**Certification Body Application Package**

# Application Submission and Review Process

CBs inquiring about becoming BAP or BSP-approved should refer to the BAP/BSP webpages and the following documents:

* CB Requirements Document for the BAP or BSP RFVS Standard(s).
* Auditor Competency and Course Approval Criteria document for the BAP or BSP Standard(s).

Applicants must demonstrate adequate resources and competency in areas such as, but not limited to:

* A sufficient number of auditors in appropriate locations that have the proper experience and audit competencies to conduct GSA audits.
* A sufficient numbers of staff audit competency in appropriate locations to properly manage certifications under GSA.
* A sufficient number of auditors, internal personnel, and resources to ensure the integrity of audits, shadow/witness requirements, audit reports, corrective action evidence, technical review accuracy, and timeliness.
* Proper resources to ensure auditor training and calibration requirements are met in a timely fashion.
* Proper adherence to time frames for completion of the certification process and enforcement of same with internal personnel and auditors, including sub-contract auditors.
* Management commitment to the integrity of the GSA scheme and sufficient responsiveness to clients and to GSA.
* Timely and adequate correction of deficiencies where they occur.
* Proper organizational structure to manage the program and to ensure accreditation requirements are met, for all offices involved in GSA audits and certification decisions, within specified time frames.

**If the applicant would like to move forward, follow these submission steps:**

* Submit this application package to cbdept@bapcertification.org
* CB dept will review application for completeness
* If complete, will send application fee invoice of $5,000 USD. The Fee in non-refundable
* If incomplete, application will be returned for further review by applicant
* Once application is complete and fee has been paid GSA will begin assessment of submitted material
* Based on application and current business needs, GSA shall decide to reject the application or to accept the application conditionally
* If accepted, GSA will send NDA to be returned
* Once NDA has been signed and returned, GSA PI shall conduct a review of all submitted material and work with applicant to discuss questions and concerns
* GSA shall review PI assessment and current business needs and decide whether to continue with the process at this point
* If rejected, GSA informs applicant as to why
* If accepted, applicant will be sent a registration fee and contract. The fee is $5,000 USD and is non-refundable
* Once this has been submitted CB will be brought on conditionally as a restricted CB (see restricted status below)
* Applicant shall apply for scope accreditation and achieve within one year of application to AB, and submit copy of application to CB dept
* If accreditation is achieved within one year applicant will be recognized as a full status (see definition of ‘full status’ below) CB
* If the applicant does not receive accreditation within one year, contract will be terminated

# 2.0 Approved – Restricted Status

If GSA approves the CB, they would be considered approved on “Restricted Status.” During this time, the CB will be given a restricted number of audits to allow them to gain accreditation extension. At this time, applicant must provide GSA a copy of their application for accreditation, expected to be completed within one year of application date. The CB would be encouraged to send all approved auditor candidates to the next BSP or BAP auditor training course. The CB must also send at least one individual who will be involved in the certification decision to attend the next BSP or BAP auditor training course.

Once the CB sends auditors to the next auditor training course, and the auditors pass the course, the CB will be sent a minimum number of initial audits to conduct. After the initial audits are completed and the certificates have been issued, BSP will schedule an office audit at the CB’s headquarters to further verify the CB’s compliance to ISO 17065 and any other applicable standards.

Upon successful completion of the office audit and closing of any non-conformities GSA shall send the CB formal notification of approval and issue the CB a BAP or BSP Certificate.

# 3.0 Approved – Full Status

Once the CB has achieved full scope extension accreditation and is no longer on restricted status, a press release with the fully approved CB will be released to make the formal announcement of the new relationship.

**4.0 Continued Compliance**

Once the CB has achieved fully approved status, they shall continue to comply with all agreements, standards, requirements, policies, procedures, etc. This includes ongoing cooperation with GSA, achieving/maintaining the required KPIs, attending annual CB Dialog meeting at the Seafood Expo North America show, maintaining accreditation across all BSP and BAP categories, participating in the annual BSP and BAP CB performance remote desktop audits, participating in any BSP and BAP on-site audits, and any other future requirements going forward.

The CB will be assessed on an on-going basis and advised of any areas needing improvement. Unacceptable performance will lead to a reduction in audit allocations, restricted status, suspension, or termination at GSA discretion.

**Registration Form for Certification Bodies**

1. Instructions

Certification Bodies (CB) interested in seeking approval as a CB under the Global Seafood Alliance (GSA) Standard(s) must be able to demonstrate experience and competency of CB personnel and auditors in addition to overall auditing and certification management.

Please provide details for each location of the CB that would be involved in any way in a GSA scheme and the function under GSA that each would perform, for each location. Please specify whether the scheme would operate under central management control or if each office would operate individually and/or under separate accreditations.

