



PUBLIC CONSULTATION

IFS FOOD VERSION 7

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IFS – INTERNATIONAL FEATURED STANDARDS

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0 Introduction

0.1 History of the International Featured Standards

In 2003, the German retail federation – Handelsverband Deutschland (HDE) – and its French counterpart – Fédération des Entreprises du Commerce et de la Distribution (FCD), drew up a food safety and quality standard to enable the assessment of food suppliers. This was the first variant of the IFS Food Standard. The assessment provided a uniform approach towards food suppliers.

IFS Management GmbH, a company owned by FCD and HDE, now manages the IFS Food Standard and the standard applies to all the "post farm-gate stages of food handling companies".

IFS Management GmbH stands for International Featured Standards. It also encompasses a package of global safety and quality standards and programs that provide transparency and comparability along the entire supply chain. IFS Standards are applicable to a variety of operations and activities in the food and non-food sector. All IFS Standards follow the risk-based approach, which gives users the flexibility to implement the requirements into their business.

The IFS Food Standard is recognized internationally by the Global Food Safety Initiative (GFSI). It is built upon the general aspects of a Food Safety and Management System. However, the main emphasis is to instil confidence in the products and processes, meaning that safety, quality and compliance with specific customer requirements are ensured via an on-site evaluation, as outlined in the ISO/IEC 17065 norm.

IFS Food version 7 is a new version of the standard which has involved the following international working groups: Extended Core Group, National Working Groups, International Technical Committee, IFS Technical Team Working Group. Retailers, Industry representatives, Food services and Certification Bodies were part of these outstanding working groups that combined collected input from Europe, North and South America and Asia.

The new IFS Food version 7 will come into force on XXXX. After XXXX, only audits to version 7 of the IFS Food Standard will be accepted.

0.2 IFS Objectives, Mission and Vision

The objective of IFS Food certification is to verify whether a manufacturer can produce a product that is safe and in accordance with customer specifications. That is why both product safety and product quality are essential components of all IFS Standards. The product - and process-oriented IFS Audit assumes that the production of high-quality products is only assured through correspondingly functioning processes.

IFS Standards are uniform global safety and quality standards that provide transparency and comparability along the entire supply chain. In this way, IFS strives to meet all the challenges of globalization in addition to the constantly growing significance of private labels, the trading companies are responsible for. An IFS certification reduces costs for long repeated audits and additionally optimizes supplier management by means of uniform reports and a modern, user-friendly database.

The mission of IFS to “deliver trusted products” clearly states that IFS schemes go beyond product safety with the aim to deliver trusted products which fulfil the expectations of the buying company. With the aim in mind that an IFS Certificate demonstrates that the company has implemented a functional food safety and quality system, IFS together with its huge network, continuously increases and optimizes the portfolio of Standards, Assessment Protocols as well as supporting tools and documents. Therefore, IFS has defined “Providing trusted standards and services to cooperate within the supply chain to improve product integrity” as its goal for today and the future. Continuous improvement is not only the objective for certified companies, it is applicable to IFS as well.

0.3 Coverage of the IFS Food Standard

The IFS Food Standard is applicable to auditing food product manufacturers and can only be used for food processing companies and/or companies that pack loose food products.

For clarification about the IFS Food Audit scope, see the chapter 3.2, Part 1.

For clarification of the scope determination between IFS Food and other IFS Standards, see ANNEX 1.

0.4 Content of the IFS Food Standard

The content of the IFS Food Standard is laid out as follows:

Part 1 – Audit Protocol

Part 2 – List of audit requirements

Part 3 – Requirements for accreditation bodies, certification bodies and auditors

Part 4 – Reporting, AuditXpressX™ software and IFS Database

The IFS Food Standard is accompanied by another normative document, The IFS Food Doctrine. **The IFS Food Doctrine provides additional rules and clarifications on the interpretation of some IFS Food requirements.** Both normative documents shall be implemented following date for implementation after publication. Each IFS user will receive notifications via the IFS Database about the publication, review, applicability and amendments, in case of necessary additional normative documents or necessary changes.

0.5 Review of the IFS Food Standard

The Review Committee needs to demonstrate control of the quality and content of the IFS Food Standard and will review it when necessary in order to ensure that it is still in compliance with their requirements. The Review Committee shall be formed with all participants involved in the audit process: the representatives of the retailers, representatives of the industry, of food services and of certification bodies. The objective of the Review Committee is to share experiences, discuss and decide about the changes to the IFS Food Standard, the requirements of the audit report and training.

PART 1 IFS Food Audit Protocol

1. Purpose and content of the IFS Food Audit Protocol

The audit protocol provides a detailed description of procedures to be followed during the certification process. This part of the standard clarifies the basic principles of the IFS Food Certification process, including requirements to be applied by companies and certification bodies.

2. The IFS Food Certification process

The IFS Food Audit aims at assessing the compliance of the production site's manufacturing process regarding food safety and quality through the assessment and evaluation of IFS Food requirements. This is achieved through the inspection of the production site and the review of different documents related to the Food Safety and Quality Management System of the company. The IFS Food Certification process contains different steps that are described in ANNEX 2. As specified in the ISO/IEC 17065 standard, IFS Food Audit shall be focused on the following features:

a) Systematic selection of the scope.

All products or product groups and processes of the production site shall be included in the scope of the audit.

Product and process approach:

During the IFS Food Audit, the auditor will collect evidence to evaluate the compliance of the product and the operating processes against the audit criteria. This also includes the fulfilment of the customer specifications and the product legal compliance.

Emphasis on collecting evidence to assess product(s) and related operating processes:

- **Risk based product sampling:** the use of relevant product samples (sampled onsite or prior to the audit) allows the IFS Auditor to obtain evidence in order to do an on-site evaluation of the auditee's production processes and a check of the documentation and fulfilment of IFS Food requirements. In particular, auditors shall perform, during the audit, a traceability test in the company. IFS is publishing Guidelines (e.g. IFS Auditor Guideline), which provide further information on topics to be checked and / or requested to the audited company during the audit.

- **Overall on-site evaluation:** at least 50% of the total audit duration shall be allocated to the on-site evaluation.

The on-site evaluation of the production site includes the following parts:

- Production processes including maintenance, hygiene, pest control and cleaning,
 - Receiving, storage and dispatch areas,
 - Product development,
 - On-site laboratory facilities,
 - Staff facilities,
 - External areas.
- **Operating process evaluation:** whilst observing running production lines, the auditor shall collect information on key process parameters, like monitoring of critical control points (CCPs) and control measures to link with the HACCP system information, conduct employee interviews, note recipes used during the manufacturing process, observe an actual finished product dispatch or raw material delivery, and review the risk management system in practice.
 - **On-site verification of procedure implementation:** the IFS Auditor shall evaluate the effective implementation of the risk control measures defined by the audited production site with respect in part to, allergen management, foreign bodies and pest control, etc.

All the activities mentioned above shall be supported by a Food Safety and Quality Management System review. This part of the audit aims at verifying the information collected through the on-site evaluation, employee interviews and the review of test results, when comparing sampled products characteristics against customer specifications.

b) Auditor qualification

The auditor's specific expertise is the crucial basis for the on-site evaluation of the production site. This requirement is essential to guarantee the quality of an audit. For more information, see Part 3 of the IFS Food Standard.

c) Annual certification cycle.

The production site goes through an IFS certification audit each year. Consequently, the customer is confident that the certified production site is capable of maintaining the certification requirements. For more information about the certification cycle, see the chapter 5.3, Part 1.

- d) Certification based on certification body accredited according to ISO/IEC 17065.**
Reliability of the certification is guaranteed through an independent third party internationally recognized certification body. In addition to the accreditation, the certification bodies shall have signed a contract with IFS Management GmbH and shall follow specific rules described in Part 3 of the IFS Food Standard.
- e) Surveillance and harmonized rules by the Scheme Owner.**
As part of its Quality Assurance department, IFS has built up procedures for the monitoring of the performance of IFS approved certification bodies, IFS Auditors and IFS certified companies. The Quality Assurance department manages the IFS Integrity Program, which is responsible for ensuring the quality of the IFS Standards.
The different measures undertaken are based on a matrix risk based approach, including complaints raised by the stakeholders. The certification body is responsible to inform its customers about the procedures and rules of the IFS Integrity Program. For more information about the Integrity Program, see the chapter 6, Part 1.

3. Before the IFS Food Audit

Before starting the process, the company shall read the current versions of the two (2) normative documents: the IFS Food Standard and the IFS Food Doctrine.

In order to prepare the initial IFS Food Audit, the company may perform a voluntary pre-assessment to evaluate its status quo and level.

The auditor who performs pre-assessments shall be a different auditor to who performs the subsequent IFS Audit.

3.1 Making a contract with a certification body

In order to undertake an IFS Food Audit, the company shall appoint an IFS approved certification body, which is accredited to ISO/IEC 17065 for the IFS Food Standard. The list of all IFS international certification bodies that have a valid contract with IFS is available by country on the IFS website (www.ifs-certification.com).

Making a contract with a certification body is an important step, therefore the company shall take into account the following items:

a) Contract.

A contract shall exist between the company and the certification body, detailing the

scope of the audit, the duration and the report details.

The audit scope shall be agreed between both parties before the audit takes place. For further information regarding audit scope determination, see the chapter 3.2, Part 1 and the ANNEX 3.

The contract shall make a clear reference to the IFS Integrity Program shall also mention that information about the company and its employees is stored in the IFS Database following the Data Protection Regulation. For additional information about IFS Integrity Program, see the chapter 6, Part 1.

b) Communication with the certification body.

The company shall clearly inform the certification body about the following topics for the audit preparation by the IFS Food Auditor:

- a. All products and related processes covered in the scope of the audit.
- b. Cases where the production site outsources parts of its production activities to a third party on behalf of the IFS Food certified company.
- c. Overview of the products exported, including the different destination countries the products are sold to.
- d. Under exceptional circumstances, if the company desires to exclude some product groups, this shall be communicated to the certification body in order to verify if the exclusion is possible.

For additional information about outsourced processes and exclusions, see the chapter 3.2, Part 1 and the ANNEX 4.

c) Notifications to the certification body.

During the certification cycle, the senior management shall ensure that the certification body is informed about any changes that may affect their ability to conform to the certification requirements (e.g. recall, alert on products, organization and management, modification to the products or the production method, contact address and production sites, new address of the production site etc.). The details shall be defined and agreed between both parties. As required in Part 2, requirement 1.2.6, in case of product recall, the certification body shall be informed within three (3) working days.

d) Language of the audit.

The IFS Food Audit shall be carried out in the working language of the production site. If there is a need for translation, the certification body shall provide an independent translator as explained in the IFS Food Doctrine.

3.2 Scope of the IFS Food Audit

Products scopes (from 1 to 11) and technology scopes (from A to F) are used to determine the audit scope that will be reflected on the IFS Food Certificate and in the IFS Food Audit Report.

The audit scope shall make reference to the audited product scopes and technology scopes, see the ANNEX 3.

Example 1: for a company producing ice cream, the audit scope shall make reference to product scope 4 (dairy) and tech scopes B (pasteurization), D (freezing / cooling) and F (mixing / packaging). Further tech scopes may be added or deleted, depending on the detailed process(es) of the company.

A table with examples of products and their allocation to the relevant product scope is available on the IFS website ("IFS product examples chart" document).

The scope of the audit shall include the complete activities of the company, including all production lines and products manufactured by the production site. The agreed scope shall be mentioned by the auditor during the opening meeting of the IFS Food Audit.

The description of the process(es)/product groups in the scope of the audit report and certificate shall be clear and unambiguous. General explanations like e.g. production of "meat products" are not allowed, as this does not provide sufficient info. In such cases further information like e.g. production of "fermented sausage, brewed sausage, cooked sausage, cooked and raw cured ham" is necessary.

Information about final packaging material where the products are packed is necessary too e.g. "packed in foil (vacuum or modified atmosphere)".

Reference to product certifications or labels that are under specific regulations (e.g. Protected designation of origin (PDO), Protected Geographical Indication (PGI), Organic....) shall not appear in the scope on the IFS Food Certificate in order to avoid confusion on the scope of the IFS Food Audit and Certification. If the production site asks for the visibility of such a status, then a reference can only be made in the report. For further information and examples about the audit scope, see the IFS Food Doctrine.

The audit shall be specific to the production site where all the processing of the product(s) is undertaken. Where decentralized structures exist and the audit of a certain location is insufficient for gaining a complete overview of the company's processes, then all other relevant facilities shall also be included in the audit. Full details shall be documented within the audit

report. For more information about different types of production sites and which information to give in the audit report and certificate, see the chapter 3.2.2, Part 1.

The exclusion of production process(es) is not allowed, this is also applicable to storage and transportation activities. Product exclusion shall be documented and justified. It is the final decision of the certification body if an exceptional exclusion is applied or not. Therefore, the certification body shall use the questionnaire provided by IFS, in order to determine if a product exclusion is possible. For further information, see the exclusion tree in the ANNEX 4. The auditor shall also check during the audit if defined exclusions are relevant and in line with the questionnaire. Please note that customer branded products cannot be excluded. Information about any exclusion shall be unambiguously stated in the audit scope of the audit report and the certificate.

