ecocert Brasil and appropriate measure will be taken. Based on the correction plan and depending on the extent and severity of identified nonconformities Ecocert Brasil can take the following appropriate measures:

(i) Continuation of certification under conditions

Conditions to continue certification may be for instance:

- Increased surveillance through new audit or additional analysis
- A delay to allow you to implement corrective actions
- Etc.

If required conditions are not fulfilled in the given time, Ecocert Brasil will start the process of suspension or withdrawal of certification and update the certification documents accordingly.

(ii) Suspension of certification or certification on hold.

This involves the interruption of certification for a specific period or until evidences of compliance of the product are given. If the product is not certified yet, your certificate will be on hold. Suspension may involve one or more products and/or a batch. To clear such nonconformity you must provide the necessary elements within the time granted.

In all cases, no reference to the certification can be made any longer for the products concerned by the suspension until the nonconformity is closed. The concerned product(s) will be removed of your certification documents during the suspension period.

(iii) Reduction of the certification

This implies the immediate and final cancellation of the certification for part of the products and/or a batch. The products are downgraded in the conventional circuit and can no longer make reference to the



certification. This decision may be due to nonconformity identified during an audit or upon request if you do not wish to use the certification for one or more of your products (cancellation). In all cases products are removed from the certificate without notice.

(iv) Withdrawal of certification

This implies the immediate cancellation of the certification for all your products. You cannot make reference to the certification for any of your products. This decision is also accompanied by the termination of the contract with Ecocert Brasil.

A product without certificate or whose certificate has been suspended/withdrawn cannot make any reference to the certification. This ban also applies to any other communication materials. The suspension or withdrawal of your conformity documents implies the immediate end of validity of these documents. It is your responsibility to inform your clients that your products are no longer certified, and to stop using the certification documents. The suspension/withdrawal of the certificate also implies the withdrawal of the your name from the national list of organic producers issued by the Ministry of Agriculture, Livestock and Food Supply (MAPA).

H. Changes affecting certification

a. Changes in the certification scheme (new or revised requirements)

Ecocert Brasil undertakes to inform you by email or telephone of changes to documents in the Brazilian organic regulation, modalities of implementation and to make available the most up to date version of the regulation on Ecocert website or upon simple request.

In some cases, the amended provisions will apply with immediate effect or transitional measures may be implemented by Ecocert Brasil. It is your responsibility to implement changes and that of Ecocert Brasil to verify their implementation.

If changes are not implemented, Ecocert Brasil can notify you with a nonconformity which, if not resolved, can lead to a reduction, suspension or even a withdrawal of your certification (see §H).

b. Changes of your certification scope

It is also your responsibility to inform Ecocert Brasil, without delay, of any changes that might affect your compliance to the certification requirements.

Examples of such changes can include the following:

- Legal, commercial, organizational status or ownership,
- Organization and management,
- Modifications to the product or the production method,
- Contact address and production sites,
- Etc.

The changes have an impact on your certification (changes of the scope of the certificate, suspension, withdrawal etc.) and potentially lead to an additional audit or an extension audit (in case of new products/processes).

Certified operations shall inform about every addition or replacement of products, recipes or areas of certification. The last version of your Organic System Plan must be updated with the details about the relevant changes. Inclusions may imply additional costs. New recipes should be sent to Ecocert Brasil in a specific form, provided upon simple demand. Organic ingredients included in the recipe must be certified according to the Brazilian organic regulation.

Different measures can be taken according to the type of inclusion requested:

- Inclusion of new areas: An additional inspection visit is necessary.
- Inclusion of new products or recipes: If the last inspection has been conducted within the last 12 months, the inclusion of products may be done after documentary review, provided the process has



been validated. In this case a new certificate of conformity is issued with the same expiry date as the current certificate, replacing it.

Requests for documentary analysis related to subjects not considered in the yearly quotation, such as new inputs used, or new labels approvals, shall imply additional costs too.

c. Postponement of your Certification

Should you plan to suspend your activity (halt manufacture, packaging or sale of the certified products), we offer you the possibility to suspend our service for a 1 and up to 2 semesters, with our contract remaining in force during this time. Ecocert Brasil must be notified in advance of this suspension no later than the semester concerned by the suspension.

