Global Certification and Monitoring Services

GCMS product certification scheme

CS-02

GENERAL

Product certification is used to provide confidence that products, processes, and services fulfil specified requirements. To perform a conformity assessment of this product, the certification body is adopting a scheme that defines three major parts of the conformity assessment. Firstly, the objects of conformity assessment including the specific scope where the client's activity belongs to, the (group of) products and their aspects and the involved parties. Secondly, the specified requirements or criteria related to the object of the conformity assessment. Finally, the methodology of performing the conformity assessment according to the accreditation standards; the quality management manual of the certification body and the adopted certification process.

SCOPE

The document identifies the scheme of product conformity assessment, including the objects of conformity assessment, the specified requirements for the object of conformity assessment and the methodology for performing conformity assessment.

The scheme is developed by the scheme owner *Global Certification Monitoring Services (GCMS)* to share it with all its clients, that are willing to get certificate.

REFERENCES

- ISO/IEC 17065:2012, Conformity assessment — Requirements for bodies certifying products, processes, and services.
- ISO/IEC 17067:2013, Conformity assessment — Fundamentals of product certification and guidelines for product certification schemes
- ISO/IEC TR 17026: 2015 Conformity assessment — Example of a certification scheme for tangible products.
- CASCO brochure: How to develop scheme documents - Guidance for ISO technical committees – Edition 1 (2019).

SCHEME

1. Objects of product conformity assessment

- Scope description: The specific category from the different groups of products classified by the specific certification scheme, as listed in the annex of this document.
- Parties involved:

Client: Organizations that aim to get a product certification.

Certification body: Global Certification Monitoring Services (GCMS)

Accreditation body: Egyptian Accreditation Council (EGAC)

Interested parties: Customers, Independent Laboratories; National and regional regulatory agencies; Governmental and non-governmental organizations.

2. Specified requirements for the object of product conformity assessment.

Following the objects of product conformity assessment identified in the previous chapter, this scheme lists below all the specified requirements related to the involved parties in the product conformity assessment.

Global G.A.P. standards and regulations.	**Core Solutions: Integrated Farm Assurnace SMART**- Principles and Criteria for Fruit and Vegetables – Version 6, September 2022
European Union regulations for Organic products.	**Regulation (EU) 2018/848** Rules on organic production and labelling of organic products. **Regulation (EU) 2020/464** Rules of application of 2018/848. **Regulation (EU) 2021/1165** Allowed products and substances for use in organic. *Other amendment and supplementing regulations can be found in the official EU website: https://agriculture.ec.europa.eu/farming/organic-farming/legislation_en

Halal certification standards by Standards and Metrology Institute for Islamic Countries.	**OIC/SMIIC-1:2019 General Requirements for Halal Food** ISO 22000:2018 Food safety management systems — Requirements for any organization in the food chain ISO/TS 22002 Prerequisite programmes on food safety ISO 22005:2007 Traceability in the feed and food chain — General principles and basic requirements for system design and implementation CAC/RCP-1: General Principles of Food Hygiene CAC/RCP-58 Code of Hygienic Practice for Meat CODEX STAN 1 General Standard for the Labelling of pre-packed Foods **OIC/SMIIC-4:2018 Halal Cosmetics – General Requirements** ISO 22716:2007 Cosmetics — Good Manufacturing Practices (GMP) — Guidelines on Good Manufacturing Practices
Requirements for certification body	**ISO/IEC 17065:2012** Conformity assessment — Requirements for bodies certifying products, processes and services. **GLOBALG.A.P. general regulations** - Rules for certification bodies Version V6, August.24. **GLOBALG.A.P. general regulations** - Rules for Plants Scope Version V6, September.22 **GLOBALG.A.P. registration data requirements** Version V6, September.22 IFA v6 Smart **Audit method and justification guideline** for fruit and vegetables Checklists Version V6, October 2022 **Regulation (EU) 2021/1698** supplementing Regulation (EU) 2018/848 with procedural requirements for the recognition of control authorities and control bodies. *Other amendment and supplementing regulations can be found in the official EU website: https://agriculture.ec.europa.eu/farming/organic-farming/legislation_en **OIC/SMIIC 2:2019** Conformity Assessment – Requirements for Bodies Providing Halal Certification

