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GUIDANCE ON CRITERIA FOR VEGAN-VEGETARIAN ACCREDITATION BODIES



**GUIDANCE ON CRITERIA FOR
VEGAN-VEGETARIAN
ACCREDITATION BODIES**

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GUIDANCE ON CRITERIA FOR VEGAN-VEGETARIAN ACCREDITATION BODIES

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GUIDANCE ON CRITERIA FOR VEGAN-VEGETARIAN ACCREDITATION BODIES

I. FOREWORD

The International Natural Accreditation Forum (i-NAF) is an independent, non-government network of natural accreditation bodies all mandated to enforce Natural, Vegan, Vegetarian, Halal Vegan-Vegetarian and Eco Global Labels etc. Life Chain Standards in their economies and regions.

It has been established with the aim of unifying and harmonizing Natural accreditation practices on global level to comply with natural principles, requirements and to develop and maintain Natural Multi-Lateral Arrangements (MLA) among i-NAF member natural accreditation bodies(NABs), this will result in removing technical barriers facing natural / vegan / vegetarian / halal / eco products and services, and facilitating international natural products and services trade, hence protecting the growing number of consumers.

This guide provides the requirements for natural accreditation bodies willing to be i-NAF signatories in the field of vegan-vegetarian and halal vegan-vegetarian. This guide endorsed by i-NAF Board of Directors.

This guide is a reference document for vegan-vegetarian and halal vegan-vegetarian compliant natural accreditation process. It is prepared based on the requirements of the international standard ISO/IEC 17011 - General requirements for accreditation bodies accrediting conformity assessment bodies. It includes criteria for the application of ISO/IEC 17011 requirements for i-NAF member natural accreditation bodies.

The effective date for implementation of this document is the date of endorsed by i-NAF Board of Directors.

The guide is published on the i-NAF website (www.i-naf.org).

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II. INTRODUCTION

i-NAF role is to provide and maintain confidence in natural certificates (Natural, Vegan, Vegetarian, Halal Vegan, Eco Global Label etc. and marks issued by Natural Conformity Assessment Bodies through mutual acceptance between member natural accreditation bodies in the field of natural products and services.

The purpose of this guide is to address the implementation of the requirements of ISO/IEC 17011:2017 as they relate to the requirements of vegan-vegetarian by natural accreditation bodies (NABs) working in this field.



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1. SCOPE

i-NAF Members, NSO-NAP 7 Vegan-Vegetarian Accreditation Bodies (VVABs/VABs) or Natural Accreditation Bodies (NABs) offering natural accreditation services complying with Vegan-Vegetarian accreditation requirements shall perform their activities in accordance with the requirements of ISO/IEC 17011: 2017 and this document.

2. NORMATIVE REFERENCES

- 2.1** ISO/IEC 17011 : 2017 Conformity Assessment — Requirements For Accreditation Bodies Accrediting Conformity Assessment Bodies,
- 2.2** ISO/IEC 17065 : 2012 Conformity Assessment — Requirements for Bodies Certifying Products, Processes and Services,
- 2.3** NSO-NAP 7 : 2018 Vegan-Vegetarian Standard.

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3. TERMS AND DEFINITIONS

3.1 Terms and definitions contained in clause 3 of ISO/IEC 17011:2017 are applied for vegan-vegetarian compliant natural accreditation process Additional requirements to: i-NAF Rules Document; i-NAF NMG 7: 2018 Guidance on Vegan-Vegetarian Certification Criteria for Evaluating Vegan-Vegetarian Schemes”.

3.2 Vegan:

Final product that has no content of any animal food or non-food ingredient, and products, that no animal content used at any production and processing, or not completed by food, or no non-food animal product used.

3.3 Vegetarian:

Final product that has no content of cut and slaughter product (red meat and processed red meat) but other animal products completely or partly can be used at production process and stage

3.4 Vegan-Vegetarian Accreditation Body VVABs/VABs/NABs (Vegan-Vegetarian compliant Natural Conformity Assessment Body):

Natural Conformity assessment body performs activities that are fully complying with the NSO-NAP 7 Vegan-Vegetarian requirements. The term “Vegan and/or Vegetarian” covers products/services.

3.5 Whenever “accreditation” is mentioned in this guide, it means “Vegan-Vegetarian Compliant Natural Accreditation Process”.

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4. GENERAL REQUIREMENTS

4.1 Legal Responsibility

For this clause;

The requirements of clause 4.1 of ISO / IEC 17011 standard shall be applied,

Additional requirements;

Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall have a mechanism and structure to perform its NSO-NAP 7 Vegan-Vegetarian Standard compliant natural accreditation services. The structure could be a unit, a team, a committee or any other suitable structure decided by the natural accreditation body.