3.2.1 Outsourced processes and audit scope

Within the IFS Food Standard, a partly outsourced process is defined as a production step or part of a production process, (including primary packaging and labelling) that is carried out offsite by a third party on behalf of the IFS Food certified production site.

Where the audited site has part of the production process outsourced, it shall ensure control over such processes so that food safety and product quality is not compromised. The auditor shall evaluate whether these outsourced processes are controlled. This means that a written contract covering the outsourced processes exists describing any arrangements including in-process controls, sampling and analyses.

If the supplier of these outsourced processes is not certified under IFS Food or under other GFSI-recognized certification program, a documented supplier audit shall be performed by experienced and competent person, considering at least requirements for Food safety, product quality and authenticity.

Detailed description of outsourced processes and related certification status of the production site appointed for the outsourced process shall be described in the audit overview of the audit report.

If the production site appointed is also IFS Food certified, their COID (IFS identification code number), shall also be mentioned.

On the certificate, the following sentence shall be added to the audit scope beneath the description of products and processes: *“Beside own production, company has partly*

outsourced processes.”

In addition, the following rules shall apply in the case of partly outsourced processes:

- Storage and/or transport activities carried out by a third party contracted by the certified production site are not considered as outsourced processes and shall be evaluated according to the relevant IFS Food chapters of the checklist (4.14 and 4.15), especially through the assessment of requirements 4.14.6 and 4.15.7.
- If the partly outsourced processes concern freezing and/or thawing only, then an IFS Logistics certification can also be accepted for the site appointed to carry out the outsourced processes.
- The rules regarding outsourced processes applies to both customers branded products and company's own branded products.
- If requirements for partly outsourced processes are not respected, this may lead to a deviation or a non-conformity for the production site being IFS Food Audited.

Fully outsourced products are products which are manufactured, packed and labelled by a different company than the company being IFS Food certified under its own brand or customer brand.

Fully outsourced products are not covered by the IFS Food Certification but shall be described in the company profile of the audit report.

Traded products are products which are manufactured, packed and labelled by and under a different company name than the company being IFS Food certified. Customer branded products are considered as fully outsourced products. Traded products are not covered by the IFS Food certification and shall be described in the company profile of the audit report.

If an IFS Food company has fully outsourced products and/or traded products, these products are not covered by the IFS Food certification. Therefore, it is recommended that those activities are certified under IFS Broker or any equivalent GFSI recognized certification scheme based on ISO/IEC 17065 accreditation. A combined audit IFS Food/IFS Broker can be performed, see the ANNEX 1.

3.2.2 Realization of the IFS Audit in case of different types of production sites

The IFS Audit is production site specific, which means that one production site is subject to one audit and one certificate.

The following four (4) types of production sites exist:

- 1) Single production site**
- 2) Multi-location production sites**

3) Multi-legal entities production site

4) Production site with decentralized structure(s)

The following rules shall apply for the four (4) types of production sites:

1) Single production site:

A single production site is a production site which is not centrally managed by a Head office, has only one legal entity and has no decentralized structure. A single production site has one audit, one COID and one certificate.

2) Multi-location production sites:

A multi-location production is a company having multiple production sites at different locations. This company can have a Head office or can be organized with no Head office.

The following rules applies in those two (2) cases:

a) Company with a central management

1a) A company with a central management that has a Head office with processing activities shall be audited and subjected to a single IFS Food Certificate and report. If a Head office with no processing activities is audited, it cannot be subjected to an IFS Food Certificate and Report. In both cases the following rules apply:

- The audit of the Head office shall always take place before the audit of each production site(s),
- **The centrally managed processes shall be described in the audit report,**
- The outcome of audit requirements shall be considered **and shall be clearly marked as sourced from Head office audit** in the audit report of each site,
- Each site(s) shall be audited separately, within a maximum of twelve (12) months **after the Head office audit and all audits shall be under the responsibility of one certification body.** An individual certificate and report will be issued,
- All KO requirements shall always be audited at all production site(s) even if some of them are partly managed at the Head office,
- In the audit overview of the audit report, the audit date of the respective production site shall be stated; as well as the audit date of the Head office.
- **All COIDs of the production sites linked to the Head office shall be mentioned in each audit report.** If a non-conformity has been raised during the audit of the Head office, all audited production site(s) are also affected and the certificates of these production sites shall be suspended. After a positive further follow-up audit of the Head office, the certificates of the production site(s) can be reinstated. Depending upon which non-conformity has been issued in the Head office, a new audit of the production sites may also be necessary.

2a) In the case the Head office with no processing activities is not audited, the company shall ensure that during the audit of the production site(s), all necessary information and the responsible personnel are available from the Head office (when necessary), and can be assessed by the auditor (e.g. a representative from the Head office attends at the audit(s) of the production site(s), Head office documents can be checked on-site at production site(s), etc.). This shall be defined by the certification body based on information provided by the company, before the audit takes place.

b) Company with no central management

If a company has several independent production sites at different physical locations but no central management (Head office), each production site will have one audit, therefore one report and one certificate.

Note: It is not mandatory to have all production sites of a company under multi-location approach. These may obtain single production site certification or no certification.

3) Multi-legal entities production site:

- a) If a production site has multiple legal entity at one physical location with the same scope, one audit shall be conducted. Each legal entity shall have different COID and the certificate and report shall be duplicated for each legal entity. The different COIDs of each legal entity shall be mentioned in the audit overview of each audit report and will be linked on the IFS Database. If the certificate of one legal entity is suspended, the certificates of all legal entities are also suspended, unless the certification body can demonstrate that the other legal entities are not affected.
- b) If a production site has multiple legal entities at one physical location with different scopes, each legal entity shall have different COIDs. All legal entities shall have individual reports and certificates. All audits shall be done by one certification body. The audit time calculation shall be carried out for each individual COID. A central management can be appointed and audit time reduction of maximum 0,5 days can be applied similar to multi-location approach.

4) Production site with decentralized structure:

A decentralized structure is a facility (for example a workshop or a warehouse) owned by the company where part of the processes and operations of the production site take place. When the audit of the production site is insufficient for gaining a complete view of the company's processes, therefore all other relevant facilities shall also be included in the audit. Scope and full details shall be documented in the audit overview of the audit report.

If the decentralized structure is a warehouse with logistics activities situated at the same physical location than the production site, the company has the option to include it in the IFS Food Audit scope or to have a combined IFS Food/IFS Logistics audit. For further information about the scope determination between IFS Food and IFS Logistics, see the ANNEX 1.

3.3 Type of audits

3.3.1 Initial audit

An initial audit is the full and thorough audit of a production site, ideally resulting in the issue of a certificate. During the audit, all criteria of the IFS Food requirements shall be assessed by the auditor.

An initial audit can be:

- a production site's first IFS Food Audit or
- the audit after an interruption of the certification cycle (see the chapter 5.3, Part 1) or
- the audit after a D evaluation of a KO requirement (Knock Out non-conformity) was issued during a recertification audit or
- the audit after a failed audit with a scoring <75%.

Note: If an initial IFS Food Audit is failed due to a KO requirement scored with "D" and/or more than one (1) Major non-conformities, then the IFS Food Audit report shall be uploaded into the IFS Database and this audit cannot be considered as a pre-assessment.

3.3.2 Recertification audit

A recertification audit is the audit performed to renew the IFS Food certification. The period in which a recertification audit shall be performed is shown on the certificate.

A recertification audit is a full and thorough audit of a company, resulting in the issue of a new certificate. During the audit, all criteria of the IFS Food requirements shall be assessed by the auditor. Particular attention is paid to the deviations and non-conformities detected during the previous audit, as well as to the effectiveness and implementation of **corrections** and corrective actions laid out in the company's action plan.

Audited companies shall always inform their certification body if they have already been IFS certified in the past. The auditor shall read the audit report and the action plan of the previous audit, even if another certification body issued the report. If C and / or D scorings of one requirement still remain from one audit to the next, or if the scorings deteriorate, then the auditor shall assess in accordance with the chapter 5.11 of the audit checklist, Part 2.

The link between two consecutive audits ensures a continuous improvement process.

Production sites are responsible for maintaining their certification. All IFS Food certified companies will receive a reminder from the IFS Database three (3) months before certification expiration. The certification bodies shall contact their companies in advance to set a date for a new announced audit or registration for an unannounced audit.

If the audit is not an initial audit and if the company changes certification body, the company shall also inform the certification body so that the auditor can check the action plan from the previous audit.

3.3.3 Follow-up audit

A follow-up audit is required in a specific situation when the results of the audit (initial audit or recertification audit) have not allowed a certificate to be awarded due to one (1) Major-non-conformity scoring and a total scoring of $\geq 75\%$.

During the follow-up audit, the auditor shall focus on the implementation of actions taken to correct the Major non-conformity determined in the previous audit.

The closure of the Major non-conformity shall always be verified by an on-site evaluation by the auditor. The follow-up audit shall generally be performed by the same auditor who performed the audit where the Major non-conformity was identified.

The follow-up audit shall be performed no earlier than six (6) weeks after the previous audit and no later than six (6) months after the previous audit.

If a follow-up audit is not performed within six (6) months of the date of the previous audit, then a complete new initial audit is necessary.

If the company decides not to perform a follow-up audit but to start again with a complete new audit, then the new audit shall be scheduled no earlier than six (6) weeks after the audit where the Major non-conformity was issued (for further information, see the chapter 5.2.1.1, Part 1)

In the event that the follow-up audit establishes that the requirements remain inadequate, then the follow-up audit will be failed and a complete new audit will be necessary and shall be scheduled no earlier than six (6) weeks after the follow-up audit. The report of the failed follow-up audit shall be uploaded to the IFS Database.

After a successful follow-up audit, the production site shall be granted certification at Foundation level only. The different steps are explained in the ANNEX 5.

3.3.4 Extension audit

An extension audit shall be performed in case new products and/or processes are different from those included in the scope of the current IFS Food Audit and/or if there is/are seasonal product(s). Therefore, an extension audit shall be performed as long as products and/or technology scopes and HACCP study (and especially the CCP's) are different from the one(s) audited during the "main" audit.

If, between two certification audits, new processes or products different from those included in the scope of the current IFS Audit are implemented (e.g. seasonal products), the certified company shall immediately inform its certification body, who shall perform a risk assessment to decide whether an extension audit should be performed or not. The results of this risk assessment, based on hygiene and safety risks, shall be documented.

If the certification body decides that an extension audit is needed, then, for an IFS Food certified company, it is not necessary to perform a complete new audit, but to organize an on-site extension audit during the validity period of the existing certificate (on-going certification cycle).

The certification body is responsible for determining relevant requirements to be audited and relevant audit duration necessary to assess these requirements thoroughly.

The extension audit report shall be provided as an annex to the current audit report. The uploading of an extension audit is free of charge.

Conditions for passing the extension audit are the same as for initial or recertification audits, but will only be focused on specific requirements which have been audited.

If the extension audit demonstrates compliance, the certificate shall be updated with the new scope and uploaded to the IFS Database, together with the extension audit report. The updated certificate shall keep the same expiry date as the current certificate.

When an extension audit has been performed, the recertification audit shall include the activity audited during the extension audit (all in one certificate).

In the event of a Major non-conformity or a KO or scoring <75%, the full audit (including the main audit) is failed and the current certificate shall be suspended.

In case of seasonal products, an extension audit can be performed to assess products, which couldn't be audited when operating during the main audit and the certificate shall then specify all the audited steps of the process. During the following year, there will be one recertification and one extension audit in order to cover all products and processes.

For further information about extension audits, see the IFS Food Doctrine.

3.4 Audit Options

Before scheduling and performing the IFS Food Audit, the company shall decide whether the audit shall be conducted on an announced or unannounced basis.

3.4.1 Announced audit option

The announced audit is conducted at a time and date agreed between the company and the selected certification body and shall be performed on consecutive days. The recertification audit shall be scheduled eight (8) weeks at the earliest before the audit due date (anniversary date of the initial audit) and two (2) weeks after the audit due date at the latest.

3.4.2 Unannounced audit option

The unannounced option can be applied to initial and recertification audits only. It is performed within a time window of [- 16 weeks from audit due date; + 2 weeks after audit due date] as agreed by both parties, and will take place, without prior notification of the date to the company, to ensure the unannounced character of the audit. The audit shall be performed on consecutive days. This option is preferably aimed at recertification audits, but may also apply for initial audits, if the company prefers starting directly with an unannounced audit.

The following rules shall be taken into consideration when the unannounced option is chosen:

- The company shall provide the certification body with the name(s) of the on-site person(s) to be contacted when entering the production site, to facilitate the auditor's entry.

- If defined processes are centrally organized in a company with several production sites (e.g. purchasing, personnel management, internal audits, complaint management, etc.):
 - An announced or unannounced audit shall be conducted at the Head Office. The audit of the Head office shall always take place before the audit of each production site. It shall also be performed before the start of the production sites' unannounced audit time window.
 - An unannounced audit shall be performed on the production sites.
 - The announced audit of the Head office and the unannounced audit of the production site(s) shall not be performed during consecutive days (e.g. if the Head office is located within one of the production sites, there shall be 2 different audits: an announced audit for the centrally organized processes and an unannounced audit for the production site).
 - The unannounced audit of the Head office and the unannounced audit of the production site can be organized to take place on the same day (e.g. if the Head office is located within one of the production sites, there can be one audit: an unannounced audit for centrally organized processes and for the production site).
 - All audits, including that of the Head office, shall be performed within a maximum time frame of one (1) year.

