
	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

Contents

1. Purpose	2
2. References.....	2
3. Responsibilities.....	2
4. Procedure	2
4.1 Publicly Available Information	2
4.2 Certification Documents.....	3
4.3 Directory of Certified Clients	5
4.4 Certification Marks & Logos.....	6
4.5 Arrangements to Safeguard Client Confidentiality	8
4.6 Exchange of Information	9
4.7 Notification from Clients	11
4.8 Reporting	11
4.9 Public Recalls.....	12
4.10 FSSC Portal Data & Documentation	12
5. Records.....	13
6. Document Approval	13
7. Document Control	14

	ASPIRATA CERTIFICATION BODY TITLE: INFORMATION REQUIREMENTS	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

1. Purpose

The purpose of this procedure is to establish processes governing information dissemination to consistently comply to ISO/IEC 17021-1:2015, ISO/IEC 17065:2012, FSSC rev 5.1, GlobalG.A.P. IFA V5.3 General Regulations and SANAS F147-02.

2. References

Standard	Applicable Clause	Standard	Applicable Clause
ISO/IEC 17021-1:2015	8	FSSC vs 5.1	Part III
ISO/IEC 17021-2:2016		GlobalG.A.P. IFA v5.3 GR Part I	Annex I.1
ISO/IEC 17021-3:2017		IAF	
ISO/IEC 17021-10:2018		JAS-ANZ Accreditation Manual	14.1; 1.4.3
ISO/IEC 17065:2012	4.5, 4.6, 7.7, 7.8	SANAS F147-02	7, 10

3. Responsibilities


The specific responsibilities are assigned throughout the procedure requirements.

4. Procedure

4.1 Publicly Available Information

- a) Aspirata Certification shall maintain (through publications, electronic media or other means), and make public, in all the geographical areas in which it operates, the below information:

Applicable Standard	Requirement for providing publicly available information:	
	WITHOUT REQUEST	UPON REQUEST
ISO 17021-1:2015	a) Audit processes; b) Processes for granting, refusing, maintaining, extending, renewing, restoring, reducing, suspending, withdrawing certification or expanding or reducing the scope of certification; c) Processes for handling request for information, complaints and appeals; d) Its certification activities; e) The types of management systems and certification schemes; f) Geographical areas of operations; g) Impartiality policy; h) Use of Aspirata Certification's name and certification logos and marks.	a) Status of a given certification; b) Name, related normative document, scope, and geographical location (city and country) for specific certified client.


	ASPIRATA CERTIFICATION BODY TITLE: INFORMATION REQUIREMENTS	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

Applicable Standard	Requirement for providing publicly available information:	
	WITHOUT REQUEST	UPON REQUEST
ISO 17065:2012		a) Information about (or reference to) the certification scheme/s (e.g. GlobalG.A.P.), including evaluation procedures, rules and procedures for granting, maintaining, extending or reducing the scope of, suspending, withdrawing or refusing certification; b) A description of the means by which Aspirata Certification obtains financial support and general information on the fees charged to applicants and to clients; c) A description of the rights and duties of applicants and clients, including requirements, restrictions or limitations on the use of Aspirata Certification’s name and certification mark and on the ways of referring to the certification granted; d) Information about procedures for handling complaints and appeals.

- b) The above mentioned publicly available information shall be disseminated by appropriate means, and may include use of the web, electronic mail and other.
- c) Information provided to clients and the public shall be accurate and not misleading. This includes all advertising material.
- d) Information about certifications granted, suspended or withdrawn shall be publicly available, through the Aspirata Certification website.
- e) Aspirata Certification shall have a public statement on its commitment to Impartial Conduct.
- f) Aspirata Certification shall confirm the validity of a specific certificate by written affirmation upon written request from any concerned party.

4.2 Certification Documents


- a) Aspirata Certification shall provide its client with appropriate certification documents (certificates) in either printed or electronic PDF format.

