



## CONTRACT FOR IFOAM ACCREDITATION

This contract is drawn up, under the law of the state of North Dakota, USA between:

### **IOAS of**

122 1/2 Broadway N Ste 100 #45853, Fargo, ND 58102-5082, USA

acting under contract to the International Federation of Organic Agriculture Movements (IFOAM) and hereinafter referred to as the Licensor. IOAS is licensed by IFOAM to operate the IFOAM Accreditation Programme and thereby to execute this contract.

and **Full name of CB**  
of **Click here to type address**  
hereinafter referred to as the Licensee.

### **Preamble**

The Licensor, pursuant to authority vested in the Licensor by the International Federation of Organic Agriculture Movements, and upon successful completion of the evaluation conditions precedent, by official act on the date of signing does hereby grant the above named Licensee entitlement to indicate that the organic certification programme operated by the Licensee is "IFOAM Accredited" in accordance with the limitations placed on such indications as set out in this contract.

The operation and administration of the IFOAM Accreditation Programme is described and governed by the requirements set down in the current Operating Manual and Quality Manual published by IOAS.

The current versions of the IFOAM Requirements for Bodies Certifying Organic Production and Processing and the IFOAM Standard for Organic Production and Processing (the IFOAM Norms) are incorporated herein by reference.

**For valuable consideration given, the sufficiency of which is hereby acknowledged, the parties agree as follows:**

### **A) Limitations on Use of Accredited Designation**

1. Reference to IFOAM Accreditation by the Licensee shall be limited to:
  - a) Oral representations
  - b) In writing on official stationery of the Licensee
  - c) In documents, reports and promotional material of the Licensee
  - d) On product certified by the licensee and promotional materials for such product. Such use is subject to the terms and conditions stipulated in a separate agreement signed with IFOAM.

## IFOAM accreditation contract - **Acronym**

2. Reference to IFOAM accreditation may only be made with regard to the scope of the accreditation, as stated in the schedule of this contract and as updated on IOAS web site ([www.ioas.org](http://www.ioas.org))
3. The right to use of the accreditation designation is nontransferable

### **B) Duties of Licensor**

The Licensor does agree to:

1. Issue a Certificate of Accreditation following the signing of this contract;
2. Include the Licensee on any accreditation list published by the Licensor and to freely acknowledge the accreditation status of the Licensee for the term of this contract;
3. Inform the Licensee of changes to the IFOAM Requirements for Bodies Certifying Organic Production and Processing and of any substantial changes to the procedures of the accreditation programme;
4. Permit the Licensee a reasonable period of time, being not less than 12 months, unless otherwise required by IFOAM, to implement changes in the IFOAM Norms that come into force during the period of this contract;
5. Promote the IFOAM Accreditation Programme;
6. Supply invoices to the Licensee for fees due;
7. Oppose any misuse of IFOAM accreditation status by other parties.

### **C) Duties of Licensee**

The Licensee does agree to:

1. Comply with the IFOAM Accreditation Requirements for Bodies Certifying Organic Production and Processing and to ensure that its standards of production and processing comply with the IFOAM Standard for Organic Production and Processing both of which are hereby incorporated by reference;
2. Comply with any additions, amendments and changes to the IFOAM Norms for Organic Production and Processing. Such compliance shall not be required earlier than 12 months after distribution by the Licensor of such additions amendments and changes;
3. Comply with all special conditions annexed to this contract and complete such improvements according to the stated timetable;
4. Comply with any additions and amendments to the aforementioned conditions resulting from changes made to its operation by the Licensee, or as a result of additional information received by the Licensor;
5. Carry out the procedures and regulations of the Licensee's certification programme as set out in the documentation which the Licensee supplied at the time of application for accreditation, or in documentation subsequently supplied;
6. Inform the Licensor of all changes to their procedures and regulations within three months of the decision to implement such changes; and to ensure that any such change shall not infringe the terms of the IFOAM Norms for Organic Production and Processing. The Licensee must submit to the Licensor an application for extension and reduction of scope before making any claim that that field of activity is included or removed from the accreditation;