If a company denies the auditor access (apart from “*force majeure*”), then the currently valid IFS Certificate shall be suspended by the certification body within a maximum of two (2) working days after the audit date (all users having access to the IFS Database and having mentioned the respective company in their favorites list will receive an email notification from the IFS Database, informing them that the current certificate has been suspended). This information will be visible in the company's history in the IFS Database. The company shall be invoiced by the certification body for the total cost of the audit. Furthermore, the next audit can only be scheduled as an announced audit.

3.5 Planning an IFS Food Audit

Before being audited, the company shall review all requirements of the IFS Food Standard and the IFS Doctrine.

- In the case of an announced audit, **the initial date** of the audit shall **be entered** into the IFS Database via the diary function at least two (2) weeks (14 calendar days) before the audit due date.

This shall be the responsibility of the certification body. The audit shall be performed during consecutive days.

- In the case of an unannounced audit, the certification body shall be notified of the registration for this audit **at latest four (4) weeks** before the start of the audit time window, in order to register it on the IFS Database. This applies to production sites with the same certification body and for those changing certification bodies.

For the unannounced option, there is a possibility to select a blackout period where the company has the opportunity to identify a maximum of ten (10) operational days, when the production site is not available for audit, as well as non-operating periods.

The ten (10) operational days can be split into a maximum of three (3) periods. These, together with the non-operating periods, shall be notified to the certification body latest four (4) weeks before the start of the unannounced audit time window and cannot be changed at a later stage. The certification body has to decide if the unannounced character of the audit is respected. Reasons shall be provided and may be challenged by the certification body or by the auditor during the audit.

If a company produces seasonal products and has registered for the unannounced audit option, the expected seasonal production dates shall be notified to the certification body and the time window (-16 weeks, +2 weeks) does not apply. These companies are not permitted to provide a blackout period to the certification body. The unannounced audit shall take place at any time during this seasonal production period.

Please note that the company still has to follow the registration process for the unannounced audit and the date of the audit should be within the audit time window.

For further information about registration to unannounced audit, see the IFS Food Doctrine.

3.5.1 Drawing up an audit time schedule

The certification body shall provide the company with the audit time schedule, where the audit **duration will be indicated.**

The audit time schedule:

- includes appropriate details concerning the scope covered and the complexity of the audit.
- shall be sufficiently flexible to respond to any unexpected event which may arise during

the on-site evaluation part of the certification audit.

- takes the review of the audit report and action plan related to the previous audit into consideration.
- specifies the company's products or product ranges that are to be audited.

In the case that the announced option has been chosen, the audit time schedule shall be sent to the auditee before the audit, to ensure the availability of responsible persons on the day of the audit.

In the case that the unannounced option has been chosen, this document shall be shared during the opening meeting. It might also be modified or adapted due to the availability of the auditee's participants and the current processing times.

In the case of an audit team, the audit time schedule shall clearly indicate which auditor performs which part of the audit and information about audit date and time for each auditor shall be provided in the IFS Database.

If the IFS Audit is performed in combination with another standard/norm, the audit time schedule shall clearly indicate when and which part of each standard has been audited.

4. IFS Audit Realization

The realization of the IFS Food Audit shall always take into account the following elements:

- The audit shall take place at a time when the products included in the audit scope are being processed.
- The production lines shall be operational during the IFS Audit.

In the event of non-operating production lines during the IFS Audit, they shall not be included in the scope of the audit, unless they have the same HACCP study and they involve the same products and tech scopes as the ones included in the audit scope.

In case of non-operational production lines involving a different HACCP study and product and/ or tech scopes are different from the one(s) audited during the "main" audit. the IFS Auditor might request that the production site run the line(s) later during the audit. If this is still not possible, the company has the option to include these lines in a further IFS extension audit (chapter 3.3.4, Part1).

4.1 Audit duration

The IFS Food Audit shall be performed on consecutive days

IFS has implemented a tool to calculate the **minimum** audit duration for IFS Food initial and recertification audits, based on the following criteria:

- total number of employees (including part time workers, shift workers, temporary staff, administrative people, etc.), considering the total maximum number of employees reached during a year.
- number of product scopes,
- number of processing steps (“P” steps).

This tool is available on the IFS Website.

It is mandatory for all certification bodies to use this calculation tool to determine the minimum audit duration. **The minimum audit time of IFS according to this calculation tool shall be respected.**

The determination of final audit duration is the responsibility of the certification body and may be higher than the calculated duration (depending on the specific structure of the company and the complexity of the processes). **If the IFS Food Audit is combined with (an) other standard(s)/norm(s), this shall increase the audit duration.**

If the certification body assesses, through its expertise, that the calculated audit duration result is of an unacceptably high value and needs to be decreased, the maximum possible reduction is 0,5-day and shall be justified in the company profile of the audit report.

After reduction, the minimum IFS Food Audit duration is one (1) day, (8) hours (without lunch break) and shall never exceed ten (10) hours.

If the calculation tool provides a duration ≤ 2 days, this duration shall be used as a minimum value and no reduction can be applied, except in case of a multi-location company where 0,5-day reduction is possible.

In the case of an audit team, minimum 2 hours shall be added to the calculated time by the calculation tool. This additional time shall be allocated to the team and not to an individual auditor for common tasks (e.g. opening and closing meeting, discussion about audit findings, etc.)

Note 1: In the case the audit duration, including reduction, is 1,25 days, the certification body can decide to do it in 1 day which will, as an exception, last 10 hours.

Note 2: Only one decrease is possible (based on requirements already audited at the Head office site or based on justification due to e.g. simple processing activities). The decrease shall be always justified by the certification body in the company profile of the audit report.

The calculated audit duration does not include the time for audit preparation and report generation. Independently from audit duration, the preparation time for the audit shall last at least two (2) hours and the time allocated for writing-up the audit report should be a minimum of 0,5 days (4 hours).

4.2 Audit performance

The audit shall be scheduled based on the following steps:

- Opening meeting
- Evaluation of existing quality and Food Safety Management System; achieved by checking documentation (HACCP, quality management documentation, etc.)
- **On-site evaluation: detailed observation of all on-site production area, production lines and production processes, which includes interviews with the working personnel and collecting information on key process parameters, like monitoring of critical control points (CCPs) and control measures to link with the HACCP system information.**
- **If necessary, additional evaluation of documents and procedures, based on investigations and findings during on-site evaluation.**
- Final conclusions drawn from the audit
- Closing meeting: end of the audit

The company shall assist and cooperate with the auditor during the audit. As part of the audit, personnel from different levels of management and operative levels shall be interviewed. The most senior manager on the date of the audit shall be present at the opening and closing meetings so that any deviations and non-conformities can be discussed. At the end of the audit, during the closing meeting, the auditor (or lead auditor in the case of an audit team) shall present all findings and discuss all deviations and non-conformities (Major and/or KO's requirements scored as D) which have been identified during the audit.

At the end of each audit day, there is a mandatory document to be signed by a representative of the audited production site and the auditor(s) (and if applicable the trainee, Auditor in Progress, auditor under observation or observer for witness audit) to confirm their attendance. This document shall state the audit dates (start and end time) and the signatures of the relevant individuals as described above. It shall be part of the audit documentation to be

available upon request at the office of the certification body involved in a contract with IFS Management GmbH.

4.2.1 IFS Scoring System

In order to determine whether compliance with a requirement of IFS Food has been met, the auditor has to evaluate every requirement of the checklist (Part 2 of the IFS Food Standard).

These IFS requirements are classified into regular requirements and KO requirements.

The IFS Scoring system covers a scoring range based on the compliance of the requirement.

This scoring system ranks the findings from full compliance of the requirement, which is the ideal situation, to a deviation and/or non-conformity (ies).

In the IFS Food Standard, there are six (6) scoring possibilities. Points are awarded for each requirement according to the following chart (chart 1):

Chart 1: IFS Scoring system

Result	Explanation	Points
A	Full compliance	20 points
B (point of attention)	Compliance with space for improvements, actions implemented are sufficient but situation may lead to deviation in the future.	15 points
C (deviation)	Part of the requirement has been implemented.	5 points
D (deviation)	Requirement has not been implemented.	-20 points
*Major (non-conformity)	<p>A Major non-conformity can be given to any requirement which is not defined as a KO requirement.</p> <p>Reasons for Major rating are:</p> <ul style="list-style-type: none"> • There is a substantial failure to meet the requirements of the Standard, which includes but is not limited to food safety and/or the legal requirements of the production and/or destination countries. • A process is out of control which might have an impact on food safety. 	Major non-conformity will subtract 15% of possible total amount, the certificate cannot be awarded.
KO scored with a D	The requirement is not implemented.	KO non-conformity will subtract 50% of the possible total amount, the certificate cannot be awarded.
N/A	When a requirement is not applicable for a company.	

The auditor shall provide explanations in the audit report for requirements scored with A in case it is a compulsory field B, C, D, Major and KO in the audit report. When the auditor decides to raise a Major and/or a KO non-conformity, the certificate cannot be awarded:

Within IFS Food, there are specific requirements which are designated as KO requirements. These requirements are elementary and include essential topics, to be ensured by the production site to reach compliance with a safety and quality standard. If during the audit, the auditor establishes that the company does not fulfil these requirements, the result is non-certification.

In IFS Food the following ten (10) requirements are defined as KO requirements:

- 1) 1.2.1 Governance and commitment
- 2) 2.2.3.8 Monitoring system of each CCP
- 3) 3.2.2 Personal hygiene
- 4) 4.2.1.3 Raw material specification
- 5) 4.2.2.1 Recipe compliance
- 6) 4.12.2 Foreign Material Risk Mitigation
- 7) 4.18.1 Traceability
- 8) 5.1.1 Internal audits
- 9) 5.9.2 Procedures of withdrawals and recalls
- 10) 5.11.2 Corrective actions

Scoring of KO requirements is explained in chart 2.

Chart 2: Scoring of KO requirement

Result	Explanation	Awarded scores
A	Full compliance	20 points
B (point of attention)	Compliance with space for improvements, actions implemented are sufficient but situation may lead to deviation in the future	No "B" scoring is possible
C (deviation)	Part of the requirement is implemented	5 points
KO (=D)	The requirement is not implemented	KO non-conformity will subtract 50% of the possible total amount, the certificate cannot be awarded.

Important note:

A "B" scoring is not possible for KO requirements. In this case, the auditor can only use A, C or D (= KO).

If during an IFS Food Audit, a KO is rated and therefore the audit is failed, the next IFS Food Audit can only be an announced audit, see ANNEX 6.

When the auditor decides that a requirement is not applicable for a production site, the auditor has to use the following scoring:

- N/A: Not applicable and provide a short explanation in the audit report.
- A KO requirement cannot be scored as N/A, apart from KOs referring to CCP and to customer recipe (KO N°2 and KO N°5).
- N/A requirements shall not be included in the action plan.

If there are a significant number of requirements which are deemed as not applicable, using a total points score for the audit may be misleading. However, the scoring system for IFS Food is based on a percentage of the total available score and this is ultimately used to decide the status of the production site i.e. foundation or higher level.

5. Post audit actions

5.1 Action Plan

As specified by ISO/IEC 17065, the auditor and/or certification body shall issue a provisional audit report and outline an action plan to the company, which shall be used as a basis for drawing up **corrections** and corrective actions for the determined deviations and non-conformities, see the ANNEX 7.

5.1.1 Company's completion of the Action Plan

The company shall enter proposed **corrections and** corrective actions for all deviations (C, D) and KO requirements scored with a C as well as non-conformities (Major or KO requirements scored with a D) listed by the auditor.

The corrections shall be implemented before issuing the IFS Food Certificate.

For all evaluated deviations with score C and D, as well as non-conformities, Major non-conformities or KO requirements scored with C and D, the company shall clearly state the responsibilities and implementation deadlines for all **corrections** and corrective actions (chart 3).

Chart 3: Timescale for corrections and corrective actions

TIMESCALE	
Corrections	Corrective actions
At latest, before a certificate is issued.	Sustainable and successful implementation (may take longer, need to be reasonably justified by the company).
	Implemented before the recertification audit at the latest.

The company shall forward the action plan to the certification body within two (2) weeks after having received the pre-report of the audit and the action plan layout.

If this deadline is not adhered to, then the company has to undergo a complete initial or recertification audit.

An IFS Certificate shall not be awarded, unless the **corrections** for requirements scored with a C or D, and KO requirements scored with **C are implemented**. The responsibilities and implementation dates are specified in the action plan. **Corrections** and corrective action(s) shall be translated into English.

In case of one (1) Major non-conformity and a result < 75% or several Major and/or KO(s), the certificate will not be issued and a new audit shall be organized. However, the report shall be uploaded to the IFS Database, see the ANNEX 8.

The action plan shall be validated by the auditor and the CB during the decision process regarding certification.

5.1.2 Auditor validation of the Action Plan

The auditor, or a representative of the certification body, shall validate the relevance of the corrections and corrective actions in a respective column of the action plan before preparing the final audit report. If the **corrections** or corrective actions are not valid or are inadequate, the certification body shall return the action plan to the company for completion in due time. If the action plan is not released in due time, it might lead to certification not being granted.

