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LEAF

Luxury Ethical and Fair Foundation

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REQUIREMENTS FOR CERTIFICATION BODIES

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REQUIREMENTS FOR THE APPROVAL OF CERTIFICATION BODIES AND ADMISSION TO THE REGISTER OF CERTIFICATION BODIES APPROVED BY LEAF FOUNDATION

The Certification Bodies (CBs) are responsible for examining and verifying the compliance of the organizations requesting certification for the requirements dictated by LEAF Foundation and reported in the document "LEAF Company Certification – General Requirements".

CBs disclose their findings in an audit report in which the general assessment of the certification applicant organisation with regard to the abovementioned document is reported.

The audit report is approved by the organization requesting certification and eventually submitted to the LEAF Technical Committee (TC).

The LEAF TC decides on the certification request basing its judgement on the CBs audit report.

1.1. GENERAL REQUIREMENTS FOR THE APPROVAL OF CERTIFICATION BODIES

The requirements for the CBs to be approved by LEAF Foundation are:

- to operate in compliance with ISO/IEC 19011 and ISO/IEC 17021-1 for the specific areas, *i.e.*, management of environmental and social responsibility, related to the requirements of LEAF Standards;
- to demonstrate to possess skills and training on the requirements of the organization requesting certification that is subject to verification according to LEAF Standards;
- availability of inspectors with specific experience and expertise as auditors in fields related to the activities of organizations requesting certification;
- availability of inspectors who have attended and passed a specific training course organized by LEAF Foundation or by a recognized institution.

The CBs submit an application form to LEAF Foundation, which guarantees its validity on a provisional basis. The LEAF TC then arranges a documentary audit to validate and definitely approve the candidate CBs.

38 Following approval, the CBs are included in the register of LEAF approved CBs, which is
39 available for consultation at www.leaffoundation.org.

40 The CBs may begin their certification activity when under assessment, that is during the
41 period in between the submission of the application and the approval by LEAF Foundation.
42 The validity of the LEAF certificates issued on the basis of the activities of the CBs under
43 assessment are of provisional validity and are subordinated to the recognition of the CBs.

44 The CBs are responsible for the qualification of the auditors in charge and must re-evaluate
45 the maintenance of the suitability to carry out audits, according to training and updated
46 programs recognized by LEAF Foundation, when requested.

47 1.2. MAINTENANCE, SUSPENSION AND REVOCATION OF 48 APPROVAL

49 To maintain their status of approved CBs by LEAF Foundation, the CBs must pay the
50 registration fee to the Foundation on an annual basis as shown in the "LEAF Standards –
51 Costs and Fees" document available at www.leaffoundation.org/documenti.

52 The suspension of the CBs takes place when:

- 53 • LEAF Foundation requests suspension, or
- 54 • The CBs do not comply with the requirements set out in Section 1.1 of the present
55 document, or
- 56 • The CBs are in default with the payment of the annual fee.

57 The suspension of recognition entails the inclusion of CBs in the list of suspended CBs
58 published on LEAF Foundation's website (www.leaffoundation.org).

59 The revocation of the validation for the CBs takes place when:

- 60 • LEAF Foundation requests the revocation, or
- 61 • in the event of failure to eliminate the causes and situations that gave rise to the
62 suspension according to the timing communicated by the LEAF TC.

63 The revocation of recognition entails the deletion of the CBs from the list of approved CBs
64 published on LEAF Foundation's website (www.leaffoundation.org).