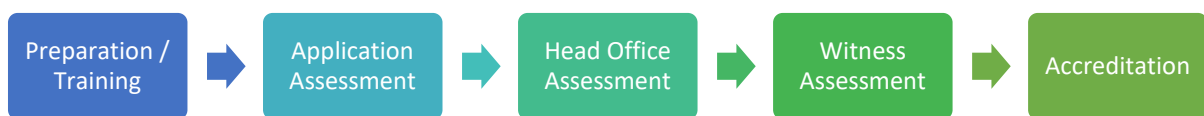


Guide to becoming a Bonsucro Licensed Certification Body

This guide will provide you with an overview of the process to become a Licensed Certification Body (CB). Bonsucro will accompany you throughout the process and remain at your disposal should you have any questions info@bonsucro.com



Normative documents

- > [Bonsucro Certification Protocol](#)
- > [Bonsucro Accreditation and Oversight Procedure](#)
- > [Bonsucro CB Application](#)
- > [Bonsucro CB Accreditation Agreement](#)
- > [Bonsucro CB Accreditation Agreement Addendum](#)

All our Standards and key scheme documentation are published in the [Bonsucro Public QMS Library](#)

1. Application

- 1.1. Applicant CB prepares the application and documentation required (this includes training relevant staff and auditors to gain proof of Bonsucro expert auditor qualification).
- 1.2. Applicant submits the application and documentation to Bonsucro.
- 1.3. Bonsucro checks that the relevant documents have been submitted and passes the application on to Assessor (contracted service provider).
- 1.4. Assessor evaluates the application and documentation (Assessor might request more information if applicable).
- 1.5 Assessor recommends the applicant CB to proceed to next step unless the Assessor raises non conformities if applicable and request corrective actions from the applicant CB.
- 1.6 Applicant CB submits corrective actions to Assessor.
- 1.7 Assessor review corrective actions (depending on non-conformity grading Assessor might requires the corrective actions to be implemented before moving to the next stage or to be implemented by a specific date) and recommend whether applicant CB can proceed to next step.

Charges to applicant CB:

- > Training via [Bonsucro academy](#): Expert auditor qualification - 650 GBP, compulsory for lead auditors and technical managers
- > Assessor fees (daily fee = 950 EUR) + expenses
Estimated 2.5 days assessment + 0.2 day per non conformity follow up

Please note that, should your organisation wish to operate both as a Bonsucro Licensed training provider and Bonsucro Licensed certification body, you must refer to the relevant sections in the Bonsucro Code of Integrity for the Provision of Training and the Bonsucro Certification Protocol in particular sections on managing potential conflict of interests and the need to conform with impartiality requirements.

2. Head Office Assessment

2.1 Assessor carries out a Head Office assessment for the applicant CB (either onsite or remotely) looking at systems, documentation, etc.

2.2 Assessor recommends the applicant CB to proceed to next step unless the assessor raises non conformities if applicable and request corrective actions from the applicant CB.

2.3 Applicant CB submits corrective actions to Assessor.

2.4 Assessor review corrective actions (depending on non-conformity grading Assessor requires the corrective actions to be implemented before moving to the next stage or to be implemented by a specific date) and recommend whether applicant CB can proceed to next step.

Charge to applicant CB:

- > Assessor fees (daily fee = 950 EUR) + expenses
Estimated 4 days assessment + 0.2 day per non conformity follow up + travel days if applicable

Bonsucro:

Upon notification by the assessor of the successful completion of the Head Office Assessment, Bonsucro:

- > delivers an authorisation letter to the applicant CB authorising them to book their first Bonsucro Certification audit.
- > lists the applicant CB on [Bonsucro website](#) confirming that they are allowed to deliver a certification audit and will receive their licence upon satisfactory completion of witness audit.
- > advertises the applicant CB' services in the Bonsucro newsletter and social media

The applicant CB shall provide to Bonsucro for publication on website:

- > Company logo
- > Company website
- > Signed Bonsucro GDPR form for contact details (contact person name, email, phone number).

3. Witness Assessment

3.1 Assessor carries out a witness assessment for the applicant CB: the assessor observes the CB's audit team carrying out their first Bonsucro audit (Production audit).

3.2 Assessor recommends applicant CB for licensing/accreditation unless the assessor raises non conformities if applicable and request corrective actions from the applicant CB.

3.3 Applicant CB submits corrective actions to Assessor.

3.4 Assessor review corrective actions (depending on non-conformity grading Assessor requires the corrective actions to have already been implemented or to be implemented by a specific date) and recommend whether applicant CB can be licensed / accredited.

Charge to applicant CB:

- > Assessor fees (daily fee = 950 EUR) + expenses
Estimated 6.5 days assessment + 0.2 day per non conformity follow up + travel days

The applicant CB sends Bonsucro the signed accreditation agreement.

Bonsucro:

- > issues a CB licence fee invoice, pro rata of starting date - **Charge to applicant CB**
- > receives CB licence fee payment
- > signs accreditation agreement
- > updates the CB's details on [Bonsucro website](#) to indicate that they are fully licensed
- > advertises CB's services in the Bonsucro newsletter and social media

4. Yearly Costs / fees once accredited

- > Every year, a CB licence fee is charged, which depends on the scope of services.
- > CB staff member trainings on the Bonsucro Academy are subject to applicable fees (650 GBP qualification and 300 GBP requalification every 3 years).
- > After each certification decision (i.e. initial, surveillance and recertification audits) a certification decision fee is charged to the CB.
- > Oversight assessments take place every year: assessors' fees and expenses are fully recharged to the CB.

Please note that all fees are detailed in the [Application Form](#) and are subject to change with prior notice.