5.2 Awarding the certificate

The certification body is responsible for the preparation of the formal audit report after the receipt of the completed action plan (chart 4). The issuing of the certificate is dependent on the audit results and on the agreement of an appropriate action plan.

The certification body is responsible for taking the decision whether to award the IFS Food Certificate or not. The decision is made by person(s) other than those who have carried out the audit.

PUBLIC CONSULTATION

5.2.1 Scoring and conditions for issuing the IFS Audit Report and IFS Certificate

Chart 4: Scoring and awarding of certificates

Audit result	Status	Action company	Report form	Certificate
Total score is $\geq 95\%$	Passed at higher IFS Food level following the receipt of the action plan	Send completed action plan within 2 weeks of receiving the preliminarily report.	Report including action plan gives status	Yes, certificate at higher level, 12 month validity. The certificate shall be issued only when the corrections are closed.
Total score is $\geq 75\%$ and $< 95\%$	Passed at foundation IFS Food level after receipt of the action plan	Send completed action plan within 2 weeks of receiving the preliminarily report.	Report including action plan gives status	Yes, certificate at foundation level, 12 month validity. The certificate shall be issued only when the corrections are closed.
Total score is $< 75\%$	Not passed	Actions and new initial audit to be agreed upon (no earlier than 6 weeks after the audit) where the final score was $< 75\%$).	Report gives status	No
Max 1 Major and total score $\geq 75\%$	Not passed unless further actions taken and validated after follow-up audit	Send completed action plan within 2 weeks of receiving the preliminarily report. Follow-up audit max. 6 months after the audit date.	Report including action plan gives status	Certificate at foundation level, if the Major non-conformity is finally solved as controlled during the follow-up audit. The certificate shall be issued only when the corrections are closed.
> 1 Major and/or total score $< 75\%$	Not passed	Actions and new initial audit to be agreed upon	Report gives status	No
At least 1 KO scored with D	Not passed	Actions and new initial audit to be agreed upon	Report gives status	No

Note:

Total number of points

= (total number of IFS Food requirements (points) – requirements scored with N/A (points)) × 20

Final score (in %)

= number of points awarded/total number of points.

5.2.1.1 Specific management of the audit process in the case that one or several Major non-conformity(ies) has / have been issued and in the case one or several KO's has / have been scored with D during the audit

In the case that one or several Major non-conformity(ies) has / have been issued and/or one or several KO is / are scored with D during the audit, the current IFS Certificate shall be suspended in the IFS Database by the certification body as soon as possible, and a maximum of two (2) working days after the last day of the recertification audit.

In the IFS Database, the certification body shall provide explanations about the reasons for suspending the current certificate and they shall be given in the English language. The explanations about the identified non-conformity(ies) shall mention the number of involved requirements. These explanations shall be detailed and be the same as those described in the action plan.

Note: All users with access to the IFS Database and with the respective company in their favorites list, will receive an email notification (with explanations about the identified non-conformity(ies)) from the IFS Database, informing them that the current certificate has been suspended.

- In cases where more than one (1) Major non-conformity has been identified with a result <75%, a complete new audit shall be performed. The new audit shall be scheduled no earlier than six (6) weeks after the audit where the Major non-conformities were issued.

If the Major non-conformity is related to production failure(s), then the follow up audit shall be performed at least six (6) weeks after the previous audit and no later than six (6) months after the previous audit.

The audit report where one (1) Major non-conformity with a result < 75% or several Major non-conformity(ies) has / have been identified shall always be uploaded into the IFS Database after receiving the action plan (only for administrative purpose, but will not be visible) (ANNEX 8).

- If a Major non-conformity has been identified with a total audit score $\geq 75\%$ and then resolved, and if the audit result is deemed positive, a follow-up audit shall be organized and:
 - The certification body shall mention this in the updated audit report:
 - in the “date” section: specify the date of the follow up audit in addition to the audit date when the Major non-conformity was identified,
 - in the “final result of audit” section: specify that a follow up audit has taken place and that the Major non-conformity has been solved,
 - in the “observations regarding KO non-conformities and Majors” section explain on which requirement the Major non-conformity has been solved.
 - The company cannot be certified with a higher level status even if the final total score is equal or more than 95 %.
 - The same validity date of the certificate remains in the certification cycle, as described in 5.3.
 - The date of the initial audit and the date of follow up audit.
 - If identified during an initial audit, the longest certificate valid due date is calculated using initial audit date, plus one (1) year and eight (8) weeks.

The report (first of the audit with the estimated Major non-conformity, then updated with the results of follow-up audit) shall be uploaded to the IFS Database after performing the follow-up audit with the condition that the Major non-conformity is finally solved. (ANNEX 5)

Note: When an unannounced audit is failed, a complete new announced audit is required. In case of only one Major non-conformity rated during an unannounced audit the follow-up audit shall be announced.

- In the case that one or several KO's has / have been scored with D, the audit shall be completed and all requirements shall be evaluated in order to give the company a complete overview about its situation. Furthermore, it is recommended to complete the action plan for improvement purposes, the audit will not be visible in the IFS Database. The audit report where one (1) or several KO requirement(s) have been scored with D, shall always be uploaded to the IFS Database. In these situations, a complete new audit shall be performed. The new audit shall be scheduled no earlier than six (6) weeks after the audit where a KO requirement was scored with D. (ANNEX 6).

5.2.1.2 Deadlines for awarding the IFS Food Certificate

If the audit is not performed in due time, all IFS Users with access to the IFS Database and with the respective company in their favorites list will receive an email notification concerning this matter, and will be informed via the audit on the IFS Database.

The time between the date of the audit and the awarding of the certificate is determined as follows:

- two (2) weeks to draw up the pre-report of the audit,
- two (2) weeks for the company to respond to the deviations and non-conformities (i.e. draw up the action plan),
- two (2) weeks for the auditor to check the proposed correction and corrective actions, for the certification procedure. **If the certification body decides that the proposed corrections are sufficient to close the deviations**, the audit report, the action plan and the certificate can be uploaded to the IFS Database.

In total: six (6) weeks between the date of audit and uploading the audit report to the IFS Database and awarding the certificate:

- Target time: six (6) weeks,
- Maximum time: eight (8) weeks.

(ANNEX 2)

5.3 Certification cycle

The certification shall be valid from the date of issue stated on the certificate and shall end after **approximately twelve (12) months**.

In the case of an announced audit, the validity of the IFS Food certificate is defined as follows:

- the validity starts on the issue date of the certificate: **initial audit date of the certificate (last audit day) + eight (8) weeks**.
- the validity ends on the last day of the initial audit date + eight (8) weeks – one (1) day + one (1) year.
- **the last day of audit shall be used to calculate the time window – 8 weeks / + 2 weeks**.

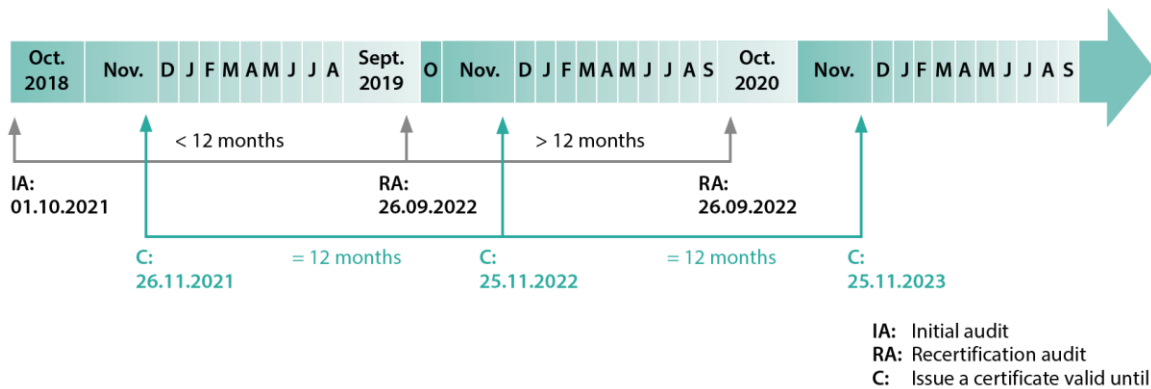
Companies are responsible for maintaining their certification.

Example illustrated in chart 6:

- Initial audit date: 01 October, **2021**
- Date of issue of certificate: 26 November, **2021**
- Certificate valid until: 25 November, **2022**

- Recertification audit date: 26 September, 2022
- Certificate valid until: 26 November, 2023 (independently from the recertification audit date).

Chart 5: Certification cycle



In the case of an unannounced audit, the validity of the IFS Certificate is defined as follows:

The certificate validity date remains the same each year and is determined by the date of the initial audit.

For unannounced audit: audit time window calculation

Recertification IFS Food unannounced audit: between 11 June 2023 and 15 October 2023, based on audit due date 1 October

The date of the recertification audit shall be calculated from the audit due date and not from the date of issue of the certificate. In this way, even if the recertification audit due date changes every year and does not completely correspond to the anniversary date, the certificate validity date shall remain the same each year and gaps are avoided between two (2) consecutive certificates. If the audit is scheduled earlier, (within the audit time frame) does not lose some weeks of its certificate validity.

The certificate shall always be edited on the basis of a certification decision and after several steps of certification decision according to ISO/IEC 17065.

If the announced recertification audit is not scheduled on time, or if the several steps of the certification process were not completed in time, the certificate cannot be renewed with the due date but with the actual new date; this will lead to a break in certification.

The previous audit report remains on the IFS Database for a further two (2) months (after the end of certificate validity), but if the recertification audit takes place later than mentioned above, the COID will be automatically inactivated from the IFS Database.

5.3.1 Information about the conditions of withdrawal of a certificate

Withdrawal of a certificate by the certification body is only permitted in case of any information indicating that the product may no longer comply with the requirements of the certification system. The only exception to this rule may be related to the non-payment of the current audit by the certified company. The contract between the certification body and the audited company shall take into account the certification cycle.

If certification is reinstated after suspension, the certification body shall make all necessary modifications to formal certification documents, public information, authorizations for use of brands, etc. in order to ensure all appropriate indications exist, that the product continues to be certified. If a decision to reduce the scope of certification is made as a condition of reinstatement, the certification body shall make all necessary modifications to formal certification documents, public information, authorizations for use of brands, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.

5.4 Distribution and storage of the audit report

Audit reports shall remain the property of the company and shall not be released, in whole or part, to a third party without the company's prior consent (except where required by law). This consent for distribution of the IFS Food Audit report must be in writing and can be granted by the company vis-à-vis the certification body and/or vis-à-vis the relevant user. The certification body shall keep a copy of the IFS Food Audit report. The audit report shall be stored safely and securely for a period of five (5) years. Access conditions to information about audit reports are fully detailed in Part 4.

- **Supplementary action**

The decision about the level of supplementary actions required on the basis of the certificate shall be made at the discretion of the individual buying organization.

6. IFS Integrity Program

The IFS Integrity Program, launched in early 2010, includes different measures to assure the quality of the IFS Standards by reviewing audit reports of certified companies and also by using several measures to analyse and improve the work of certification bodies and auditors. The IFS Integrity Program strengthens the reliability of the IFS standards by checking their implementation in practice.

The main procedures of the IFS Integrity Program are described in Annex 4 of the framework agreement on the auditing and certification of the IFS between IFS Management GmbH and the certification body. These procedures have been developed in regular meetings of the IFS Quality Assurance Working Group, which is composed of international members. The Annex 4 of the framework agreement has to be signed by all certification bodies involved in a contract with IFS Management GmbH. Auditors performing IFS Audits have to accept the IFS Integrity Program procedures to assure a qualitative performance of IFS Audits. Certification bodies are obliged to inform their customers applying for an IFS Audit Certificate about the content of the current version of Annex 4 of the framework agreement. The IFS Integrity Program is mainly involved in the following activities:

6.1 IFS Complaint Management

Retailers or any other interested parties have the right to forward any possible complaint issue to IFS for investigation as part of the Integrity Program. The respective information can be forwarded by email via complaintmanagement@ifs-certification.com or via a complaint form on the IFS Website.

The IFS Integrity Program will gather all necessary information in order to investigate the cause of the complaint and to establish if there are deficiencies in meeting IFS requirements by certified companies, accredited certification bodies or IFS approved auditors. Appropriate steps will be taken to fully investigate a complaint, which may include requesting a certification body to carry out internal investigations and to provide a statement on the outcome of the investigations to IFS.

Finally, the IFS Quality Assurance Management department will decide which approach would be best to assess and solve the complaint. This might also be to plan an Integrity on-site Check at the IFS certified company to investigate the case on-site or to organize an Integrity Witness Audit for an IFS approved auditor involved in the complaint case (In this case, an Integrity auditor assesses an IFS Auditor during one of his / her next regular IFS Audits).

Based on the complaint, the Integrity on-site Checks will mainly be performed on an unannounced basis (announcement 30 minutes before the start of the Integrity on-site Check). In some special cases Integrity on-site Checks might also be performed on an announced basis (announcement in general about 48 hours before).

6.2 Risk based approach and monitoring of IFS Quality Assurance

The Quality Assurance activities of the IFS Integrity Program monitor the entire IFS System using different tools:

In order to care for the correct implementation of all procedures described in IFS Standards and respective regulatory documents, the IFS Integrity Program carries out regular office audits at certification bodies (Integrity CB Office Audits). During these Integrity CB Office Audits, work performance of IFS approved auditors and certification bodies are checked by means of examples of several reports and by database analysis. If special topics have to be clarified during these Integrity CB Office Audits, this could also lead to Integrity Witness Audits of IFS approved auditors or to Integrity on-site Checks at companies certified by the respective certification body.