	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

- b) The effective date of the certificate shall not be before the date of the certification decision.
- c) The cycle start and expiry date will be indicated.
- d) Last certification cycle expire date will be indicated along with recertification audit date.
- e) The certification documents shall identify the following:
 - The name, physical address and geographic location of the certified client (or the geographic location of the headquarters and any sites within the scope of a multi-site certification);
 - Initial certification date (i.e. the certification decision date after the initial audit): This date is fixed and maintained as long as the organization is linked to Aspirata Certification and holds a valid certificate.
 - The dates of granting, extending, or renewing the certification. All certificates are issued as revision 0 and the subsequent revision shall be issued as revision 1;
 - The expiry date consistent with the recertification cycle (e.g. original certification decision date + 3 years for the initial cycle)
 - A unique identification code;
 - The standard or normative document, including issue number or revision, used for the audit of the certified client;
 - The scope of certification with respect to the client’s product or service and processes as applicable at each site;
 - The name, address and certification mark of Aspirata Certification; other marks (e.g. accreditation symbol) that may be used provided it is not misleading or ambiguous;
 - The signature or other defined authorization of the person(s) of Aspirata Certification assigned such responsibility;
 - Any other information required by the standard or normative documents used for certification or required by the certification scheme;
 - In the event of issuing any revised certification documents, a means to distinguish the revised documents from any prior obsolete documents.
- f) FSSC: The certificate shall be in English and correspond with the certificate in the portal and the details on the public register. It is possible to include a translation of the scope statement following the English statement on the certificate.

4.2.1. GLOBALG.A.P. IFA CERTIFICATE REQUIREMENTS


- a) The certificate template (and associated annex) provided must be used, as per V5.3 General Regulations, Part I, Annex I.3
- b) Certificate shall be in English (a second language may be added in the certificate if required)
- c) The number given by the Accreditation body shall always be on the certificate
- d) The GLOBALG.A.P. number shall appear on the certificate
- e) Aspirata Certification’s logo shall appear on the certificate
- f) The Accreditation Body mark/symbol shall appear on the certificate (except where Aspirata Certification is in the process of gaining accreditation)
- g) Whether the audit was announced or unannounced

	ASPIRATA CERTIFICATION BODY TITLE: INFORMATION REQUIREMENTS	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

- h) Address details of the certificate holder must be on the certificate – address of the legal entity and the production site (if only one, the site address can appear on the certificate and the annex attached)
- i) CPCC (standard control points and compliance criteria) version and full description: All Farms Base module – only the version number is required
- j) Certified products as written in the GLOBALG.A.P. product list (further details of the product may be included afterwards in brackets)
- k) GLOBALG.A.P. product certificate number (this is automatically generated from the GLOBALG.A.P. database and consists of 5 digits, 5 letters and a suffix). Note that all changes during the certification cycle are reflected in the suffix
- l) The columns and corresponding attributes linked to the products in the table are scope, sub-scope, or product specific
 - Note: If harvest included, this column can be omitted
 - Note: If harvest is excluded, product handling is not applicable for the given product
 - Product handling column state “no” if no product handling is included
 - If product handling is included, indicate whether it takes place in the field or not, i.e. “facility” or both “in-field and facility”
 - Quantity – this is voluntary (may be included per product)
- m) The option shall also appear on the certificate e.g. “Option 1 – Individual Producer”
- n) Country of production
- o) If Aspirata Certification decide to certify clients that are option 2 or 4 (group producers), they shall list all producer group members in the certificate annex
- p) If product handling or packing is included in the scope – if the address is different, all product packing and handling units shall be listed in the annex
- q) If option 1 or 3 multi-site, all sites shall be listed in the annex
- r) If the certificate holder with multi-sites has registered for parallel production/ownership, all production sites and PHUs (packing and handling units) with certified products, must be listed in the annex
- s) Where there is parallel production/ownership of certified and non-certified products, all PHUs and sites handling or producing certified products shall be listed in the annex
- t) If a new product is added during the validity period of a certificate, the certification cycle will be kept as it was
- u) Every certificate shall have the first and last names written in block of the authorised person from Aspirata Certification as well as a signature
- v) Certification decision date is to be included on the certificate

4.3 Directory of Certified Clients

- a) Aspirata Certification shall maintain a directory of valid certifications. This shall give the following information **on request**:
 - Client name
 - Relevant standard and other normative document(s)
 - Scope of certification
 - Geographical location (city and country)
 - Identification of the product (in the case of GLOBALG.A.P.)

