



Documents to be submitted for requesting the inclusion in the list of recognised control bodies and control authorities for the purpose of equivalence according to Regulation (EC) No. 834/2007, Article 33, paragraph 3

It should be noted that when examining a request for inclusion in the list of control bodies, the Commission may request any other information deemed necessary.

1	An <u>overview of the activities</u> of the control body or control authority in the third country or third countries including an estimate of the number of operators involved and the expected nature and quantities of agricultural products and foodstuff intended for export to the European Union under the rules set out in Article 33(1) and (3) of Regulation (EC) No 834/2007.
2	A <u>description of the equivalent production standard for each product category applied for and a description of the equivalent control measures applied by the control body</u> in the third countries.
3	An <u>assessment report issued by the accreditation body</u> or the competent authority on the regular on-the-spot evaluation, surveillance and multi-annual re-assessment of the control body's activities. The assessment report should describe the structure and functioning of the control body, the quality management of the control body, the operator files, the handling of non-conformities and of complaints, the unannounced and follow-up visits by the control body, the sampling policy of the control body, the exchange of information the control body had with other control bodies and control authorities. The assessment report should also evaluate the knowledge of the control body's staff, its qualification, its experience, its training and knowledge of local conditions and languages. It should contain conclusions of interviews with control staff and of interviews with certification staff.
4	A <u>side by side assessment by the accreditation body that demonstrates and confirms the equivalence of the production standard for each product category and of control measures</u> with Titles III, IV and V of Reg. (EC) No 834/2007 and associated implementing rules in Regulation. (EC) No 889/2008. The assessment should include an inventory of the differences between the control body's production and control standards with Titles III, IV and V of Regulation (EC) No 834/2007 and associated implementing rules in Reg. 889/2008 and provide a description how the differences are resolved. The assessment should include a confirmation by the accreditation body of the equivalence of the control standard and the control measures.
5	An <u>office audit report</u> for the control body's <u>headquarters</u> and office audit reports for each of the control body's <u>critical locations in third countries</u> .
6	At least <u>one witness audit report per product category</u> applied for. The witness audit must be conducted in a third country the control body has applied for.
7	<u>Proof of Notification</u> : proof that the control body has notified its activities to the authorities of each of the third countries concerned and is undertaking to respect the legal requirements imposed on it by the authorities of each of the third countries concerned.
8	The <u>Internet website where the list of operators subject to the control system can be found</u> , as well as a <u>contact point</u> where information is readily available on their certification status, the product categories concerned, as well as suspended and decertified operators and products.
9	Where the accreditation body is not a public authority, the technical dossier must contain a <u>demonstration that the accreditation body fulfils ISO 17011 and that its staff has sufficient knowledge, qualification, training and experience</u> .
10	An <u>undertaking to comply with the provisions of Article 12 of Regulation (EC) No 1235/2008</u> regarding the obligation to notify changes to the measures applied by the control body, to submit a concise annual report by 28 February every year to the Commission updating the technical dossier and describing in particular the control activities carried out by the control body or control authority in the third countries in the previous year, the results obtained, the irregularities and infringements observed and the corrective measures taken. It shall furthermore contain the most recent assessment report or update of such report, which shall contain the results of the regular on-the-spot evaluation, surveillance and multiannual reassessment as referred to in Article 33(3) of Regulation (EC) No 834/2007.