

Agrichemical Warehousing Standard Association

WAREHOUSING STANDARDS BULLETIN

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Policy Statement Lapses in Certification and Audit Extensions

A lapsed in certification is defined as a withdrawal of certification resulting:

- Voluntary decertification
- Failure to successful re-audit before the expiry date or
- Withdrawal of certification by AWSA

All certified sites require a full re-audit every two years to maintain certification status. Details on the re-audit process and frequency can be found at the front of the User guide.

What happens if I do not get my facility re-audited before the due date?

- If you do not get your site re-audited before the due date, AWSA will notify all agrichemical manufacturers/distributors of your certification lapse. Your certification status will be withdrawn until your site has successfully completed an audit. You will **not** be eligible to receive shipments of agrichemicals.
- In addition, an administration fee of \$500.00 will be required to re-activate your certification status. Delaying certification to the following year will not grant another year until the next re-audit. For example, locations due for re-certification in 2016, will have to be re-certified again in 2018. If the site lapses and has their re-audited completed in 2017, this site will still be due for a re-audit in the year 2018. It will not jump a cycle.

All sites are required to coordinate their re-audits within the required time frame. The onus on coordinating and booking the audit lies with the facility.

What happens to agrichemical products in storage after a site lapses?

When a site's certification lapses all product must immediately be shipped to a certified storage site.

Please note that failure to maintain certification may affect your insurance coverage.

Grandfathered Locations

Notwithstanding the foregoing or any other provision of the Code, for any site certified and grandfathered under protocols A2, B1, B2B3, B6 or B15 where such certification has lapsed for any reason for a period of greater than twelve (12) consecutive months, the grandfather exemption will be withdrawn and such site will be ineligible for future recertification or must demonstrate compliance with the current version of the Code.

CERTIFICATION EXTENSIONS

Certified facilities that are challenged with scheduling a re-audit before the expiry of their current certification due to unforeseen issues or renovation plans may be eligible to extend their certification for a determined period of time not to exceed six (6) months following the formal date of audit.

Certification extension allows a facility to avoid a lapse in certification however; the facility during this extended period will be considered 'in suspension' and will be ineligible to receive any product during this time. The facility must successfully complete a full audit prior to the end of the extended period. Failure to successfully complete an audit will result in a lapse in certification (see above Policy on Lapsed Certification).

The decision to grant a certification extension is at the sole discretion of AWSA management and shall be considered based on a demonstration of reasonable conditions.

Examples of reasonable conditions may include but are not limited to:

- Planned site renovations
- Emergency repairs
- Staff turnover and training
- All agrichemical relocated to a certified site.

Extension requests must be submitted in writing to the AWSA Project Manager no later than thirty (30) days **before** the site's re-audit due date. Rationale for the extension must be clearly stated and include a date by when the site will be re-audited*.

Operators should consult with their insurer to ensure uninterrupted insurance coverage during this period.

*Note that the original certification cycle will not change as a result of the certification extension. Please see the Re-Audit Process and Cycle section for details.