4.2 Natural Accreditation Agreement

For this clause;

The requirements of clause 4.2 of ISO / IEC 17011 standard shall be applied.

4.3 Use of Accreditation Symbols and Other Claims of Accreditation

For this clause;

The requirements of clause 4.3 of ISO / IEC 17011 standard shall be applied,

Additional requirements;

Vegan-Vegetarian Accreditation Bodies (VVABs/VABs) complying with NSO-NAP 7 Vegan-Vegetarian Standard requirements who are signatories of i-NAF MLA shall comply with the requirements set in document i-NAF NPG 2:2018 “GENERAL PRINCIPLES ON THE USE OF THE i-NAF MLA MARK”.

4.4 Impartiality Requirements

For this clause;

The requirements of clause 4.4 of ISO / IEC 17011 standard shall be applied.

4.5 Financing and Liability

For this clause;

The requirements of clause 4.5 of ISO / IEC 17011 standard shall be applied.

4.6 Establishing Accreditation Schemes

The vegan-vegetarian accreditation body shall establish NSO-NAP 7 Vegan-Vegetarian Standard compliant accreditation schemes that define rules and processes of accrediting natural conformity assessment bodies as per the requirements of clause 4.6 of ISO/IEC 17011: 2017 standard and this guide.

5. STRUCTURAL REQUIREMENTS

For this clause;

The requirements of clause 5 of ISO / IEC 17011 standard shall be applied,

Additional requirements;

The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall:

- i. Have the authority and be responsible for its NSO-NAP 7 Vegan-Vegetarian Standard compliant accreditation decisions, which shall not be subject to approval by any other organization or person.

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- ii.** Document the duties, responsibilities and authorities of top management and other personnel associated with the NSO-NAP 7 Vegan-Vegetarian Standard compliant accreditation body who is involved in the accreditation process.
- iii.** Develop policies related to NSO-NAP 7 Vegan-Vegetarian Standard natural conformity assessment practices.
- iv.** Identify requirement for decision making for NSO-NAP 7 Vegan-Vegetarian Standard compliant natural accreditation process.
- v.** When authorities are delegated to other committees or individuals, the vegan-vegetarian accreditation body (VVABs/VABs) shall ensure competency of such parties in vegan-vegetarian criteria and practices.
- vi.** Have access to needed expertise in the field of vegan-vegetarian.
- vii.** For committees formed to be involved in NSO-NAP 7 vegan-vegetarian compliant natural accreditation, the vegan-vegetarian accreditation body shall ensure the competency of committee members including expertise in vegan-vegetarian.
- viii.** Comply to vegan-vegetarian regulation within their economy (if applicable).

6. RESOURCE REQUIREMENTS

6.1 Competence of Personnel

6.1.1 General

For this clause:

Requirements of clause 6.1.1 of ISO/IEC 17011:2017 shall be applied.

6.1.2 Determination of Competence Criteria

For this clause:

Requirements of clause 6.1.2 of ISO/IEC 17011:2017 shall be applied.

Additional requirements:

The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall:

- i.** Have a documented process for determining and documenting the competence criteria for personnel involved in the management and performance of NSO-NAP 7 Vegan-Vegetarian compliant assessments and other Vegan-Vegetarian compliant accreditation activities. Competence criteria shall be determined with regard to the requirements of NSO-NAP 7 Vegan-Vegetarian accreditation schemes and shall include the required knowledge and skills for performing compliant vegan-vegetarian accreditation activities.
- ii.** Ensure that its personnel who work in the field of Vegan-Vegetarian are having the needed knowledge in NSO-NAP 7 Vegan-Vegetarian compliant conformity assessment practices.
- iii.** Ensure the assessment team, and the Vegan-Vegetarian accreditation body (VVABs/VABs) personnel who review documents, review assessment reports, and make began-vegetarian accreditation decisions includes personnel who demonstrate knowledge of NSO-NAP 7 Vegan-Vegetarian compliant, and qualified as per NSO-NAP 7 Vegan-Vegetarian requirements set within the vegan-vegetarian conformity assessment schemes shall be reviewed by the accreditation body (Requirements of clause 4.6.3 of ISO/IEC 17065:2012 shall be applied).

