	BHUTAN AGRICULTURE & FOOD REGULATORY AUTHORITY CERTIFICATION SERVICES	QUALITY PROCEDURE	
DOC. BAFRA-CS-PR-7.9-02	ISSUE 02	REVISION 00	15 APRIL 2020

PROCEDURE FOR RECERTIFICATION (RENEWAL) OF LICENSE

1 PURPOSE

To assess the effectiveness of the BAFRA Product Certification Marks Scheme operated by licensee to consider continuation.

2. SCOPE

This procedure covers all licenses coming for renewal under BAFRA-CS.

3. RESPOSIBILITY

3.1 Director General is responsible for renewal of licenses granted under BAFRA-CS.

3.2 Certification Manager and Certification Officer are responsible for implementation of this procedure for continuing suitability of product certification.

4. PROCEDURE

4.1 A renewal notice as per prescribed format is issued to the licensee three months before the date of expiry of the license in the current operative period.

4.2 The licensee shall submit the renewal application at least one month in advance of the expiry of the license, in the prescribed form.


4.3 Review of application

4.3.1 All information regarding the surveillance visits carried out during the operative period and the factory and market samples drawn and tested during the period should be given. The information about pending actions, and samples under test at the time of previous renewal shall also be included. Information about samples withdrawn may also be incorporated in the renewal Form giving the reasons.

4.3.2 The position regarding complaints received in respect of the license and the actions taken thereof shall also be given. Under 'Any Other Information' the follow-up action taken on the lapses and failures observed, and the corrective actions taken by the licensee should be given. Also the performance of the licensee during the period including suspension of marking, inclusion of additional varieties, changes permitted in the licensee's premises, personnel, etc. should also be given.

4.3.3 If the required information is not provided in the application or BAFRA-CS establishes the need for renewal inspection at the client's location, BAFRA-CS shall institute an audit team to carry out renewal inspection and make use of the checklist during the visit.

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4.4 Renewal and deferment of renewal

4.4.1 License is considered for renewal when the renewal application is received before the date of expiry, performance is satisfactory upon document review and dues stand cleared.

4.4.2 Renewal case should be put up in the format preferably two weeks in advance of the validity date to the Director General for orders, by the dealing officer with recommendations clearly giving the period recommended for renewal so that the decisions are taken and implemented well before the validity period ends.

4.4.4 License is not considered for renewal when;

- the application is not received even after one month of the validity date,
- when the application is received and overall assessment of performance is unsatisfactory and there exist no or little possibility of effecting an improvement.

4.4.5 After the renewal orders, necessary endorsements shall be prepared for signatures of the renewing authority on the original license document submitted by the licensee within one month.

4.4.6 Licenses are recertified normally for a period of one year. However, a license may be recertified for a period of three years at the request of the licensee, provided advance marking fee and License fee has been paid for the period of renewal.


5.4.7 Deferment of Renewal of License is deferred if:

- a) renewal application is not received within the validity period or before the expiry date, renewal application is received in an incomplete form.
- b) the license is under suspension of marking at the end of validity period the renewal may be deferred for a period of six months.
- c) renewal application has been received but overall performance needs improvement which may require not more than two months from the date of validity.

5.5 Cancellation of license

5.5.1 Action is initiated for cancellation of license when the normal operation of a license is not feasible due to violation and also on account of following reasons:

- a) Nonconformity of serious nature affecting health and safety observed during inspection or independent testing and that the corrective actions required would take considerable time for effective implementation.
- b) Any contravention of the licensing provisions or the STI considered serious in nature, for example non-settlement of financial dues, non settlement of complaints, not allowing technical auditor access during working hours for the purposes of

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assessment, using Mark for types/varieties not included in the scope of the license, etc.

- c) The measures taken towards correcting the discrepancies/nonconformities are found inadequate or time taken is too long (say six months or more).
- d) If the licensee does not wish to prolong the license and send a communication to that effect.
- e) If the standard is amended/revised and implemented and the licensee either will not or cannot ensure compliance to the new requirements.
- f) If a complaint against BAFRA certified product is found to be genuine, cancellation of the license may be considered depending upon the seriousness of the complaint.

5.5.2 The cancellation notice on the recommendations of the Certification Manager should be issued by the Director General. The cancellation notice shall give fourteen days notice to the licensee.

5.7 SUSPENSION OF LICENCE

5.7.1 Suspension based on unsatisfactory performance

- a) product does not conform to specified product standard,
- b) Marked product for varieties not covered under the license,
- c) Violation of bond provisions,
- d) Violation of license conditions.

5.7.2 Suspension based on unforeseen situations

A license may be suspended by BAFRA-CS (and endorsed in the License accordingly) on the request from the licensee, if the operation(s) in his premises can no longer be carried due to:

- a) Natural calamities such as flood, fire, earthquake, etc,
- b) A lock out declared by the licensee's management,
- c) Closure of operations directed by a competent court or statutory authority.

6. REFERENCES

BAFRA-CS -PR7.9-02 –FM-01 Form: Application for recertification (renewal) of licence
BAFRA-CS -PR7.9-02-FM-02 Form: Letter intimating renewal of licence to the licensee
BAFRA-CS -PR7.9-02- FM-03 Form: Renewal inspection checklist