



PROCESS FOR ENROLMENT IN THE REGISTER OF QUALIFIED ORGANISATIONS

NO.	Phase	Responsibility/action	Documents
1	Request for inclusion in the Register of Qualified Companies for obtainment and use of the "Sustainable Logistics" trademark	Organisation requesting registration/e-mail to the SOSLOG secretary	<ul style="list-style-type: none"> Application* for registration on headed paper. Regulation* signed with data management authorisation Application for registration* and annual SOSLOG membership fee SOSLOG Code of Ethics *
2	Application acceptance	SOSLOG technical committee / confirmation e-mail to requesting Organisation	<ul style="list-style-type: none"> Formal confirmation List* of qualified certification bodies
3	Request of offer for validation process	Organisation / e-mail	Transmission of form prepared by Certification Body – data collection
4	Transmission of offer to organisation and SOS LOG**	Certification Body / e-mail	Certification Body offer form
5	Acceptance and transmission	Organisation / e-mail	Signed offer form
6	Transmission of guidelines version of protocol	Certification Body / e-mail	Sustainable Logistics Protocol
7	Fine-tuning of Sustainable Logistics Management System	Organisation / collection of documents and procedures	Sustainable Logistics Management System documentation
8	Request for initial inspection	Organisation / e-mail	Communication
9	Inspection activity #1	Certification Body at the Company / audit	Protocol Check-list
10	Subsequent actions	Organisation / data collection	Report on activities – Improvement actions
11	Inspection request	Organisation / collection of documents and procedures	Communication
12	Inspection activity #2	Certification Body / audit	<ul style="list-style-type: none"> Check-list Final report – recommendations
13	Transmission of report to SOSLOG	Certification Body / e-mail	Report (comments)
14	Review of certification body process and report	SOSLOG – Committee / e-mail	<ul style="list-style-type: none"> Letter of confirmation of enrolment in the register Transmission of Regulation on use of the Trademark Transmission of association code of ethics (in the event of an unregistered organisation)
15	Signing of Trademark Regulation	Organisation / e-mail	<ul style="list-style-type: none"> Trademark Regulation Signed SOSLOG Code of Ethics Signed Confirmation of payment of SOSLOG registration fee (in the event of an unregistered organisation)
16	Inclusion of Company in the Register	SOSLOG / Web register	Register updated

* Available on-line in the site www.logisticasostenibile.org ** to maintain control over