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- iv. Ensure the assessment team, and the accreditation body personnel who review assessment reports, make accreditation decisions and manage accreditation schemes, demonstrate knowledge of risk-based assessment principles related to vegan-vegetarian compliant accreditation activities/practices.
- v. Ensure the assessment team has personnel who demonstrate(s) knowledge of vegan-vegetarian compliant practices and processes of the vegan-vegetarian conformity assessment body's business environment.
- vi. Ensure that the group or individual that takes the vegan-vegetarian accreditation decisions totally understand the applicable vegan-vegetarian compliant accreditation scheme requirements and shall have competence to evaluate the outcomes of the NSO-NAP 7 vegan-vegetarian compliant assessment, including where appropriate related recommendations of the assessment team related to vegan-vegetarian compliant.

NOTE: ANNEX A in ISO/IEC 17011:2017 Standard is applied in Vegan-Vegetarian compliant accreditation process. Please refer to APPENDIX 1 of this guide for additional competency requirements for experts working in the field of NSO-NAP 7 Vegan-Vegetarian.

6.1.3 Competence Management

For this clause;

Requirements of clause 6.1.3 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

The vegan-vegetarian accreditation body (VVABs/VABs) shall have access to expert personnel who can evaluate assessors conducting assessments in the field of vegan-vegetarian. Each assessor working in NSO-NAP 7 Vegan-Vegetarian compliant assessment shall be observed during an assessment at regular intervals.

This shall be at least every three (3) years, unless there is sufficient supporting evidence that the assessor is continuing to perform competently.

6.2 Personnel Involved in the Accreditation Process

For this clause;

Requirements of clause 6.2 of ISO/IEC 17011:2017 shall be applied.

Additional requirements; The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall:

- i. Describe the qualifications, experience, knowledge, competence and training required for personnel who are working in NSO-NAP 7 Vegan-Vegetarian compliant conformity assessment practices.
- ii. Have access to experts in halal who can carry out vegan-vegetarian compliant assessments, review NSO-NAP 7 Vegan-Vegetarian compliant schemes and documents, and can be involved in decision making process of NSO-NAP 7 Vegan-Vegetarian compliant accreditation.
- iii. Ensure that assessors and, where relevant, experts who will work in the field of NSO-NAP 7 Vegan-Vegetarian compliant accreditation:
 - Familiar with vegan-vegetarian, competent and well trained on different aspects of the NSO-NAP 7 Vegan-Vegetarian standard and vegan-vegetarian requirements in the specific area of specialization.

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- Familiar with NSO-NAP 7 Vegan-Vegetarian compliant accreditation procedures, i-NAF requirements for NSO-NAP 7 Vegan-Vegetarian conformity assessment schemes, NSO-NAP 7 Vegan-Vegetarian compliant accreditation criteria, and other relevant requirements,
- Have undergone a relevant assessor training related to NSO-NAP 7 Vegan-Vegetarian compliant.

iv. Have access to at least one assessor(auditor/inspector)/expert and one vegan-vegetarian expert for each NSO-NAP 7 Vegan-Vegetarian discipline that is within its scope of work.

6.3 Personnel Records

For this clause;

Requirements of clause 6.3 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall maintain records of relevant qualifications, training, experience and competence of each person involved in the accreditation process related to vegan-vegetarian compliant.

6.4 Outsourcing

For this clause;

Requirements of clause 6.4 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

If the member accreditation body outsources any of its i-NAF recognized accreditation activities, then it shall have a policy describing the conditions under which outsourcing may take place, and any outsource of service or part of service shall be done with an i-NAF MLA signatory natural accreditation body.

7. PROCESS REQUIREMENTS

7.1 Accreditation Requirements

For this clause;

Requirements of clause 7.1 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

Vegan-vegetarian compliant conformity assessment scheme shall comply with accreditation rules and procedures related to NSO-NAP 7 Vegan-Vegetarian field and to i-NAF-NMG 6 :2018 Guidance on Criteria for Vegan-Vegetarian Certification Bodies

7.2 Application for Accreditation

For this clause;

Requirements of clause 7.2 of ISO/IEC 17011:2017 shall be applied.

7.3 Resource Review

For this clause;

Requirements of clause 7.3 of ISO/IEC 17011:2017 shall be applied.

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7.4 Preparation for Assessment

For this clause;

Requirements of clause 7.4 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall appoint an assessment team consisting of a team leader and a suitable number of assessor(s)[auditor(s)/inspector(s)]/expert(s) who is/are qualified in vegan-vegetarian and competent enough in vegan-vegetarian products and services requirements as per the accredited scope of the NSO-NAP 7 Vegan-Vegetarian Standard.

NOTE: When selecting the assessment team, The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall ensure that the expertise brought to each assignment is appropriate.

In particular, the team as a whole:

shall have appropriate expertise in the specific scope of NSO-NAP 7 Vegan-Vegetarian Standard compliant accreditation.

7.5 Review of Documented Information

For this clause;

Requirements of clause 7.5 of ISO/IEC 17011:2017 shall be applied.