Additionally — taking the risk based approach into account— reports of certified companies are analysed and read by IFS Quality Assurance Management staff. For the risk-based approach different criteria have been defined by the IFS Quality Assurance Working Group. These analyses are an ongoing monitoring procedure of the IFS Quality Assurance Management taking both economic criteria into account (e.g. number of issued certificates in certain countries) and quality criteria (e.g. audit results, audit times etc.). As described before, Integrity on-site Checks will mainly be performed on an unannounced basis and in some special cases might also be performed announced. Integrity Witness Audits of IFS approved auditors may also be based on this risk based analysis approach of IFS Quality Assurance Management.

General comment for chapter **6.1.1 and 6.1.2, Part 1**:

Companies having a valid IFS Certificate have to accept an unannounced/announced Integrity on-site Check and to give access and support to the commissioned Integrity auditor. The acceptance of the IFS Integrity Program is part of the regulations of all IFS Standards.

Also witnessing IFS approved Auditors from certification bodies commissioned by Integrity auditors during regular IFS Audits have to be accepted.

Integrity on-site Checks, Integrity Witness Audits and also Integrity CB Office Audits, carried out as part of the Integrity Program, are conducted by Integrity auditors employed or commissioned by IFS Management GmbH. Integrity auditors are completely independent from the auditees and the IFS certification bodies.

6.3 Sanctions

If the cause of a deficiency has been found to be the fault of a certification body and / or an auditor, following a complaint or following the risk based approach / monitoring quality assurance actions, IFS will forward all necessary information anonymously to an independent sanction committee. The sanction committee, which is made up of a lawyer and participants from industry, retailers and certification bodies, shall make a decision on whether a breach exists and on its severity.

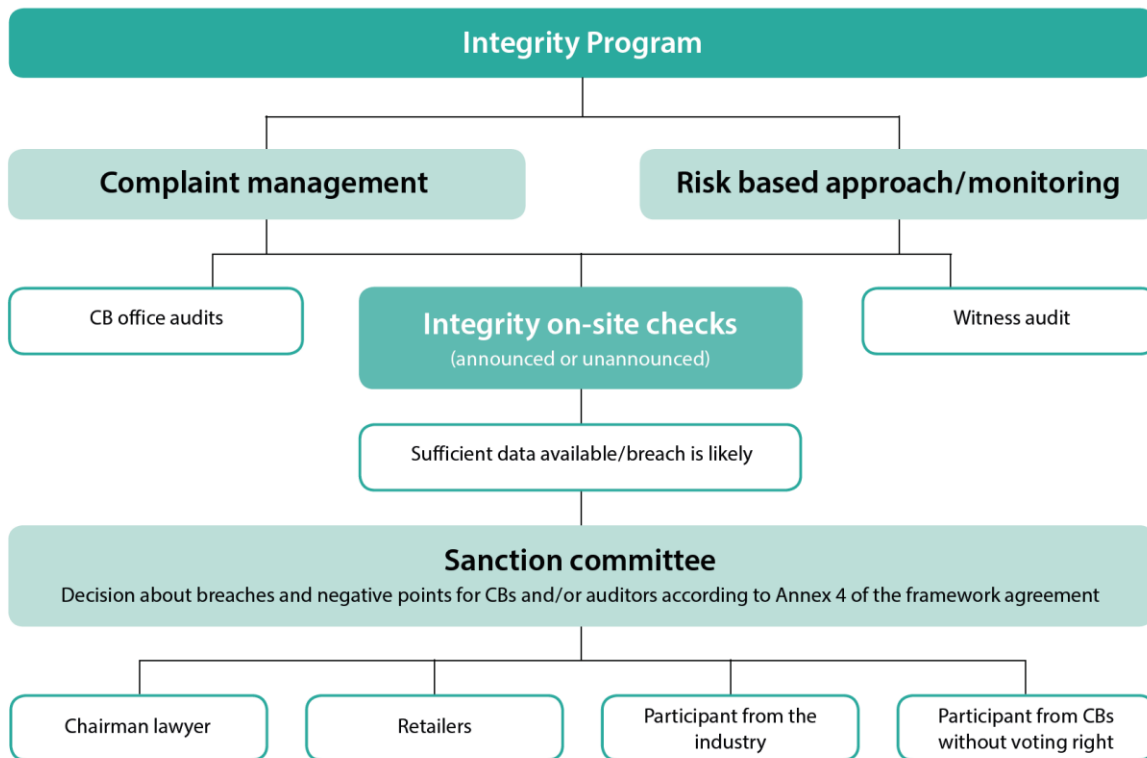
Topics concerning administrative faults of certification bodies based on database investigations can be directly assessed by the IFS Quality Assurance Management, but have to be confirmed by the chairman (lawyer) of the sanction committee.

Sanctions and/ or penalties will be issued to the certification body and / or its auditors if the sanction committee concludes that a breach has been committed. The type of sanction and/ or penalty depends on the severity of the breach. For each final breach ruling, a certification body and /or an auditor may get a certain amount of “negative points”. These “negative points” are accumulated, but the period of limitation is two (2) years (rolling system). Only in very severe cases, certification bodies or auditors might be suspended for a certain time frame or contracts might be cancelled. In general, the target of the IFS Integrity Program activities is to improve the performance of certification bodies and/or auditors by requesting corrective actions, like attending further training in the case of a decided breach.

IFS Management GmbH informs the appropriate accreditation body if a breach for a certification body and / or for an auditor has been decided.

All these procedures concerning breaches, penalties and “negative points” are laid down in ANNEX 4 of the framework agreement between IFS and each certification body (see the chart 6).

Chart 6: Summary of IFS Integrity Program activities



7. IFS Logo

The copyright of IFS Food and the registered trademark is fully owned by the IFS Management GmbH. The IFS Logo shall be downloaded via the secured section of the IFS Database.

Furthermore, the terms and conditions below shall be checked by the auditor during the audit and the results of this check shall be described in the company profile of the audit report as a mandatory field. In the case that the auditor identified that the company does not fulfil those terms and conditions, IFS shall be informed accordingly.

Terms and conditions for using the IFS Logo and communication about the IFS Food Certification / Application

These terms and conditions apply for all IFS Logos.

Form, design and color of the IFS Logo

Only the latest version of the IFS Logos shall be used. When used, the IFS Logo must comply with the form and color of the scale drawing. If used in documents, black and white print is also permitted. Companies shall only use the Logo for the Standards they are certified for. The general IFS Logo can only be used to express that the certification body or the IFS consultant supports IFS certified companies or offers more than one IFS Standard, in the case of certification bodies. All other forms of use shall be agreed with the IFS.

The IFS Food logo can be used in print, electronic form and in films, if as long as the form and format is respected. The same conditions apply to the use of the logo as a stamp.

Restriction of comments and interpretations

When an IFS Food certified production site, an IFS Food supporting company or an IFS Food certification body publishes documents bearing the IFS logo, comments and interpretations referring to IFS shall be clearly identifiable as such.

Use of the IFS Food logo in promotional material

The IFS Food Logo may not be displayed on the product itself, or any kind of advertising document likely to reach the end-consumer (e.g. intercompany sales packaging, public exhibitions for end consumers, product specific brochures for end consumers, etc.). As for the particular case of a website, that is not exclusively dedicated to a B2B communication, the logo may only appear on the website section related to the quality management system or quality and safety in general. It should not be used for any kind of B2C Marketing. It must be ensured that all information concerning certification refers clearly to IFS.

The IFS Logo shall not be used in presentations that have no clear connection to IFS.

An IFS Food certified production site (broker, retailer, logistics service provider or wholesaler), which accepts IFS Certificates from its suppliers or service providers, or an IFS certification body may use the general IFS logo for promotional reasons and publish information about IFS certification. If they have no certification of their own, it should be clearly stated that the company supports or works with IFS certified companies. Any kind of use that gives the impression that the company itself is certified is not accepted.

Further restriction on the use of the IFS Food Logo

The IFS Food Logo shall not be used in any way that may imply that the IFS owners are responsible for the certification decision. In case of suspension or withdrawal of the IFS Food Certificate, the audited production site and company has to immediately stop to include their IFS Logos on its documents and/or website etc. In the case of exclusion regarding the audit

scope, the details about exclusions shall be available upon request. The IFS logo can be used and the following claim shall be written at the bottom: “some products are excluded from the scope of the IFS Food Audit certification and can be shown upon request”.

Communication of the IFS Food certification

All the above mentioned rules apply to any communication regarding IFS Food. This also means that using the wordmarks “IFS”, “International Featured Standards”, or “IFS Food” or similar is not allowed when communicating finished products which are available to the end-consumer.

PUBLIC CONSULTATION

PART 2: List of audit requirements

1 Governance & Commitment	
1.1 Policy	
1.1.1	<p>The senior management shall develop, implement and maintain corporate policy, considering as a minimum:</p> <ul style="list-style-type: none"> - food safety and product quality - customer focus - food safety culture <p>This corporate policy shall be communicated to all employees and shall be broken down into specific objectives for the relevant departments.</p>
1.1.2	<p>All relevant information related to food safety, product quality and authenticity shall be communicated effectively and in a timely manner to the relevant personnel.</p>
1.2 Corporate structure	
1.2.1 KO	<p>KO n°1: The senior management shall ensure that employees are aware of their responsibilities related to food safety and product quality and that mechanisms are in place to monitor the effectiveness of their operation. Such mechanisms shall be clearly identified and documented.</p>
1.2.2	<p>The senior management shall provide sufficient and relevant resources to meet the product and process requirements. An organisation chart shall be available showing the structure of the company.</p>
1.2.3	<p>The department responsible for quality and food safety management shall have a direct reporting relationship to the senior management.</p>
1.2.4	<p>The company shall ensure that all processes (documented and undocumented) are known by the relevant personnel and are applied consistently.</p>
1.2.5	<p>The senior management shall have a system in place to ensure that it is kept informed of all relevant legislation ,scientific and technical developments, industry codes of practice, food safety and product quality issues and is aware of factors that can influence food defense and food fraud risks.</p>

1.2.6	<p>The senior management shall ensure that the certification body is informed, of changes that may affect its ability to conform with the certification requirements. This include as a minimum:</p> <ul style="list-style-type: none"> - the legal entity name, - the production site location change. <p>In case of product recall, it has to be informed within 3 working days.</p>
1.3 Customer focus	
1.3.1	<p>A process shall be in place to identify fundamental needs and expectations of customers. The feedback from this process shall be taken as input for company's continuous improvement.</p>
1.4 Management Review	
1.4.1	<p>Senior management shall ensure that the quality and food safety management system is reviewed at least annually or more frequently, if significant changes occur.</p> <p>Such reviews shall contain, at least:</p> <ul style="list-style-type: none"> - a review of objectives and policies including elements of food safety culture - results of audits and site inspections - positive and negative customer feedback - process compliance - authenticity and conformity issues - status of corrections and corrective actions - complaints from authorities.
1.4.2	<p>Actions resulting from the review shall clearly describe the purpose of improvement.</p> <p>The Review shall assess follow up actions from previous Management Reviews and any changes that could affect the food safety and quality management system. The Management Review shall be fully documented.</p>
1.4.3	<p>The company shall identify and review regularly (e.g. by internal audits or on-site verification) the infrastructure and work environment needed to achieve conformity to product requirements. This shall include, as a minimum, the following:</p> <ul style="list-style-type: none"> - buildings - supply systems - machines and equipment - transport - staff facilities - environmental conditions - hygienic conditions - workplace design - external influences (e.g. noise, vibration).

	The results of the review shall be considered, with due consideration to risk, for investment planning.
2 Quality and Food Safety Management System	
2.1 Quality management	
2.1.1 Document Management	
2.1.1.1	The system for food safety and product quality management shall be documented and implemented, and shall be retained in one location (food safety and quality manual or electronic documented system).
2.1.1.2	All documents shall be clearly legible, unambiguous and comprehensive. They shall be available to relevant personnel at all times.
2.1.1.3	A documented procedure shall exist for the control of documents and their amendments. All documents which are necessary for compliance with the product requirements shall be available in their latest version. The reason for any amendments to documents, critical for the product requirements, shall be recorded.
2.1.2 Records	
2.1.2.1	Records shall be legible and genuine. They shall be maintained in a way that subsequent revision or amendment is prohibited. If records are documented electronically, a system shall be in place to ensure only authorized personnel have access to create or amend those records (e.g. password protection).
2.1.2.2	All records shall be kept in accordance with legal and customer requirements. If no such requirements exist , records shall be kept for a minimum of one year after the specified shelf life. For products which have no shelf life, the duration of record keeping shall be justified and this justification shall be documented.
2.1.2.3	Records shall be securely stored and easily accessible.
2.2 Food safety Management	
2.2.1 HACCP Plan	
2.2.1.1	The basis of the company's food safety management system shall be a fully implemented, systematic and comprehensive HACCP based plan, following the Codex Alimentarius principles and/or any legal requirements of the

	production and destination countries which may go beyond such principles. The HACCP plan shall be specific and implemented at the production site.
2.2.1.2	The HACCP plan shall cover all raw materials, products or product groups as well as every process from incoming goods until the dispatch of final products, including product development and packaging material management .
2.2.1.3	The company shall ensure that the HACCP plan is based upon scientific literature, or expert advice obtained from other sources, which may include: trade and industry associations, independent experts and regulatory authorities . This information shall be maintained in line with new technical process development.
2.2.1.4	The company shall ensure, that in the event of changes to raw materials, packaging materials, processing methods, infrastructure and equipment, the hazard analysis is reviewed in order to assure that product safety requirements are complied with.
2.2.2 HACCP Team	
2.2.2.1	Assemble HACCP Team: The HACCP team shall have the appropriate specific knowledge and expertise and be a multidisciplinary team which includes operational staff .
2.2.2.2	Those responsible for the development and maintenance of the HACCP plan shall have an internal team leader and shall have received adequate training in the application of the HACCP principles and specific knowledge of product and process .
2.2.3 HACCP analysis	
2.2.3.1	Describe product: A full description of the product including all relevant information on product safety shall exist such as: -composition, -physical, organoleptic, chemical and microbiological characteristics , - legal requirements for the food safety of the product , -methods of treatment , packaging, durability (shelf life), -conditions for storage, method of transport and distribution.
2.2.3.2	Identify intended use: The intended use of the product shall be described in relation to the expected use of the product by the end consumer, taking into account vulnerable groups of consumers.

