



**NATIONAL ACCREDITATION BOARD FOR CERTIFICATION BODIES (NABCB)**

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**NABCB Procedure for Accreditation of Certification Bodies  
for  
Voluntary Certification Scheme for Medicinal Plant Produce**



**BCB 302 – Mar 2011**



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## 0. SCOPE

This document describes the procedure to be followed by the National Accreditation Board for Certification Bodies (NABCB) in processing applications from Certification Bodies (CBs) seeking accreditation for **VOLUNTARY CERTIFICATION SCHEME FOR MEDICINAL PLANT PRODUCE** or applying for extension of scope of their accreditation to cover the Scheme.

## 1. APPLICATION

**1.1** Any certification body interested in the accreditation of NABCB for the purpose of medicinal plant produce certification may apply to NABCB.

- New certification body shall send an application using NABCB format BCB:F (PCB) 001.
- Already accredited CB for product certification shall send a request for scope extension on its letterhead.

**1.2** The filled application form for NABCB accreditation shall be duly signed by the CEO/authorized representative/s of the CB seeking accreditation. Request for extension shall be either e-mailed by authorized person or letter sent shall be duly signed by authorized person.

**1.3** CB shall clearly indicate whether they wish to cover either or both of the following sub scopes:

- Good Agricultural Practices for medicinal plants
- Good Collection Practices for medicinal plants

## 2. ASSESSMENT

**2.1** A new CB shall undergo accreditation process as per NABCB accreditation procedure for product certification bodies, BCB 201(PCB).

**2.2** In case a CB is already accredited by NABCB for ISO Guide 65 for other scope/s, a one man day document review shall be conducted by NABCB for the documentation relating to VCSMPP.

**2.2.1** After completion of document review, NABCB will undertake an office assessment which shall generally be for one man day. The technical expert's man-day/s would be charged extra, as applicable.

**2.2.2** After successful completion of above assessments, NABCB shall conduct one witness audit for each sub scope applied for under the Scheme.

## 3. DECISION

Based on the outcome of the above assessments, decision on extension of scope/s would be taken.



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**Amendment Record**

**Date**      **Auth. by**      **Description of Amendment**