Legal requirements	Applicable legal requirements in the producing countries and exporting countries.
Accreditation body (EGAC) requirements	(R1G) Regulations to be met by conformity assessment bodies (R4G) The use of EGAC accreditation symbol (R5G) Accreditation Process Time Limitations and Response Actions to Findings of CABs (PB19Pd) Technical Requirements for Certification Bodies in Organic Agricultural Production and Processing
Quality Management System at GCMS.	(QMS 01) Procedure of management of competencies (QMS 02) Sampling Mechanism (QMS 03) Organic Certification Procedure (QMS 04) Audit time calculation procedure (QMS 05) Procedure of management of impartiality (QMS 06) Procedure of Non-conformities Identification and Management (QMS 07) Complaints and appeals management process (QMS 08) Documents and records control procedure (QMS 09) Personnel duties, responsibilities and authorities (QMS 10) Rules for use of logo, certificates and marks of conformity (QMS 11) Procedure of Granting, Termination, reduction, suspension or withdrawal of certification (QMS 12) Internal audit procedure (QMS 13) Management Review Procedure (QMS 14) Organic communication procedure with EU (QMS 16) Operating procedure for GCMS subsidiaries (QMS 17) Outsourcing mechanism (QMS 18) Terms of Reference for Internal Committees and Units (QMS 19) Quality Manual

3. Methodology for performing product conformity assessment.

This part is generalized and applicable to all product categories adopted by *Global Certification Monitoring Services (GCMS)* group. According to ISO/IEC TR 17026, schemes should follow the functional approach of conformity assessment which consist of the following parts: Selection, Determination, Review, Decision, Attestation and Surveillance.

- SELECTION

  Application: The client, willing to get product certificate, should apply through *Global Certification Monitoring Services (GCMS) Group* website, filling all necessary information related to the company and the product/service to be certified. Other documents related to the materials; product and process are requested also to be provided by the client.

  The Client shall pay the fee for the review of the Application Documents and shall sign the first agreement related to all the steps of certification process.

  Application review: GCMS certification manager performs the application review, assign the convenient team according to their competency (QMS-01) as well as the category of the product and decides whether to accept the application or not.

  In case of accepting the application, the invoice for certifications fees is sent to the client to be paid. Then, an agreement for certification services is signed between GCMS and the client stating the different legal obligations for both parties.

  Audit program: Following the information provided by the client, GCMS certification manager establish the audit time and develop an audit program. According to the requirements, the audit program list all the audit categories planned for the client

during the current year (Certification, Surveillance, etc..) with approximate dates. This document also identifies other important information like audit scope, audit objectives, specific audit criteria and scheme, audit team. Depending on the nature of product to be certified, a sampling process could be developed and planned before on-site audit (QMS-02). When part of the production process is outsourced, an extra audit must be done at the production site of the subcontractor and to ensure that it meets the requirements too. The audit program should consider the specific requirements in case the client is applying for multi-sites management system and/or integrated management system.

Audit plan: After communication with the client, the audit team fix a date and the time for conducting the audit, when production process is functional as observing product processing is a mandatory part of the product certification audit. The audit plan indicates the client information, scope of the audit, audit criteria, audit objectives, audit time, all audit participants, and a detailed agenda of the audit day. The audit plan is sent to the client one week before the audit date.

- <u>DETERMINATION</u>

Conducting the evaluation: The evaluation process follows the procedures of *Global Certification Monitoring Services (GCMS)* and the requirements of accreditation standards.

  - **Auditing:** The first initial certification audit is conducted on-site for some categories with shorter duration, called Stage 1, and it consists of auditing the client according to the general requirements. This stage helps in checking the readiness of the client's product processing and its operations to be certified, if it is the case, stage 2 audit is conducted with deep checking and following all the requirements.

