CERTIFICATION REGULATION OF INTEGRATED OLIVE OIL INDUSTRY MANAGEMENT SYSTEM CRITERIA

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CONTENTS

1 INTRODUCTION

1.1 General

1.1.1 These criteria have been prepared by STAREGISTER in order to assist Olive Oil related Industries to assure the quality characteristics of processed Olive Oil. These criteria specify requirements which must be applied in the management and operation levels of the applicant for Organizations.

1.1.2 The quality management requirements for the olive oil industry covers: Olive oil mills, refineries, packing plants and olive-pomace oil extraction plants.

1.1.3 The quality management requirements for the olive oil industry is modelled on international standards and the experience of the industry in quality management, based on:

- Hazard analysis and critical control points guaranteeing the safety of the product;
- Quality assurance as a guarantee of the proper management of the production system and recognition of such good management through certification.

1.1.4 The quality management certification is provided to the following Industries/Scopes:

- Olive Oil Mills
- Packing Plants
- Pomace Oil Extraction Industry
- Refineries

1.1.5 Variations to any of these criteria, or regarding any special circumstances, shall be considered for certification upon written submission by the Organization to STAREGISTER. Any such request shall be submitted immediately upon the reason for the variation request arises. STAREGISTER shall respond in writing. If this variation brings a substantial change to the intent of these criteria, STAREGISTER shall seek the approval of the respective STAREGISTER Technical Committee before agreeing to it.

1.1.6 All certified Organizations shall comply with the requirements of this present regulation and shall be imposition to provide documented procedures which will satisfy the relevant criteria and regulations of STAREGISTER.

1.1.7 All the information, correspondence and documentation submitted to STAREGISTER will be considered as strictly confidential.

1.1.8 STAREGISTER reserves the right to amend these criteria and/or the specific criteria concerning a specific course. Organizations shall adopt these changes in a 3 month period except if determined differently by STAREGISTER.

1.2 Definitions

For these criteria, the following definitions apply:

1.2.1 Organization – Legal entity or part of legal entity selecting to implement those specific criteria.

1.2.2 Food hygiene – All the conditions and measures necessary to ensure the safety and suitability of food at all stages of processing.

1.2.3 Good hygiene practice – All the rules recommended to businesses concerning the conditions and measures necessary to ensure the safety and suitability of food at all stages of processing.

1.2.4 Good manufacturing practice – All the rules recommended to businesses concerning the measures necessary to ensure the safety and suitability of food at all stages of processing.

1.2.5 Cleaning – The removal of soil, food residues, dirt, grease or other objectionable matter.

1.2.6 Fruit cleaning – The removal of impurities by applying streams of air and water to separate the olive fruits from plant debris, soil, food residues, dirt, grease or other objectionable matter.

1.2.7 Contaminant – Any biological or chemical agent, foreign matter or other substances not intentionally added to food which may compromise food safety or suitability.

1.2.8 Contamination – The introduction or occurrence of a contaminant in food or a food environment.

1.2.9 Disinfection – The reduction, by means of chemical agents and/or physical methods, of the number of microorganisms in the environment, to a level that does not compromise food safety or suitability.

1.2.10 Hazard – A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.

1.2.11 Risk – A function of the probability of an adverse health effect and the severity of that effect, consequential to a hazard(s) in food.

1.2.12 Control measure – Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

1.2.13 HACCP – A system which identifies, evaluates and controls hazards which are significant for food safety.

1.2.14 Hazard analysis – The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore should be addressed in the HACCP plan.

1.2.15 HACCP plan – A document prepared in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the segment of the food chain under consideration.

1.2.16 Critical control point (CCP) – A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.

1.2.17 Critical limit – A criterion which separates acceptability from unacceptability.

1.2.18 Control (verb) – To take all necessary actions to ensure and maintain compliance with criteria established in the HACCP plan.

1.2.19 Control (noun) – The state wherein correct procedures are being followed and criteria are being met.

1.2.20 Corrective action – Any action to be taken when the results of monitoring at the CCP indicate a loss of control.

1.2.21 Quality – The totality of characteristics of an entity (which can be individually described and considered – product, process, business) that bear on its ability to satisfy stated and implied needs.

1.2.22 Quality system – The organizational structure, procedures, processes and resources needed to implement quality management.