	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

- As a minimum, Aspirata Certification shall provide information about the validity or status of a given certification.
- b) Where the scheme mandates this be made publicly available **without request** (note that where Aspirata Certification provides the information to a scheme, the scheme directory would satisfy this requirement), Aspirata Certification shall maintain and make available a directory of relevant certifications to its Accreditation Bodies as well as the Scheme owners as required.

4.4 Certification Marks & Logos

- a) It is Aspirata Certification’s rules that it shall govern and exercise control of ownership of management systems third party marks that it authorizes its certified clients to use. (Refer to Certification Agreement)
- b) Aspirata Certification shall not permit its marks to be applied to:
- A product or product packaging, implying product conformity
 - Laboratory test reports
 - Calibration reports
 - Inspection reports
- c) The client organisation shall adhere to the following requirements regarding reference to certification:
- Conforms to the requirements of Aspirata Certification when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents;
 - Logos cannot be printed on a product label;
 - Does not make or permit any misleading statement regarding its certification;
 - Does not use or permit the use of a certification document or any part thereof in a misleading manner;
 - Upon suspension or withdrawal of its certification, discontinues its use of all advertising material that contains a reference to certification;
 - Amends all advertising material when the scope of certification has been reduced;
 - Does not allow reference to its management system certification to be used in such a way as to imply that the certification body certifies a product or service or process;
 - Does not imply that the certification applies to activities that are outside the scope of certification;
 - Does not use its certification in such a manner that would bring Aspirata Certification and/or system certification into disrepute and lose public trust;
 - The logo used will be used in conjunction with the certification body logo.
- d) Aspirata Certification shall exercise proper control of ownership over use of their certification marks and documents to ensure the client organisation does not make incorrect references to their certification status or misleading use of certification documents/marks/audit reports. In the case of a transgression, Aspirata Certification shall take the applicable action against the client organisation through:
- i. Requesting correction and corrective action from the client organisation; and/or

	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing


- ii. Suspending or withdrawing client organisation’s certification; and/or
 - iii. Publication of the transgression; and/or
 - iv. Legal action, if required.
- e) Aspirata Certification shall allow the client organisation to use a statement that it has a certified management system, on either product packaging* or accompanying information, if the following requirements are met:
- i. The statement shall in no way imply that the product/process/service is certified by this means;
 - ii. The statement shall include identification of the certified client organisation (i.e. brand or name);
 - iii. The statement shall include reference to the type of management system (e.g. QMS) and the applicable standard; and
 - iv. The statement shall include reference to Aspirata Certification as the CB issuing the certificate.

*NOTE: Product packaging is considered as that which can be removed without the product disintegrating or being damaged. Accompanying information is considered as separately available or easily detachable. Type labels or identification plates are considered as part of the product.

- f) The **JAS-ANZ** logo can only be used by Certified clients when:
- It is placed adjacent to the name and/or logo of Aspirata
 - The dimensions of the Accreditation Symbol and the conformity assessment mark are proportionally equal.
- g) Certified organizations are entitled to use the **FSSC 22000** logo. The FSSC 22000 logo may be used on the organization’s printed matter, website and other promotional material subject to the following design specifications:

Colour	PMS	CMYK	RGB	#
Green	348 U	82/25/76/7	33/132/85	218455
Grey	60% black	0/0/0/60	135/136/138	87888a


- i. Use of the logo in black and white is permitted when all other text and imagines are in black and white.
- ii. In order to avoid any suggestion that the CB has certified or approved any product, process or service supplied by the certified organization the FSSC 22000 logo is not allowed to be used on:
 - a product,
 - its labelling,
 - its packaging,
 - in any other manner that implies FSSC 22000 approves a product, process or service.
- iii. Copyright of the logo is controlled by Foundation FSSC.

 ASPIRATA <small>- CERTIFICATION -</small>	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

- iv. Aspirata certification will audit the use of the logo during every audit at client during all stages of certification.
 - v. Aspirata certification shall include the rules in the service agreement with the client. The rules will be included in all audit reports.
- h) Aspirata Certification is entitled to use the GLOBALG.A.P. trademark in promotional material directly linked to its GLOBALG.A.P. certification activities in business-to-business communication and on GLOBALG.A.P. Certificates issued. The GLOBALG.A.P. trademark shall never be used on promotional items, apparel items or accessories of any kind, bags of any kind, or personal care items.

