	Name of the document Management of the Certification Scheme		Code:	OPGD-P-021
			Version:	01
	Revised:	Cheryl Durán Silva	Approved	Silvia Inés Tobón
	Position:	Quality Management Manager	Position:	General Manager
	Date:	2021-03-19	Date:	2021-03-19

1. OBJECT AND SCOPE

To establish the stages of the certification services of the product, according to the scope of the CAFECERT, indicated on the ISO/IEC 17067 and accordance with the requirements ISO/IEC 17065 the competently, consistently, and impartially.

This procedure establishes the guidelines to apply in the management for carrying out a certification scheme for CAFECERT on the Colombian coffee certificated for the use of Designation of Origin (DO), Regional Designation of Origin (RDO), and Protected Geographical Indication (PGI).

2. DEFINITIONS

- **Certification System:** Rules, procedure, forms, and management for carrying out certification.
- **Certification Scheme:** Certification system, related to specified products, to which the same specified requirements, specific rules and procedures apply.

Note 1: The rules, procedures and management for the implementation of products, processes and services certification are stipulated by the certification scheme.

- **Scheme owner:** Person or organization responsible for developing and maintaining a specific certification scheme.

3. CONTENTS

3.1. GENERALITIES

In accordance with the standard of ISO/IEC 17067:2013, the certification scheme applied is:


Scheme 1^a+: Testing conducted over samples sent by the Client (Initial evaluation), Testing conducted over samples, taken from the market and/ or from the stock of the Client or from a combination of both and/or processing plant (Supervision Evaluation).

CAFECERT issues the Certificate of Conformity Product for an indefinite term. To maintain the certification, the client must demonstrate the conformity of their coffees with the requirements by which they were granted the certification, doing the annual surveillance in accordance with the certification scope.

3.2 The provision of the product certification service consists of the following stages:

1. [OPREP- P-010 Application for Certification](#)

- Requisition of the documents (Legal)
- Reception of the application and reception of the documents (legal)

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- Review of the application and documents
- Legal and contractual matters
- Payment Confirmation
- Creation of records
- Assignment of the certification process
- 2. [OPEV-P- 012 Evaluation](#)
- 3. [OPEV-P-018 Review](#)
- 4. [OPEV-P-013 Decision](#)
- 5. Certification documentation
- 6. Directory of certified products
- 7. Changes affecting certification
- 8. [OPSU-P-014-Surveillance](#)


3.3 The provision of the product certification service will be executed by the following personnel:

Programming Analyst
 Administrative assistant
 Certification Analyst
 Certification Committee
 Quality Management Manager
 General Manager

4. CERTIFICATION SCHEME

CAFECERT, as a certification body, only attends certification requests for the following certification scheme:

Certification scheme offered by CAFECERT		
Conformity assessment functions and activities within product certification schemes		Type of scheme
		N= 1^a+
I	Selection , including planning and preparation activities, specification of requirements, e.g. normative documents, and sampling, as applicable.	X
II	Determination of characteristics, as applicable, by: a. Testing b. Inspection c. Design appraisal d. Assessment of services or processes e. Other determination activities e.g. verification	X
III	Review: Examining the evidence of conformity obtained during the determination stage to establish whether the specified requirements have been met.	X

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IV	Decision on certification Granting, maintaining, extending, reducing, suspending, withdrawing certification.	X
V	Attestation, licensing	
	a. Issuing a certificate of conformity or other statement of conformity (attestation)	X
	b. Granting the right to use certificates or other statements of conformity.	X
	c. Issuing a certificate of conformity for a batch of products	N.A
	d. Granting the right to use marks of conformity (licensing) is based on surveillance (VI) or certification of a batch.	N.A
VI	Surveillance, as applicable	X
	a. Testing or inspection of samples from the open market	X
	b. Testing or inspection of samples from the Factory	X
	c. Assessment of the production, the delivery of the service or the operation of the process	N.A
	d. Management system audits combined with random test or inspections.	N.A

4.1. STAGE OF CERTIFICATION SERVICE OF THE PRODUCT

4.1.1. APPLICATION FOR CERTIFICATION

To Begin the provisioning of service of the certification the Client must be filled out an entire and complete clear way Application for Certification form OPRE-F-018.


4.1.2. APPLICATION FOR DOCUMENTS

According to the numeral 7.2 of the ISO / IEC 1706, the certification body shall obtain all the necessary information in accordance with the scheme of the certification. For this purpose, guidelines of the OPRE-P-010 (Application for Certification form) procedure must be followed.

4.1.3. REVIEW OF THE APPLICATION AND DOCUMENTS

According to the numeral 7.3 de la ISO / IEC 17065, the certification body shall conduct a review of the application and documents delivered by the client (These documents can be sent by hardcopy or via email) to ensure the quality of the information. For this purpose, guidelines of the OPRE-F-062 (Application Review) procedure must be followed.