1.2.23 Quality assurance – All the planned and systematic activities implemented within the quality system, and demonstrated as needed, to provide adequate confidence that an entity will fulfil requirements for quality.

1.2.24 Quality control – The operational techniques and activities that are used to fulfil requirements for quality.

1.2.25 Quality management – All the activities that determine the quality policy, objectives and responsibilities, and that implement them by every means to ensure quality planning, control, assurance and improvement within the quality system.

1.2.26 Quality plan – A document setting out the specific quality practices, resources and sequence of activities relevant to a particular product, project or contract.

1.2.27 Traceability – The ability to trace the history, application or location of an entity by means of recorded identifications.

1.2.28 Audit – A systematic and functionally independent examination to determine whether activities and related results comply with planned objectives.

1.2.29 Certification – The procedure whereby STAREGISTER and officially recognized bodies provide written or equivalent assurance that foods or food control systems conform to requirements. Certification of food may be, as appropriate, based on a range of inspection activities which may include continuous on-line inspection, auditing of quality assurance systems, and examination of finished products.

2 TECHNICAL MANAGEMENT SYSTEM REQUIREMENTS

2.1 Organizations are required to develop and implement a Management System complying with specific, per sector, requirements. Sectors are defined in clause 1.1.4 above.

2.2 The technical, specific per sector, quality management system requirements are described at the following documents:

2.2.1 IOC/T.33/Doc. no. 2-4, 2006, Quality Management Guide For The Olive Oil Industry: Olive Oil Mills.

2.2.2 IOC/T.33-2/Doc. no. 4, 2006, Quality Management Guide For The Olive Oil Industry: Packing Plants.

2.2.3 IOC/T.33-1/Doc. no. 4, 2006, Quality Management Guide For The Olive Oil Industry: Pomace Oil Extraction Industry.

2.2.4 IOC/T.33-1/Doc. no. 2-2, 2006, Quality Management Guide For The Olive Oil Industry: Refineries.

2.2.5 IOC/T.15/NC No 3/Rev. 7, 2013, Trade Standard Applying To Olive Oils And Olive-Pomace Oils.

2.3 STAREGISTER in order to verify compliance to Trade Standard IOC/T.15/NC No 3 will select samples of Organization Products for Sensory Analysis by STAREGISTER experts' panel.

2.4 STAREGISTER in order to verify compliance to Trade Standard IOC/T.15/NC No 3 will select samples of Organization Products for Chemical Analysis by STAREGISTER approved laboratories.

2.5 STAREGISTER can deny certification or request additional samples for repeating Sensory Analysis and/or Chemical Analysis in the case of non-conforming Sensory Analysis and/or Chemical Analysis results.

2.6 In the case of requesting additional samples for repeating Sensory Analysis and/or Chemical Analysis the associated fees will be billed to Organization in addition to agreed Certification fees.

2.7 STAREGISTER retains the right to proceed in unannounced visits for auditing MS and/or sampling for conducting Sensory Analysis and/or Chemical Analysis. The associated fees with unannounced visits, sensory analysis and/or laboratory testing will be billed to Organization in addition to agreed Certification fees.

3 GENERIC MANAGEMENT SYSTEM REQUIREMENTS

3.1 Organizations, in addition to technical per sector requirements described in clause 2 of this present regulation, shall maintain a Quality Management System and provide conformance to ISO 9001 and ISO 22000 requirements. Their successful certification against ISO 9001 and ISO 22000 satisfies this requirement, with the presumption that its certification field is compatible to the corresponding Organizational Scope for R.7000 certification. If the Organization is not certified to ISO 9001 and ISO 22000, is obliged to submit its existing MS to be evaluated by STAREGISTER. In this case the evaluation is performed against the ISO 9001 and ISO 22000 requirements leading to certification to STAREGISTER R7000. For a minimal fee certification against the ISO 9001 and ISO 29990 standards can be also issued.

3.2 Management Review

3.2.1 The management of the Organization shall:

a) Review its administrative procedures at least annually and shall maintain records of these reviews for at least three years.

b) Review the course design and its deliverables al least annually, to gain assurance of the continued suitability and effectiveness of the course content and presentation.

3.3 Quality Records

3.3.1 The Organization shall maintain records to demonstrate conformance to the requirements of this STAREGISTER document.

