



User Guide for Updating Certification Body and Food Sector Categories

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This guide will demonstrate how a user can update their Certification Body and Food Sector Categories

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Change Certification Body and Food Sector Categories During Annual Registration

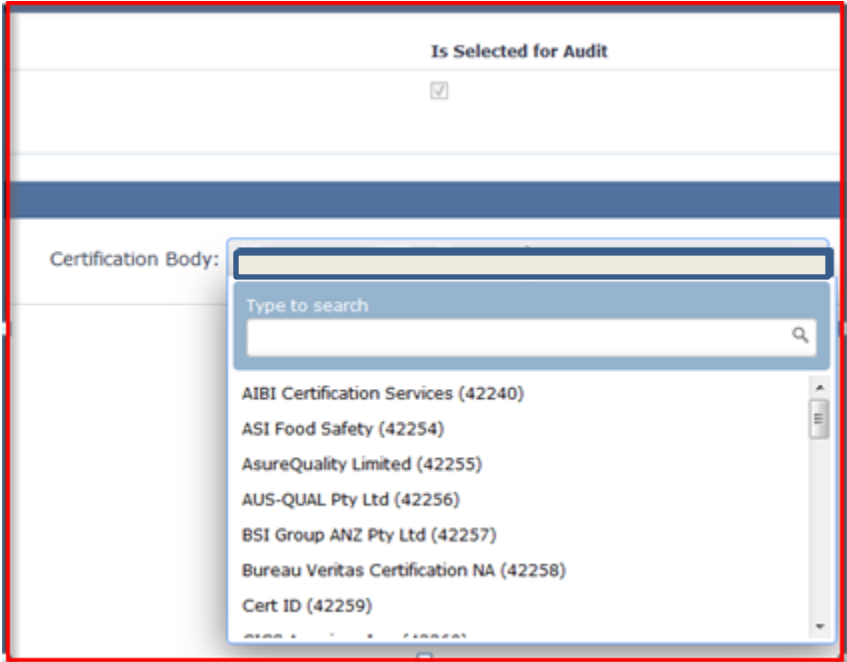
Suppliers can update their Certification Body and/or Food Sector Categories during the last two steps of the annual registration process.

The supplier will be presented with the option below right after choosing their payment option

Certification Scope	
Food Sector Category	Select for Audit
1. Production, Capture and Harvesting of Livestock and Game Animals	<input type="checkbox"/>
3. Growing and Production of Fresh Produce and Nuts	<input type="checkbox"/>
4. Fresh Produce and Nuts Packhouse Operations	<input type="checkbox"/>
5. Extensive Broad Acre Agriculture Operations	<input type="checkbox"/>
6. Harvest and Intensive Farming of Fish and Seafood	<input type="checkbox"/>
7. Slaughterhouse, Boning and Butchery Operations	<input type="checkbox"/>
8. Processing of Manufactured Meats and Poultry	<input type="checkbox"/>
9. Seafood Processing	<input type="checkbox"/>
10. Dairy Food Processing	<input type="checkbox"/>
11. Apiculture and Honey Processing	<input type="checkbox"/>
12. Egg Processing	<input type="checkbox"/>
13. Bakery and Snack Food Processing	<input type="checkbox"/>
14. Fruit, Vegetable and Nut Processing, and Fruit Juices	<input type="checkbox"/>
15. Canning, UHT and Aseptic Operations	<input type="checkbox"/>
16. Ice, Drink and Beverage Processing	<input type="checkbox"/>
17. Confectionary Manufacturing	<input type="checkbox"/>
18. Preserved Foods Manufacture	<input type="checkbox"/>
19. Food Ingredient Manufacture	<input type="checkbox"/>
20. Recipe Meals Manufacture	<input type="checkbox"/>
21. Oils, Fats, and the Manufacture of Oil or Fat-based Spreads	<input type="checkbox"/>
22. Processing of Cereal Grains	<input type="checkbox"/>
23. Food Catering and Food Service Operations	<input type="checkbox"/>
24. Food Retailing	<input type="checkbox"/>
25. Repackaging of products not manufactured on site.	<input type="checkbox"/>
26. Food Storage and Distribution	<input type="checkbox"/>

Change Certification Body and Food Sector Categories During Annual Registration

Then, the supplier will select “save” and be presented with the ability confirm or change certification body.

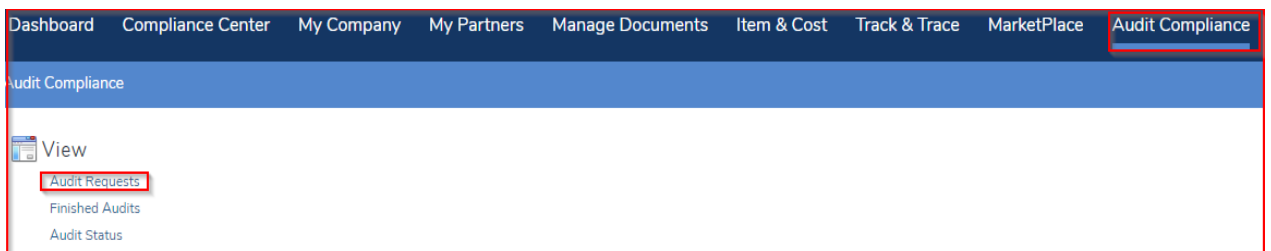


The supplier should then click on “save” to make sure the changes are accepted.

