

**POLICIES AND PROCEDURES GOVERNING
THE BAKING INDUSTRY SANITATION STANDARDS COMMITTEE (BISSC)
SELF-CERTIFICATION AND VERIFICATION PROGRAMS**

PURPOSE: To provide a detailed procedure explaining how equipment manufacturers register with BISSC and obtain authorization to use the BISSC symbols signifying participation in the Self-Certification and Third-Party Verification Programs.

BISSC EXECUTIVE DIRECTOR-SECRETARY

The BISSC Executive Director-Secretary shall perform such duties appropriate to that office. These duties shall include but not be limited to:

- Review and process applications for the use of the current BISSC Symbols.
- Grant authority for use of the BISSC Symbols on equipment that complies with applicable standards.
- Review and process annual renewals of company Registration and equipment Authorizations.
- Publish an annual directory of equipment manufacturers or suppliers authorized to use the BISSC Symbols and their certified equipment.
- Investigate alleged improper or unauthorized use of the BISSC Symbols and to take appropriate corrective action.
- Give notice of meetings and maintain a record of the proceedings.
- Develop a marketing plan to promote BISSC, the self-certification and third-party verification programs through means directed by the Board of Directors.

PROCEDURE FOR REQUESTING COMPANY REGISTRATION WITH BISSC

APPLICATIONS FOR REGISTRATION

Applications shall be made on the forms provided by BISSC.

The registration application forms shall delineate:

1. The name and address of the applicant.
2. Name and signature of an officer of the applicant firm along with their title or position.
3. Payment of applicable fee.
4. A parent company may submit a single registration fee to represent each wholly owned subsidiary equipment manufacturing company. Companies serving as distributors may not submit a single registration fee for their supplier companies. Each manufacturing company represented by a distributor must submit a registration application and applicable fee.

PROCEDURE FOR OBTAINING AUTHORIZATION TO USE THE BISSC SYMBOL

APPLICATIONS FOR AUTHORIZATION

Applications shall be made on the forms provided by BISSC.

Separate applications shall be made for each specific type of equipment.

The authorization application forms shall delineate:

1. The name and address of the applicant.
2. A statement that the applicant is or is not the manufacturer of the equipment.
3. Name of manufacturer, if applicant is not the manufacturer.
4. The type of equipment covered.
5. Model numbers.
6. The date of the application.
7. The signature of the in-house trained inspector (certified through AIB training), when applicable.
8. The signature of an officer of the applicant firm along with their title or position.
9. Indication of the certification program of application. The application will ask for appropriate designation; self-certification or third-party verification.
10. Should a company choose to participate in third-party verification, they must first register with BISSC and pay all applicable fees.
11. Payment of applicable fee for each application.
12. Applicant is required to submit a new application for all new type of equipment.

All applications shall include, but not be limited to, the following declarations:

1. The applicant understands that the issuance of an Authorization for use of the BISSC Symbol is based on the voluntary certification, by the applicant, that the equipment listed in the application fully complies with the current ANSI/BISSC/Z50.2 Standard Section 3.0 General Principles of Design, Construction and Cleaning for All Bakery Equipment and any additional standard section designated.
2. The applicant further understands that when an Authorization has been issued, the legal responsibility for compliance is solely that of the holder, and that BISSC will not warrant that the holder will at all times comply with the requirements of the current ANSI/BISSC/Z50.2 Standard Section(s) designated.
3. It is affirmed that the applicant will maintain, for the duration of the Authorization applied for, an organized system of inspection during the manufacture and assembly of the equipment.
4. It is also affirmed that the signer(s) of this application will abide by the rules set forth in these Policies and Procedures and as stated on the Authorization application form.
5. It is hereby declared and affirmed that all the models of the equipment listed in this application comply with the requirements of the current ANSI/BISSC/Z50.2 Standard Section 3.0 General Principles of Design, Construction and Cleaning for All Bakery Equipment and any additional standard section designated and the applicable standard.

THE CERTIFICATE OF AUTHORIZATION

The Certificate of Authorization shall delineate:

1. The name and address of the applicant.
2. Name of manufacturer, if applicant is not the manufacturer.
3. The serial number of the Authorization.
4. The number and title of the standard with which the equipment complies.
5. The type of equipment covered.
6. Type of authorization being issued.
 - a. Self-Certified
 - b. Third-Party Verified
7. The model and/or Serial numbers of the equipment covered.
8. The date of issuance of the Authorization.
9. The date of expiration of the Authorization.
10. The signature of the BISSC Chairman.

The Certificate of Authorization shall include the following statement:

The issuance of this Authorization for the use of the BISSC Symbol is based on the voluntary certification, by the applicant, that the equipment listed above complies fully with the current ANSI/BISSC/Z50.2 standard reference(s) specified. Legal responsibility for compliance is solely that of the holder of this Certificate of Authorization, BISSC does not warrant that the holder of an Authorization at all times complies with the provisions of the designated standard(s). This in no way affects the responsibility of BISSC to take appropriate action in cases where evidence of non-compliance by the holder of an Authorization has been established.

AUTHORIZATION EFFECTIVE PERIOD

1. Authorizations shall expire at midnight on December 31 of each year.
2. Authorizations shall not predate the effective date of the standards on which they are based.
3. Authorizations based on a standard, which is subsequently revised, shall be effective through December 31 of that year.
4. Authorizations may be renewed each calendar year, subject to the applicable requirements of these Policies and Procedures for the original Authorization, upon payment of a renewal fee.
5. Authorizations or Authorization Renewals may be amended, to permit addition of one or more models, subject to the applicable requirements of these Policies and Procedures for the original Authorization.