3.3.2 Records or translations of the records shall be maintained in a language agreeable to STAREGISTER.

3.3.3 Records may be in the form of hard copy or electronic media.

3.3.4 These records shall be maintained for at least three years.

3.3.5 These records shall be made available to STAREGISTER.

3.3.6 The records for each Organization shall include (as applicable):

a) Risk Analysis records.
b) CCP records.
c) Production records/Batch.
d) Quality Control records.
e) Sensory Analysis Records.
f) Subcontractor Records.
g) Quality Control Records.
h) Environmental Conditions monitoring records.
i) Process Control monitoring records.
j) Product/Batch traceability records.
k) All other records required by ISO 9001 and ISO 22000 standards.

3.3.7 It constitutes a suggestion of STAREGISTER that Organization's Personnel includes at least 1 certified Olive Oil Expert per shift.

3.4 Complains and Objections

3.4.1 The Organization shall have documented procedures for handling complaints and objections against its products, including provision for corrective and/or preventive action to be taken if required as a result of any complaint. These procedures shall include the potential involvement of STAREGISTER in unresolved complains or objections.

3.4.2 The Organization shall inform all its customers for their right to submit a complaint and shall provide written details of the process for doing so, upon their application.

3.4.3 The Organization shall maintain records of all complaints, and of their resolution.

3.4.4 STAREGISTER maintain the right to audit third parties which undertake critical processes by certified Organizations.

4. APPLICATION

4.1 Submission of application

4.1.1 An application pack, with all necessary information can be obtained free of charge, from the Secretariat of STAREGISTER, following the Organization's expression of interest. Alternatively, all documentation required for submitting an application is available to be downloaded from the STAREGISTER website (www.staregister.org).

4.1.2 Organization which applies for certification shall submit his application completing the form given in the appendix (F.7000-2).

4.1.3 This application shall be accompanied by the fee described in F.1000-1, "Pricelist".

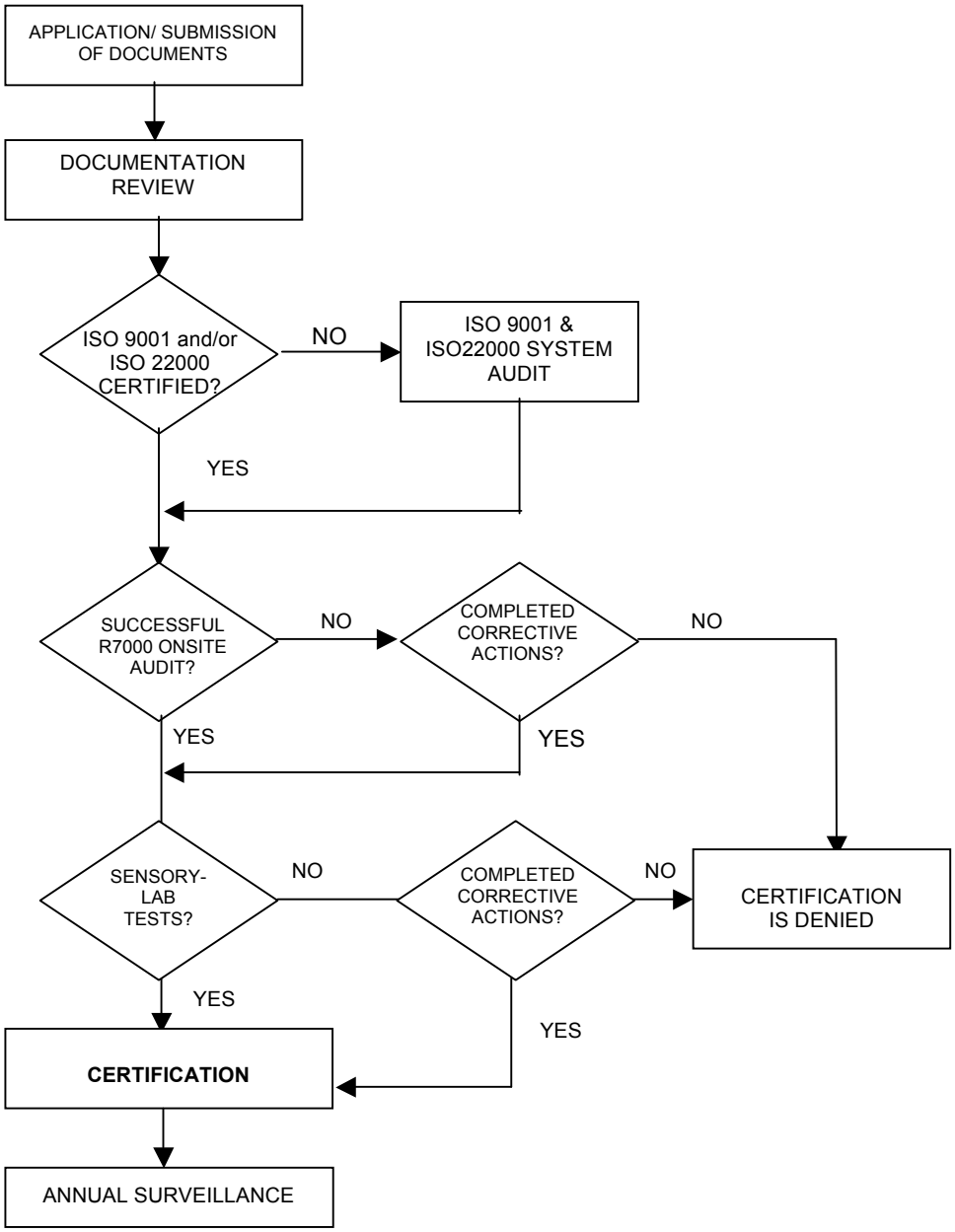
4.1.4 All communication and correspondence in support of the application must be submitted in English language or other languages accepted by STAREGISTER (Please consult STAREGISTER Secretariat for accepted languages). Else should be accompanied by certified translations of the originals.

