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Regulations for TAPA Certification of Commercially Registered Companies

Table of contents:

1. Introduction.....	2
2. Scope.....	2
3. Certification Eligibility	2
4. Regulations for Corporate Structures	3
5. Documentation Requirements	4
6. Compliance with Accredited Standards	4
7. Implementation and Deadlines	4
8. Compliance with International Certification Guidelines	4
9. Suspension, Invalidation and Withdrawal of Certification due to Non-Payment	5
10. Final Provisions.....	6

1. Introduction

This set of regulations defines the requirements for TAPA certification of companies within the EMEA region. The framework is based on the standards of the International Accreditation Forum (IAF), German & Swiss Accreditation Bodies, and the Dutch Raad voor Accreditatie. The objective is to ensure a standardized, transparent, fair, and consistent certification process.

2. Scope

This regulation is mandatory for:

- TAPA EMEA new members/ non-members interested in certification from the moment this document is published, according to the date in the footer/publication history on the last page of the document
- Existing members, effective **January 01st, 2026**
- Full implementation and standardization by **January 01st, 2027**
- Transition periods and exceptions are possible upon agreement with the TAPA EMEA Executive Team
- Non-member companies that choose not to obtain TAPA EMEA membership but wish to utilize the necessary certification-related services by paying the applicable non-member fees

3. Certification Eligibility

Under the membership criteria (fees), only commercially registered companies with a verifiable legal affiliation to a TAPA EMEA-registered member organization can be certified.

Special agreements for non-member companies are outlined in this chapter as well.

The following criteria must be met:

- The company must have an official commercial register entry in its respective country.
- The name on the certificate must match the name registered in the commercial register and tax identification number.
- The mention of the certification location (city/country*) can optionally be added in parentheses on the certificate.

(*This does not affect the Authorized Auditor (AA) regulation, the requirement, or the necessity of a responsible person to ensure and uphold the TAPA security standards/ levels per location. Central Functions (CF) of a Multisite CERT can also operate across regions but must have an AA function trained and assigned for each location.

- Non-member companies may apply for certification, provided they pay the applicable non-member fees and comply with the same certification requirements and documentation obligations as TAPA EMEA members.

Certification eligibility under the TAPA EMEA framework is conditional upon the fulfilment of all applicable financial obligations towards TAPA EMEA.

This includes, but is not limited to, annual membership fees, certification-related administrative fees, training participation fees, and any other service-related charges associated with the certification scheme.

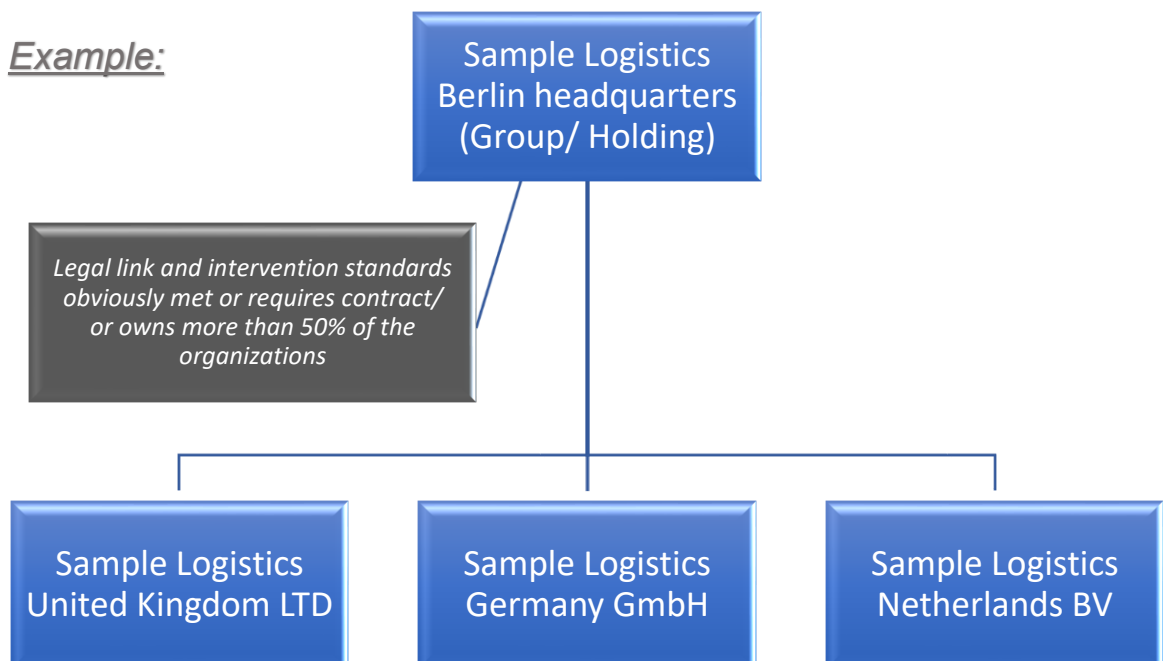
Failure to meet these financial obligations may result in suspension or withdrawal of certification in accordance with Chapter 9 of these Terms and Conditions, irrespective of whether the certificate has been issued by an independent accredited Audit Body or Certification Body (IAB).

