

# CERTIFICATION PROCESS

Interested in becoming certified? The process below outlines the steps you'll need to take in order to become certified to Canadian Roundtable for Sustainable Beef standards.



## INFORM

- Engage with the most current CRSB materials
  - Sustainable Beef Production Standard, Sustainable Beef Processing Standard
  - Chain of Custody Requirements
- Begin keeping track of records

## ENGAGE<sup>‡</sup>

- Visit [www.CRSBcertifiedsustainablebeef.ca/get-certified](http://www.CRSBcertifiedsustainablebeef.ca/get-certified) for a list of CRSB-approved Certification Bodies (CB) to schedule an audit. Contact the CB of your choice.
- Work with CB to gather the necessary information to schedule and prepare for the audit
- Disclose to CB whether you are involved in other audited programs, and if so, specify.
- Determine a mutually agreed upon date, time, fee and scope, and schedule the audit; enter into a legal agreement.
- CB provides you with necessary information to prepare for the audit (Standard, Requirements or other informational materials) and selects an auditor to conduct the audit. Any real or perceived conflicts of interest are mitigated at this point.
- Prepare for the audit.

## AUDIT & CERTIFY

- Auditor conducts the audit, assesses conformance to the applicable Standard or Requirement, and submits audit report to the CB.
- CB reviews the audit report, makes the certification decision and sends you documentation of the audit results.
- If corrective actions are issued, you respond within the time specified.
- Once corrective actions are resolved, the CB issues you a certificate, including the CRSB Communications, Claims and Labelling Guide and logo files.

## MAINTAIN

Maintain your certificate by completing annual surveillance requirements. Standard audit cycle (5 years) consists of:

- Year 1 – On-site audit

The following years must consist of:

- 1 Partial Records Assessment (on-site / desktop, optional)
- 3 Self-Declarations (not all consecutive)

\*Annual surveillance requirements will vary based on the risk category in which your CB places you after the first on-site audit.

## IMPROVE

Continue to engage in the audit cycle on an annual basis and identify any opportunities for improvement from your point of view.

<sup>‡</sup>If a Client transfers from one Certification Body to another, the new Certification Body must require Clients to disclose previous enrollment with another Certification Body and provide a copy of latest audit report.