7.6 Assessment

For this clause;

Requirements of clause 7.6 of ISO/IEC 17011:2017 shall be applied.

Additional requirement;

Due care shall be provided to the competences of the staff under assessment. This shall be adequately recorded in the assessment report.

7.7 Accreditation Decision-Making

For this clause;

Requirements of clause 7.7 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

- i. The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall ensure that personnel involved in NSO-NAP 7 Vegan-Vegetarian compliant accreditation decision making are competent in vegan-vegetarian and well trained on vegan-vegetarian requirements including expertise.
- ii. The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall define the criteria of competency for personnel involved in NSO-NAP 7 Vegan-Vegetarian compliant accreditation decision making.
- iii. It is recommended that NSO-NAP 7 Vegan-Vegetarian Accreditation Assessment Results should be accepted between the i-NAF signatory members. And this is subjected to further arrangements between members.

7.8 Accreditation Information

For this clause;

Requirements of clause 7.8 of ISO/IEC 17011:2017 shall be applied.

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7.9 Accreditation Cycle

For this clause;

Requirements of clause 7.9 of ISO/IEC 17011:2017 shall be applied.

7.10 Extending Accreditation

For this clause;

Requirements of clause 7.10 of ISO/IEC 17011:2017 shall be applied.

7.11 Suspending, Withdrawing or Reducing Accreditation

For this clause;

Requirements of clause 7.11 of ISO/IEC 17011:2017 shall be applied.

7.12 Complaints

For this clause;

Requirements of clause 7.12 of ISO/IEC 17011:2017 shall be applied.

In addition:

The decision to be communicated to the complainant shall be made by, or reviewed and approved by, individual(s) not involved in the activities in question and knowledgeable in NSO-NAP 7 Vegan-Vegetarian compliant accreditation process and vegan-vegetarian requirements as per vegan/vegetarian definition.

7.13 Appeals

For this clause;

Requirements of clause 7.13 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

The decision to be communicated to the appellant shall be made by, or reviewed and approved by, individual(s) not involved in the activities in question and knowledgeable in NSO-NAP 7 Vegan-Vegetarian compliant accreditation process and vegan-vegetarian requirements as per vegan/vegetarian definition.

7.14 Records on VVABs/VABs/CABs

For this clause;

Requirements of clause 7.14 of ISO/IEC 17011:2017 shall be applied.

8 INFORMATION REQUIREMENTS

8.1 Confidential Information

For this clause;

Requirements of clause 8.1 of ISO/IEC 17011:2017 shall be applied.

8.2 Publicly Available Information

For this clause;

Requirements of clause 8.2 of ISO/IEC 17011:2017 shall be applied.

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9 MANAGEMENT SYSTEM REQUIREMENTS

9.1 General

For this clause;

Requirements of clause 9.1 of ISO/IEC 17011:2017 shall be applied.

9.2 Management System

For this clause;

Requirements of clause 9.2 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

The Vegan-Vegetarian Accreditation Body (VVABs/VABs) shall ensure having all needed procedures and policies that enables it to fulfill requirements related to NSO-NAP 7 vegan-vegetarian accreditation in conformity assessment practices.

9.3 Document Control

For this clause;

The requirements of clause 9.3 of ISO / IEC 17011 standard shall be applied.

9.4 Records Control

For this clause;

Requirements of clause 9.4 of ISO/IEC 17011 shall be applied.

9.5 Nonconformities and Corrective Actions

For this clause;

Requirements of clause 9.5 of ISO/IEC 17011:2017 shall be applied.

9.6 Improvement

For this clause;

Requirements of clause 9.6 of ISO/IEC 17011:2017 shall be applied.

9.7 Internal Audits

For this clause;

Requirements of clause 9.7 of ISO/IEC 17011:2017 shall be applied.

9.8 Management Reviews

For this clause;

Requirements of clause 9.8 of ISO/IEC 17011:2017 shall be applied.

Additional requirements;

Inputs to management reviews shall include:

- i.** Considering results of peer evaluations done under i-NAF.
- ii.** Feedback from interested parties in field of vegan-vegetarian.

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APPENDIX 1
TABLE OF KNOWLEDGE AND SKILLS

KNOWLEDGE AND SKILLS	VEGAN-VEGETARIAN ACCREDITATION ACTIVITIES				
	Application Review Including Selection of Team Members	Document Review	Assessment	Reviewing Assessment Reports and Making accreditation decisions	Management of Accreditation Schemes
Adequate Knowledge of Vegetarian Requirements		√	√	√	
Adequate Knowledge of Vegan Requirements		√	√	√	