



ICEA

*Istituto per la Certificazione
Etica e Ambientale*

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document

FORM

M.RCVOL 01

Ed.01 Rev.00

Title:

**APPLICATION FOR VOLUNTARY CERTIFICATION OF
PRODUCT/PROCESS/SERVICE**

Editing RCV	Check RAQ	Approval DIR	Type of revision	Date	Page (s)	Ed.	Rev.
Pulga A.	Pulga A.	Paparella G.	New document	05.05.04		01	00

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ICEA	M.RCVOL 01	APPLICATION FOR VOLUNTARY CERTIFICATION OF PRODUCT/PROCESS/SERVICE	Ed.01 Rev.00 of 05.05.04
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**APPLICATION FOR VOLUNTARY CERTIFICATION OF
PRODUCT/PROCESS/SERVICE**

The undersigned _____
Born in _____ Prov. _____ (date) _____
Tax code _____
Legal representative of the company _____
With its legal office in _____ address no. _____
City _____ Prov. _____
Vat no. _____
Phone _____ Fax _____ E.mail _____

**KINDLY REQUESTS ICEA TO SUPPLY THE SERVICE
Voluntary certification in compliance of Technical Reference Standard (DTR):**

As regards the following product/process/service (s)

Continue in annex n.

AND DECLARES THAT

- a) he/she knows and undertakes to observe the REGULATION FOR VOLUNTARY CERTIFICATION OF PRODUCT/PROCESS/SERVICE (RC.VOL) and the REGULATION FOR PUBLICITY AND USE OF ICEA LOGO
- b) he /she knows and undertakes to observe the Technical Reference Standard (DTR)
- c) he/she receives a copy of all document mentioned above

For the Company:

Date _____ Signature _____

ANNEX (documents required by the Regulation RC.VOL)

DOCUMENT	See ANNEX n.
1. Applicant Organization's Chamber of Commerce Registration Certificate.	
2. Copy of VAT Number Certificate.	
3. Description of product/process/service (Description of production process and flow chart, audit trail, composition of product, list of Suppliers, etc.).	
4. CERTIFICATION CONTRACT (M.RCVOL 02a) showing the cost of the service, signed for acceptance. The cost of the service is determined on the basis of ICEA LIST OF FEES FOR VOLUNTARY INSPECTION AND CERTIFICATION OF PRODUCT/PROCESS/SERVICE (M.RCVOL 02).	
5. (if accepted) Declaration authorizing the use of personal data.	
6. Form for acceptance of the conditions laid down in this Certification Regulation, duly signed and stamped by the Legal Representative.	
7. List of all products/processes/services for which certification is requested.	
8. Facsimile of label on the package and/or of the promotional or information material concerning the process/service. <i>ICEA will evaluate the above mentioned material for what concerns the application of the Technical Reference Standard and the correct use of relevant conformity indications and LOGO.</i>	
9. Number, full address and details of the Operating Units (or other concerned organizations) involved in the production subject to certification. In the case of agricultural farms, it is necessary to indicate also the Land Register data of land, animal housings and other facilities involved).	
10. Copy of administrative and health authorizations required by current legislation, including plan of facilities and intended use of premises.	
11. Organization Chart and declaration signed by the Production Manager stating that the facilities and staff dedicated to the production subject to inspection fully comply with general requirements.	
12. Quality Plan of products to be certified, indicating measures implemented for monitoring and governing critical points.	
13. Broad Annual Production Plan, indicating quality and quantity of products.	
14. (In case of third-party processing) Copy of the contract signed with the Processor, whereby the Processor	
<ul style="list-style-type: none"> a) undertakes to perform contract operations in compliance with relevant rules and/or Technical Reference Standard and this Regulation. b) undertakes to give advance notice of date and time when processing begins. c) undertakes to allow ICEA appointed staff free access to relevant processing units and documentation. d) indicates his broad qualitative/quantitative Annual Production Plan. 	
other	

Eliminato: eventuale