4.1.5 Please note that at the application stage payment of the certification fee is required.

5. EVALUATION OF APPLICATION

5.1 Evaluation Process

5.1.1 The evaluation process described in the following flow chart:



5.2 Documentation Review

5.2.1 The assessment process includes a review of the documentation submitted by the Organization in support of his application. This review is intended to determine the Organization conformance with STAREGISTER requirements.

5.2.2 The QMS documentation as well as course material is reviewed by STAREGISTER in order to determine the conformity degree of this documentation to the certification criteria.

5.2.3 When STAREGISTER determines that the Organization's documentation, is acceptable, informs him in writing.

5.2.4 When STAREGISTER determines that corrective actions are required, informs the Organization for such action in writing.

5.2.5 When the Organization has completed all the necessity corrective actions and submitted the relative evidence STAREGISTER informs the Organization if the documentation review has been successfully completed.

5.2.6 If STAREGISTER based on documentation findings has not confidence on applicant's compliance to the requirements of this present regulation, an additional on-site assessment may be required.

5.3 Preparation of on-site assessment

Following review and acceptance of the documentation, STAREGISTER verification auditors, in collaboration with the Certification Secretariat and Organization, if required, schedule the on-site assessment of Management System.

5.4 On-site assessment

5.4.1 If Organization is certified against the ISO 9001 and ISO 22000 Standard, the verification auditor proceeds directly in the next phase. In the opposite case an on-site assessment to ISO 9001 and ISO 22000 is performed.

6. CERTIFICATION

6.1 Certification Process

6.1.1 The final decision on certification is taken by the Certification Officer. This process is performed independently of the evaluation process which is described in the above paragraphs.

6.1.2 Any modifications in the company structure, the QMS and Certification Scope shall be notified to STAREGISTER.

6.1.3 The certification is valid for three years and is renewed every three years after assessment of the following:

6.1.3.1 Annual satisfactory Management System Audits, Sensory Analysis and Laboratory Analysis.

6.1.3.2 Satisfactory completion of corrective actions,

6.1.3.3 Payment of all due invoices,

6.1.3.4 Submission of updated list of Certified Olive Oil Experts,

6.1.3.5 No violation of STAREGISTER criteria.

6.2 Certificates

6.2.1 A certificate will be issued following the initial award of certification.

6.2.2 Details concerning certified Organizations are entered into the registry of certified Organizations.

6.2.3 STAREGISTER systematically updates the electronic records of its registry and prints them upon request. A charge may be applied according to the size and complexity of the registry ordered.

7. USE OF CERTIFICATION CREDENTIALS / WITHDRAWAL OF CERTIFICATE

7.1 Use of Certificate

STAREGISTER applies the following procedure for the appropriate usage of certificates:

7.2 Publicity and advertising of Organization

7.2.1 In the case where an Organization is advertised or promoted as certified by STAREGISTER, the name of the certified Organization shall be declared clearly in all promotional material, as well as the STAREGISTER certification number.

