



Rules for an Entity to be recognised as a Control Body.

This document is prepared in line with Regulation 7(2) of Subsidiary Legislation 427.90 and section 6 of the Rules for the Implementation of the PQNS and Rules for the use of the Quality Mark with indication of origin "Product of Quality" whereby the Director shall make rules in order for a body to be recognised as a control body in terms of these regulations.

For the recognition of an entity as a Control Body pertinent to the Product of Quality National Scheme, the Director of Agriculture must receive in writing requests from private or public entities to offer the service of a control body. The Director will assess the request and decides on the inclusion of the control body in the list of approved control bodies to conduct third party controls on the adhering bodies.

Provided that the control body the control body already works and is accredited in accordance with European Standard EN 45004 'General criteria for the operation of various types of bodies performing inspection'.

Such requests are to be sent by mail on the following address:

Director of Agriculture,
Agriculture Directorate,
Rural Affairs Department
Agriculture Research & Innovation Hub, Marsa – Malta

Or by email on the following address: ikeltakwalita.mafa@gov.mt

Any further information regarding such requests can be sought by calling on the following telephone number: 2292 4559

The Director of Agriculture shall assess the request and decide on the inclusion of the Control Body in the list of approved Control Bodies to conduct third party control on the adhering bodies.



A basic requirement for consideration by the Director of Agriculture is for the Control Body to already work and be accredited in accordance with European Standard EN 45004 'General criteria for the operation of various types of bodies performing inspection'.

The Director may approve a Control Body if the following conditions are adhered to:

1. The applicant must demonstrate that they have appropriate knowledge attested by evidence of formal qualifications from a formal professional training institution on the monitoring of standards in relation to Agriculture plus one of the following topics:
 - Risk management
 - Auditing/Financial Control
 - Supply Chains
2. The applicant must demonstrate that they have the necessary equipment and infrastructure required such as vehicles, personal computers and equipped offices.
3. A report is to be provided by the Control Body specifying the resources available in order for the Director to analyse and assess the logistics available of the control body.
4. The applicant must demonstrate that they have the possibility to employ suitable staff according to the demand. Staff should be qualified in one of the topics mentioned in point 1.
5. The applicant must be impartial, non-discriminatory and free from any conflict of interest through the provision of a declaration. Documented procedures should be set in place to ensure the impartiality and objectivity of its activities.
6. Must adopt a system of internal controls and record keeping procedures that are auditable.
7. Must have procedures in place which ensure the management and confidentiality of all information obtained or created during the performance of certification activities.
8. Must have and can prove to have access for services of laboratories accredited in accordance with the standards EN 17025 on "General requirements for the competence of testing and calibration laboratories."
9. Provide a standard control procedure to be followed which procedure must be approved by the Director, containing a detailed description of the control measures and precautions to be applied by the Control Body.



Interest applicants are required to submit the following supporting documentation:

- i. Certified copies demonstrating the legal personality of the applicant, such that the legal entity can be held legally responsible for all its certification activities.
- ii. A description of the organization and structure of the entity with specific emphasis on the requirements mentioned in this document.
- iii. An organigram of the entity.
- iv. List of technically competent personnel with copies CVs, along with a description of duties and responsibilities and their designations.
- v. Description of the procedures used for monitoring the performance and competences of their staff.
- vi. Description of the control system in place, and a description of the procedures and processes in place to verify the proper implementation of the control system.
- vii. A detailed description of the record keeping system of the applicant.
- viii. Declaration of absence of conflict of interest.
- ix. Description of the written policies and procedures for avoidance of conflict of interest at organizational and individual level, which may include third party audits. Description of the written policies and procedures for the management and confidentiality of all information obtained or created during the performance of certification activities.
- x. Application form as per ANNEX 1



ANNEX I – Application Form

Name of Service Provider
Address
Country of Origin
VAT Registration Number (if applicable)
Name of Contact Person
I.D. / Passport Number
Telephone	(.....).....
Mobile	(.....).....
Fax	(.....).....
E-mail
Signature
Date