4.1.4. LEGAL AND CONTRACTUAL MATTERS

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According to the numeral 4.1 de la ISO / IEC 17065, the certification body shall possess a legally enforceable agreement for the provision of certification activities to its clients. For this purpose, guidelines must be applicable regarding the procedure OPRE-P-010, Application for certification and sending of the Certification Agreement (OPRE-D-034, OPRE-D-035), Rules of the Certification Service (OPRE-D-008), Protected Geographical Indication Certification Service Rules (OPRE-D-025), Certification Service Rules-PGI (OPRE-D-024)

4.1.5. ASSIGNMENT OF THE CERTIFICATION PROCESS

According to numeral 6.2 of ISO / IEC 17065, the certification body will define the resources for the evaluation that comply with the applicable requirements and as specified in the certification scheme for the conformity evaluation. For this purpose, the guidelines of the procedure OPRE-P-010 Application for certification must be followed.

4.1.6. EVALUATION

According to section 7.4 of ISO / IEC 17065, the certification body must establish all conformity assessment activities. For this purpose, the guidelines of procedures OPPR-P-011 Preparation of the Evaluation and OPEV-P-012 Evaluation must be followed.

4.1.7. REVIEW

According to section 7.4 of ISO / IEC 17065, the certification body must establish all conformity assessment activities. For this purpose, the guidelines of procedures OPPR-P-011 Preparation of the Evaluation and OPEV-P-012 Evaluation must be followed.

4.1.8. DECISION


According to paragraph 7.6 of ISO / IEC 17065, the certification committee will be constituted by the General Manager and / or one (1) Certification Analyst. In every decision, at least one person will participate, who has not have participated in the application and evaluation stages. For this purpose, the guidelines of the OPEV-P-013 procedure must be followed. Certification Decision and OPEV-P-017 Conditions to Grant, Maintain, Extend, End, Reduce, Suspend, Withdraw Certification.

4.1.9. CERTIFICATION DOCUMENTATION

According to numeral 7.7 of ISO / IEC 17065, the certification body must provide the client with the formal documentation of the certification. For this purpose, the guidelines of the instruction manual OPEV-I-010 Generate and Modify Product Conformity Certificate must be followed. Product conformity certificate is issued indefinitely OPSU-P-015 Use of conformity certificates.

4.2. DIRECTORY OF CERTIFIED PRODUCTS

According to numeral 7.8 of ISO / IEC 17065, the certification body must keep the information about the certified products in a directory through publications, electronic means

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or other means where the updated information is kept, this information is registered in the format OPGD-F-055 Customer directory DOP-IGP.

4.2.1. SURVEILLANCE


According to numeral 7.9 of ISO / IEC 17065, should the certification scheme require Supervision, the certification body must conduct supervision of the product or products covered by the certification decision in accordance with the certification scheme. For this purpose, the guidelines of procedure OPSU-P-014 Supervision of Samples must be followed.

4.2.2. CHANGES AFFECTING CERTIFICATION

According to numeral 7.10 of ISO / IEC 17065, the certification body must consider the changes that may affect the certification, including changes initiated by the client, and decide on the appropriate action. OPRE-D-034 / OPRE-D-035 Agreement for the Granting of Certification and Use of the Product Conformity Certificate OPRE-D-025 Rules of the Certification Service of Protected Geographical Indication Café de Colombia, OPRE-D-008 Rules of the Certification Service, Denomination of Origin Café from Colombia. OPRE-D-024 Certification Service Rules, OPRE-D- 024 Certification Service Rules, Protected Geographical Indication. OPGD-M-001 Quality Manual 7.10 Changes that affect Certification.

The certification scheme has been developed and is property by CAFECERT and therefore:

- Is responsible for the objectives, content and integrity of the system;
- Maintains the scheme and establishes guidelines when required;
- Documents the content of the scheme;
- Establishes the structure for the operation and management of the scheme.
- Ensures that the personnel in charge of developing the scheme are competent in both technical and conformity assessment aspects;
- Carries out the necessary actions to guarantee the reliability of the information provided by the parties involved in the scheme;
- Evaluates and manages the risks / responsibilities that arise from its certification activities.
- Maintains civil liability insurance to cover liabilities arising from its activities.
- Guarantees financial stability and the necessary resources to comply with the operation of the scheme.

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5. REFERENCE DOCUMENTS

- Norm ISO/IEC 17067:2013 Conformity Assessment- Fundamentals of product certification and guidelines for product certification schemes.
- GTC-ISO/IEC 2:2005 Standardization and related activities. General vocabulary.
- OPRE-P-010 Certification request.
- OPEV-P-012 Evaluation
- OPEV-P-018 Review
- OPEV-P-013 Certification Decision
- OPSU-P-015 use of the certificate of conformity
- OPEV-P-017 Conditions for grant, Maintain, extend, and finish, suspension, withdrawal of certification
- OPRE-D-008 Certification Service Rules, Denomination of Origin Café de Colombia
- OPRE-D- 024 Certification Service Rules, Protected Geographical Indication (P.G.I.)
- “CAFÉ DE COLOMBIA”
- OPRE-D-025 Rules of the Certification Service of Protected Geographical Indication
- OPSU-P-014 Supervision of sample.
- OPGD-M-001 Quality Manual