

19-Dec-08

Sequence of Events

- Obtain a short list of certifiers
 - Decide which schemes you wish to cover – cheaper pro rata for more than one
 - Complete a “request for quote” form
 - Choose a certifier
 - Pre-assessment and report
 - *Corrective actions*
 - Main assessment and report
 - *Corrective actions*
 - Certification
 - Annual surveillance
 - *Corrective actions*
 - Re-assessment after 5 years
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Basic requirements for implementation

- Appoint a responsible person (*in-house or a consultant*) to Project Manage
- Gain top management commitment
- Document procedures / Management System
- Identify your Certified suppliers / raw material
- Document procedures based on critical control points
- Scope of certification (operations, products) – how far do you want / need to go?
- Staff training at key control points
- Records – stock, purchase, sales, training

Critical Control Points

- Identify all critical control points in the process where there is a possibility of mixing certified and uncertified material
- Purchase of Materials
- Goods inwards and storage
- Production / Manufacture / Processing
- Finished goods
- Sales
- Training
- The control is through a combination of product identification and documentation

Purchasing

- Ensure your supplier has Chain of Custody
- Re-check at least once per year
- Ensure that all purchase orders / contracts specify certification – clear lines of communication
- Maintain approved suppliers file

Inventory Management

- Certified raw material may be identifiable by:
 - Segregation / location
 - Labelling / marking
 - Product Type

Manufacturing / Conversion

- Certified material must be identifiable from stock selection to finished goods
- Key document: internal works order
- Key activity: stock selection

Finished Goods

- Identification of finished goods
- Use and control of 'on – product' labelling
- Approval for use of labels

Sales and Distribution

- Information on delivery notes and sales invoices:
 - Description of the goods as certified
 - Your unique Chain of Custody registration number
 - Percentage based claims if appropriate
 - Credit material if appropriate
 - Clear and unambiguous

Training

- Identification of training needs
- Select training format (Group, one-to-one)
- Deliver and record training
- Continuously Monitor / Review
- New Starts (Induction Training)
- Verification by certification body