



**GFSI** BENCHMARKING REQUIREMENTS  
VERSION 2020.1

# APPLICATION FORM

# For Certification Programme Owners to Apply for Benchmarking against the GFSI Benchmarking Requirements Version 2020.1

This application form should be filled in once part I of the GFSI Benchmarking Requirements has been reviewed, in particular the eligibility criteria.

## Section I: Identification of the applicant and scope of application

REQUIRED INFORMATION	GUIDELINES	APPLICANT'S ANSWER
1. Name of Certification Programme in scope for this application, i.e. the name used in audit reports or certificates.	<i>Please use the same name that is used on the certificates issued against the programme by Certification Bodies.</i>	
2. GFSI scope(s) of application.	<i>You can select more than one scope of recognition. Definitions of each scope is available in part I of the GFSI Benchmarking Requirements</i>	<b>AI</b> Farming of Animals for Meat/ Milk/ Eggs/ Honey <b>AI</b> Farming of Fish and Seafood <b>BI</b> Farming of Plants (other than grains and pulses) <b>BII</b> Farming of Grains and Pulses <b>BIII</b> Pre-process Handling of plant products <b>CO</b> Animal Conversion <b>CI</b> Processing of Perishable Animal Products <b>CII</b> Processing of Plant Perishable Products <b>CIII</b> Processing of Animal and Plant Perishable Products (Mixed Products) <b>CIV</b> Processing of Ambient Stable Products <b>D</b> Production of Feed <b>E</b> Catering <b>FI</b> Retail / Wholesale <b>FII</b> Food Broker / Agent <b>H</b> Provision of Food Safety Services <b>G</b> Provision of Storage and Distribution Services <b>I</b> Production of Food Packaging <b>JI</b> Hygienic Design of Food Buildings and Processing Equipment (for building constructors and equipment manufacturers) <b>JII</b> Hygienic Design of Food Buildings and Processing Equipment (for building and equipment users) <b>K</b> Production of (Bio) Chemicals (Additives, Vitamins, Minerals, Bio-cultures, Flavourings, Enzymes and Processing aids)

**3. Registered address of the Certification Programme Owner.** *Please provide the legal address of the Certification Programme Owner*

**4. Business address (Head-quarter) of the Certification Programme Owner** *If different from the address above.*

**5. Additional local offices** *Please provide the address of all additional office locations.*

**6. Name and position of the authorizing officer** *The authorizing officer is the person that is formally responsible for the agreement made and that signs the benchmarking application*

**7. Name and position of Certification Programme application liaison / key contact person** *This person will be the primary point of contact for GFSI during the assessment of the Certification Programme*

**8. Address / location of application liaison / key contact person**

9. Phone number of  
application liaison /  
key contact person

10. E-mail address of  
application liaison /  
key contact person

11. Please provide a  
short summary of the  
Certification Programme's  
history and objectives.

*Please enter details such as  
date of operation, markets,  
rationale for development,  
mission, objectives.*

12. Total number of valid  
accredited certificates  
against the Certification  
Programme

13. List of countries where  
those accredited certifi-  
cates have been issued

14. Date of application

*Date when the application  
was sent to CGF GFSI*

## Section II: Verification of the eligibility criteria

REQUIRED INFORMATION	GUIDELINES	APPLICANT'S ANSWER	GFSI ASSESSMENT
1. Name of the legal entity owning the Certification Programme.	<i>Please note: GFSI does not accept applications of Certification Programmes developed, governed or owned by a Certification Body or group of Certification Bodies</i>		
2. Please provide evidence that the legal entity has a legal status in its jurisdiction and is the owner of the Certification Programme in scope for this application.	<i>This may include papers / legal constitution documentation. If the legal entity owning the certification programme is different from the entity managing the programme, please provide clear evidence of the relationship between them.</i>		
3. Please demonstrate that there is commitment from a minimum of three organizations representing the retail / food service or producing / manufacturing sectors that use, or are going to use the Certification Programme	<i>Please send us at least three letters of support specific to the Certification Programme in scope for this application. These letters shall be signed by an appropriate person within their organisation, dated and written on a paper / e-mail with logo demonstrating its origin. The signatory will state the job title.</i>		