2.2.3.3	<p>Construct flow diagram: A flow diagram shall exist for each product, or product group, and for all variations of the processes and sub-processes (including rework and reprocessing). The flow diagram shall be dated, and after the determination of control measures, clearly identify each CCP and other control measures. In the event of any changes the flow diagram shall be updated.</p>
2.2.3.4	<p>On-site confirmation of the flow diagram: Representatives of the HACCP team shall verify the flow diagram, by on-site verifications, at all operation stages and shifts. Amendments to the diagram shall be made, where appropriate.</p>
2.2.3.5	<p>Conduct a hazard analysis for each step: A hazard analysis shall be conducted covering all possible and reasonably expected physical, chemical (including radiological and allergens) and biological hazards. The analysis shall include also hazards linked to materials in contact with food, as well as packaging materials. The hazard analysis shall consider the likely occurrence of hazards and severity of their adverse health effects. Consideration shall be given to the specific control measures that shall be applied to control each hazard.</p>
2.2.3.6	<p>Determine critical control points and other control measures: The determination of relevant CCP's and other control measures shall be facilitated by the application of a decision tree or other tool(s), which demonstrates a logical reasoned approach.</p>
2.2.3.7	<p>Establish critical limits for each CCP: For each CCP, the appropriate critical limits shall be defined and validated in order to clearly identify when a process is out of control.</p>
2.2.3.8 KO	<p>Establish a monitoring system for each CCP: KO N° 2: Specific monitoring procedures in terms of method, frequency of measurement or observation and recording of results, shall be established for each CCP to detect any loss of control at that CCP. Each defined CCP shall be under control. Monitoring and control of each CCP shall be demonstrated by records.</p>
2.2.3.8.1	<p>Records of CCP's monitoring shall be verified by a responsible person of the company and maintained for a relevant period.</p>
2.2.3.8.2	<p>The operative personnel in charge of the monitoring of CCP's and other control measures shall have received specific training/ instruction.</p>
2.2.3.8.3	<p>The control measures other than CCPs shall be controlled by measurable or observable criteria, monitored and recorded.</p>

2.2.3.8.4	<p>Establish corrective actions: In the event that the monitoring indicates that a particular CCP or control measure other than CCPs are not under control, adequate corrections and corrective actions shall be taken and documented. Such corrections and corrective actions shall also take into account any action taken relating to non-conforming products and identify the root cause for the loss of control of CCPs.</p>
2.2.3.8.5	<p>Establish verification procedures: Procedures of verification shall be established to confirm that the HACCP plan is working correctly. Verification of the HACCP plan shall be performed at least once a year. Examples of verification activities include:</p> <ul style="list-style-type: none"> - internal audits, -analysis, -sampling, -deviations, -dispositions and complaints <p>The results of this verification shall be incorporated into the HACCP plan.</p>
2.2.3.8.6	<p>Establish documentation and record keeping Documentation shall be in place covering:</p> <p>documentation examples:</p> <ul style="list-style-type: none"> -the hazard analysis, -CCP and other control measures determination, -critical limit determination -processes, procedures, <p>record examples:</p> <ul style="list-style-type: none"> -outcome of CCP and other control measure monitoring activities, -observed deviations and executed corrective actions.
<h3>3 Resource Management</h3>	
<h4>3.1 Human resources</h4>	
3.1.1	<p>All personnel performing work that affects product safety, legality and/or quality shall have the required competence by education, work experience and/ or training, commensurate with their role.</p>
3.1.2	<p>The responsibilities, competence and job descriptions for all job titles, having an impact on food safety and product quality, shall be clearly defined, documented and in place. Deputation for key roles shall be defined.</p>

3.2 Personal hygiene

3.2.1	<p>There shall be documented requirements, relating to personal hygiene. These include, as a minimum, the following fields:</p> <ul style="list-style-type: none"> - hair and beards - protective clothing (including use in staff facilities) - hand washing, disinfection and hand hygiene - eating, drinking and smoking - actions to be taken in case of cuts or skin abrasions - fingernails, jewellery and personal belongings (including medicine) - notification of infectious diseases <p>The requirements shall be based on hazard analysis and assessment of associated risks.</p>
3.2.2 KO	<p>KO N° 3: The requirements for personal hygiene shall be in place and applied by all relevant personnel, contractors and visitors.</p>
3.2.3	<p>Compliance with personal hygiene requirements shall be checked regularly.</p>
3.2.4	<p>Visible jewellery (incl. piercing) and watches shall not be worn. Any exceptions shall have been comprehensively evaluated by hazard analysis and assessment of associated risks and shall be effectively managed.</p>
3.2.5	<p>Cuts and skin abrasions shall be covered with a coloured plaster/ bandage different from the product colour. Where appropriate:</p> <ul style="list-style-type: none"> - plasters / bandages shall contain a metal strip - single use glove shall be worn.
3.2.6	<p>In work areas where wearing headgear and/ or beard snood (coverings) is required, the hair shall be covered completely, so that product contamination is prevented.</p>
3.2.7	<p>Clearly defined usage rules shall exist for work areas/ activities where it is required to wear gloves (coloured differently from the product colour).</p>
3.2.8	<p>Suitable protective clothing shall be available in sufficient quantity for each employee.</p>
3.2.9	<p>All protective clothing shall be thoroughly and regularly laundered in-house or by approved contractors, exceptionally by employees. Procedure shall ensure:</p> <ul style="list-style-type: none"> - sufficient segregation between dirty and clean clothing at all times - effective laundering defining conditions regarding water temperature and detergent dosage - avoidance of contamination until use <p>The effectiveness of the laundering shall be appropriately monitored.</p>

3.2.10	In case of any health issues or infectious diseases, that may have an impact on food safety, actions shall be taken in order to prevent minimize risk of contamination.
3.3 Training and instruction	
3.3.1	The company shall implement documented training and/ or instruction programs with respect to the product and process requirements and the training needs of the employees based on their job and shall include: <ul style="list-style-type: none"> - training contents - training frequency - employee's task - languages - qualified trainer/ tutor
3.3.2	The documented training and/or instruction shall apply to all personnel, including seasonal and temporary workers and employees from external companies, employed in the respective work area. Upon employment, and before commencing work, they shall be trained in accordance with the documented training/instruction programs.
3.3.3	Records shall be available of all training/instruction events, stating: <ul style="list-style-type: none"> - list of participants (this shall include their signature) - date - duration - contents of training - name of trainer/ tutor.
3.3.4	The contents of training and/or instruction shall be regularly reviewed and updated when necessary. Special considerations shall be given as a minimum to these specific issues: <ul style="list-style-type: none"> - food safety, - food fraud, - product quality, - food defense, - food related legal requirements, - product/process modifications, - feedback from the previous documented training/instruction program.
3.4 Staff Facilities	
3.4.1	The company shall provide suitable staff facilities, which shall be proportional in size, equipped for the number of personnel, designed and controlled so as to minimise food safety risks. Such facilities shall be kept in clean and good condition.

3.4.2	The risk of product contamination by food and drink and/or foreign material shall be minimised. Consideration shall be given to food and drink brought to work by personnel, vending machines and/or canteen .
3.4.3	Changing rooms shall be located so that they allow direct access to the areas where food products are handled. If this is not possible there shall be preventive measures in place to minimize risk of product contamination. Where necessary, outdoor clothing and protective clothing shall be stored separately.
3.4.4	Toilets shall not have direct access nor pose a contamination risk to an area where food products are handled. The toilets shall be equipped with adequate hand washing facilities. Sanitary facilities shall have adequate natural or mechanical ventilation. Mechanical airflow from a contaminated area to a clean area shall be avoided.
3.4.5	Hand hygiene facilities shall be provided considering the following points: <ul style="list-style-type: none"> - adequate number of wash basins, - suitably located at access points to and/or within production areas, - designation for only cleaning hands. Based on hazard analysis and assessment of associated risks, further areas (e.g. packaging area) shall be similarly equipped.
3.4.6	Hand hygiene facilities shall provide: <ul style="list-style-type: none"> - running potable water at an appropriate temperature, - appropriate cleaning and disinfection equipment, - appropriate means for hand drying
3.4.7	Where the processes require a higher standard of hygiene, the hand washing equipment shall provide in addition as a minimum: <ul style="list-style-type: none"> - hand contact-free fittings, - hand disinfection, - waste container with hand contact-free opening.
3.4.8	Based on hazard analysis and assessment of associated risks, there shall be a program to control effectiveness of hand hygiene.
3.4.9	Where it is justified by risk assessment, cleaning facilities shall be available and used for boots, shoes and further protective clothing.
4 Operational processes	
4.1 Contract Agreement	

4.1.1	All requirements related to food safety and product quality, within defined agreement with customers, and any revision of these clauses, shall be communicated and implemented by each relevant department.
4.1.2	The senior management shall inform its affected customers, in accordance with customer requirements, as soon as possible, of any issue related to product safety or legality, especially including non-conformity(ies) identified by competent authorities.
4.2 Specification and Formulas	
4.2.1 Specifications	
4.2.1.1	There shall be a procedure for the creation, the approval and amendment of specifications, which shall include where required, the acceptance of the customer. Where required by customers, product specifications shall be formally agreed.
4.2.1.2	Specifications shall be available and in place for all finished products. They shall be up to date, unambiguous and be in compliance with legal and customer requirements. The specification control procedure shall include the update of finished product specification in case of any modification: - of raw material, - of formula/recipe, - of process with influence on the final products, - of packaging with influence on the final products.
4.2.1.3 KO	KO N° 4: Specifications shall be available and in place for all raw materials (ingredients, additives, packaging materials, rework). Specifications shall be up to date, unambiguous and be in compliance with legal requirements and, if existing, with customer requirements.
4.2.1.4	Specifications and/ or their contents shall be available on site to all relevant personnel.
4.2.1.5	Where customers specifically require that products are “free from” certain substances or ingredients (e.g. gluten, pork, etc.), or that certain methods of treatment or production are excluded like GMOs, verifiable procedures shall be in place.

4.2.2 Formula/Recipes	
4.2.2.1 KO	<p>KO N° 5: Where there are customer agreements they shall be complied with in respect to:</p> <ul style="list-style-type: none"> -product recipe (including raw material characteristics) -process, -technological requirements, -packaging, -labelling.
4.3 Product development/ Product modification/ Modification of production processes	
4.3.1	<p>For each new development or modification of products, a hazard analysis and risk assessment shall be conducted.</p>
4.3.2	<p>The product development/ modification process shall result in specifications about formulation, packaging requirements, manufacturing processes, process parameters related to the fulfilment of product requirements. This includes factory trials and product testing.</p> <p>The progress and results of product development shall be properly recorded.</p>
4.3.3	<p>Shelf life tests or adequate validation through microbiological, chemical and organoleptic evaluation, shall be carried out and consideration shall be given to product formulation, packaging, manufacturing and declared conditions.</p> <p>In accordance with this evaluation, minimum durability shall be established.</p>
4.3.4	<p>A procedure shall be in place to ensure that labelling complies with current legislation of destination country and customer requirements.</p>
4.3.5	<p>Recommendations for preparation and/ or use of the food products instructions shall be established, where appropriate.</p>
4.3.6	<p>The company shall demonstrate through studies and/ or perform relevant tests in order to validate nutritional information or claims which are declared on labelling, throughout the shelf life of the products.</p>
4.3.7	<p>The company shall ensure that in the event of changes to process characteristics or product formulation including rework and/or packaging material, the food safety and product quality requirements are complied with. Labelling shall be reviewed and adapted when necessary.</p>

4.4 Purchasing	
4.4.1	The company shall control purchasing processes to ensure that all externally sourced raw materials, semi-finished products, packaging and services, which have an impact on food safety and product quality, conform to defined requirements.
4.4.2	There shall be a procedure for approval and monitoring of suppliers (internal and external). The approval and monitoring procedure shall contain clear assessment criteria such as: -audits performed by experienced and competent person , -certificates of analyses, -supplier reliability, -complaints, -required performance standards.
4.4.3	The results of suppliers' assessments shall be reviewed regularly and this review shall be justified by risk assessment . There shall be records of the reviews and of the actions taken as a consequence of assessment.
4.4.4	The purchased raw material, semi-finished products and packaging material shall be checked in accordance with the existing specifications and, justified by risk assessment, with their authenticity . The schedule of these checks shall, as a minimum, take into account the following criteria; defined food safety and product quality risks . The frequency and/or extent of sampling shall be based on: -the impact of the raw material, semi-finished product and packaging material on the finished product -the supplier's status.
4.4.5	The purchased services shall be checked in accordance with the existing specifications. The schedule of these checks shall at least take into account the following items: - defined service requirements, -supplier status (according to its assessment), -impact of the service on the finished product.
4.4.6	Where a company chooses to outsource a part of product processing or primary packing and labelling, the company shall ensure control over such processes to ensure that food safety and product quality is not compromised. Control of such outsourced processes shall be identified and documented. There shall be evidence that when required the customer has been informed and has agreed to such outsourced process.