AUTHORIZATION RESPONSE TO APPLICATION

1. BISSC, upon receipt of application, shall acknowledge receipt within fifteen-days (15), and shall issue a Certificate of Authorization within thirty-days (30) or deny Authorization as provided for in these Policies and Procedures.
2. In the case of third-party verification applications, BISSC shall acknowledge receipt within fifteen-days (15), and shall issue a Certificate of Authorization within thirty-days (30) after notification of the completion of the third-party inspection process resulting in affirmation of compliance with the applicable standard. If it is determined that the equipment in question does not comply with the applicable standard, no Certificate of Authorization will be awarded.

OBTAINING BISSC SYMBOLS

1. BISSC shall provide the appropriate Symbols to the equipment manufacturers upon payment of a fee established by BISSC.
2. Alternatively, the BISSC Symbol may be included on the nameplate of the certified equipment. The BISSC Board of Directors must approve the symbol used on a nameplate.
3. Registered companies who wish to display the BISSC symbols shall comply with the “Guidelines for Marketing, Advertising and Promotional Literature” document. This document is provided with each purchase and shipment of BISSC symbols.
4. BISSC Symbols are and shall remain the property of the Baking Industry Sanitation Standards Committee and can be recalled under the procedures outlined in these Policies and Procedures.

AUTHORIZATION GENERAL PROVISIONS

1. The Executive Director-Secretary shall assign consecutive serial numbers to Certificates of Authorization as they are issued and shall maintain a record of such assignments.
2. Authorization Renewal forms shall, with appropriate modifications, conform to these Policies and Procedures.
3. Thirty-days (30) prior to the date of expiration, holder of Authorizations shall be provided with an application for renewal or shall be advised that renewal cannot be made.
4. Authorizations may be relinquished by the holder.
5. Whenever an Authorization is canceled, revoked or terminated by BISSC, the right of the holder to use the BISSC Symbol on equipment shall cease.
6. The Executive Director-Secretary shall publish information regarding relinquishment or cancellation of an Authorization.

AUTHORIZATION DENIAL OR REVOCATION

BISSC has the authority and responsibility of deciding the question of compliance/non-compliance of equipment with the standard under which a Certificate of Authorization is to be or has been issued. Once a final decision of non-compliance has been made, BISSC shall consider denial or revocation of a Certificate of Authorization, as provided in these Policies and Procedures.

- In an effort to provide clarity, the term “holder” when used in these Policies and Procedures, shall mean the manufacturer or the non-manufacturer who has applied for or has been issued an Authorization for the use of the BISSC Symbol.
- Also, these Policies and Procedures apply in the same manner to Authorization Renewals and Amended Authorizations, as is the case with new Authorizations.
- BISSC may deny or revoke any Authorization for non-compliance of equipment with the current standards or because of violation of any provision agreed to in the Application for Authorization.
- Reports of alleged non-compliance of equipment with the current standard under which it is self-certified shall be submitted in writing to the Executive Director-Secretary of BISSC. The Executive Director-Secretary shall communicate with the holder, who shall respond to the charge of non-compliance within thirty-days (30). Response shall either affirm or deny non-compliance of equipment with the current standard under which it is self-certified. In the event of denial, the Executive Director-Secretary shall take any and all necessary steps, up to and including a statement of independent verification, to determine if said equipment complies or does not comply with the applicable standard.
- In the case of reports of alleged non-compliance of third-party verified equipment, BISSC will submit the matter to the third-party verification inspector for an opinion, and in this case, the existing third-party verification process shall be used to inspect and determine compliance to the current standard.
- BISSC shall provide an opinion regarding the alleged non-compliance within sixty-days (60). In such cases the “holder” and the challenger will be notified of this action and the possible delay in rendering a decision.
- BISSC shall render a decision predicated upon the report of non-conformance and the response of the holder (if any) and, where applicable, the advisory opinion provided by individual members of the Board of Directors and any information obtained from a third-party verification inspector. All information used in reaching its final decision shall be furnished to the holder. The decision shall be final and binding on the holder unless he seeks a hearing with the full Board of Directors.
- If the holder requests a hearing of the Board of Directors within ten-days (10) of receipt of the decision, such decision shall be stayed and a hearing shall be scheduled. Within a reasonable time after the hearing, the Board of Directors shall provide the holder with a decision. Such decision shall be final and binding.

- Revocation of Authorization shall go into effect one hundred and eighty-days (180) after an uncontested final decision of non-compliance by BISSC unless the holder conforms to the designated standard during this period.
- Revoked Authorizations may be reinstated if the holder files a new Application for Authorization and the BISSC Board of Directors approves such application.
- Whenever compliance of equipment with the standard designated in the Authorization can only be satisfactorily determined by inspection of the equipment, the BISSC Board of Directors shall be authorized to order such inspection. BISSC may submit the matter to a third-party inspector for an opinion, and in that case, the existing third-party verification process shall be used to inspect and determine compliance to the current Standard. Whenever such inspections are a result of a report of alleged non-compliance, inspection costs shall be assessed to the complainant or to the holder, whoever shall be found in error. Inspection costs reimbursed to the authorized agent shall be based on the established daily fees plus normal traveling expenses.