4.5 Arrangements to Safeguard Client Confidentiality


- a) It is Aspirata Certification’s policy to safeguard client confidentiality of all information obtained or created.
- b) Aspirata Certification shall have a legally enforceable agreement with its clients to confirm its policy and arrangements to safeguard the confidentiality of the information obtained or created during the performance of certification activities at all levels of its structures to ensure:
 - The certified client discontinues use of advertising
 - Does not imply that certification applies to activities outside the scope of certification
- c) It shall inform the company in advance, of the information it intends to place in the public domain.
- d) All information that is not publicly accessible by the client shall be considered confidential.
- e) Information about a particular client or individual shall not be disclosed to a third party without the written consent of the client or individual concerned, except where this is required by ISO/IEC 17021-1:2015, ISO/IEC 17065:2012 or as authorized by contractual agreements i.e. the accreditation body.
- f) If law requires Aspirata Certification to release confidential information to a third party, the client or individual concerned shall be notified in advance of the information provided (unless notifying the client is prohibited by law).
- g) Information about the client from sources other than the client (e.g. complainants, regulators, and public media) shall be treated as confidential.
- h) Personnel, including any committee members, contractors, personnel of external bodies or individuals acting on behalf of Aspirata Certification shall keep confidential all information obtained or created during the performance of the certification activities, except as required by law or by the applicable certification scheme.

	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing


- i) Aspirata Certification shall have processes and where applicable use equipment (i.e. computers for storing of data) and facilities that ensures the secure handling of confidential information (e.g. documents, records).
- j) Confidential information disclosed, shall only be used for purposes of this agreement and then on a need to know basis, this shall include disclosing client files to the relevant Accreditation Bodies with the purpose of evaluating Aspirata Certification's conformance to Accreditation requirements.
- k) Aspirata Certification will inform its clients that JAS-ANZ, GLOBALG.A.P. and SANAS Assessors are entitled to attend audits and of the purpose of the witnessing of these auditors.
- l) Aspirata Certification will inform its clients that JAS-ANZ and SANAS Assessors are entitled to conduct validation visits if Aspirata Certification cannot show cause as to why its accreditation should not be suspended.

4.6 Exchange of Information

- a) Aspirata Certification shall provide the following information to its clients:
 - Detailed description of the initial and continuing certification activity, including the application, initial audits, surveillance audits, and the process for granting, refusing, maintaining, expanding reducing or, extending the scope, suspending, withdrawing certification and recertification, renewing and restoring certification.
 - The applicable Standard requirements for certification;
 - Information about the fees for application, initial certification and continuing certification;
 - The certification body's requirements for clients to:
 - ✓ Comply with certification requirements,
 - ✓ Make all necessary arrangements for the conduct of the audits, including provision for examining documentation and the access to all processes and areas, records and personnel for the purposes of initial certification, surveillance, recertification and resolution of complaints, make provisions where applicable, to accommodate the presence of observers (e.g. accreditation auditors or trainee auditors);
 - Documents describing the rights and duties of certified clients, including requirements, when making reference to its certification in its communication;
 - Information on the procedure for handling complaints and appeals.
- b) Aspirata Certification shall give notice to clients of all changes introduced by a certification scheme to their requirements for certification. Such notice shall inform the client of nature of the changes as well as the transition or implementation period.
 - Aspirata Certification shall confirm that all certified clients comply with the new requirements and take actions required by the scheme.
 - Communication of changes to any standard that effects the client will be communicated within 2 weeks of changes been published.