4.4.7	There shall be a written contract covering the outsourced processes and describing any arrangements made in connection with it, including in-process controls, sampling and analyses.
4.4.8	The company shall approve the supplier of the outsourced processes through: - certification to IFS Food Safety or other GFSI-recognized certification program or - documented supplier audit, performed by experienced and competent person, considering at least requirements for Food safety, product quality and authenticity.
4.5 Product packaging	
4.5.1	Based on hazard analysis, assessment of associated risks and intended use, the company shall define the key parameters for the packaging material in detailed specifications complying with the current relevant legislation and other relevant risks or hazards. The company shall check and verify the suitability of the consumer unit packaging material for each relevant product such as: -organoleptic tests, -storage tests, -chemical analysis, -migration test results, -existing functional barriers.
4.5.2	For all packaging material which could have an impact on products, certificates of conformity shall exist which attest conformance with current regulatory requirements. In the event that no specific regulatory requirements are applicable, evidence shall be available to demonstrate that packaging material is suitable for use. This applies for packaging material which could have an influence on raw materials, semi-processed and finished products
4.5.3	The company shall ensure that the packing and labelling used correspond to the product being packed and comply with agreed customer product specifications. This shall be regularly checked and documented.
4.6 Factory location	
4.6.1	The company shall investigate to what extent the factory environment (e.g. ground, air) may have an adverse impact on food safety and product quality. Where it is established product safety and/or quality could be compromised, appropriate control measures shall be established. The effectiveness of the established measures shall be periodically reviewed (examples: extremely dusty air, strong smells).

4.7 Factory Exterior	
4.7.1.	All external areas of the factory shall be maintained in good condition: clean and tidy . Where natural drainage is inadequate, a suitable drainage system shall be installed.
4.7.2	Outdoor storage shall be kept to a minimum. Where goods are stored outside it shall be justified by risk assessment in order to ensure that there is no risk of contamination or adverse effect on quality and food safety.
4.8 Plant Layout and Process Flows	
4.8.1	A site map covering all buildings of the facility shall be available. Plans shall be in place clearly describing process flows of : <ul style="list-style-type: none"> - finished products - packaging materials - raw materials - waste - personnel - water
4.8.2	The process flow, from receipt of goods to dispatch, established, reviewed and where necessary, modified to ensure that the risk of microbiological, chemical, physical contamination of raw materials, packing, semi-processed and finished products is avoided. The risk of cross-contamination shall be minimised through effective measures.
4.8.3	In case of microbiological, chemical, physical sensitive production areas, justified by risk assessment , these shall be designed and operated to ensure product safety is not compromised.
4.8.4	Laboratory facilities and in-process controls shall not affect the product safety.
4.9 Production and Storage Premises	
4.9.1 Constructional requirements	
4.9.1.1	Premises where food products are prepared, treated, processed and stored shall be designed and constructed so that food safety is ensured.
4.9.2 Walls	
4.9.2.1	Walls shall be designed and constructed to prevent the accumulation of dirt, to reduce condensation and mould growth, and to facilitate cleaning.

4.9.2.2	The surfaces of walls shall be in a good condition and easy to clean; they shall be impervious and wear-resistant in order to minimize the risks of product contamination.
4.9.2.3	The junctions between walls, floors and ceilings shall be designed to facilitate cleaning.
4.9.3 Floors	
4.9.3.1	Floor covering shall be designed to meet production requirements and shall be in good condition and easy to clean. Surfaces shall be impervious and wear-resistant.
4.9.3.2	The hygienic disposal of water and other liquids shall be ensured. Drainage systems shall be easy to clean and designed to minimise the risk of product contamination for example: -ingress of pests, -transmission of odour or contaminants into sensitive areas
4.9.3.3	Water or other liquids shall reach drainage without difficulties, using appropriate measures. Puddles shall be avoided.
4.9.3.4	In food handling areas, machinery and piping shall be arranged so that waste water, if possible, goes directly into a drain.
4.9.4 Ceilings/Overheads	
4.9.4.1	Ceilings (or, where no ceilings exist, the inside of roofs) and overhead fixtures (incl. piping, cableway, lamps etc.) shall be constructed to minimise the accumulation of dirt and condensate and shall not pose any risk of physical and/or microbiological contamination.
4.9.4.2	Where false ceilings are used, an access to the void shall be provided in order to facilitate cleaning, maintenance and inspections for pest control.
4.9.5 Windows and other openings	
4.9.5.1	Windows and other openings shall be designed and constructed to avoid the accumulation of dirt and shall be maintained in good condition.
4.9.5.2	Where there is risk of contamination, windows and roof glazing shall remain closed and fixed during production.

4.9.5.3	Where windows and roof glazing are designed to be opened for ventilation purposes, they shall be fitted with easily removable, good condition pest screens or other measures in order to avoid any contamination.
4.9.5.4	In areas where unpackaged product is handled, windows shall be protected against breakage.
4.9.6 Doors and gates	
4.9.6.1	Doors and gates shall be in good condition and easy to clean. They shall be constructed of non-absorbent materials in order to avoid: -splintering parts, -flaking paints, -corrosions
4.9.6.2	External doors and gates shall be constructed to prevent the ingress of pests; they shall be self-closing unless non-essentiality is justified by risk assessment.
4.9.6.3	Plastic strip curtains, separating the internal areas, shall be in good condition and easy to clean.
4.9.7 Lighting	
4.9.7.1	All production, storage, intake and dispatch working areas shall have adequate lighting light levels.
4.9.8 Air conditioning/Ventilation	
4.9.8.1	Adequate natural and/or artificial ventilation shall be in place in all areas.
4.9.8.2	If ventilation equipment are installed, filters and other components shall be easily accessible, checked, cleaned or replaced as necessary.
4.9.8.3	Air conditioning equipment and artificially generated airflow shall not compromise product safety or quality.
4.9.8.4	Dust extraction equipment shall be installed in areas where considerable amounts of dust are generated.

4.9.9 Water	
4.9.9.1	Water which is used as ingredient in the production process, or for cleaning, shall be of potable quality at the point of use and supplied in sufficient quantity; this also applies to steam and ice used within the production area.
4.9.9.2	Recycled water which is used in the process shall not pose a contamination risk.
4.9.9.3	The quality of water (including recycled water), steam or ice shall be monitored following a hazard analysis and assessment of associated risk sampling plan.
4.9.9.4	Non-potable water shall be transported in separate, properly marked piping. Such piping shall not be connected to the drinking water system, or allow the possibility of reflux to contaminate potable water sources or the factory environment.
4.9.10 Compressed air and gases	
4.9.10.1	The quality of compressed air that comes in direct contact with food or primary packaging material shall be monitored based on hazard analysis and assessment of associated risks. If gases are used they shall demonstrate adequate quality by declaration of conformance and be suitable for the intended use.
4.9.10.2	Compressed air shall not pose a risk of contamination.
4.10 Cleaning and disinfection	
4.10.1	Justified by risk assessment , cleaning and disinfection schedules shall be available and implemented. These shall specify: <ul style="list-style-type: none"> - objectives - responsibilities - the products used and their instructions for use - dosing of the cleaning and disinfection chemicals - the areas to be cleaned and/ or disinfected - cleaning frequency - documentation requirements - hazard symbols (if necessary).
4.10.2	Cleaning and disinfection shall result in effectively cleaned premises, facilities, and equipment. Applied methods shall be adequately implemented, documented and monitored .

4.10.3	Monitoring records for cleaning and disinfection shall be available.
4.10.4	Only qualified personnel shall be allowed to undertake cleaning and disinfection. The personnel shall be trained and retrained to carry out the cleaning schedules.
4.10.5	Based on hazard analysis and assessment of associated risks, the effectiveness of the cleaning and disinfection measures, shall be verified. The verification shall be based on an appropriate sampling schedule considering : <ul style="list-style-type: none"> - visual inspection - rapid testing - analytical testing methods Resultant corrective actions shall be documented.
4.10.6	Cleaning and disinfection schedules shall be reviewed and modified, if necessary, in the event of a change to product, process or cleaning equipment.
4.10.7	The intended use of cleaning utensils shall be clearly identified. Cleaning utensils shall be used in a way to avoid contamination.
4.10.8	Safety Datasheets and instructions for use shall be available for chemicals and cleaning agents. Personnel responsible for cleaning shall be able to demonstrate their knowledge of such instructions, which shall be always available on site.
4.10.9	Cleaning chemicals shall be clearly labelled, used and stored appropriately, to avoid contamination.
4.10.10	Cleaning activities shall be carried out in periods of non-production. If this is not possible, these operations shall be controlled as to not affect the product.
4.10.11	Where a company hires a third-party service provider for cleaning and disinfection activities, all requirements specified above shall be clearly defined in the service contract.
4.11 Waste Management	
4.11.1	A waste management procedure shall be in place to avoid cross contamination.
4.11.2	All current local legal requirements for waste disposal shall be met.

4.11.3	Food waste and other waste shall be removed as quickly as possible from areas where food is handled. The accumulation of waste shall be avoided.
4.11.4	Waste collection containers shall be clearly marked, suitably designed, in good state of repair, easy to clean, and where necessary disinfected.
4.11.5	If a company decides to separate food waste and to reintroduce food waste into the feed supply chain, then adequate measures or procedures shall be implemented to prevent a contamination or deterioration of this material.
4.11.6	Waste shall be collected in separate containers in accordance with the intended means of disposal. Such waste shall be disposed by authorised third parties only. Records of waste disposal shall be kept by the company.
4.12 Foreign Material Risk Mitigation	
4.12.1	<p>The product being processed shall be protected against physical contamination such as:</p> <ul style="list-style-type: none"> - environmental contaminants, - oils or dripping liquids from machinery, - dust spills. <p>Special consideration shall be given to product contamination caused by :</p> <ul style="list-style-type: none"> - equipment and utensils, - pipes, - walkways, - platforms, - ladders. <p>In the event that for technological characteristics and needs this is not possible, appropriate control measures shall be defined and applied.</p>
4.12.2 KO	KO N° 6 Based on hazard analysis and assessment of associated risks, procedures shall be in place to avoid contamination with foreign material. Contaminated products shall be treated as non-conforming products.
4.12.3	Where metal and/ or other foreign material detectors are required, they shall be installed to ensure maximum efficiency of detection, in order to avoid subsequent contamination. Detectors shall be subjected to regular maintenance to avoid malfunction.
4.12.4	The adequate accuracy of all equipment and methods designed to detect and/ or eliminate foreign material, shall be specified. Checks of proper function of this equipment shall be carried out regularly. In case of malfunction or failure, corrections and corrective actions shall be defined, implemented and documented.

