

Provision for the Initial Registration and Accreditation Application of Certification Bodies for JFS-C Certification Activities	Publication date	Document number
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Provision for the Initial Registration and Accreditation Application of Certification Bodies for JFS-C Certification Activities¹

1. Purpose

This provision outlines the process for the initial registration of certification bodies and the accreditation application process required for JFS-C certification activities. It is based on the "Basic Requirements for Certification Activities" as described in the JFS-C Certification Program Document (hereinafter referred to as the "Program Document"). The provision covers the process from the pre-audit before the contract with the certification body, through to the contract signing, registration in the JFSM Database (DB), and the accreditation application process for conducting certification activities under GFSI-recognized schemes after registration.

2. Scope

These provisions apply to certification bodies that have submitted and had accepted the "Application Form for Certification Activities against JFS-C " (FM_301_1-1) and fulfill the requirements of Program Document section 5.1.1, item 2.

3. Initial Registration Process for Certification Bodies

JFSM will conduct a pre-audit based on the "Contract Conditions with Certification Bodies" section of the Program Document and submit the findings to the Board of Directors (the "Board") for approval. Once approved by the Board, the certification body will sign a contract with JFSM, and its information will be registered in the JFSM Database (DB), completing the initial registration.

The process flow for initial registration is as follows:

1. Application
2. Certification System Document Review (Document Audit)
3. Certification System Office Review (On-site Audit)
4. Preparation of Audit Report
5. Board Approval
6. Contract Signing
7. DB Registration (Initial Registration Completed) _

3.1 Application

- 1) The applicant certification body must prepare the necessary documents, including the "Application for Certification Services Related to the JFS-C Certification Program" (FM_301_1-1) (refer to the attached forms).
- 2) The applicant certification body submits the application to JFSM for review.
- 3) JFSM will review the application to confirm compliance with the Program Document's "Contract Conditions with Certification Bodies."
- 4) After confirming compliance, JFSM will begin the pre-audit process and request submission of the "JFS-C_ Office Audit Checklist" (FM_301_1-2) and the "JFS-C Auditor Competency Management Sheet" (FM_301_1-3).

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5) The applicant certification body will submit these documents along with the required Quality Management System documents.

" Quality management system" is documentation that includes:

- ① Quality Policy
- ② Legal status of the certification body (ownership structure, inter-organizational control structure, functional organization chart (inter-organizational control structure shall indicate how each organization is inter-related through the management structure))
- ③ Management of the certification process, including committee structure, roles, and procedures
- ④ Management review policy and procedures
- ⑤ Document control procedures
- ⑥ Responsibilities for quality-related operations and functions (including the scope of authority)
- ⑦ Recruiting procedures (selection, internal training, subsequent training and performance assessments of personnel related to certification)
- ⑧ List of outsourced contractors involved in certification and the procedures for managing their assignment and assessment
- ⑨ Procedures for actions against nonconformities, and procedures for confirming the effectiveness of corrective and preventive actions
- ⑩ Procedures for use of the certification and procedures for revoking or suspending certification
- ⑪ Policies and procedures regarding objections, complaints and disputes
- ⑫ Internal audit procedures (including corrective actions against identified non-conformities)

3.2 Certification System Document Review (Document Audit)

This audit involves reviewing the certification system documents to ensure they meet the requirements of the JFS-C certification program.

- 1) JFSM will conduct the document review upon receipt of the necessary documents.
- 2) The review checks for:
 - Effectiveness and appropriateness of the Quality Management System
 - Adequacy of qualifications and training for proposed auditors
- 3) Document audits may be conducted on-site or remotely using ICT. If non-conformities are found, the applicant certification body will be required to address them within a specified period. Failure to correct them may result in rejection of the application.

3.3 Certification System Review (Office Audit)

After the document review, JFSM will conduct an in-person (or online) office audit at the applicant certification body's office.

Before the office audit, JFSM will send the "JFS-C Office Audit Plan" (FM_301_2-1) to the applicant certification body and share the audit plan in advance. During the office audit, in

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addition to confirming the actions taken regarding nonconformities identified during the document review, JFSM will also conduct an interview regarding the ongoing implementation of certification activities and audits under the JFS-C standard.

If any nonconformities are detected during the office audit or as a result of the interview, JFSM will request the applicant certification body to correct the nonconformities within a specified period. If the applicant certification body does not address the nonconformities within the given timeframe, JFSM may reject the application.

The conduct of the office audit is governed by the " Surveillance activity provisions for certification bodies relating to the JFS-C" (PR_301_06).

3.4 Preparation of Audit Report

JFSM will prepare the audit report based on the evaluations of the certification system review (document review) in Section 3.2 and the office audit in Section 3.3.

In case of compliance, JFSM will mark "conformity" on "JFS-C Office Audit Checklist" (FM_301_1-2) and finalize the checklist with the final determination.

