ACCREDITATION RULE 46

Issue Date: 2017/01/01
Implementation Date: 2017/01/01
Supersedes: 2016/01/05

SUBJECT: Accreditation Program for SQFI Ethical Sourcing Management Systems

APPLIES TO: SQFI Ethical Sourcing Management Systems ANAB-Accredited and Applicant Certification Bodies

PREFACE

This Accreditation Rule is to inform certification bodies (CBs) of ANAB requirements for accreditation to certify organizations for management systems conforming with the SQFI Ethical Sourcing Standard, which is administered by the Food Management Institute (FMI) as the scheme owner of the program.

ACCREDITATION RULE

1. Requirement Documents (current versions unless specified)
   1.1. SQFI Ethical Sourcing Standard
   1.2. SQFI Ethical Sourcing Standard Appendix 1, Certification Assessment Requirements
   1.3. SQFI Ethical Sourcing Standard Appendix 2, Implementation and Auditing Guide (Guidance)
   1.4. SQFI Ethical Sourcing Standard Appendix 3, Audit Methodology
   1.5. SQFI Ethical Sourcing Standard Appendix 4, Auditor Competency
   1.6. FMI-ANAB Agreement
   1.7. ISO/IEC 17021-1, Conformity assessment – Requirements for bodies providing audit and certification of management systems
   1.8. MA 5000, ANAB Accreditation Manual, and applicable ANAB Accreditation Rules
   1.9. IAF Mandatory Documents as applicable

2. Prerequisites
   2.1. The CB shall be accredited or attain accreditation concurrently as conforming with ISO/IEC 17021.
   2.2. The CB shall obtain a license from SQFI in accordance with the SQFI Ethical Sourcing Standard Appendix 3.
   2.3. Auditors must be SQFI registered as SQFI Ethical Sourcing Auditors per the auditor registration program outlined in SQFI Ethical Sourcing Standard Appendix 4.

3. Application Process
   3.1. CBs can obtain applications for informational use at www.anab.org.
   3.2. The application process outlined at www.anab.org must be completed via ANAB’s Enterprise Quality Manager (EQM) database when the CB is ready to apply for accreditation.
   3.3. The application fee includes the cost of one assessor day for the off-site documentation review.

4. Initial Assessments for Accreditation
   4.1. An ANAB accreditation assessor shall conduct a full documentation review.
4.2. After the documents are found acceptable, ANAB shall conduct an office assessment and required witnessed audits.

4.2.1. The office assessment shall be conducted on site or remotely (at ANAB’s discretion) and is conducted to ensure the CB’s certification process for ethical sourcing management systems conforms with ISO/IEC 17021-1 and is effective.

4.2.2. ANAB shall witness the CB conducting a two-stage audit process (stages 1 and 2). Witnessing an audit for any level (1, 2, or 3) is acceptable for initial accreditation.

4.2.2.1. The ANAB assessment team shall have the same number of members as the CB audit team.

5. Surveillance Assessments

5.1. ANAB shall conduct an annual office assessment and annually witness a CB team conducting an SQFI Ethical Sourcing audit.

5.1.1. When possible, the office assessment shall be conducted concurrently with assessments for other ANAB accreditation programs for which the CB is accredited.

5.1.2. During the accreditation cycle, ANAB shall evaluate the CB’s full system audit process during at least one annual witnessed audit (stages 1 and 2 certification audit or recertification). The additional witnessed audits required in the accreditation cycle are based on the CB’s audit activity and management system findings, and include audit types such as surveillance, special, multi-site, scope expansion, transfer, integrated, ASRP, and/or CAAT. ANAB Accreditation Rule 18 outlines the witnessed audit scheduling process and the process for potentially altering the types of audits witnessed.

5.1.2.1. ANAB shall also evaluate the CB auditing an organization certified to level 3 (if applicable).

6. Reaccreditation Assessments

6.1. ANAB shall conduct a document review and an on-site full system office assessment at approximately six months prior to the expiration of accreditation.

7. End User Expected Outcomes for Accredited Certification to SQFI Criteria

7.1. The expected outcomes for an organization with accredited certification to SQFI Ethical Sourcing Standard are outlined in an SQFI document (www.sqfi.com/2014/08/01/the-safe-quality-food-institute-sqfi-ethical-sourcing-outcomes-document/).

7.2. The CB shall have processes to ensure that its auditors and other certification personnel are knowledgeable of the expected outcomes and consistently reinforce them with the CB’s clients.

8. FMI Requirements

8.1. SQFI Ethical Sourcing applicant and accredited CBs shall have enforceable arrangements with organizations audited for accredited SQFI Ethical Sourcing certification to ensure ANAB and the FMI access to audit report records.

8.2. ANAB shall provide FMI access to all accreditation assessment records related to the SQFI Ethical Sourcing Program, notify FMI of ANAB’s intent to increase surveillance of an accredited CB, and notify FMI of ANAB’s intent to suspend or withdraw an accreditation for SQFI Ethical Sourcing.