Changing Certification Body After Registration

The supplier will also have the ability to update the Certification Body after the registration has been completed and the audit request is in pending.

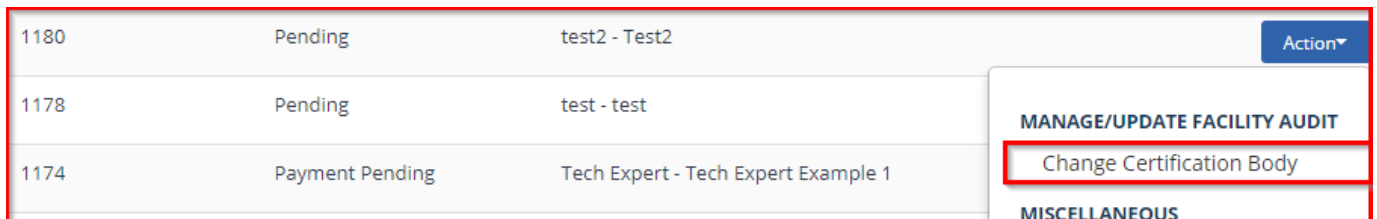
The client should log into ReposiTrak and click on the “Audit Compliance” tab. Then, they must select “Audit Requests”



Next, find the pending audit request and click on the action button.

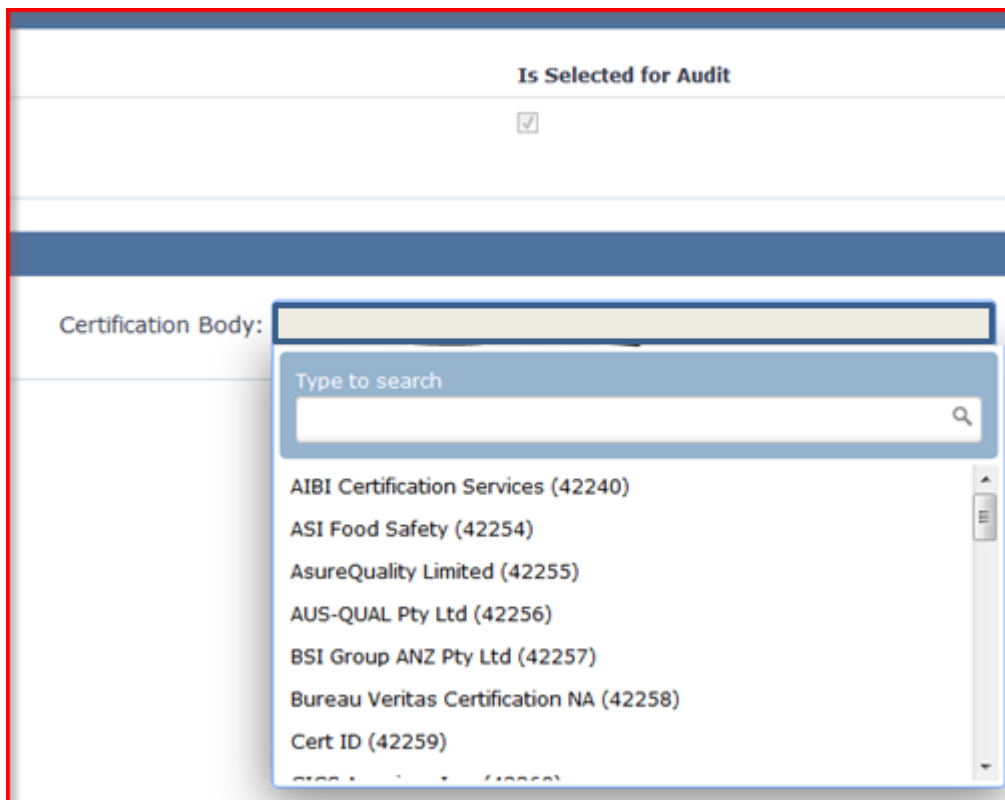


The supplier should then click on “Change Certification Body”.



Changing Certification Body and Food Sector Categories After Registration

Make the appropriate changes and save each selection.



The screenshot shows a web form with a section titled "Is Selected for Audit" containing a checked checkbox. Below this is a "Certification Body:" label next to a dropdown menu. The dropdown menu is open, displaying a search bar with the placeholder text "Type to search" and a magnifying glass icon. Below the search bar is a list of certification bodies with their respective IDs in parentheses:

- AIBI Certification Services (42240)
- ASI Food Safety (42254)
- AsureQuality Limited (42255)
- AUS-QUAL Pty Ltd (42256)
- BSI Group ANZ Pty Ltd (42257)
- Bureau Veritas Certification NA (42258)
- Cert ID (42259)