7. Submit, to the Licensor, at the time due, an annual update that provides all the information reasonably requested by the Licensor, which request shall be sent at least one month before the date of the submittal;
8. Inform the Licensor immediately of any withdrawal of accreditation by another accreditation body or suspension/withdrawal of recognition by a government authority as well as situations that suggest the competence or integrity of the Licensee is in doubt;
9. Submit to surveillance visits of IOAS staff or agents;
10. Allow the Accreditation Programme staff or the assigned evaluator full access to any documentation pertaining to the certification programme on request and secure and facilitate their access to operator premises as necessary;
11. Undergo a re-evaluation at the time set out in the schedule of this contract, or when deemed necessary by IOAS in accordance with the terms of this contract;
12. Submit the necessary documentation to determine the annual fee and to pay fees due (upon receipt of an invoice from IOAS) at the current rate when due;
13. On all certificates (operator certificates, transaction certificates or other documents confirming certification) issued under the accredited programme, IOAS must be indicated as the accreditation body. This may be achieved either by use of IOAS accreditation symbol or by stating 'This certificate is issued within the scope of the accreditation issued by IOAS. Registration number: Licensee's contract number with IOAS'. Use of IOAS accreditation symbol is limited to certificates. Its use must comply with the guidelines issued by IOAS as document PL0515;
14. Submit samples of references made to their accreditation status;
15. Refrain from using its accreditation status in a manner that brings the Licensor into disrepute.

#### **D) Remedies in the event of breach**

In the event of breach of this contract by the Licensee, the Licensor may undertake any one or more of the following measures:

1. Impose additional conditions and insist on corrective action according to a timetable;
2. Require the Licensee to undergo an evaluation visit at Licensee's expense;
3. Require the Licensee to undergo a full re-evaluation within such interval as the Licensor considers appropriate and at Licensee's expense;
4. Impose penalty fees as set forth in the Licensor's Quality Manual and fee schedule;
5. Suspend or withdraw the accreditation license and publish the name of the Licensee and the reason for the withdrawal;
6. Require the licensee to inform its certified operators in the event of a withdrawal of accreditation and,
7. Inform any regulatory authorities that the Licensor believes to have made decisions regarding the acceptability of the Licensee's certified product, for importation purposes or otherwise, of the breach.

#### **E) Investigative Authority**

In the event of the Licensor having reason to believe that the Licensee may be in breach of the contract, either as a result of changes made by the Licensee, as a result of additional information received by the Licensor, or when the Licensor, due to unforeseen circumstances or developments has reasons to believe that there is a risk of widespread non-compliance to a particular aspect of the criteria or standards the Licensee does by this contract authorize the Licensor to adopt any of the following measures:

1. Require the Licensee to reply in writing to any and all questions that the Licensor may pose and any requests for documentation within a reasonable time-period;
2. Conduct either a partial or a full re-evaluation of the Licensee's programme during the term of this contract, such evaluation to be at the Licensee's expense;

In addition, by this contract, the Licensee permits the Licensor to investigate complaints related to the Licensee's certification programmes and activities outside those specified in the schedule of this contract when the Licensor judges that evidence suggests complicity in fraud or a level of incompetence such that the name of the Licensee is brought into disrepute and/or its accreditation by the Licensor brought into question. In the event of the complaint being found valid, the Licensor may impose any of the remedies in section D above.

**F) Period of Contract**

1. The term of this contract is for the period set out in the schedule of this contract;
2. This contract may be voluntarily withdrawn by the Licensee with three months' notice in writing or by either party upon insolvency of the Licensee;
3. The Licensor may withdraw the contract if the Licensee does not fulfill its obligations as set down in this contract;
4. The Licensor may withdraw the contract on dissolution or insolvency of IOAS. In such circumstance either the contractual obligations of the Licensor as stated in this contract shall be transferred to the IFOAM, OR the Licensee may continue use of the IFOAM accreditation status for the remaining period of the contract or for 12 months, whichever is the lessor, following the dissolution of the Licensor;
5. The Licensor may in writing extend this contract for a period of not more than three months for the purpose of facilitating the renewal procedures;
6. The parties to this contract agree that, subject to written approval by both parties, this contract may be replaced in its entirety;
7. Upon suspension or withdrawal of its accreditation (however determined), the Licensee shall discontinue use of all advertising matter that contains any reference thereto and shall return any accreditation documents as required by the Licensor.

**G) Transfer of contractual obligations**

1. In event of withdrawal of IOAS license to operate the IFOAM Accreditation Programme all contractual obligations of the Licensor as stated in this contract shall be transferred to the IFOAM or as may be prescribed according to IFOAM requirements in force at the time.
2. The Licensee agrees that all licensee obligations stated in this contract shall remain in force and that such obligations shall be to the IFOAM and not to IOAS. The Licensee accepts the transfer of licensor's obligations to the IFOAM as stated in paragraph G1 above.

#### **H) Renewal of Contract**

Renewal of contract shall be based on the IFOAM Norms for Organic Production and Processing as current at the time of renewal of the contract.