**4. Please provide evidence of an agreement with one or more Accreditation Bodies to accredit Certification Bodies against the current version of ISO/IEC 17021-1 or ISO/IEC 17065 for the scope of the Certification Programme. The Accreditation Body(ies) granting accreditation to the scope of the Certification Programme shall be members of the International Accreditation Forum (IAF) and shall be signatories to the Multilateral Recognition Arrangement (MLA).**

*Please provide a letter from the Accreditation Body(ies), a reference to the website of the respective Accreditation Body(ies) or of the IAF website, or send a copy of the contract or agreement with the Accreditation Body(ies)*

**5. Please provide evidence of contractual relationships with at least two Certification Bodies accredited for the scope of the Certification Programme**

*This may be copies of the contracts signed with the Accredited Certification bodies, and / or reference to the Certification Programme and Certification Bodies' respective websites*

**6. Total number of accredited certificates issued in the last 12 months against the Certification Programme.**

*Please provide the copy of 10 accredited certificates issued in the last 12 months against the certification programme for each scope of application selected in question 2, including at least one valid certificate issued by each contracted Certification Body during a 12-month period prior to the date of the application.*

7. Please provide evidence that the Certification Programme has been in operation for at least 12 months

*Please provide evidence that the version of the Certification Program in scope for this application was implemented at least 12 months ago, such as date of issue and transition plan, accredited certificates against this version of the Certification Programme older than 12 months, etc.*

8. Please confirm if the Certification Programme is undergoing or about to undergo significant changes. If so, please provide details of those changes

9. Please provide evidence that the Certification Programme does not have any practices in place that are deemed to restrict access to markets.

10. Please confirm that you have undertaken a self-assessment to validate that the Certification Programme are in compliance with the GFSI Benchmarking Requirements

We confirm that the information provided in the application form and in supporting documents is current and accurate.

**SIGNED**

for and on behalf of

[insert name of Certification Programme Owner]

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

# GFSI Schedule of Fees

## Schedule 1: GFSI benchmarking fee schedule

FULL BENCHMARKING AND CONTINUED RECOGNITION APPLICATIONS	COST €	TIME ALLOCATION	DUE DATE
1. Entry fee (Application review) - for all applicants.	1000 Euros *	Fixed cost (not refundable).	When submitting the application.
2. Desktop review and call to go through findings (review of selfassessment).	1000 Euros per working day * <sup>1</sup>	Typically 3.5 days depending on the complexity and quality of the self-assessment information.	Upon completion of desktop review.
3. Office visit.	1000 Euros per working day* <sup>1</sup> + travel costs <sup>1</sup>	Typically 1 to 2 days + ½ day travel.	Upon completion of benchmark report.
4. Corrective Action Plan Validation and Reporting.	1000 Euros per working day* <sup>1</sup>	Typically 1 day.	Upon completion of benchmark report.
5. GFSI final administration fee.	1000 Euros *	Fixed cost.	Upon final decision on recognition.
6. GFSI annual administration fee (verification of continued alignment).	1000 Euros *	Fixed cost.	



MONITORING OF CONTINUED ALIGNMENT	COST €	TIME ALLOCATION	DUE DATE
1. Random record review – twice a year.	1000 Euros per working day * <sup>1</sup>	Typically 2 days per year.	Upon the completion of the Integrity Programme.
2. Office visit – once a year.	1000 Euros per working day* <sup>1</sup> + travel costs <sup>1</sup>	Typically 1 day + ½ day travel time.	Upon the completion of the Integrity Programme.
3. Corrective Action Plan Validation and Verification.	1000 Euros per working day* <sup>1</sup>	Typically 1 day.	Upon the completion of the Integrity Programme.
6. GFSI annual administration fee (verification of continued alignment).	1000 Euros *	Fixed cost.	Upon the completion of the Integrity Programme.

## Schedule 2: GFSI certificate fee schedule

Fee type.	Primary Production Certification Programme.	Manufacturing/Processing, Retail Food Service, Packaging, Food Broker/Agent, storage and distribution Certification Programme.
Single Site.	3€ per certificate*.	7.50€ per certificate*.
Multi-site.	3€ per certificate*.	7.50€ per certificate*.

<sup>1</sup> Fee and travel expenses paid to the Benchmark Leader carrying out the assessment.

\* Price effective as of 2019 - subject to change in Euro inflation index and at the discretion of GFSI