Food-safe Equipment Materials and Services
6.0 Renewing Certification Licences

CERTIFICATION RENEWAL PROCESS

We will email approximately six weeks before the certificate expiry date and include current certification documents for your reference, an explanation of any technical assessment requirements and an invoice for the licence fees.

An assessment of certified products is conducted to ensure the certified products or services remain compliant with our certification standards. The renewal notice will advise the type of assessment that is required to renew your certification.

The renewed certification documents are issued after the assessment is complete and the licence fees have been settled.

TECHNICAL ASSESSMENT

Technical assessment of products – declaration of conformity:

Comprehensive evaluation projects are not performed every time a product certification is renewed. The frequency of technical evaluation depends on the type of product and its food safety risk profile.

For most certification renewals you will receive a declaration form asking you to confirm that there have been no changes to the product/s that would affect the food-safety characteristics of the product or its conformity to the requirements of the certification standard. If there have been changes, just let us know and we will review only those items which have been changed. There is no charge for this work.

In addition, we will update product codes if they have changed and delete discontinued products from certification documents for no charge during this renewal process.

Technical assessment of products – evaluation:

Technical evaluations of product ranges are performed periodically on each range of certified product during the renewal process. The frequency of review depends on the type of product and food safety risk profile. You will be notified of any technical evaluation work that is to be undertaken when we first contact you about the renewal. A project technologist will then contact you to explain the information and samples that will be required.

Technical assessment of services:

Certified service providers are audited during every certification renewal. You will be notified of this when we first contact you about the renewal. For multi-branch service providers, a selection of branches will be audited. A project manager will contact you to explain the auditing requirements and any associated fees.

ADDING or REMOVING PRODUCTS

Certification renewals are a good time to add extra products to your certified range. The administration fee is not charged at this time.

In addition, we will update product names or codes if they have changed and delete discontinued products from certification documents for no charge at this time.

CONTINUING CERTIFICATION

Marketing support:

Ask us about web-based promotions such as the register of certified suppliers at www.haccp-international.com and likes, comments and shares on LinkedIn.

Our highly regarded 'Food Safety Bulletin' is distributed electronically to our database of food businesses and subscribers on LinkedIn. All certified companies are eligible for free advertising in the Food Safety Bulletin newsletter from time to time. Contact info@haccp-internatioanl.com

Technical Support:

Free technical support and technical advice on food safety and food industry issues are available throughout the licence period.

Adding products to a certification licence:

It is easy to make changes to your certified range within the certification period; new products can be submitted for evaluation at any time. Contact Certification@haccp-international.com

Changes to your product/s:

Please keep us informed of any changes to products or suppliers during the certification period. Contact Certification@haccp-international.com

Complaints, disputes and appeals:

HACCP International is committed to providing an equitable, ethical service. We have a formal process for complaints, disputes and appeals. For more information contact your project manager or info@haccp-international.com

A grace period of three months is permitted following the expiry date of a product certification license. Failure to renew within this timeframe will result in the expiration of the license. Consequently, the company must initiate a new application for certification. This process requires a full evaluation of the product or service, for which a standard evaluation fee will be applied.