



Product Certification Process Flowchart – descriptive

Within the flowchart, each box is numbered and guidance in relation to each box is listed below.

1. 1st October – window opens for renewal and new applications from growers
2. Upon receipt of application (and payment), if the application is from an existing member, the process will move to box 8.
If it is a new applicant, an assessment is arranged. Their membership and certification status will be 'applied'
3. Assessment is conducted (usually within 4 weeks of application).

3a. If non-compliances are raised the applicant has 30 days in which to submit corrective evidence. If the applicant fails to submit corrective evidence or the evidence received at day 30 post assessment is insufficient, the assessment is closed as 'failed', the application closed and the grower has to re-apply and go back through the assessment process. If the corrective evidence is deemed suitable, the completed report and corrective evidence is submitted by the First Reviewer to a Technical Reviewer for certification.
4. Provided no non-compliances are raised at assessment, or where suitable corrective evidence has been submitted that is deemed suitable, the completed report is independently reviewed and if found to comply, certification is granted by a Technical Reviewer. The applicant's membership becomes 'approved' and certification is granted.
5. A certificate is issued.
6. The SQC website member checker is updated. Buyers use the member checker to confirm that the grain is from an approved site.

7. The new member will be approved to receive grain passports which are issued in June/July each year.
8. Existing members: following payment of renewal, the membership status of the member remains as approved and the certificate remains valid.
9. The SQC website member checker is updated. Buyers use the member checker to confirm that the grain is from an approved site.
10. The existing member is approved to receive grain passports (subject to ongoing compliance) which are issued in June/July each year.
11. An assessment is conducted during the scheme year (i.e. between 01 October and the following 30 September).
 - 11a. If non-compliances are issued, provided they are not deemed critical or major, the certificate status remains as approved, pending submission of suitable corrective evidence within 30 days of the date of the assessment.

If a major non-compliance is raised, the certificate will be suspended pending receipt of suitable corrective evidence within 30 days of the date of the assessment. The member checker will be updated and buyers will see that the member is not currently approved and the member will not be able to market grain as approved until such time that reinstatement of certification has been confirmed by the Certification Body.
 - 11b. If a critical non-compliance is raised a decision as to whether to suspend or withdraw the certificate will be made. If the certificate is withdrawn the member will be not approved and required to re-apply and start the process again from box 1 and will be deemed as a new applicant.
12. Provided no non-compliances are raised at assessment, or where suitable corrective evidence has been submitted that is deemed suitable*, the completed report is independently reviewed and if found to comply, continuation of certification is confirmed by a Technical Reviewer.

* Notes of certification status

If the certificate was suspended due to a major NC being raised, the certificate status and member checker will be updated from not approved to approved once certification has been completed following receipt of suitable corrective evidence.

The member will retain approved certification status subject to ongoing compliance with the SQC standards which will be validated through a continual programme of annual assessments and spot checks. Each assessment and spot check will be subject to the certification steps from box 11 - 12