

BQ-9000 Policy 3.0

BQ-9000 Producer Provisional Status

Rev.1, Date 3-1-09

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Background

As biodiesel production companies become more established, they begin to bring online additional production facilities. Since BQ-9000 certification is facility specific for each company, adding additional production facilities under the quality management of an existing BQ-9000 Producer creates the need for guidance on how these facilities should be regarded and how the implementation process for receiving BQ-9000 certification can be shortened. As a result, the National Biodiesel Accreditation Commission (NBAC) created this policy to address this scenario where an existing BQ-9000 Producer adds additional production facilities to their biodiesel business.

The steps involved in the initial certification of the existing BQ-9000 company facility included:

1. Submittal of a completed application, audit fees and the company's quality management system documentation;
2. Desk audit completed by a 3rd party auditor;
3. Resolution of issues identified during the desk audit before an on-site audit is scheduled;
4. Implementation of the quality management system for a minimum of six months;
5. Complete full specification testing as required in Section 8 of the BQ-9000 Producer Program Requirements;
6. Conduct at least one internal audit;
7. Hold at least one quality management review meeting;
8. On-site registration audit completed by the 3rd party auditor;
9. Resolution of nonconformances identified during the registration audit;
10. Recommendation by the auditor for certification;
11. Certification vote by the National Biodiesel Accreditation Commission

A BQ-9000 producer shall not imply or represent that an additional production facility falls under an existing BQ-9000 certification. Nor shall the company imply or represent that the production facility has met the BQ-9000 requirements until it has received its Provisional BQ-9000 Producer or full BQ-9000 Producer certification.

Recognizing that an existing BQ-9000 Producer's successful implementation of their quality management system demonstrates commitment to the BQ-9000 program and understanding the challenges of marketing product from multiple production plants that have similar quality management systems but differing BQ-9000 status, the NBAC has created a Provisional BQ-9000 Producer designation.

Eligibility

The provisional designation is available to additional production facilities of existing BQ-9000 Producers. These facilities and the quality management system shall be managed by the existing BQ-9000 producer.

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Policy Elements

A company requesting provisional certification for an additional production facility shall complete the following steps.

1. Written request by the applicant to the NBAC requesting permission to pursue Provisional BQ-9000 Producer status;
2. Submit completed application, audit fees and the company's quality management system documentation;
3. Desk audit completed by a 3rd party auditor;
4. Resolution of issues identified during the desk audit;
5. Complete full specification testing as required in Section 8 of the BQ-9000 Producer Program Requirements;
6. Conduct at least one internal audit. The internal audit shall be completed by an internal auditor from a different BQ-9000 facility owned by the parent company;
7. Hold at least one quality management review meeting;
8. Verification of completion of steps 1-7 by the auditor;
9. Recommendation by the auditor for Provisional BQ-9000 Producer status;
10. Vote on the provisional certification by the National Biodiesel Accreditation Commission

Steps 11-15 must still be completed by the applicant before they will move from a provisional to a full BQ-9000 Producer designation.

11. Implementation of the quality management system for a minimum of six months;
12. On-Site registration audit completed by the 3rd party auditor;
13. Resolution of nonconformances identified during the registration audit;
14. Recommendation by the auditor for full certification;
15. Certification vote by the National Biodiesel Accreditation Commission

Benefits

The provisional designation allows a company to market product from the additional production facilities before the six month implementation period and registration audit are completed.