**Application Procedure for Accreditation Bodies wishing to offer IFOAM Accreditation services**

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| **Steps** | **Remarks** |
| AB submits letter of interest to IFOAM. | The letter should describe the organization, the reason for interest, the scope of accreditation work, the experience with organic sector accreditation, the expected scope of IFOAM Accreditation work, any MLA/supervision arrangements, and the contact person for the application.The letter must be submitted to ogs@ifoam.bio  |
| IFOAM provides contract requirements, relevant procedures, and operating requirements  |  |
| Communication between AB and IFOAM to clarify process and requirements. |  |
| AB submits application and application fee. | Application includes letter, form, peer review/supervision reports.  |
| IFOAM announces application and invites stakeholder comments | The comment period shall be 60 days. |
| IFOAM reviews application materials and interviews AB on key points such as qualifications, approach to taking on new scopes/schemes of accreditation.  | • Initial screening and interview by IFOAM staff. • Report and recommendation to IFOAM AB Review Panel |
| Questions/clarifications are requested from AB as needed. | • IFOAM Staff contacts AB• IFOAM Staff forwards results to IFOAM AB Review Panel |
| Recommendation is issued regarding approval. | Recommendation is made by IFOAM AB Review Panel to the IFOAM World Board |
| Approval | IFOAM World Board |
| Agreement for Operating the IFOAM Accreditation Program is signed. | Signed by the chief executives of the respective organizations |

*Note: IFOAM reserves the right to stop an application process at any step if provisions are not fulfilled or there are indications that the AB shall not be able to provide IFOAM Accreditation to the level of IFOAM expectations. Applicants may appeal of such decision to the IFOAM World Board.*