	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

- Auditors, Technical experts, Trainees and relevant certification personnel will be informed of the proposed changes, when it becomes effective after updating the system with new system requirements
- c) Certified clients shall notify Aspirata Certification in writing and without delay of changes of the client’s management system that may affect its ability to continue to comply to the requirements of the relevant management system. Aspirata Certification shall decide upon the appropriate action.
- Legal, commercial, organisational status or ownership,
 - Organisation and management (e.g. key managerial, decision-making or technical staff),
 - Contact address and sites,
 - Scope of operations under the certified management system, and
 - Major changes to the management system and processes.
- d) The actions to implement changes affecting certification shall include, if required, the following:
- i. evaluation
 - ii. review
 - iii. decision
 - iv. issuance of revised formal certification documentation to extend or reduce the scope of certification
 - v. issuance of certification documentation of revised surveillance activities (if surveillance is part of the certification scheme).
- These actions shall be completed in accordance with procedures 9.1 – 9.5. Records shall include the justification for excluding any of the above activities (e.g. when a certification requirement that is not a product requirement changes, and no evaluation, review or decision activities are necessary).
- e) Aspirata Certification acknowledges that the information collected by GLOBALG.A.P. regarding its activities, including records of the Integrity Program and the complaint management system, may be made available to accreditation bodies on Aspirata Certification’s Extranet for the purpose of facilitating accreditation evaluation.
- f) Aspirata Certification shall immediately inform GLOBALG.A.P. of any changes in personnel relevant to the management of the GLOBALG.A.P. scheme (e.g. change of Scheme Manager/In-house Trainer), and of all changed that may affect its function as an independent Certification Body, in particular withdrawal of accreditation or corporate changes.
- g) FSSC: Aspirata Certification shall communicate the following to the Foundation:
- i. Changes on the FSSC 22000 accreditation status, e.g. scope extension or scope reduction, suspension or withdrawal, together with a written communication to the Foundation about the circumstances leading to this and any delays in obtaining accreditation that could impact the license.
 - ii. Any significant changes in ownership, legal status, management personnel, structure or constitution that could potentially impact Aspirata Certification’s management of the Scheme in a timely manner;

 ASPIRATA - CERTIFICATION -	ASPIRATA CERTIFICATION BODY TITLE: INFORMATION REQUIREMENTS	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing


- iii. Any possible conflict or problem which could result in bringing the Foundation or GFSI into disrepute;
- iv. Any public recall of a certified organisation resulting in death and/or hospitalization or generating significant media coverage, within three (3) days of Aspirata Certification being notified of the recall;
- v. Situations and/or serious events where the integrity of the FSSC 22000 certification is compromised.

4.7 Notification from Clients

- a) The organization shall report significant changes to Aspirata Certification within three (3) working days as stipulated in the certification contract. These include changes relating to:
 - legal, commercial, organizational status or ownership,
 - organization and management (e.g. key managerial, decision-making or technical staff)
 - organization name, contact address and site details,
 - scope of operations and product categories covered by the certified management system,
 - management system and/or processes,
 - other change that renders the information on the certificate inaccurate.
- b) The organization shall seek the advice of Aspirata Certification in cases where there is doubt over the significance of a change.
- c) For FSMS certification only: The organization shall inform Aspirata Certification about serious events that impact food safety and/or the integrity of the certification and the organization's entry in the FSSC 22000 scheme.
- d) For OH&SMS certification only: The client shall inform Aspirata Certification, without delay, of the occurrence of any reportable OH&S-related incident or breach of regulation that necessitates the involvement of the competent regulatory authority.

4.8 Reporting

- a) The organization shall report serious events to Aspirata Certification immediately and these include at a minimum:
 - legal proceedings, prosecutions and the outcomes of these related to food safety or legality;
 - public food safety events (such as e.g. public recalls, calamities, etc.);
 - extraordinary events which pose major threats to food safety or certification integrity such as war, strike, riot, political instability, geopolitical tension, terrorism, crime, pandemic, flood, earthquake, malicious computer hacking, other natural or man-made disasters.
- b) Aspirata Certification in turn shall take appropriate steps to assess the situation and take any appropriate action including additional verification activities. Aspirata Certification shall have procedures in place to ensure the integrity of certification is maintained; records will be maintained to support the decision made.

	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

c) These activities may have implications for the certified status of the organization.


4.9 Public Recalls

- a) If one of Aspirata’s clients undergo a recall or there is a significant incident or they are under investigation by the regulator for a significant breach, then Aspirata Certification shall notify the scheme owner (Note: The client is required by contract to notify Aspirata Certification if any of the above types of issues occur however in the event they do not notify Aspirata Certification, the CB may not be aware of this issue, unless made public).
- b) An organization is always responsible for failures of its management system that could lead to public recalls of products available on the market.
- c) Immediate action is required if there is evidence that the organization’s management system has failed to detect and control the compromised product:
- this product shall be recalled from the market by the organization and
 - the organization shall inform the CB immediately.
- d) Aspirata Certification will assess the organization’s corrective actions following the recall and determine any consequences or any actions necessary to maintain the certification:
- If corrective action is not effective and the clients recall is not successful as per documented system, the certified client could be suspended as this would be regarded a systems failure.
- e) The client will have to provide Aspirata Certification with the following information:
- Product type
 - Product quantity
 - Marked affected
 - Reason for the recall
 - All supporting documents indicating that the recall process has been followed as per documented procedure.
 - Proof of effective corrective and preventative plan to avoid recall again.
 - The organisation will be suspended if until the above evidence has been communicated to Aspirata Certification in case of a food safety recall.

