

Public Guide : Application for Licensing, Renewal of, and Substitution of License of the Conformity Assessment Service Providers and Relocation of business premises of the Conformity Assessment Service Providers

Service Provider : The Office of Standard Accreditation, Ministry of Agriculture and Cooperatives

Criteria, Methods and Condition (applicable) for application and licensing

1. Applicants for licensing of the Conformity Assessment Service Providers must operate following the Agricultural Standards Act B.E. 2551 and Its Amendment, http://www.acfs.go.th/acfs_acts.php

2. Juristic person, wish to be a Conformity Assessment Service Provider, must obtain the license from the National Bureau of Agricultural Commodity and Food Standards, as:

2.1 Applicants must possess the qualifications as follows:

1) Be a juristic person with objectives to operate the related conformity assessment activities of the Thai Agriculture Standard, according to the Agricultural Standards Act B.E. 2551 and Its Amendment;

2) Has its own laboratory or use other laboratory with the agreement for testing/analysis services. The Laboratory must be competent and accredited for the ISO/IEC 17025: General requirements for the Competence of testing and calibration laboratories and Its amendments in the list of testing/analysis with respect to the requirements of the Thai Agricultural Standards, or accredited for other standards recognized by ACFS, and be registered with ACFS, except in case that the conformity assessment does not require the laboratory use or in place;

3) Implement the organization system complied with the standards as follows:

3.1) Applying for licensing of the Conformity Assessment Service Providers in the Food Safety Management System, according to the Agricultural Standards Act B.E. 2551 and Its Amendment, e.g., the Thai Agricultural Standard (TAS) 9023-2007: Code of Practice: General Principles of Food Hygiene, TAS 9024-2007: Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application, etc. the Conformity Assessment Service Providers must be accredited for ISO/IEC 17021 Conformity assessment – Requirements for bodies providing audit and certification of management systems;

3.2) Applying for licensing of the Conformity Assessment Service Providers for product certification, according to the Agricultural Standards Act B.E. 2551 and Its Amendment, e.g., TAS 9001-2013: Good Agricultural Practice for food crop, TAS 9000-2013: Organic Agriculture, etc. the Conformity Assessment Service Providers must be accredited for ISO/IEC 17065 Conformity assessment – Requirements for bodies certifying products, processes and services;

3.3) Applying for licensing of the Conformity Assessment Service Providers for Inspection Body, according to the Agricultural Standards Act B.E. 2551 and Its Amendment, e.g., TAS 9001-2013: Good Agricultural Practice for food crop, etc. the Conformity Assessment Service Providers must be

accredited for ISO/IEC 17020 Conformity assessment – Requirements for operation of various types of bodies performing inspection;

4) Authorized representative of the juristic person or other person performing on behalf of the juristic person, who applies for license, must never be authorized representative or other person performing on behalf of the juristic person that its license has been revoked.

2.2 Applicant must not possess the following prohibited features:

1) Be an entity that its license is suspended;

2) Be an entity that its license has been revoked, or if revoked, the license must be previously revoked for more than 2 years;

3) Be under an investigation or use the laboratory under an investigation for faults related to certification or issuing test or analytic result;

4) Be prosecuted or has its representative being investigated or use laboratory under investigation, only charged for criminal case related to conformity assessment or analytic testing or other equivalent services, except such case is terminated stating that the applicant or its representative is not guilty. If the final verdict is guilty then the applicant can only apply again when it has been exonerated at least 2 years after the date of the verdict.

Condition

1) Licensing of the Conformity Assessment Service Provider

- Applicants must pay the fee at the Financial Unit, the Office of Secretary, the 1st floor of the 3rd Building on the date receiving the Licence/Substituted License;

- Receive the license at the Office of Standard Accreditation, the 2nd floor of the 3rd Building;

- A license is valid for 3 year after the date of issuing license.

2) Renewal of licensing of the Conformity Assessment Service Provider

The Conformity Assessment Service Provider must submit application for renewal of license to ACFS at least 120 days before the expiry date of the license. ACFS will operate to issue a new license, which is valid for 3 year after the expiry date of a former license. The process, timeframe and condition of receiving a new license is operated similar to those for licensing.

