

# HACCP INTERNATIONAL CERTIFICATION APPLICATION Research and Evaluation - Terms and Conditions



These terms and conditions accompany the HACCP International certification application form, which describes the agreement between an organisation seeking certification ('the applicant') and HACCP International. The application form includes a quote for research and evaluation work that is performed for the purposes of product certification.

For the purposes of the quote in the application form, research and evaluation work is limited to the items and activities listed in Table 1 and Table 2 of this document.

The research and evaluation work is considered to be completed when any of the following occurs:

- The product range/s have been successfully evaluated and certification has been offered for all products submitted; or
- the product/s have been evaluated and certification has not been offered for some or all of the products and the applicant agrees to discontinue the process for those products that have not achieved certification; or
- activities that are included in the research and evaluation work, as defined in Table 1 or Table 2 of this document have been performed for all products, whether or not they have been approved for certification and HACCP International has informed the applicant that the activities have been completed; or
- a time period of six months has passed since the signed application form was received by HACCP International.

After the research and evaluation has concluded, as defined above, the applicant may request that further work be conducted with the purpose of achieving certification for some or all of the products submitted. HACCP International may charge a fee for that work.

**Table 1 – Equipment and materials - research and evaluation activities included in the quote on the application form**

Research and evaluation activities		Included activities (detail)	Not included
Review of written material, including on-line material and other electronic material	Materials that will be available to users of the product such as labels, marketing material, user manuals	Any number of items may be submitted. Two (2) submissions of each item are included. The first time each relevant item is submitted (first submission) it will be evaluated by HACCP International and the applicant will be informed of amendments required to make it suitable for certification, if any. Each item may be re-submitted after amendments have been made (second submission) and will be reviewed to confirm that amendments meet requirements.	Third and subsequent submissions of written materials may attract further evaluation fees – HACCP International will gain permission from applicant prior to proceeding and costs will be agreed prior to invoicing.
	Materials for use by the applicant's personnel or agents such as installation instructions, standard operating procedures, work instructions, induction materials and training materials		
	Other written materials and technical information, such as lab reports, formulation information	Any number of submissions may be made and all relevant items will be evaluated.	-
Product Inspection and Testing	Small products inspected on HACCP International premises	One sample of each product (or, for products that require more than one sample for testing, one set of samples) will be inspected, tested and/or evaluated by HACCP International and results presented to applicant, including amendments recommended or required to achieve certification.	Second and subsequent submission of samples may attract further evaluation fees – HACCP International will gain permission from applicant prior to proceeding and costs will be agreed prior to invoicing.
	Large products and permanent installations inspected on-site	On-site inspections are limited to either <ul style="list-style-type: none"> <li>- multiple products located at one site (such as refrigerators in a showroom) - the site will be visited once; or</li> <li>- one product type permanently installed at two sites (such as flooring materials) - each of the two sites will be visited once.</li> </ul>	Second and subsequent visits to any site are not included. Additional sites are not included.

**Table 2 – Services – research and evaluation activities included in the quote on the application form**

	Included	Not included
Document review	Any number of items may be submitted. Two (2) submissions of each item are included. The first time each relevant item is submitted (first submission) it will be evaluated by HACCP International and the applicant will be informed of amendments required to make it suitable for certification, if any. Each item may be re-submitted after amendments have been made (second submission) and will be reviewed to confirm that amendments meet requirements.	Third and subsequent submissions of written materials may attract further evaluation fees – HACCP International will gain permission from applicant prior to proceeding and costs will be agreed prior to invoicing.
Branch visit	The first visit to a branch office is included, subsequent visits may be charged	
On-site inspections, review of on-site operations (audits)	Two on-site inspections are included.	Second and subsequent visits to any site are not included. Additional sites are not included