The Licensor may:

1. Renew this contract only following a re-evaluation and upon completion of all changes and improvements considered necessary by the Licensor. The Licensor reserves the right to require such changes prior to renewal or to agree a timetable for completion of such changes. The Licensor shall reissue the schedule of this contract to include such conditions and the time for completion;
2. Amend the stipulations of the contract.

#### **I) Confidentiality**

1. The Licensor may, at its discretion, or upon request of the scheme owner or standard setter provide any information on the Licensee's certification programme as it deems necessary for such purpose. The Licensee shall be informed of the information provided.
2. Upon written request of the Licensee, the Licensor may, at its discretion, provide information on the Licensee's certification programme to regulatory authorities. In such event, the Licensor may provide any and all information it deems necessary for such purpose.
3. Where the law requires information to be disclosed to a third party, the Licensee shall be informed of the information provided, as permitted by the law.
4. Subject to the conditions stated above, the Licensor shall at all times treat any information concerning the Licensee or the operators of the Licensee as confidential, unless otherwise already disclosed by the Licensee or operator and shall not disclose same to a third party without the prior written consent of the Licensee. To this end the Licensor shall implement and maintain a confidentiality policy and shall obtain confidentiality agreements from all persons who come into contact with such information.

#### **J) Liability**

1. The Licensee agrees to defend, indemnify and hold harmless, IFOAM and IOAS, including its directors, officers and employees against any loss, costs, legal fees and expenses arising out of or in connection with the operation of the Licensee's certification programme, or resulting out of any misuse by the Licensee of the accreditation status, or arising out of any violation by the licensee of the terms and conditions of this contract.

#### **K) Disputes**

1. The licensee agrees to refer any disputes arising from this contract, including disputes over accreditation conditions and decisions; disputes over sums of money; and disputes concerning the seal licensing agreement (if any) in annex 1, to IOAS appeals and complaints procedures.

- The parties shall be bound under a separate agreement (IOAS document [PL0526](#)) to a process of arbitration. In event of the failure to resolve disputes through the appeals process the parties' legal recourse shall be exclusively to the agreed process of arbitration.

**L) Validity of the parts**

If any part of this contract is found to be invalid under the law of North Dakota it shall not affect the validity of the remaining parts.

Signed (for the Licensor) :

Position: Executive Director (Operations)

Date: \_\_\_\_\_

Place: United States

Signed (for the Licensee) :

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**THE SCHEDULE**

This schedule forms part of the Accreditation Contract between IOAS of:  
122 1/2 Broadway N Ste 100 #45853, Fargo, ND 58102-5082, USA  
hereinafter referred to as the Licensor;

and **Full name of CB** of [Click here to type address](#) , hereinafter referred to as the Licensee.

The scope of the accreditation is as follows:

**CB full name** is accredited against the IFOAM Norms for Organic Production and Processing published by the International Federation of Organic Agriculture Movements with scope of the following standard:

[Click here to enter text.](#)

At the date of signing this contract covers the following activities of the Licensee:

**Aquaculture; Beekeeping; Crop production; Grower groups; Input manufacturing; Plant breeding; Processing and handling; Wild products**

The scope of this contract will be updated as necessary from time to time and be displayed on IOAS web site at [www.ioas.org](http://www.ioas.org). The latter listing takes precedence over that detailed above.

The Licensee agrees to undertake the corrective action as detailed in the attached sheets, which form part of this schedule and according to the timetable specified.

The Licensee agrees that a full re-evaluation visit shall take place no later than **5 years from last visit (end of month)** and that the re-application checklist and CB documentation shall be filed no later than **9 months earlier (end of month)**. The Licensor may at any time prior to this require a re-evaluation pursuant to Section C11. In cases where the Licensee operates in territories outside their home-base, the Licensor may require, in line with its foreign visits policy, audits of foreign operations during the term of this contract.

The licensee agrees that the following premises which conduct key activities shall be visited prior to the next full evaluation visit:

**Enter name and address of site(s)**

The Licensee agrees to submit the annual update as specified in Section C7 of this contract each year starting in [Click here to type year](#)

This contract begins on the date of signing by the Licensor and expires on **9 months after next visit (end of month)**

IFOAM accreditation contract - **Acronym**

Signed (for the Licensor) : \_\_\_\_\_  
Position: Executive Director (Operations)  
Date: \_\_\_\_\_  
Place: United States

Signed (for the Licensee) : \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_  
Place: \_\_\_\_\_



## IFOAM accreditation contract - **Acronym**

### **Conditions for IFOAM Accreditation of Acronym**

In accordance with Clause C3 of this contract the Licensee agrees to make the changes to their standards, procedures and policies as detailed on the following pages, within the stated time period.