	BHUTAN AGRICULTURE & FOOD REGULATORY AUTHORITY CERTIFICATION SERVICES		GUIDELINES
DOC. BAFRA-CS-GL-7.6-01	ISSUE 04	REVISION 00	15 APRIL 2021

GUIDELINES FOR OPERATION OF CERTIFICATION COMMITTEE (CC)

1. PURPOSE

To ensure that Certification Committee deliberates on issues of certification in a transparent and impartial manner to build credibility with the users of certification services.

2. COMPOSITION AND APPOINTMENT

2.1 The Certification Committee (CC) has the membership representing key technical officials from within BAFRA after assessing that they are free from any commercial, financial and other pressures that might influence decisions, as given below:

Sl. No.	Name of Institution/Position of Nominee	Position
1.	Director General, BAFRA	Chairman
2.	The Chief, FQSD, BAFRA	Member
3.	The Chief, PABD, BAFRA	Member
4.	The Reviewer, BAFRA-CS	Member
5.	Certification Manager, BAFRA-CS	Member Secretary

2.2 BAFRA DG appoints members of the Certification committee based on their technical background and by virtue of the positions they hold.

2.3 BAFRA- DG reserves the authority to appoint and withdraw members of Complaints committee.


3. TERMS OF REFERENCE

3.1 The Committee is responsible for the review of performance of the client to ensure that certification activities have been conducted as per the procedures for all stages right from Receipt of application to Review stages.

3.2 The Committee shall make the final decision for grant or refusal of certificate.

3.3 Certification Manager is responsible to convene the meetings of the CC and present review report for consideration by the committee.

3.4 Reviewer is responsible for presenting the review report and to provide technical information.

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4. MEETINGS OF THE COMMITTEE

4.1 Convening the meeting

4.1.1 Meeting of the committee is convened once in a year or as and when necessary.

4.1.2 Meeting dates are fixed in consultation with the chairman and meeting notice is sent at least 5 working days before the date of meeting. In case of emergency, meeting may be held within 24 hours notice.

4.2 Preparation for the meeting

4.2.1 A structured agenda is prepared for the meeting including the following

- a) Report on action points emerging out of previous meeting.
- b) Review of reports for new licenses and decide on grant of licenses,
- c) Review of complaints and appeals, if any related to the
- d) Review of results of internal quality audits.
- e) Review of performance of working of certification system and
- f) Any other subject raised by any member.

4.2.2 Distribute agenda and relevant papers to the members at least 5 days before the meeting

4.3 Deliberation at the meeting

4.3.1 The Reviewer shall present the review report associated to the selection and determination activities to the Certification Committee for certification decision.

4.3.2 The committee discusses matters on the Agenda and take decisions by consensus. One-third of the member will form the quorum.

4.3.3 The minutes of the meeting to record decisions or actions required are prepared and are adopted.

4.4 Post meeting actions

4.4.1 Follow up actions are initiated and concerned functions involved are informed to take action arising out of the meeting.

4.4.2 The decision of the Committee shall be final.

5. REFERENCES

BAFRA-CS -PR7.6-01 Procedure for Grant of certification