



Procedures for Issuance, Modification and Extension of Certificates and Registrations of Conformity

Small Producers' Symbol

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1. INTRODUCTION

- 1.** The official language for all documents associated with the *Small Producers' Symbol* is Spanish. In the case of any doubt arising from a translated version, the Spanish document shall be used as the only valid version.
- 2.** These procedures fulfill the ISO/IEC Guide 65: 1996 General Requirements for Bodies Operating Product Certification Systems and the Guidelines from the International Accreditation Forum (IAF).
- 3.** These complementary procedures should be applied in conjunction with other documents in the *Small Producers' Symbol* system, specifically: "Certification Procedures for Small Producers' Organizations," "Registration Procedures for Buyers and other stakeholders," "Regulations on Costs," and "Examination Procedures."
- 4.** The terminology used in these procedures is specified in the certification and registration procedures issued by *SPP Global*.

2. ISSUANCE OF CERTIFICATES AND REGISTRATIONS OF CONFORMITY

- 2.1** A Certificate or Registration of Conformity may only be issued after a Positive Resolution has been received, properly signed by the Examination Committee.
- 2.2** The starting date for the period during which the Certificate or Registration of Conformity will be effective (that appears on the document) should be ten days after the date on which the resolution was issued. This is to allow time for completing the process.
- 2.3** The Certificate or Registration of Conformity will be sent to the recipient electronically, unless the recipient requests that a printed version be physically delivered, in which case it will be necessary for the recipient to cover the costs of such delivery.
- 2.4** Certificates and registrations are issued for a one-year period, and are re-issued after their renewal has been approved.

3. MODIFICATION OF CERTIFICATES AND REGISTRATIONS OF CONFORMITY

A Certificate or Registration of Conformity may be modified in the following cases:

- a) Due to an error in spelling or information included on such document. In this case the change will be requested by the person who detected the error, not necessarily the recipient.
- b) In response to a specific request made by the recipient, for the following reasons:



- i. Change in the name of the recipient of the Certificate or Registration of Conformity
- ii. Change in the address of the recipient of the Certificate or Registration of Conformity.

In these cases the recipient should send a request for the change, with the proper justification and signature, and must also send the legal documentation necessary to support the change in name or address. The request should include a statement verifying that the other conditions under which the certificate or registration was issued have not changed.

4. EXTENSION OF CERTIFICATES AND REGISTRATIONS OF CONFORMITY

4.1 EXTENSION OF SCOPE:

The recipient may request an extension of the scope of a Certificate or Registration in the following cases:

- a) When it is necessary to include other products within the scope of the Certificate.
- b) When it is necessary to include other processes within the scope of the Certificate or Registration.

In these cases, the recipient should send a request for such an extension, accompanied by the documents that support this extension of scope.

4.2 EXTENSION OF TIME PERIOD EFFECTIVE:

The recipient may request an extension of the time period during which the Certificate or Registration is effective, in the following cases:

- a) In order to align the time periods of different certification processes
- b) Due to situations beyond the recipient's control, such as natural phenomena, o economic or social contingencies that make it temporarily impossible to conduct an evaluation.
- c) Because no operation has been conducted under the *Small Producers' Symbol* during the last year of Certification or Registration.

In all of these cases, it is necessary for the recipient to send a written notification signed by its Board of Directors, including minimally the following information:

- a) Reasons for requesting an extension of the time period effective
- b) Ratification that the conditions under which the Certificate or Registration was granted continue to be the same.
- c) Update of the information included on the evaluation form

5. TIME PERIOD EFFECTIVE FOR MODIFICATION OR EXTENSION



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- 5.1** In the cases in which the modification is requested due to an error in spelling or information presented on the document, or due to a change in name and/or address of the recipient, the original time period for which the Certificate or Registration was declared effective will be maintained.
- 5.2** In the case of an extension of the scope of the Certificate or Registration, the original time period will be maintained.
- 5.3** An extension of the time period effective will depend on what has been requested by the recipient and granted by the Certification Entity involved, however such time period cannot be longer than six months per request and may only be requested on a maximum of two consecutive occasions.
- A complete evaluation should be requested within a maximum period of three months after having conducted the first transaction under the *Small Producers' Symbol*.

6. DECISION-MAKING PROCESS

- 6.1** All requests for modification or extension of the time period for which the Certificate or Registration of Conformity is effective should be directed to the Certification Entity that issued the Certificate or Registration, whether *SPP Global* or the authorized Certification Entity involved.
- 6.2** In all cases, the decision regarding the Issuance, Modification and Extension of a Certificate or Registration of Conformity must be made by the body responsible for the examination within the Certification Entity.
- 6.3** In the case of an Extension of the Scope, an extension of the time period effective in the case of aligning the times of different certifications, or due to reasons beyond the recipient's control, the Certification Entity should develop an evaluation plan for carrying out such an extension.
- 6.4** For the specific case of an Extension of Time Period Effective, the Quick (document-based) Procedure will apply in all cases.

7. COSTS

- 7.1** In the Modification of Certificates or Registrations, additional costs for recipients are not generated, except in cases in which the conditions under which the original certificate or registration have changed. In the latter case a new review of the recipient's entire file is necessary.
- 7.2** In the case of an Extension of Scope, the Certification Entity involved should prepare a specific proposal for the Evaluation and Costs of each individual case, based on the amount of work required.
- 7.3** An Extension of the Time Period Effective will generate a cost for the portion corresponding to the extended time period requested and granted. This applies to both the fee for a quick-procedure certification and the annual enrollment fee.
- 7.4** The amount corresponding to the certification fee will be paid to the Certification Entity involved; and the amount associated with the annual enrollment fee will be paid to *SPP Global*.
- 7.5** Please consult the tables on reference rates and the general regulations on payments in the Regulations on Costs document issued by *SPP Global*.