If non-conformities are found, JFSM will include "JFS-C Non-conformities Observation Report" (FM_301_2-2) and the "JFS-C Office Audit Attendance List" (FM_301_2-3), completed by the certification body on the day of the audit. The complete audit report will include the finalized audit checklist and the relevant nonconformity documentation.

(Please refer to the "Surveillance Activity Provisions for Certification Bodies Relating to the JFS-C Certification Program" for further details.)

3.5 Submission to the Board and Approval

Based on the audit report in Section 3.4, JFSM will present the application for the certification body's contract and initial registration to the board for approval. The board's decision will determine whether the certification body is approved.

If the board decides to suspend the contract or initial registration of the applicant certification body, the certification body must submit any additional information requested by the board within the specified time. If the certification body fails to submit the required information within the given period, JFSM and the board may reject the application.

3.6 Contract Conclusion

- 1) JFSM will conclude a contract with the approved applicant certification body for certification activities. The certification body that has signed the contract will be publicly listed on the JFSM website.
- 2) For the contract conclusion procedure, refer to " Procedure for Concluding Contracts with Accreditation and Certification Bodies(PC_301_02)" "

3.7 DB Registration (Initial Registration)

- 1) After the contract is concluded as stated in Section 3.6, the applicant certification body will become a contracted certification body. The certification body will register its organizational information and the information of its registered auditors in the JFSM database (DB), completing the initial registration.
- 2) Once the initial registration is completed, the contracted certification body will be eligible to begin certification activities under the JFS-C standard.

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Note 1: Until the certification body is accredited under the JFS-C standard, it is prohibited from including the accreditation body logo on any certificates issued for certification activities conducted under the JFS-C standard.

Note 2: If the accreditation body logo is to be included, the certification body must first be accredited under the JFS-C scheme, as defined in Section 4 below .

4. Accreditation Application Process for JFS-C Certification Activities under GFSI-Approved Standards After Initial Registration

Once the initial registration has been completed as outlined in Section 3.7, the certification body is eligible to conduct certification activities under the JFS-C standard. However, in order to conduct JFS-C certification activities under the GFSI-recognized standards, the certification body must be accredited by a JFSM-approved accreditation body for the JFS-C scheme.

4.1 Accreditation Application and Accreditation

- 1) The applicant certification body (certification body) may begin certification activities after the contract is concluded, but it must receive accreditation from the accreditation body within 12 months from the date the application is accepted by the accreditation body.
- 2) If the certification body is unable to obtain accreditation within 12 months, or if there is a delay, the certification body must submit a written plan to JFSM outlining how it intends to obtain accreditation and seek approval for that plan.
Upon receiving the submitted plan, JFSM will take the following actions:
 - ① JFSM will share the impact of the plan on GFSI-approved JFS-C certification activities with the GFSI Senior Technical Manager.
 - ② If the plan is deemed inadequate, JFSM may terminate the contract with the certification body.
- 3) For accreditation applications related to the expansion of the accreditation scope, refer to the JFS-C Certification Program Document titled "Scope of Accreditation for Certification Bodies."

Forms referenced in this document

- Application Form for Certification Activities against JFS-C (FM_301_1-1)
 - ✧ Annex 1: Information on the certification body's business location
 - ✧ Annex 2: Information on subcontractors and their business establishments for activities related to certification activities
 - ✧ Annex 3: Accreditation Matters Concerning GFSI-Recognized Schemes Other than JFSM (JFS-C)
- JFS-C Office Audit Checklist (FM_301_1-2)
- JFS-C Auditor Competency Management Sheet (FM_301_1-3)
- JFS-C Office Audit Plan (FM_301_2-1)
- JFS-C Non-conformities Observation Report (FM_301_2-2)
- JFS-C Office Audit Attendance List (FM_301_2-3)

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*1 Disclaimer: This translated document is provided for information purposes only. In the event of a difference of interpretation or a dispute, the original Japanese version of this document is binding

Outline of revision	Date of enactment/revision
First Edition	June 10, 2025

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FM_301_1-1

To Japan Food Safety Management Association

[Month] [Day], [Year]

Application Form for Certification Activities against JFS-C

Applicant corporation (Enter registration information)	Name:		
	Location:		
	Postcode		
	Representative position:		
	Representative name:		

We would like to apply for certification activities related to the JFS-C certification program as detailed below.

