

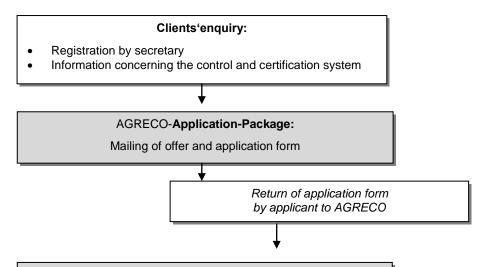
Appendix to AGRECO-QMH - Process 4: Offers

The Control and Certification Procedure

AGRECO

INSPECTION AND **CERTIFICATION AGENCY**

1. Enquiry / Proposal



2. Contract / notice



Mailing of:

- service contract
- general conditions of contract
- schedule of tariffs
- sanction regulations
- relevant standards
- (in DE official notification)

Return of signed service contract (original version) to AGRECO



AGRECO-Affiliation Package

Mailing of:

- Confirmation of receipt
- control-number
- contract duplicate
- initial invoicing
- all necessary forms for project description and initial inspection

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Appendix to AGRECO-QMH - Process 4: Offers

The Control and Certification Procedure

AGRECO

INSPECTION AND CERTIFICATION AGENCY

3. Initial inspection

Preparation of all necessary documents and forms for initial inspection by the company

Inspection Plan:

appointment and confirmation of initial inspection by AGRECO

Initial inspection of the company:

- · Recording of the initial description
- Inspection visit
- Inspection of record keeping and supporting documents
- if necessary: determination of measures
- · on-site evaluation by the inspector

4. Evaluation

Evaluation / preparation of certification

- · Review of all files, data and information handed in
- · Control of conformity with the relevant standard
- Preparation of an evaluation letter
- if necessary, determination of measures
- Preparation of certification decision

5. Certification

Decision of certification (Cross-Check principle)

- Review of the evaluation
- signing of the evaluation letter of inspection
- decision on certification
- · signing of the certification document

6. Follow up

Continuation of the control- and certification process

- Annual inspection of the company, review and update of the company description, company inspection, examination of record keeping and supporting documents, determination of measures,
- on-site evaluation by the inspector.

If necessary: **follow-up or random inspection**. (announced or unannounced)