



**AUDIT AND CERTIFICATION
PROCEDURE FOR
ORGANIZATIONS IN NON BASC
COUNTRIES**


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The procedure to carry out the admission of the organizations of OMB is described as followed:


1. The requirements of established admission are the following:
 - Be a legal entity that participates actively in logistics or profitable activities or foreign business, lending complementary services or foreign trade activities.
 - Have business and legal background both in the country of origin and / or abroad, that guarantees the honesty and personal rectitude and business of natural and legal persons; likewise not having criminal background in their country of origin or other countries, or in any case be considered by the national or foreign authority as a suspect or have a doubtful legal and criminal reputation.

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2. The organization presents to the WBO an Application Request and a format of Self Evaluation of Enterprise Protection.
3. Following this, the WBO sends a letter to the organization as a receipt of the application and carries out the previous revision of the presented documentation to determine its agreement.
4. The estimated value of the application paid by the organization to the WBO will be determined by the WBO and will be non-refundable.
5. In case of agreement the WBO sends a letter of acceptance.
6. Once the applying organization has been approved, it will pay the annual maintenance fee to the WBO.
7. The accepted organization will not be able to advertise nor make use of its qualification as member of the WBO or of the authorized logos until it has been certified.
8. In case of non-approval, the WBO will send a letter of non-acceptance of admission to the requesting organization.
9. The WBO is not obligated to explain or tell of its decisions of non-agreement or disapproval of the admission applications.
10. The approved organization will have a time period of 60 days to apply for the audit which will be carried out in a maximum period of 6 months. In case this request is not sent, the application will be cancelled and a new application will not be able to be presented before 1 year.
11. The applications with foreseen time extensions must be sent rightly justified before the end of this term; a favorable concept for extending the time period of audit requests will be carried out by WBO. Applying organizations will be informed.
12. When the organization is ready to be audited, it will notify WBO in writing. Afterwards, the WBO will confirm the date and the conditions of self achievement.
13. The organization will pay the value of the audit and the previous costs generated by other concepts.

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14. Once the audit has been paid it must be done in a maximum period of 20 working days.
15. At the end of the audit, the auditor will present a report with the observations and/or resulting self recommendations. The maximum time period to carry out the audit and to send the report should not exceed 10 working days.
16. If there are non-conformity issues to attend, the organization will have 90 additional days to apply for a complementary audit.
17. The complementary audit is carried out by the WBO or whom it designates in a maximum period of 90 days from the end of the audit.
18. These audits are carried out in order to verify that correct actions have been implemented when major non-conformities have been detected during the audit or to check that the conditions requested have been completed when the WBO requires it.
19. The complementary audits are carried out in the of the organization's facilities when it is required to verify the corrective actions or required conditions of application in the practice They can be carried out in the WBO facilities through the verification of documents sent by the applicant.
20. The complementary audits are carried out only when the aspects that have been presented show a non-conformity.
21. The cost of the complementary audit will be assumed by the applying organization.
22. At the end of the audit and prior to the completion of all the process requirements, the WBO will certify the applying organization.
23. If the applying organization doesn't attend to the implementation of corrective actions in the fixed period of time, it will be granted only one extended period of 30 calendar days, in which the WBO will issue its concept.
24. If at the end of the total period of time, the WBO doesn't certify the applying organization, it will remain automatically disaffiliated from the WBO without any responsibility nor the return of money paid for the application during the process.

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25. The certification will be valid for 1 year; the certified organization will carry out the request of audit re-certification no less than 45 days before the initial expiration date and no later than 90 days.
26. The certified organization will request the re-certification audit no less than 30 days before the initial expiration date and no later than 90 days.
27. The WBO will arrange the practice of the re-certification audit in a period no longer than 45 days after receiving the request by the certified organization. For audit re-certification, the procedures previously described will be applied.

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