SSCI DSSC Initiative

Requirements for Certification Program

Owners
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1. Introduction

1.1. The Supplement Safety & Compliance Initiative (SSCI) is a non-profit foundation comprising major global retailers, distributors, raw material suppliers (including cultivators), raw material manufacturers, finished product manufacturers, certifying bodies, and experts in quality control, quality assurance, and safety of dietary supplements.

1.2. SSCI’s vision is to elevate the quality and credibility of dietary supplements globally by continuously driving improvements in quality processes. The initiative is focused on engaging and collaborating with stakeholders in the supply chain with the goal of raising standards of the entire industry.

2. Purpose

2.1. This document specifies requirements for certification program owners (CPOs) that wish to have their certification programs recognized by the SSCI as equivalent. The recognition is scope specific; the details on available scopes is documented in the DSSC Initiative Scope(s) document.

2.2. SSCI monitors evaluations that CPOs meet the requirements of this document.

2.3. Contact information for all recognized entities is listed on the SSCI website.

2.4. English is the official language of SSCI. All correspondence, reports, and certificates shall be submitted in English.

2.5. The following verbal forms are used (consistent with their use in ISO/IEC 17065):

- “Shall” indicates a requirement.
- “Should” indicates a recommendation.
- “May” indicates a permission.
- “Can” indicates a possibility or a capability.

2.6. Unless otherwise specified, the latest versions of the referenced documents apply.

3. References

3.1. DSSC Initiative Requirements for Accreditation Bodies

3.2. DSSC Initiative Requirements for Certification Bodies

3.2. DSSC Initiative Requirements for Facilities

3.4. DSSC Initiative Scope(s)

3.5. DSSC Initiative Process Manual
4. Definitions

4.1. Refer to DSSC Initiative Definitions Document.

5. General Requirements

5.1. The CPO must be a legally identifiable entity.

5.2. The CPO shall designate a single point of contact for the DSSC Initiative. Any changes in the contact or contact information shall be communicated to SSCI.

5.3. The CPO shall sign an agreement with SSCI prior to allowing any certification to the requirements of the DSSC Initiative.

5.4. The CPO shall cooperate with all requests from SSCI to provide information related to the operation of the DSSC Initiative. Any information requested shall be provided within 10 business days, unless otherwise agreed by SSCI.

5.5. The CPO shall actively participate in annual stakeholder meetings of SSCI. SSCI will communicate information about upcoming meetings to allow sufficient time for the CPO to make appropriate arrangements.

5.6. The CPO shall inform SSCI of any changes in its legal status, ownership, operational contacts, location, or significant personnel, or any other changes that could have an impact on delivery of the program in a competent and conflict-free manner.

5.7. The CPO shall ensure that in its contact with accreditation bodies (ABs), certification bodies (CBs), and certified organization, the entities agree that the CPO audit team may be accompanied by members of SSCI.

5.8. The CPO shall only claim equivalency to DSSCI initiative for the scopes of CPO’s recognition by SSCI.

5.9. The certification program shall be developed by a balanced representation of technically competent stakeholders in a conflict-free manner.

5.10. The certification program shall be subject to regular review. Such reviews shall be documented.
5.11. The CPO shall manage its certification program in an impartial and conflict-free manner. When conflicts or threats to impartiality are identified, the CPO shall take action to eliminate or minimize such conflict and/or threats.

6. Relationship with Accreditation Bodies

6.1. The CPO shall implement the requirements contained in the DSSC Initiative – Requirements for Accreditation Bodies for its relationship with ABs.

6.2. The CPO shall have legally enforceable arrangements with its ABs to ensure conformance to the requirements of the certification program, including impartiality and conflict of interest.

7. Relationship with Certification Bodies

7.1. The CPO shall implement the requirements contained in the DSSC Initiative – Requirements for Certification Bodies for its relationship with CBs.

7.2. The CPO shall have a legally enforceable arrangements with its CBs to ensure conformance to the requirements of the certification program, including impartiality and conflict of interest.

8. Relationship with Facilities

8.1. The CPO shall implement the requirements contained in the DSSC Initiative – Requirements for Facilities for its relationship with the facilities seeking certification under the certification program.

8.2. The CPO shall have a legally enforceable arrangements with its facilities to ensure conformance to the requirements of the certification program including impartiality and conflict of interest.

9. Quality Management System

9.1. The CPO shall conduct an internal audit of its program at least once in a 12-month period.

   Note: Guidance on the internal audit process can be obtained from ISO 19011.

9.2. The CPO shall ensure that internal audits are conducted by knowledgeable personnel independent of the activity being audited.

9.3. The CPO shall have a process to identify, manage, and eliminate nonconformities. The process shall include identification of root cause as well as correction to prevent recurrence.

9.4. The CPO shall establish and implement a system for control of its documents and records.
9.5. The CPO shall establish and implement a process for identification of opportunities for improvement.

9.6. The CPO shall have a process for addressing complaints and appeals in an impartial and conflict-free manner.

9.6. The CPO shall have records to demonstrate how it meets the requirements of the DSSC Initiative.

10. Integrity Program

10.1. The CPO shall have in place an integrity program that at a minimum meets the requirements documented in the DSSCI Initiative Process Manual.

11. Feedback

11.1. The CPO shall collect feedback from its customers on the performance of the CPO and its entities.

11.2. The CPO shall provide a summary of the feedback received, including any feedback received through the complaint process, to SSCI annually no later than January 15 via email to info@ssciglobal.org. The email subject line shall be “Feedback Summary – NAME OF THE CPO.”

12. Use of SSCI License and Logo

12.1. The SSCI logo shall be used only on the CPO’s website, printed material, and promotional material.

12.2. The CPO shall not use the SSCI license or logo in any way that could bring SSCI into disrepute and shall not make any statement regarding its recognition that SSCI may consider inaccurate, misleading, or unauthorized.

13. Changes to the Requirements

13.1. Any changes to the initiative requirements or criteria released by SSCI and any amendments to existing documentation shall be implemented within the timeframe and in accordance with transition requirements specified by SSCI.

END