4.10 FSSC Portal Data & Documentation

4.10.1 Data Ownership

- a) The certified client organisation is the owner of an audit report, whereas Aspirata Certification is responsible for the report data.
- b) The certified client organisation is the certificate holder, not the owner. Aspirata Certification is the data owner of the certificate data.

	<p style="text-align: center;">ASPIRATA CERTIFICATION BODY</p> <p style="text-align: center;">TITLE: INFORMATION REQUIREMENTS</p>	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

4.10.2 Data Upload Requirements

- a) Aspirata Certification shall enter required data and documentation in the FSSC Portal at the latest 28 calendar days after the certification decision, or, a maximum of 2 months after the last day of the audit.
- b) Mandatory data shall be entered in English.

4.10.3 Data Quality Control

- a) Aspirata Certification provides assurance for CB Portal Data Quality through use of a data quality control process that applies these minimum quality parameters:
 - i. Completeness (all mandatory data has been registered in the Portal)
 - ii. Timeliness (all data has been registered in the Portal within the required timelines)
 - iii. Validity (registered data values meet the Scheme requirements)
 - iv. Accuracy (data is a true representation of the actual facts relating to the complete audit and certification process)
 - v. Consistency (registered data in the Portal is a true representation of the data stored in Aspirata Certification's internal system)

4.10.4 CB Portal


- a) Aspirata Certification shall actively provide the certified client organisation, upon their request, with access to the associated organisation profile, audit and certification data registered in the Portal, using the available functionality.
- b) Aspirata Certification shall ensure that access is only granted to authorised individual(s) of the certified client organisation.

5. Records

Doc No	Document Name	Form Storage	Record Storage
F21	Terms of Business	O Drive: Certification Templates	Clients' File & Folder on O-drive
G30	Aspirata Certification Road Map	O Drive: Certification Templates	n/a
n/a	Mails to clients	O Drive: Certification Templates	Clients' File & Folder on O-drive
n/a	Auditor calibration notes	O Drive: Certification Templates	Clients' File & Folder on O-drive

6. Document Approval

Date Approved	Approved By	Position
22 February 2021	W Burger	National Operations Manager Auditing

	ASPIRATA CERTIFICATION BODY TITLE: INFORMATION REQUIREMENTS	Doc Ref	8
		Revision No:	10
		Issue Date:	22 February 2021
Author/Reviewer:	Quality Coordinator	Approver:	National Operations Manager Auditing

7. Document Control

Ref no	Date Approved	Date Published	Author	Approver	Publisher
	Previous Procedure 400_1				
0	2 November 2015	2 November 2015	Certification Manager	Managing Director	Certification Manager
1	27 December 2015	15 January 2015	Certification Manager	Managing Director	Certification Manager
2	15 April 2016	15 April 2016	Certification Manager	Managing Director	Certification Manager
3	18 September 2016	19 September 2016	Certification Manager	Managing Director	Certification Manager
4	7 August 2017	7 August 2017	Certification Manager	Managing Director	Certification Manager
5	6 April 2018	6 April 2018	Certification Manager	Managing Director	Certification Manager
6	23 November 2019	23 November 2019	Certification Manager	Managing Director	Certification Manager
7	07 October 2020	07 October 2020	Quality Coordinator	National Operations Manager Auditing	Certification Manager
8	18 January 2021	18 January 2021	Quality Coordinator	National Operations Manager Auditing	Certification Manager
9	21 January 2021	21 January 2021	Quality Coordinator	National Operations Manager Auditing	Certification Manager
10	22 February 2021	22 February 2021	Quality Coordinator	National Operations Manager Auditing	Certification Manager