3) Substituting license of the Conformity Assessment Service Provider

If a license is lost or damaged, the Conformity Assessment Service Provider applies for substituted license to ACFS within 30 days after the date of acknowledge of lost or damage. The substituted license is similar to the original license with a statement of “Substitute” and signed by authorized person with date of issuing the substituted license. The process, timeframe and condition of receiving a new license is operated similar to those for licensing.

4) Relocation of the Conformity Assessment Service Provider’s business premises

Relocation of business premises stipulated in the license must be permitted by ACFS. ACFS edits relocation of offices in such a license with no fee.

5) Cancellation of the Conformity Assessment Service Provider License

If a Conformity Assessment Service Provider stops its business or wishes to cancel its license, it must inform ACFS in writing before stopping the business at least 60 days, and return the license to ACFS within 30 days after the date of business cessation or license cancellation. The officer has duty to notify the authorized persons and related persons within 15 working days after the date of receiving the notification of business cessation or license cancellation.

6) Suspension of the Conformity Assessment Service Provider License

When a Conformity Assessment Service Provider violates the Act, or the Ministerial Regulations, or notifications issued by the Agricultural Standards Act B.E. 2551 and Its Amendment, ACFS will suspend the license. The suspended Conformity Assessment Service Provider cannot operate the activities stipulated in the license during suspension period. If violated, such a license will be revoked by ACFS. ACFS will publish a list of suspended licenses for consumer benefits and consumer protection. Details of license suspension including suspension period are according to the Agricultural Standards Act B.E. 2551 and Its Amendment.

7) Revocation of the Conformity Assessment Service Provider License

ACFS has its authorization of revoking the license if a Conformity Assessment Service Provider possess incomplete qualification, or prohibited features as described above, and does violate or not follow the requirements stated in the Agricultural Standards Act B.E. 2551 and Its Amendment. Revoked person cannot reapply for a license until beyond a 2-year period after the date of notification of revocation. ACFS will publish a list of revoked licenses for consumer benefit and consumer protection.

8) Appeals

Conformity Assessment Service Providers have the right to appeal the ACFS orders by submitting an appeal to ACFS within 30 days after the notification date of ACFS orders. The appeal is presented to the Committee within 7 days after the date of receiving an appeal. The Committee must determine the appeal and finish within 60 days after the date of receiving an appeal. The officer notifies the outcome of appeal determination to an appellant within 15 working days after the date when the Committee finished making the appeal decision.

9) If application or supplementary document is incomplete, inaccurate, or not amending,

The Authorized officer and Applicants must jointly sign in the nonconformity record and list of incomplete or inaccurate supplementary documents, and defining a timeframe for the Applicants to submit or correct (The Authorized officer and Applicants jointly define the timeframe). If Applicant does not correct within the defined timeframe, the authorized officer will terminate such an application.

10) The operation timeframe

Operating process following the Guide starts after the Authorized officer examines that application is complete and accurate, according to the Public Guide.

11) Notification of permitted a license of the Conformity Assessment Service Provider

After licenses are signed by the authorized person. The officer will notify Applicants of receiving the licenses.

Service Options

<p>Service Place: Office of Standard Accreditation, the National Bureau of Agricultural Commodity and Food Standards, the 2nd floor of the 3rd Building. 50 Paholyothin Road, Ladyao, Chatuchak, Bangkok 10900. Telephone 0-2561-2277 ext. 1241-1246, Fax 0-2579-8427/ Contact in person service at the office. (Note: -)</p>	<p>Service hours: Monday to Friday (except holidays): 08.30 -16.30 (lunch break)</p>
<p>Service Place: Office of Standard Accreditation, the National Bureau of Agricultural Commodity and Food Standards, the 2nd floor of the 3rd Building. 50 Paholyothin Road, Ladyao, Chatuchak, Bangkok 10900. Telephone 0-2561-2277 ext. 1241-1246, Fax 0-2579-8427/ Mail. (Note : application via mail: the timeframe as in the Guide starts when the ACFS register for receiving the mail))</p>	<p>Service hours: Monday to Friday (except holidays) : 08.30 -16.30 (lunch break)</p>