|  |  |
| --- | --- |
| **First Location** | |
| Name of Organization: | |
| Address of Organization: | |
| Organization's Telephone: | Fax: |
| Subsidiary of: (if applicable) | |
| Name of Contact: | Position of Contact: |
| Telephone of Contact: | Email Address: |
| Backup Contact: | Position of Backup Contact: |
| Telephone: | Email Address: |
| Company Website Address: | |
| Scope/Standard for Which Recognition is Sought: (Check all that apply)  Responsible Fishing Vessel Standard  Seafood Processing Standard  Farm Standard  Mollusk Farm Standard  Salmon Farm Standard  Finfish, Crustacean & Mollusk Hatcheries and Nurseries Standard  Feed Mill Standard | |
| Date of Application: | |
| Number of Auditors with APSCA / Seafood Competency and in which countries: | |
| Number of CB Staff with APSCA / Seafood Competency: | |
| Anticipated GSA Function: (Check all that apply)  Audit report technical review  Assignment of auditors  Making the certification decision  Program management (explain):  Other (explain): | |
| Office Accreditation Status:  Office with centralized accreditation  Office with individual accreditation  Satellite office operating under central office accreditation | |
| Please list any approvals and/or accreditations you currently have for other social compliance schemes.: | |

|  |  |
| --- | --- |
| **Second Location** | |
| Name of Organization: | |
| Address of Organization: | |
| Organization's Telephone: | Fax: |
| Subsidiary of: (if applicable) | |
| Name of Contact: | Position of Contact: |
| Telephone of Contact: | Email Address: |
| Backup Contact: | Position of Backup Contact: |
| Telephone: | Email Address: |
| Company Website Address: | |
| Scope/Standard for Which Recognition is Sought: (Check all that apply)  Responsible Fishing Vessel Standard  Seafood Processing Standard  Farm Standard  Mollusk Farm Standard  Salmon Farm Standard  Finfish, Crustacean & Mollusk Hatcheries and Nurseries Standard  Feed Mill Standard | |
| Date of Application: | |
| Number of Auditors with APSCA / Seafood Competency and in which countries: | |
| Number of CB Staff with APSCA / Seafood Competency: | |
| Anticipated GSA Function: (Check all that apply)  Audit report technical review  Assignment of auditors  Making the certification decision  Program management (explain):  Other (explain): | |
| Office Accreditation Status:  Office with centralized accreditation  Office with individual accreditation  Satellite office operating under central office accreditation | |
| Please list any approvals and/or accreditations you currently have for other social compliance schemes.: | |

*Please copy and paste this table to add more locations as required.*

**Certification Body Application for Recognition**

**1.0 Application Requirements**

***Please provide the listed documentation and number attachments according to which Requirement # they apply to. Input the name and # of the document below exactly as it appears in the computer file name.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Scheme Requirement** | **Supporting Documents** | **Applicant Comment** | **GSA Comment** |
| 1. Provide a copy of ISO/IEC 17065 accreditation certificate including scope, for an internationally recognized scheme (e.g. GFSI recognized, ISO Standard, etc). Must be issued by an Accreditation Body that is an IAF member and MLA signatory. Include with evidence the AB name and verification of IAF/MLA status. |  |  |  |
| 2. Copy of Organizational Chart, including annotations for persons that would be involved in GSA Scheme activities |  |  |  |
| 3. Copy of valid liability/indemnity insurance certificate with a value equal to or greater than $5,000,000 USD |  |  |  |
| 4. Procedure for ensuring impartiality and prevention of conflict of interest for CB personnel. |  |  |  |
| 5. Procedure for ensuring impartiality and prevention of conflict of interest for auditors and sub-contract auditors. |  |  |  |
| 6. Number of CB management and administrative personnel that would be involved in GSA Scheme activities, such as assigning auditors, ensuring scheme requirements are met, auditor training and performance tracking, etc. State the function of each person, location, and competencies. Include details for those personnel with seafood and aquaculture competencies. *(Note: Note - refer to CB Requirements Document for CB Personnel competency requirements. This section about CB management and administrative staff that would manage the GSA program.* |  |  |  |
| 7. Number of CB personnel and location on the certification decision-making committee/team and their competencies. |  |  |  |
| 8. Number of full-time employees performing audits with seafood/aquaculture/fishery competency, their location, and APSCA competency. Attach evidence demonstrating GSA auditor competency requirements have been met. |  |  |  |
| 9. Number of sub-contract auditors with APSCA competency, their location. Attach evidence demonstrating GSA auditor competency requirements have been met. |  |  |  |
| 10. Procedure for application review and assignment of competent auditor(s) |  |  |  |
| 11. Procedure for ensuring proper oversight over auditors and sub-contract auditors. |  |  |  |
| 12. Procedure and policy for training of auditors, including shadow/witness sign-off, refresher training and maintenance of competency. |  |  |  |
| 13. Procedure and policy for tracking auditor performance. |  |  |  |
| 14. Procedure and policy for auditor calibration. |  |  |  |
| 15. Procedure for CB technical review of audit reports, non-conformities, corrective action evidence and non-conformance closure. |  |  |  |
| 16. Procedure for making the certification decision. |  |  |  |
| 17. Information as to which office(s) would apply were approval to be granted, for extension to scope of the CB applicant's existing ISO/IEC 17065 accreditation to include the relevant GSA standard(s), and the name(s) and location(s) of the intended Accreditation Body(ies). (*Note: every CB applicant office involved in audits and certification must be include as part of the scope of accreditation by a GSA-recognized AB)* |  |  |  |

**2.0 Application Declaration**

The applicant hereby attests to the following:

* All GSA requirements and documents provided were studied and understood
* A self-assessment was performed to determine if the applicant meets the requirements and has adequate resources to manage the scheme in manner that ensures audit integrity and timeliness
* The information submitted is accurate to the best of your knowledge
* GSA management will be informed immediately should any changes occur, which may impact the accuracy of this application and supporting documents
* Should applicant achieve GSA recognition, an application to a recognized AB as described above will be submitted to extend the scope of accreditation to cover the relevant GSA standard(s) and it is expected the accreditation extension can be achieved within 12 months

Name: Date:

Signature:

*Note: The Certification Body Applicant's provided contact person will be informed when GSA Management has completed the review or has questions or requests for further information.*