Your certification documents are no longer valid during this period, and your name is removed from the national list of organic producers, issued by MAPA. You are therefore no longer allowed to manufacture or sell products with a reference to the certification (the use of SisOrg seal is forbidden during this period) nor to Ecocert Brasil, regardless of the communication support (labelling, website, communication documents, etc).

At the end of this on-hold period, the certification process is resumed at step 1 – application review, followed by an initial approval audit as for any initial application.

I. End of certification

a. Termination type and effects on your certification

You can ask to stop certification for all or a part of your products at any time. In case you would like to cease the certification of all your products and stop at the same time your contract, you must do so in compliance with the conditions defined under terms and conditions.

The end of certification for all or for part of your products, and the termination of your contract if any, implies the end of validity of your conformity certificates for the concerned products with immediate effect.

Consequently, after the termination date of the certification (and the termination of the contract as the case might be), you can no longer manufacture and market the concerned products making reference to the certification and/or Ecocert Brasil. Certification of products already distributed and still on the market is not questioned.

b. Specific cases of stock selling off and stock audit

However, in the event you have stock of compliant products making reference to the certification or to Ecocert Brasil, requiring a run-down period going beyond your certificate's expiry date, you are asked to inform us of the estimated time to sell such stock.

Ecocert Brasil will examine your request, and may extend your contract and allow you to sell your stock of compliant products. In that case an annual audit as a "distributor" might be required and will imply additional cost.

The contract and certificate will therefore remain in force until the date we have agreed for you to be able to sell the stocks of certified products, by the operator or the site of initial sale (an annual stock audit is required), it being stipulated that if you are a distributor, stocks and compliant products transferred after the initial sale (between warehousing and shops for example) within the agreed timeframe, can be sold off, provided they are compliant, with no time limit.

In any case, we recommend that you contact Ecocert Brasil to find out the exact termination terms and conditions applying to your organisation.

During such contract extension period, you are not allowed to manufacture new products making reference to the certification and/or Ecocert Brasil.



c. Transfer of certification

It is possible to change the certification body. This involves a file transfer from your old certification body to the new one. In case you leave your certification body to apply with Ecocert Brasil, the status of your certification at your old certification body will be transferred to Ecocert Brasil and your application will be conditional on the study of your file. A temporary certificate may be issued until the on-site audit to ensure certification (if all conditions are met).

Conversely, if you are certified by Ecocert Brasil and you wish to transfer your file to another certification body, Ecocert Brasil will forward your certification file to your new certification body upon written request from you. After the transfer is completed, you are not allowed to make reference to Ecocert Brasil regardless of the communication support (labelling, website, communication documents, etc.).

V. COMPLAINTS AND APPEALS

You may submit to Ecocert Brasil complaints about our services, or to file an appeal against a certification decision taken by Ecocert Brasil. We commit ourselves to deal with all complaints and appeals in a timely manner and according to our internal procedures.

A. Complaints

Anyone can send a complaint to Ecocert Brasil. A complaint can concern practices of certified operators, the performance of Ecocert Brasil or the quality of an organic certified product. A feedback will always be sent to the individual who made the complaint under a reasonable delay.

B. Appeals

You may appeal to any decision on certification by sending a written notice to Ecocert Brasil. The appeal will be analysed according to internal procedures and may be evaluated by up to two instances.

Appeals are not suspensive of the decision subject to the appeal. These decisions therefore apply until a new decision has been made after evaluation of your appeal.

C. Your obligation with respect to third parts claims

You are responsible for managing third parts claims that are addressed to you directly. You must keep a record of all complaints made known to it relating to compliance with certification requirements and makes these records available to Ecocert Brasil. These records must keep track of the appropriate action taken and these actions must be documented.

VI. USES OF REFERENCES TO CERTIFICATION, TO ECOCERT AND USE OF MARKS (ECOCERT AND OTHERS) ASSOCIATED WITH THE SERVICE

Conditions of references to the certification, to Ecocert Brasil and associated trademarks and to the use of the mandatory official logo (SisOrg seal) are defined in specific regulation and documents available upon simple request.