1. Details regarding the application certification body (enter the name of the body. It does not have to be the same as the name on the registry)

Name:	
Abbreviation:	
Representative:	

1) Title and name of top management (management officers responsible for the quality of certification)

2) Location of headquarters or principal office:

Postcode			
TEL:	() -	FAX:	() -
URL:			

3) Fiscal year (closing month):

4) Contact details for this application:

Postcode			
a) Correct:			full name
Affiliation/position			
TEL:	() -	FAX:	() -
Email:			
b) Vice:			full name
Department/position			
TEL:	() -	FAX:	() -
Email:			

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5) Accounting (to send invoices):

Postcode _____

Affiliation/position _____

full

name _____

TEL:

() -

FAX:

() -

Email: _____

2. Matters concerning applications for certification activities related to the JFS-C program

1) Sector classification to be applied for (based on the relevant sectoral guidelines. If there is no sector classification, the sector name)

- ☐ CI: Processing of perishable animal products
- ☐ CII: Processing of perishable plant products
- ☐ CIII: Processing of perishable animal and plant products (mixed products)
- ☐ CIV: Processing of ambient stable products
- ☐ K: Manufacture of chemical products (including biochemical products) (Production of chemical products (including biochemical products) and cultures used as food ingredients or processing aids in food production.)

3. Matters concerning business establishments conducting certification activities

1) The place of business of the certification body

Whether or not the certification body has any business establishments other than the headquarters/principal office in the sector classification being applied for. If you select "Yes", please enter the name, location (country or economic area) of the business establishment, etc. in "Appendix 1" of this application form and attach it.

☐Yes

☐No

2) Subcontractors and their business establishments involved in the certification activities

Whether or not there are any subcontractors and their certification body is subcontracting certification activities in the sector classification being applied for. If you select "Yes", please enter the name, location (country or economic area) of the business establishment, etc. in "Appendix 2" of this application form and attach it.

☐Yes

☐No

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4. Whether or not the certification body is accredited by any GFSI – recognized scheme other than JFSM(JFS-C).

Any current or past accreditations granted by accreditation bodies other than JFSM(JFS-C) in the sector category being applied for. If you select "Yes", please fill in the information for each applicable accreditation body in "Appendix 3" of this application form and attach it.

☐Yes

☐No

5. Matters concerning the auditors

Details of the qualifications, training history, work experience, and scope of food-related activities of the auditors to be engaged in the certification should be completed and submitted to the "FM_301_1-3_Auditor Competence Management Sheet" after the start of the pre-audit.

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Annex 1

Information on the certification body's business location

If necessary, you may fill in additional rows in this table or provide a separate table containing similar information.

Information on the business establishment	
1	Name:
	Location: <input type="checkbox"/> Japan <input type="checkbox"/> Countries or economic zones other than Japan
	Location:
	Activity details:
2	Name:
	Location: <input type="checkbox"/> Japan <input type="checkbox"/> Countries or economic zones other than Japan
	Location:
	Activity details:

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Annex 2

Information on subcontractors and their business establishments for activities related to certification activities

If necessary, you may fill in additional rows in this table or provide a separate table containing similar information.

	Information on the business establishment
1	<div>Name:</div> <div> <div>Location: <input type="checkbox"/> Japan</div> <div><input type="checkbox"/> Countries or economic zones other than Japan</div> </div> <div>Location:</div> <div>Activity details:</div> <div> <div>Accreditation: <input type="checkbox"/> Yes</div> <div><input type="checkbox"/> None</div> </div> <div> <div><If accredited></div> <div>Name of Accreditation</div> <div>Body: Accreditation</div> <div>criteria:</div> <div>Classification of accreditation</div> <div>scope :</div> </div>

	Information on the business establishment
2	<div>Name:</div> <div> <div>Location: <input type="checkbox"/> Japan</div> <div><input type="checkbox"/> Countries or economic zones other than Japan</div> </div> <div>Location:</div> <div>Activity details:</div> <div> <div>Accreditation: <input type="checkbox"/> Yes</div> <div><input type="checkbox"/> None</div> </div> <div> <div><If Accredited></div> <div>Name of Accreditation</div> <div>Body:</div> </div>

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	Accreditation criteria: Classification of accredited scope :
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Annex 3

Matters related to accreditations granted under GFSI-recognized schemes other than JFSM(JFS-C)

If necessary, you may fill in additional rows in this table or provide a separate table containing similar information.

1	Name of Accreditation Body:
2	location:
4	Date of initial Accreditation:
5	Expiration Date:
6	<p>Accreditation status:</p> <p>a) Check the appropriate accreditation status.</p> <p><input type="checkbox"/> Currently accredited. <input type="checkbox"/> Currently not accredited.</p> <p>b) Whether accreditation has been suspended or revoked or the scope of accreditation has been reduced or not.</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Yes (check the relevant item and add details below)</p> <p><If yes></p> <p><input type="checkbox"/> Suspension of accredited Duration or date; <input type="checkbox"/> Cancellation of accredited <input type="checkbox"/> Reduction in scope of accredited</p>
7	<p>Classification of accredited scope: Enter the information regarding the currently certified scope and classification*1.</p>
	<p>Name of the accredited business establishment:</p>

*1 If you attach a copy of the accreditation including the scope of accreditation, you may omit this description.