

## APPLICATION PROCESS FOR CERTIFICATION BODIES

The following information is intended for Certification Bodies (CBs) with an interest to offer certification services according to COSMOS-standard. The process and the requirements as summarized here are based on the COSMOS-standard, the COSMOS-standard Control Manual and the bylaws of the COSMOS-standard AISBL (COSMOS). These documents are available on [www.cosmos-standard.org](http://www.cosmos-standard.org).

Please note that in order to become a COSMOS authorized CB you have to be accepted as an associate member of COSMOS and must be qualified to become authorized, which includes the granting of accreditation towards COSMOS-standard by an Accreditation Body (AB). Therefore, you should expect the complete process including the accreditation process to last approximately one year, depending on the quality of the information provided.

The 10 steps process:

- 1) Upon your request ([info@cosmos-standard.org](mailto:info@cosmos-standard.org)) COSMOS will provide the following documents:
  - a) Standard documents (COSMOS-standard, Technical Guide, Labelling Guide, Control Manual)
  - b) Application forms for membership (associate member) and CB authorization
  - c) COSMOS fee regulation
- 2) To apply you need to return the two completed application forms to COSMOS and your membership application information will be checked for completeness.
- 3) COSMOS will issue an invoice for the membership approval process as set out in the COSMOS fee regulation and will submit your application documents to the COSMOS-Board after receipt of payment. The Board will discuss your membership application at the earliest possible date.
- 4) The Board will decide on your application for associate membership taking into account the interests of the association and all its members (bylaws article 5). The Board will decide with a majority of 3/4 of the votes. The board's decision does not have to be justified and will be without any recourse (bylaws article 6).
- 5) You will be informed about the Board's decision and if you are approved as an associate member, COSMOS will issue an invoice for CB authorization as set out in the COSMOS fee regulation. The completeness of your application form will be checked after receipt of payment.
- 6) Complete documents will be submitted to the Board which will discuss your application at the earliest possible date. The decision will be based on the fulfilment of the requirements as set out in the Control Manual (section 7.1 and 7.2).
- 7) After acceptance of the application by COSMOS you must apply to your nominated AB to commence the accreditation process. Please note that the choice of ABs is limited to those that are accepted by COSMOS.
- 8) Following a positive review of your documentation by the AB (Control Manual 6.1 and 7.3.1) COSMOS will issue a preliminary certifier contract which allows you to start certifying.
- 9) The AB will undertake its accreditation assessment and will inform COSMOS about the result.
- 10) In case of a positive accreditation decision COSMOS will issue an Authorization Certificate and will publish the CB details on the COSMOS website.