Steps, Timeframe and Responsible units

Total operating timeframe: 10 working days

No.	Steps	Timeframe	Responsible units
1)	<p>Examination of Document</p> <ol style="list-style-type: none"> 1. Applicants submit application to ACFS using related forms with supplementary documents stipulated in such a form. 2. An officer examines completeness and accuracy of documents submitted. <p>(Note: (1. TAS Form 12: for licensing 2. TAS Form 14: for renewal of license 3. TAS Form 15: for substituting a license</p>	1 working day	Office of Standard Accreditation

No.	Steps	Timeframe	Responsible units
	4. <i>TAS Form 16: for relocation of office.</i> - <i>if incomplete and/or inaccurate documents, the officer notifies an Applicant of submitting additional documents or correcting documents within a defined timeframe))</i>		
2)	Determination 1. An officer determines Applicant's qualification. 2. An officer establishes a license (TAS Form13), which is reviewed for accuracy and then presented to the Secretary General of ACFS to consider for approval/signature on license of the Conformity Assessment Service Provider. <i>(Note: (if Applicant's qualification does not meet the defined criteria, the application is returned by ACFS for less than 4 working days after the date of submitting an application))</i>	7 working days	Office of Standard Accreditation
3)	Signature/Committee's resolution The Secretary General of ACFS signs on the license of the Conformity Assessment Service Provider. <i>(Note: -)</i>	2 working days	Office of Standard Accreditation

List of documents and supplements for application

No.	Document names, number and additional details (if applicable)	Government Body issuing documents
1)	Business registration license Original No Copy 1 Note (the license is valid of less than 6 months after date of issuing the license, and all pages of copies are signed).	Department of Business Development
2)	Accreditation certificate of the Thai Accreditation Body Original No Copy 1 Note (only case of applying/renewal of license, all pages of copied must be signed)	National Bureau of Agricultural Commodity and Food Standards

No.	Document names, number and additional details (if applicable)	Government Body issuing documents
3)	Maps of the Office and Laboratory Original 1 Copy No Note (only case applying/relocation of office/renewal of license (if changed))	-
4)	Quality Manual or Equivalent Original No Copy 1 Note (only case of applying/renewal of license (if changed), all pages of copied must be signed)	-
5)	Procedures Original No Copy 1 Note (only case of applying/renewal of license (if changed), all pages of copied are signed)	-
6)	Document demonstrating ownership of laboratory or agreements with laboratory used in testing or analysis Original No Copy 1 Note (only if an Applicant's conformity assessment services must have or use laboratory that is used in applying for licensing/renewal of licensing (if changed), all copied pages are signed).	-
7)	National Identification Card Original No Copy 1 Note (if a duly authorized representative of the Applicant does not submit by himself, he may authorize other persons. Copies of ID cards of Grantor and Attorney must be submitted and signed).	Department of Provincial Administration
8)	The accreditation certificate from the recognized international organization(s) Original No Copy 1 Note (if Applicant wishes to display additionally, all pages of copies are signed).	-

No.	Document names, number and additional details (if applicable)	Government Body issuing documents
9)	The published media for introduction of the organization Original 1 Copy No Note (if Applicant wishes to display additionally)	-
10)	Current version of the Conformity Assessment Service Provider License Original 1 Copy 1 Note (only case of renewal of/substituting of license/Relocation of office: all pages of copied must be signed).	National Bureau of Agricultural Commodity and Food Standards
11)	Letter of power of attorney of the Applicant, including revenue stamp as defined by the Legislation Original 1 Copy No Note (if a duly authorized representative of the Applicant does not submit by himself).	