7.2.2 The promotion / advertisement of any certified Organization shall be clearly related to the scope of certification.

7.2.3 The logo of STAREGISTER, where it is applied, shall be presented as below in color or black and white formats. STAREGISTER logo can be used as follows:

7.2.4 When the certification is covered by an accredited scope of a STAREGISTER IAS accreditation, then the logo of STAREGISTER, in order to provide traceability to accreditation, can be used as follows:

7.2.5 Accreditation logo under no circumstances can be used isolated by STAREGISTER logo.

7.2.6 In the case where has been submitted official application for certification of an Organization by STAREGISTER, publicity can include the statement:

"Application has been submitted to STAREGISTER, for certification of this Organization to R. 7000".
Advertising should not declare that *"Certification has been pending".*

7.2.7 STAREGISTER may suspend, recall or cancel certification for anyone from the following reasons, without limited only to them:

a) Nonpayment of certification / surveillance fee.
b) Sensory and Lab Analysis failure of conformance with the STAREGISTER requirements.
c) Failure to apply satisfactorily corrective actions.
d) Wrong usage of permissions, certificates, STAREGISTER logo.
i) Upon request by certified Organization.

7.2.8 Notices of withdrawal of certification are published by STAREGISTER in the relevant registry.

8. MAINTENANCE CERTIFICATION

8.1 Each certified Organization is subject to one at least annual surveillance assessment by STAREGISTER, including Sensory and Laboratory analysis. The costs of this assessment, including Sensory and Laboratory analysis are paid by the certified Organization.

8.2 STAREGISTER may deem more frequent or more extensive surveillance or re-evaluation to be necessary for specific certified Organizations.

8.3 The number of programmed visits is directly related to the total number of non-compliances.

8.4 The STAREGISTER findings are categorized according to relative IAS policy.

8.5 STAREGISTER maintains the right to increase the frequency of surveillances in the case where the Organization fails to demonstrate satisfactory objective evidence of conformity to STAREGISTER criteria.

8.6 In the case where a certified Organization is not considered compliant upon a second assessment, STAREGISTER maintains the right to reject the certification.

8.7 Audits must be conducted from STAREGISTER Auditor speaking a STAREGISTER accepted language. In the case where records, etc. are maintained in other language, Organization shall ensure sufficient translation facilities during assessment.

8.8 In the case where audit is realized in a non-accepted language, STAREGISTER maintains the right to use a local adviser or other person who is considered by STAREGISTER as appropriate, to conduct the assessment or surveillance.

8.9 Surveillances and audits are planned in such way to ensure that different aspects of the certified Organization's management system are regularly reviewed. Over a three-year period all elements of the certified Organization's system shall be covered in the program of surveillance or re-assessment and the effectiveness of the system verified.

9 CERTIFICATION FEE

9.1 Fee details related to the certification and operation of Organization are described in the form F.1000-1. The required fees may be revised annually.

9.2 Fees presented in the relative publication of F.1000-1 are valid for the time period from 1 January until 31 December.

9.3 Applications for certification are not been accepted if they are not accompanied by the required fee.

9.4 Fees covering assessment and surveillances costs conducted by STAREGISTER shall be paid by the certified Organization, before the initiation of such activities.

9.5 All payments must be paid before the decision of initial certification and/or surveillance.

10 RECORDS

STAREGISTER maintains the necessary records to demonstrate conformance to the requirements of this regulation. These records are maintained for a 10 year period.

11 CONFIDENTIALITY

All information, correspondence and documentation submitted by candidate and/or certified Organization in support of certification activities will be considered as strictly confidential. However, STAREGISTER reserves the right to publish relevant details of each certified Organization in the relevant registry.

12 OBJECTIONS AND APPEALS

12.1 STAREGISTER applies a documented procedure of objections and appeals.

12.2 Each objection in the decisions of STAREGISTER shall be submitted in written form by the Organization to STAREGISTER.

13 LEGAL STATUS

This certification scheme, including the activities that related with the certification of Organizations, is governed by the USA Law and is subject to the exclusive jurisdiction of the USA Courts.

14 HISTORY OF DOCUMENT

Number of issue / Date 1-1/11/14 Change -