



IAFN Guidelines on Accreditation of FGP Certification Agencies

The IAFN asks Certification Agencies wishing to work with the FGP standard to provide:

- Proof that they are accredited by their country's official accreditation service (if applicable), or justification for why they are not accredited by this service.
- A brief summary of their previous experience with inspection and certification.
- Names of the members of their Board of Directors and/or shareholders.
- List of inspectors with CVs
- Description of procedure for approval and acceptance of new inspectors.
- Description of certification process (who reads and evaluates inspection reports and who approves certification).
- Description of quality control and complaints procedures.
- Copy of most recent annual report.

Steps in accreditation process:

- Submission of required information by Certification Agency with application form.
- Decision-makers on inspection and certification from the Certification Agency, undertake or submit proof of having completed an IAFN accredited level 1 AF training, as well as a review and orientation session on the FGP standards application.
- FGP trained inspectors, have to participate in at least two inspections, shadowed by a senior IAFN accredited FGP inspector, before undertaking independent inspections.
- Certifying officer of the Certification Agency, (receives orientation on use of FGP Standards)
- Development of inspection forms and transaction certificates (if required).
- Revision of inspection documents, before the approval of the certification (if required).

- 6 months trial period during which Certification Agency is not required to pay fees to IAFN for use of standard. After this period, a 2% of the FGP business (inspection & certification) of the Certification Agency, will be payed to the IAFN.



IAFN ACCREDITATION FEE SCHEME FOR INSPECTION & CERTIFICATION AGENCIES APPLICANTS

Agency Accreditation Fee (after 6 month period)	\$250
Agency Annual Re-Accreditation Fee	\$50
Agency Biannual Re-Accreditation Fee	\$100
Inspector's AF and FGP Standards Training Fees (3 days)	\$750*
Shadow inspection (2 days)	\$150/day
2% fee per inspection and business certification	After 6 months trial
Certifying officer training session (1 day/online by one of the accredited agencies)	Up to trainer Agency
Certification Cost	Up to certification agency

*IAFN is fundraising to be able to offer part of this amount needed for this training.