Fees

No	Details of Fee	Fee (Baht/Percentage)
1)	Applying for licensing of the Conformity Assessment Service Providers <i>(Note: (such a fee is subject to be changed. ACFS will announce the Ministerial Rules of defining fees for agricultural commodity operating activities)).</i>	Fee – 5,000 Baht
2)	Applying for renewal of the Conformity Assessment Service Providers <i>(Note: (such a fee is subject to be changed. ACFS will announce the Ministerial Rules of defining fees for agricultural commodity operating activities)).</i>	Fee – 2,500 Baht
3)	Applying for substituting license of the Conformity Assessment Service Providers <i>(Note: (such a fee is subject to be changed. ACFS will announce the Ministerial Rules of defining fees for agricultural commodity operating activities)).</i>	Fee – 50 Baht

No	Details of Fee	Fee (Baht/Percentage)
	<i>commodity operating activities)).</i>	

Complaints and Suggestions for Services

No	Complaints/Suggestions for Services
1)	Office of Standard Accreditation, National Bureau of Agricultural Commodity and Food Standards 50 Paholyothin Road, Ladyao, Chatuchak, Bangkok 10900. Telephone 0-2561-2277 ext. 1241-1246. Fax 0-2579-8427 (Note: -)
2)	The Complaint Service System, Ministry of Agriculture and Cooperatives, Website : http://www.moac.go.th/complain/ (Note: -)
3)	Public Service Center, Office of the Permanent Secretary, the Prime Minister's Office (Note: 1 Pissanulok Road, Dusit, Bangkok 10300/ Hotline 1111/ www.1111.go.th / P.O. Box 1111, 1 Pissanulok Road, Dusit, Bangkok 10300))
4)	Public Sector Anti-Corruption Center (Note: Office of Public Sector Anti-Corruption Commission (PACC) - 99 Moo.4 the Software Park Building, the 2 nd floor, Chaeng Wattana Road, Klong klue, Pakkred, Nonthaburi 11120 - hotline1206 / Telephone 0 2502 6670-80 ext 1900 , 1904- 7 / Fax0 2502 6132 - www.pacc.go.th / www.facebook.com/PACC.GO.TH The Anti-Corruption Operation center Tel : +66 92 668 0777 / Line : Fad.pacc / Facebook : The Anti-Corruption Operation Center / Email : Fad.pacc@gmail.com))

Forms, Examples and the Operating Manuals

No	Form Name
1)	Application for Permit to Being Performer of Conformity Assessment under the Agricultural Standards Act B.E. 2551 (2008) and Its Amendment (TAS Form12) (Note: -)
2)	License Form of the Conformity Assessment Service Provider (TAS Form13) (Note: -)
3)	Application for Renewal of Permit to Be a Performer of Conformity Assessment under the

No	Form Name
	Agricultural Standards Act B.E. 2551 (2008) and Its Amendment (TAS Form14) (Note: -)
4)	Application for Issuance of Substitute License to Be a Performer of Conformity Assessment under the Agricultural Standards Act B.E. 2551 (2008) and Its Amendment (TAS Form 15) (Note: -)
5)	Application for Permit to Relocation on Performing Conformity Assessment under the Agricultural Standards Act B.E. 2551 (2008) and Its Amendment (TAS Form16) (Note: -)

Note -

Information for Officer

Process Name : Application for Licensing, Renewal of, and Substitution of License of the Conformity Assessment Service Providers, and Relocation of business premises of the Conformity Assessment Service Providers

Central Unit Owner of Process : Office of Standard Accreditation, the National Bureau of Agricultural Commodity and Food Standards, Ministry of Agriculture and Cooperatives

Service Type : Complete process in one unit

Section of Service : Licensing/Issuing Licenses/Certificates

Legislations for authorization of Licensing or related : The Agricultural Standards Act B.E. 2551 and Its Amendments

Impact Level : services with significant impacts on economics/society

Service Areas : Central

Legislation/Agreements of defined timeframe:-

Timeframes defined by Legislation/Requirement, etc., : 0.0

Statistic of Process :

Average number per month : 0.5

Maximum number of Application : 2

Minimum number of Application : 0

Reference Name of the Public Guide : Application for Licensing, Renewal of, and Substitution of License of the Conformity Assessment Service Providers, and Relocation of business premises of the Conformity Assessment Service Providers

This document can be downloaded from the website of the Information Center: Public Guide

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