4. Regulations for Corporate Structures

- Subsidiaries or economically independent companies cannot be certified under the name of a TAPA EMEA member organization unless documented legal affiliations exist.
- In the case of a group/ holding* organizational structure or enterprise memberships, proof of affiliation is required.

(*A group/ holding structure gets created when one limited company owns another limited company. The limited company at the top of the structure becomes what is commonly known as a 'holding company'. A holding company can have many different subsidiaries, that is, companies beneath it, that it controls. A Group company has the same characteristics as a holding company in terms of composition of companies, restrictive use and consent, however, a distinct characteristic is that it must comprise three or more associated companies with common shareholders and similar names.)

Example:



- Companies without verifiable affiliation to a member organization are considered non-members and may obtain certification by paying the non-member fees. They are subject to the same rules and documentation obligations as TAPA EMEA member companies.

5. Documentation Requirements

To confirm affiliation, the following documents may be required, as needed:

- Commercial register extract with identification number
- Shareholder agreement or corporate structure documents
- Tax registration certificates
- Proof of shared management and security structures

6. Compliance with Accredited Standards

This approach aligns with the principles of equal treatment and certification guidelines for accredited standards in the EMEA business sector. The application of relevant chapters from the regulations of the International Accreditation Forum (IAF), German & Swiss Accreditation Bodies and RvA is permitted if they contribute to clarification and implementation.

7. Implementation and Deadlines

- Effective immediately and upon publication (as per the date in the footer/ publication history on the last page of the document) for new members & non-members
- Existing members must comply with the regulations by **January 01st, 2027**
- Transition periods and individual exceptions may be granted in consultation with the TAPA EMEA Executive Team but must remain regulation-compliant

8. Compliance with International Certification Guidelines

The certification requirements align with internationally recognized standards:

- **International Accreditation Forum (IAF) – Multi-Site Certification Approach (IAF MD 1 and IAF MD 2):**
 - A multi-site certification is possible if central control, standardized processes, and management systems are in place.
 - Holding structures or independent subsidiaries do not automatically fall under this regulation.

- **ISO/IEC 17021 – Requirements for Certification Bodies:**
 - Certification bodies (IABs*) must verify whether an economic or organizational affiliation exists.

(*Thus, the Certification Body (IAB) acts as a contract partner and agent of TAPA EMEA upon commissioning and must pre-verify whether an economic or organizational affiliation exists before the tracking number application is submitted.)

- Certificates must not be issued to independent companies that are only loosely connected (e.g., through corporate structure).
- **German & Swiss Accreditation Bodies / Dutch Raad voor Accreditatie – Certification Requirements:**
 - Companies must prove legal and organizational affiliation if they seek joint certification.
 - Tax numbers, commercial register entries, or shareholder structures are potential proofs of affiliation.

9. Suspension, Invalidation and Withdrawal of Certification due to Non-Payment

TAPA EMEA reserves the right to suspend, invalidate within its certification scheme, or withdraw any certification granted under its framework in cases where applicable financial obligations remain unpaid.

This applies to both TAPA EMEA members and non-member entities making use of TAPA certification services.

Certification under the TAPA EMEA scheme is conditional upon the continuous fulfilment of all applicable financial obligations, including but not limited to:

- annual membership fees,
- certification administration fees,
- training participation fees where applicable,
- and any other agreed service-related charges.

In the event of non-payment beyond agreed terms, TAPA EMEA may, after providing reasonable notice and a defined remediation period:

1. Suspend the certification status;
2. Invalidate the certification within the TAPA EMEA scheme, including removal from official registers, databases, and public listings; and/or
3. Initiate the withdrawal process of the certification.

This provision applies irrespective of whether the certification has been issued by an independent accredited Audit Body or Certification Body (IAB). TAPA EMEA retains the

right, as scheme owner, to determine the validity and recognition of certifications within its framework where the underlying contractual and financial conditions are no longer fulfilled.

The respective Audit Body or Certification Body (IAB) will be informed accordingly without undue delay. Where required, TAPA EMEA may request appropriate action from the IAB in line with applicable accreditation rules and contractual obligations.

This clause is implemented in accordance with applicable European legal principles, including proportionality, transparency, good faith, and equal treatment, and reflects established practices within certification schemes and industry associations.

Non-payment of fees shall constitute a material breach of the contractual relationship between TAPA EMEA and the certified entity.

10. Final Provisions

This set of regulations is binding for all TAPA EMEA members/ non-members interested in certification and will be regularly reviewed to ensure compliance with international accreditation and certification standards.

Publishing and copyright information

The TAPA EMEA copyright notice shows the document's last issue date.

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