    A formal opening meeting should be held with the management of the Client and the personnel responsible for the quality of production. The purpose of this meeting, which is conducted by the head of the audit team, is to explain the objectives of the audit and the audit process. After that, the audit starts with the first part: the review of documents using sampling method to collect

information and evidence about the compliance of client's production system with the requirements of the declared standards. The second part is the observation of the premises and production site with possibility of conducting interview with personnel. For both parts of the audit, different types of evidences are collected by auditors in total transparency with the client representative to use them later in the audit report.

- **Sampling**: Product samples (if necessary) should be collected, during the audit, in accordance with international practices and submitted for analysis to laboratories accredited on ISO 17025 and conducting the tests necessary to establish compliance of products with certification requirements and certification standards (QMS-02).
- **Inspection**: For some specific schemes, the term inspection is used for the evaluation done by inspector according to the legal requirements.
- **Testing:** For other schemes of certification, testing is part of the evaluation of the product certification process, and it should be done with accredited organism.

Results of the evaluation: The audit team meets separately to discuss the collected evidences by each auditor, any sampling results and any testing results to identify the compliance towards the requirements and summarize them in one document. The classification is done in three parts: Good practices, Opportunities for improvement (Recommendations) and Non-conformities description with the related clause from audit criteria. All discrepancies found are discussed with the Client to ensure that the evidence collected is accurate and that the details of the discrepancy are clear to the Client. At the same time, the auditors do not comment or suggest the reasons for the inconsistencies and do not propose solutions to correct the inconsistencies found.

Closing meeting; A formal closing meeting, considering all participants, should be held with the management of the Client and the personnel responsible for the production quality. The purpose of this meeting, which is conducted by the audit team lead, is to present the audit findings including an explanation of the non-conformances found. The closing meeting includes a notification to the client that the evidence collected during the audit is based on sampling method, thus

considering the element of uncertainty; the time frame for the client's provision of a plan for the implementation of measures to eliminate non-conformities discovered during the audit; Information on the complaints and appeals process and other steps prior certification.

- REVIEW

  Evaluation report: The audit team provides the client with a written report on each audit. The report form is following the accreditation requirements, and it describes the conformity assessment status of the client for each chapter of the certification standards with detailed description of the evidence collected.

  Audit conclusion will summarize the total status of conformity of the client towards certification standards and provide the final recommendation of auditors. In addition to that, the report mentions if an additional full audit, an additional limited audit, or documented evidence (to be confirmed during future surveillance audits) will be needed to verify effective correction and corrective actions.

  Before the end of the agreed period, the client shall ensure that all the non-conformances detected in the audit were fully removed. The audit team review and approve the measures implemented to eliminate non-conformances and their effectiveness. After that, the audit team makes new recommendations for a certification decision based on the gathered evidence.

- DECISION

  The decision-maker assigned at GCMS headquarter reviews all information and results related to the evaluation as well as the recommendation on the certification provided by the auditors/inspectors. Decisions on granting, suspension, revocation, and refusal of certification, as well as expanding or reducing the scope of certification are made following the requirements of ISO/IEC 17065 and GCMS procedure (QMS-11).

- ATTESTATION

Certificate: If all certification requirements are fulfilled and a positive decision on the provision of certificate is made, the relevant GCMS issues the certificate to the client according to its certification scope. The Certificate is issued with a unique identification number for each client.

Usage of Certificate and Logo: Rules for use of logo, certificates and marks of conformity at GCMS is following the procedure (QMS-10). The client is obliged to use only approved logo by GCMS with its unique identification number which must be printed on the products' package in a clear and readable way for consumers.
If the customer misuses GCMS Group logo and/or the issued certificate, GCMS takes immediately actions that may be the suspension or cancellation of the certificate. In the absence of immediate corrective actions from the Client's side, GCMS appeals to the District Court of the relevant country.

