

# ACCEPTANCE CONDITIONS & PROCEDURE FOR CERTIFYING BODIES

International Good Manufacturing Practice Standard  
for Corrugated Board



# GMP CERTIFICATION STAMP

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**FEFCO**  
Corrugated Packaging

## 1. Objective of this Document

To specify the conditions for the acceptance of certifying bodies with respect to the right to perform audits against the "International Good Manufacturing Standard for Corrugated Board" written by FEFCO.

This standard is referred to hereafter as the International GMP standard.

## 2. Scope

These acceptance conditions are intended for those certifying bodies who will be carrying out international GMP audits in corrugated board plants.

## 3. General

A certifying body that wishes to certify a company in accordance with the International GMP standard shall demonstrate that they comply with the demands mentioned in this document.

## 4. Requirements with respect to carrying out GMP certification in the corrugated board plants

### 4.1. Application for acceptance and assessment

The certifying body shall apply using an application form (Appendix 1). FEFCO will confirm receipt of this application in writing.

The application will be taken into consideration after the application form has been fully completed and all the requested documents have been sent. The application should be accompanied by, depending on the application, a valid accreditation certificate (EN/ISO 17065:2013 and EN/ISO 17021:2015) and an associated list of field of work (scope of accreditation) which shows that the applicant is accredited to issue certificates in the field of food packaging standards [e.g. BRCGS (IOP), IFS, PAEC secure etc.] or to the international GMP standard. It must also be shown that the area of operations is the packaging sector.

In addition, the certification body has to prove that it does not have a packaging standard under its own brand.

#### Each application shall include:

- A form, as specified in Appendix 1, indicating that an application is being made
- A document showing the qualified auditors with their CVs and required experience

### 4.2. Acceptance

The auditor applies to FEFCO for acceptance. After acceptance FEFCO will add them to the list of the officially accepted certifying bodies available to FEFCO members.

### 4.3. Requirements for auditors

The auditors are obliged to follow a training program that will be advised by FEFCO to external trainers or training companies for all auditors auditing against the International GMP Standard. The training materials and the exam will be created by FEFCO. After training the auditors will be required to take an exam and obtain a positive result. The results of the exam will be sent to FEFCO within one week following the training. If the exam is passed, FEFCO will send the auditor a certificate. The auditor certificate will be valid for 5 years if at least 1 audit per year takes place. The certification body is responsible for managing the auditor training and repeating the training after 5 years.

### 4.4. Assessment and audit reporting

The reports will be drafted based on the example given by FEFCO. The audit report will be based on Excel.

### 4.5. Certification

An international GMP certificate shall only be issued by a certifying body approved by FEFCO. A certificate shall only be issued if there is full compliance with the international GMP conditions taking into account the Assessment and Certification Criteria set by FEFCO for the International GMP Standard. The Certificates shall be numbered by the Certification bodies. The Certification body shall communicate once a year to FEFCO the certificates issued.

### 4.6. Suspending or revoking certification

As soon as it is established that an international GMP certified company no longer complies with the certification conditions then the certifying body is immediately obliged, in accordance with the audit protocol for the International GMP, to increase the audit frequency or to suspend or revoke certification. FEFCO shall be notified of any suspension/revocation.

### 4.7. Right to use the collective logo

International GMP Standard certified companies are entitled to make use of the FEFCO GMP logo. The certifying body will establish in a contract that the international GMP certified company is allowed to use the FEFCO International GMP logo and is committed to strict compliance with conditions set by FEFCO.

### 4.8. Disputes

In case of a disagreement about the translation of the content of the standard, the English version shall be predominant.

### 4.9. Disputes between certifying bodies and companies

Disputes between certifying bodies and companies with respect to the assessment will be handled in accordance with the disputes regulation of the certifying body.



# APPENDIX 1: APPLICATION FORM

## Application for the approval of a certification body

### GENERAL DETAILS

Name of body.....

Signatory's name.....

Name of contact person.....

Address.....

.....

Postal code.....City .....Country.....

Telephone number.....

E-mail.....

The undersigned hereby applies to be accepted as a certification body to carry out audits against international GMP standard for corrugated board.

The undersigned is acquainted with the "Acceptance Conditions and Procedure for Certifying Bodies" of FEFCO and the approval procedure and commits himself to this procedure.

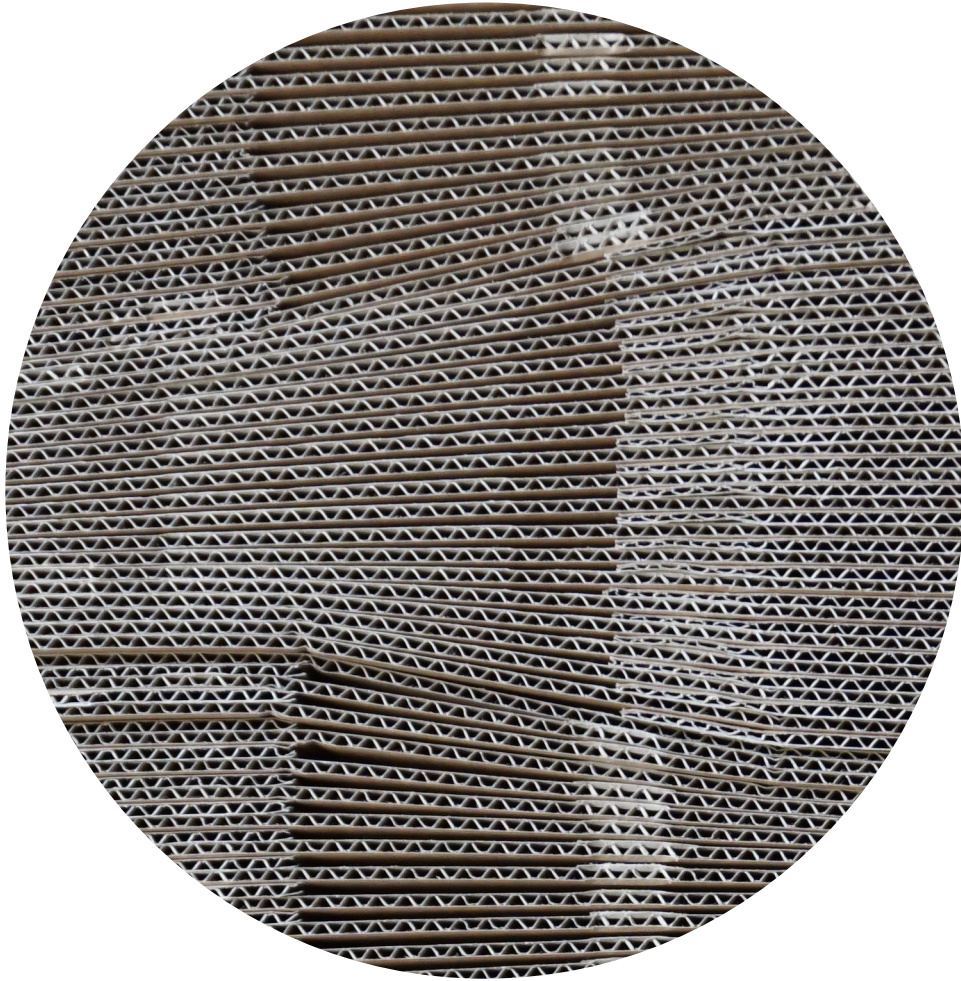
Date:

Signature:

**NB: The signatory must be a legal representative of the certifying body.**



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