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| **GENERAL INFORMATION ON CERTIFICATION ENTITY (CE) REQUESTING AUTHORIZATION** |
| Legal Name of CE: | Click here to write text |
| Address: | Click here to write text |
| Country: | Click here to write text |
| General Email: | Click here to write text |
| Web page: | Click here to write text |
| General Telephone: | Click here to write text |
| Name of Person with General Responsibility: | Click here to write text |
| Name of Contact Person: | Click here to write text |
| Email for Contact Person: | Click here to write text |
| Telephone for Contact Person: | Click here to write text |
| Countries in which services are provided: | Click here to write text |

[[1]](#footnote-1)

| **LIST OF REQUIRED DOCUMENTATION TO BE ANNEXED** | **ANNEXES[[2]](#footnote-2)****(Indicate Annex No.)** |
| --- | --- |
| 1. Documentation that identifies the legal status of the CE applying for authorization or the organization to which it belong. Relation for the person(s) or company (ies) owning the entity. (Constitution)
 | Click here to write text |
| 1. Description of all the activities carried out by the CE, including those for which authorization is being requested.
 | Click here to write text |
| 1. Organizational chart that reflects the internal structure of the CE requesting authorization. If the CE requesting authorization is part of a higher-level structure, it is important to clearly indicate the lines of responsibility.
 | Click here to write text |
| 1. Description of the technical operational structure in which all the parties significantly involved in the certification process are represented, including a list with the names of the members participating in the structure, clearly indicating the sectors they represent, and also including the operational rules applying to the structure.
 | Click here to write text |
| 1. Description of the means through which the CE requesting authorization obtains its income.
 | Click here to write text |
| 1. List of the Inspection and Certification personnel for the CE's (full name, position(s) and responsibilities).
 | Click here to write text |
| 1. Procedures associated with certification activity:
 | Click here to write text |
| 1. Response to requests
 | Click here to write text |
| 1. Completion of certification evaluations (audits)
 | Click here to write text |
| 1. Criteria for qualifying and designating evaluators
 | Click here to write text |
| 1. Decisions on whether or not to grant certification
 | Click here to write text |
| 1. Addressing appeals, complaints and disputes
 | Click here to write text |
| 1. Use of certificates, and marks of conformity
 | Click here to write text |
| 1. Procedures for supervision (surveillance) of certifications granted
 | Click here to write text |
| 1. Procedures for subcontracting and current list of those subcontracted
 | Click here to write text |
| 1. List and certificates of any accreditations already granted for other certification programs in which the CE participates.
 | Click here to write text |

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| **DECLARATIONS BY SPP GLOBAL** |
| 1. All the information provided by the CE requesting authorization will be handled with complete CONFIDENTIALITY.
 |
| 1. This application was properly received together with the annexes indicated.
 |
| 1. Authorization for the Small Producers' Symbol certification program will only enter into effect after the corresponding agreement has been signed.
 |
| Date: | Click here to write a date |
| Place: | Click here to write text |
| Name: | Click here to write text |
| Signature: |  |

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| **DECLARATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE OF CE**  |
| 1. I swear that the information contained in this application and its annexes is correct.
 |
| 1. By sending in this application form, I am requesting the initiation of procedures for authorization to participate in the Small Producers' Symbol certification program.
 |
| 1. I make a commitment to comply with the stipulations established in the procedures for authorization and supervision of certification entities.
 |
| Date: | Click here to write a date |
| Place: | Click here to write text |
| Name: | Click here to write text |
| Signature |  |

1. If the Certification Entity has more than one branch office, please make copies of this table and provide the information requested for each branch office. A branch office is defined as an office that has its own operations and administration, and that issues resolutions in certification processes. [↑](#footnote-ref-1)
2. If the documentation requested does not apply to your case, please enter "N/A" (Not Applicable) in the corresponding box. [↑](#footnote-ref-2)