- SURVEILLANCE

  The activity of the Client must be constantly monitored. The onsite audits/inspections must be conducted as often as it is specified in the Certification Agreement (at least once a year) giving due regard to the requirements of the certification standard to which the certification has been conducted and taking account of the nature of product in question, requirements of the certification, any non-conformances detected in the product or production premises or any complaints received with regard to certified product. Regular surveillance audits are carried out on the same principle as certification audits, but the audit duration can be much shorter, depending on the complexity of the audited production, the results of previous audits and the established frequency of surveillance audits.

Changes Affecting Certification: The Certification requirements are established through the properly published certification standards, and the Certification Scheme. If the requirements of the standards or their interpretations change, GCMS Clients will be informed through the website and by writing emails. From client's side, the changes affecting certification can be through a request for

approval of changes to the certified products; Unapproved changes discovered during surveillance activities (these changes are treated as non-conformances) or Requests for the extension of certified product's scope. GCMS certification manager reviews all change requests in accordance with the appropriate procedures and standards. It then evaluates all applicable documents detailing the changes and makes the appropriate decision regarding the product certification.

Reduction, Suspension or Withdrawal of Certification: Following GCMS procedure (QMS-11) for Granting, Termination, reduction, suspension or withdrawal of certification, in a case of minor breaches found during the surveillance audits the Client shall be presented with an official warning and given certain amount of time to eliminate the breach. If the breaches are not eliminated, the Certificate is withdrawn, and the Client is forbidden to use logo on any of its products.

In a case of a very serious breach found during the inspection, the Certificate is withdrawn immediately. In a case of suspension or revocation of the Certificate, the Client is obliged to return the original copy of the issued Certificate (including all Annexes to the Certificate) to the relevant GCMS subsidiary by registered mail within 10 (ten) business days.

If Certification is terminated (by request of the Client), suspended or withdrawn, the relevant GCMS subsidiary takes actions specified in the appropriate documents and makes all necessary modifications to formal certification documents, public information, authorization for the use of logo, etc., to ensure it provides no indication that the product is continued to be certified.

If a scope of certification is reduced, the relevant GCMS subsidiary takes actions specified by appropriate documents and makes all necessary modifications to formal certification documents, public information, authorization for the use of logo, etc., to ensure the reduced scope of certification is clearly communicated to the Client and is clearly specified in certification documentation and public information.

If certification is reinstated after suspension, the relevant GCMS subsidiary makes all necessary modifications to formal certification documents, public

information, authorization for the use of logo, etc., to ensure all appropriate indications, exist that the product continues to be certified.

If a decision to reduce the scope of certification is made as a condition of reinstatement, GCMS makes all necessary modifications to formal certification documents, public information, authorization for the use of logo, etc., to ensure the reduced scope of certification is clearly communicated to the Client and is clearly specified in certification documentation and public information.

Complaints and Appeals: GCMS Group has a documented procedure (QMS 07) for the management of complaints and appeals directed to any of GCMS subsidiaries which provides the requirements for the recording and tracking of complaints and appeals and actions to resolve them. The Complains and Appeals Committee is responsible for addressing complaints and appeals. *Global Certification Monitoring Services (GCMS)* Group is dedicated to the satisfactory resolution of complaints and appeals.

CRITERIA FOR SCHEME REVIEW AND VALIDATION

Scheme is developed according to the current accredited categories at *Global Certification Monitoring Services (GCMS)*. The scheme is reviewed after any changes in the accreditation categories, in objects of product conformity assessment, in the requirements of product conformity assessment and the methodology for performing product conformity assessment. This current version, all changes and upcoming updates are approved by GCMS top management.

Annex

Scope of certification per standard

- **GLOBAL G.A.P.**

Category/Group		Description
1.1 CROPS BASE	**1.1.1**	Fruit and Vegetables – Specialty Crops
	1.1.2	Combinable crops – Field Crops
	1.1.3	Flowers and Ornamentals
	1.1.4	Hop
	1.1.5	Tea
	1.1.6	Plant Propagation Material

- **ORGANIC EU**

Category	Description
(a)	unprocessed plants and plant products, including seeds and other plant reproductive material;
(d)	processed agricultural products, including aquaculture products, for use as food;