Misuse of the SisOrg seal, trademarks or incorrect reference to the certification or to Ecocert by a client may lead to the implementation of appropriate measures such as reduction, suspension or withdrawal of certification. Ecocert Brasil is also required to inform competent authorities.

Here are some of the cases that may arise:

- The logo, seal or reference to the certification or to Ecocert is made on products which are not compliant to certification/control requirements,



- The logo, seal or reference to the certification or to Ecocert is made on products which have not been the subject of an application for certification or in the process of certification,
- In general, the rules of reference to certification are not fulfilled.

The use of labels with reference to the organic quality of a product can only be done after the issuance of the certificate of conformity and after the written approval of the label by the technical team. To understand the labelling rules click [here](#). For products destined for the Brazilian market, the mention "Certificado pela Ecocert Brasil" must be applied on the label. This sentence may be printed in a different language upon approval by Ecocert.

The Ecocert logo (optional use) must be used according to specific rules. These rules will be provided to the operator upon simple demand. Only products mentioned by the valid certificate of conformity can make reference to Ecocert certification. To understand the rules for the use of the ECOCERT brand and logo click [here](#).

Symbols related to the accreditation of Ecocert (accreditation symbol from INMETRO's General Coordination of Accreditation – CGCRE), printed in the certificate of conformity, may not be used in products and their respective packaging. Its use is permitted only in the case of reproduction of the certificate, with previous authorization by Ecocert.

All labels must be sent to Ecocert Brasil for approval before final printing (labels must also comply with specific Brazilian legislation for the products concerned). Every change in the packaging/label must be informed to Ecocert Brasil and it will pass through the same validation procedure.

Ecocert Brasil wishes you a good certification process and remains at your disposal if you have questions:

ECOCERT BRASIL CERTIFICADORA - Rua Osni Ortiga, 949 – Lagoa da Conceição, Florianópolis/SC, Brasil – CEP 88062-450 - Tel/Fax: +55 48 3232-8033 - Email: Ecocert.brasil@ecocert.com - <http://brazil.ecocert.com>

The list of engaged operators and the list of its certified products are available to the general public in the office of Ecocert Brazil during business hours or on our website.



ANNEX I: Definitions

Appeal: Written request by a client to Ecocert Brasil or to the Impartiality Committee asking for the reconsideration of a certification decision made.

Audit / Inspection: On-site verification, by a qualified auditor/inspector, of all locations and production procedures and/or processing and/or storage and/or marketing, labeling, separation procedures and records to ensure the traceability of the products, in order to determine the compliance of the production system with the requirements of the regulation.

Audit / Inspection Report: Document prepared by the inspector, in which it is recorded what was detected during the inspection visit (list of products to be certified, non-compliances etc.), in accordance with the organic regulation.

Certification: Issuance of a certification document issued to the client attesting the conformity of products to the scheme.

Certification document: document of certification issued to the client attesting the conformity of products to the scheme.

Certification requirement: Specified requirement that is fulfilled by the client as a condition of establishing or maintaining certification.

Certification scheme: Set of requirements, rules and procedures defined by the scheme owner that must be implemented by Ecocert Brasil.

Client / Operator: Person or organization that has subscribed to a service from Ecocert Brasil through the signature of a service agreement.

Complaint: Expression of dissatisfaction, other than appeal by any person or organization to Ecocert Brasil relating to the activity of the group where a response is expected.

Corrective action: Action to clear the cause of nonconformity or other undesirable situation noticed.

Final Report/Report Review Notification: Document prepared by the certification officer informing the certification decision after the evaluation activities, documentary review or any other relevant information.

Impartiality Committee: Independent (external) committee established to, among other objectives, issue an opinion in cases of appeal.

Internal Control System (ICS): It consists of an administrative body of technicians (one or more internal inspectors) able to follow 100% (hundred percent) of producers, with follow-up visits at least once a year. It is applicable to the certification of producer groups by sampling method or not.

Nonconformity: Non fulfillment of a requirement.

Surveillance: Repetition of the assessment, review, certification decision, according to the certification scheme, as the bases of maintenance of certification.



ANNEX 2 : Diagram of certification process

