

**NABCB Procedure for accreditation of Certification Bodies
for
VOLUNTARY CERTIFICATION SCHEME FOR MEDICINAL PLANT PRODUCE**

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.