4.12.5	Potentially contaminated products shall be isolated. Access and actions for further handling or checking for these isolated products shall be carried out only by authorised personnel according to defined procedures. After this check, contaminated products shall be treated as non-conforming products.
4.12.6	In areas where raw materials, semi processed and finished product are handled the use of glass and/or brittle material shall be excluded; however where the presence of glass and/or brittle material cannot be avoided, the risk shall be controlled and the glass and/or brittle material shall be clean and pose no risk to product safety.
4.12.7	Based on hazard analysis and assessment of associated risks, preventive measures shall be in place for handling of glass packaging, glass containers or other kinds of containers in the production process (turn over, blow, rinse, etc.). After this process step there shall be no further risk of contamination.
4.12.8	Procedures shall be in place describing the measures to be taken in case of breakage of glass and/ or brittle material. Such measures shall include identifying the scope of goods to be isolated, specifying authorised personnel, cleaning the production environment and release of production line for continued production.
4.12.9	Breakages of glass and brittle material shall be recorded. Exceptions shall be justified and documented.
4.12.10	Where visual inspection is used to detect foreign material, the employees shall be trained and operative change shall be performed at an appropriate frequency to maximise effectiveness of process
4.12.11	In areas where raw materials, semi-processed and finished product are handled the use of wood shall be excluded; however where the presence of wood cannot be avoided, the risk shall be controlled and the wood shall be clean and pose no risk to product safety.
4.13 Pest monitoring and control	
4.13.1	Site infrastructure and operation should be built and designed in order to prevent pest infestation.
4.13.2	The company shall have adequate pest control measures in place which are in compliance with local legal requirements, taking into account, as a minimum: <ul style="list-style-type: none"> - the factory environment (potential pests) - type of raw material/finished products - site plan with area for application (bait map) - constructional designs susceptible for pest activity, such as ceilings, cellars, pipes, corners

	<ul style="list-style-type: none"> - identification of the baits on site - responsibilities, in-house/ external - used agents and their instructions for use and safety - the frequency of inspections - rented storages if applicable <p>The pest control measures shall be based on hazard analysis and assessment of associated risks.</p>
4.13.3	<p>Where a company hires a third-party service provider for pest control, all requirements specified above shall be clearly defined in the service contract. A person of the company shall be appointed and trained to monitor the pest control measures.</p> <p>Even if the pest control service is outsourced the responsibility of the necessary actions remains within the company. This includes ongoing supervisory pest activity.</p>
4.13.4	<p>Pest control inspection and resulting actions shall be documented. Implementation of actions shall be monitored and recorded.</p> <p>Any infestation shall be documented and control measures taken.</p>
4.13.5	<p>Baits, traps and insect exterminators shall be fully functioning, be in sufficient numbers, designed for purpose, placed in appropriate position and used in a way as not to cause any contamination risk.</p>
4.13.6	<p>Incoming deliveries shall be inspected on arrival for the presence of pests. Any finding shall be recorded.</p>
4.13.7	<p>The effectiveness of the pest control measures shall be monitored including current trend analysis, to allow timely appropriate actions. Records of this monitoring shall be available.</p>
<p>4.14 Receipt and Storage of Goods</p>	
4.14.1	<p>All incoming goods, including packaging materials and labels, shall be checked for conformity against specifications and to a determined inspection plan. The inspection plan shall be justified by risk assessment. Records of those inspections shall be available.</p>
4.14.2	<p>The storage conditions of raw materials, semi-processed, finished products and packaging shall correspond to product specification and shall not have a negative impact on other products.</p>
4.14.3	<p>Raw materials, packaging, semi-processed and finished products shall be stored so as to minimise the risk of contamination or other negative impacts.</p>

4.14.4	Appropriate storage facilities shall be available for the management and storage of working materials, process aids, and additives. The personnel responsible for the management of storage facilities shall be trained.
4.14.5	All products shall be clearly identified. Use of products shall be undertaken in accordance with the principles of First In/ First Out and/ or First Expired/ First Out.
4.14.6	Where a company hires a third-party storage service provider, the service provider shall be certified according to IFS Logistics or any other GFSI recognized certification program covering the respective scope of activity. If not , all relevant requirements equivalent to the company's own warehousing practices shall be fulfilled and this shall be clearly defined in the respective contract.
4.15 Transport	
4.15.1	<p>The conditions inside the vehicle such as:</p> <ul style="list-style-type: none"> - absence of strange smells, - high dust load, - adverse humidity, - pests, - mould <p>shall be checked before loading and documented to ensure compliance to the specified conditions.</p>
4.15.2	Where goods must be transported at certain temperatures, before loading, the temperature inside the vehicle shall be checked and documented.
4.15.3	Procedures to prevent contamination during transport, including loading and unloading, shall be in place. This shall consider different categories of goods (food/ non-food).
4.15.4	Where goods shall be transported at certain temperatures, maintaining the adequate range of temperatures during transport shall be ensured and documented.
4.15.5	Adequate hygienic requirements for all transport vehicles and equipment used for loading/unloading (e.g. hoses of silo installations) shall exist. There shall be records of the measures taken
4.15.6	<p>The loading area shall be appropriate for its intended use. It shall be constructed in a way that:</p> <ul style="list-style-type: none"> - mitigate the risk of pest intake, - products are protected from rain, - accumulation of waste is avoided,

	<ul style="list-style-type: none"> – condensation and formation of mould growth is prevented, – cleaning can be easily undertaken.
4.15.7	Where a company hires a third-party transport service provider, the service provider shall be certified according to IFS Logistics or any other GFSI recognized certification program covering the respective scope of activity. If not, all relevant requirements equivalent to the company's own transport practices shall be fulfilled and this shall be clearly defined in the respective contract.
4.16 Maintenance and Repair	
4.16.1	An adequate plan of maintenance shall be in place, maintained and documented, covering all critical equipment (incl. transport) for compliance with product requirements. This applies both for internal maintenance activities and service providers. The plan shall include responsibilities, priorities and due dates.
4.16.2	Product requirements and prevention of contamination shall be ensured during and after maintenance and repair work. Records of maintenance and repair work shall be kept.
4.16.3	All materials used for maintenance and repair shall be fit for the intended use and shall not pose a risk of contamination.
4.16.4	Failures and malfunctions of plant and equipment (incl. transport) essential for food safety and quality shall be notified, documented and reviewed in order to carry out timely actions and to improve the maintenance system.
4.16.5	Temporary repairs shall be carried out so that food safety and product quality is not compromised. Such work shall be documented and a short-term deadline set for eliminating the fault.
4.16.6	Where a company hires a third-party maintenance and repair service provider, all the company specified requirements regarding material, equipment and operational rules shall be clearly defined, documented and maintained, in order to prevent any product contamination.

4.17 Equipment	
4.17.1	Equipment shall be suitably designed and specified for the intended use. Before commissioning, it shall be verified that the product requirements are complied with.
4.17.2	For all equipment and utensils with direct food contact, certificates of conformity shall be in place , which confirm compliance with regulatory requirements. In case no specific regulatory requirements are in place , evidence shall be available such as : <ul style="list-style-type: none"> - certificate of conformity, - technical specification, - manufacturer's self-declaration shall be available to demonstrate that they are suitable for the intended use.
4.17.3	Equipment shall be located so that cleaning and maintenance operations can be effectively performed.
4.17.4	The company shall ensure that all product equipment is in a condition that shall not compromise food safety and product quality.
4.17.5	The company shall ensure that in the event of changes to equipment, process characteristics are reviewed in order to assure that product requirements as agreed with the customer are complied with.
4.18 Traceability	
4.18.1 KO	KO N° 7: A traceability system shall be in place which enables the identification of product lots and their relation to batches of raw materials, packaging in direct contact with food, packaging intended or expected to be in direct contact with food. The traceability system shall incorporate all relevant records of: <ul style="list-style-type: none"> - receiving, - processing, - use of rework, - distribution. Traceability shall be ensured and documented until delivery to the customer.
4.18.2	The traceability system shall be tested on a periodic basis - at least annually and each time traceability system changes. The test samples shall represent the complexity of the company's products range. The test records shall verify upstream and downstream traceability (from delivered products to raw materials, and vice versa). The traceability of finished product shall be performed within four (4) hours maximum.

4.18.3	Test results, including timeframe of obtaining the information, shall be recorded, and where necessary acted upon. The objective for timeframe shall be defined and shall be in compliance with customer requirements.
4.18.4	The traceability shall identify the relationship between batches of final products and their labels.
4.18.5	Traceability shall be ensured at all stages, including work in progress, post treatment and rework.
4.18.6	Labelling of semi-finished or finished product lots shall be made at the time when the goods are directly packed to ensure a clear traceability of goods. Where goods are labelled at a later time, the temporarily stored goods shall have been provided with a specific lot labelling. The shelf life (e.g. best before date) of the labelled goods shall be established from the original production batch.
4.18.7	If required by customer, identified samples representative for the manufacturing lot or batch number shall be stored appropriately and kept until expiration of the "Use by" or "Best before date" of the finished product and if necessary for a determined period beyond this date.
4.19 Allergen Risk Mitigation	
4.19.1	Raw material specifications identifying allergens requiring declaration that are relevant to the country of sale of the finished product shall be available. The company shall maintain a continuously up to date listing of all raw materials containing allergens used at its premises, which also identifies all blends and formulas to which such raw materials containing allergens are added.
4.19.2	Based on hazard analysis and assessment of associated risk, preventive and control measures shall be in place from receipt to dispatch, to ensure that potential cross contamination of products by allergens is minimised. The potential risk of cross contamination referring to: -transport, -storage, -raw material, shall be considered. Control measures shall be verified.
4.19.3	Finished products containing allergens requiring declaration shall be declared in accordance with current legal requirements. For the adventitious or technically unavoidable presence, the labelling of legally declared allergens and traces shall be based on hazard analysis and assessment of associated risks. This shall also take into consideration the impact of raw materials processed in the company on the final product labelling.

4.20 Food Fraud	
4.20.1	The responsibility for food fraud vulnerability assessment and mitigation plan shall be clearly defined. Those responsible shall have the appropriate specific knowledge, and have the full commitment from the senior management.
4.20.2	A documented food fraud vulnerability assessment shall be undertaken on all raw materials, ingredients, packaging material and outsourced processes, to determine the risk of fraudulent activity in relation to substitution, mislabelling, adulteration or counterfeiting. The criteria considered within the vulnerability assessment shall be defined.
4.20.3	A documented food fraud mitigation plan shall be developed, with reference to the vulnerability assessment, and implemented to control any identified risk. The methods of control and monitoring shall be defined and implemented.
4.20.4	The food fraud vulnerability assessment shall be regularly reviewed, at least annually, and/or in the event of increased risk . If necessary the food fraud mitigation plan shall be revised/updated.
5 Measurements, Analysis, Improvements	
5.1 Internal Audits and Inspections	
5.1.1 KO	KO N° 8: The company shall have in place an effective internal audit program and shall cover at least all requirements of the IFS Standard. Scope and frequency of internal audits shall be determined and justified by risk assessment. The internal audit program shall also be applicable for off-site storage locations owned or rented by the company.
5.1.2	Internal audits of activities which are critical to food safety and product quality shall be carried out at least once a year. Activities with no impact on product safety and quality shall be audited at least once every three years.
5.1.3	The auditors shall be competent and independent from the audited department.
5.1.4	Internal audit results shall be communicated to the senior management and to persons responsible for the concerned activities . Necessary corrections and corrective actions and a schedule for implementation shall be determined, documented and communicated to the relevant person. All corrections and corrective actions resulting from the internal audits shall be verified.

5.2 Site Factory Inspections

5.2.1	<p>Site and factory inspections shall be planned and carried out for topics such as:</p> <ul style="list-style-type: none">- constructional status of production and storage premises,- external areas,- product control in processing,- hygiene in processing and infrastructure,- foreign material hazards,- personnel hygiene <p>The frequency of inspections shall be justified by risk assessment and on the history of previous experience.</p>
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5.3 Process validation and control

5.3.1	<p>The criteria for process validation and control shall be clearly defined. Where the control of process and working environment parameters (temperature, time, pressure, chemical properties, etc.) is essential to ensure the food safety and product quality requirements, such parameters shall be monitored and recorded continuously and/ or at appropriate intervals.</p>
5.3.2	<p>All rework operations shall be validated, monitored and documented. These operations shall not affect the food safety and product quality requirements.</p>
5.3.3	<p>There shall be procedures for prompt notification, recording and monitoring of equipment malfunction and process deviations.</p>
5.3.4	<p>Process validation shall be performed using the collected data that is relevant for food safety and the processes. If substantial modifications occur, a revalidation shall be carried out.</p>

5.4 Calibration, Adjustment and Checking of Measuring and Monitoring Devices

5.4.1	<p>The company shall identify and record the measuring and monitoring devices required to ensure compliance with food safety and product quality requirements. Their calibration status shall be recorded. Measuring and monitoring devices shall be legally approved if required by regulatory requirements.</p>
5.4.2	<p>All measuring devices shall be checked, adjusted and calibrated, under a monitoring system, at specified intervals, in accordance with defined recognised standard/ methods and within relevant limits of the process parameters values. The results of the checks, adjustments and calibrations shall be documented.</p>

5.4.3	All measuring devices shall be used exclusively for their defined purpose. Where the results of measurements or the status of the device indicate a malfunction, the device in question shall be immediately repaired or replaced. Where necessary, corrective actions on processes and products shall be carried out.
5.5 Quantity Control Monitoring	
5.5.1	The company shall have defined compliance criteria for lot quantity checking. A frequency and a methodology of quantity checking shall be in place so that the regulatory requirements of the country of destination and customer specifications are met.
5.5.2	Checks shall be implemented and recorded, according to a sampling plan which ensures a proper representation of the manufacturing lot. Results of these checks shall be compliant with defined criteria for all products ready to be delivered.
5.6 Product and Process Analysis	
5.6.1	Testing plans, for internal and external analysis shall be justified by risk assessment , to ensure product quality, safety, legal and specific customer requirements are met. The plans shall cover topics such as: <ul style="list-style-type: none"> - raw materials, - semi-processed products, - finished products, - packaging materials, - contact surface of processing equipment - relevant parameters for environmental control. All results of testing shall be recorded.
5.6.2	Analyses, which are relevant for food safety, shall preferably be performed by laboratories having appropriate accredited programs/ methods (ISO 17025). If the analyses are performed by a factory internal or a laboratory not having appropriate accredited programs/ methods, the results shall be verified on a regular basis by laboratories accredited on these programs/ methods (ISO 17025).
5.6.3	Procedures shall exist which ensure the reliability of the internal analyses results on the basis of official recognised analysis methods. This shall be demonstrated by ring tests or other proficiency tests.
5.6.4	Results of analyses shall be evaluated promptly by competent personnel . Appropriate corrective measures shall be undertaken for any unsatisfactory results. The analytical results shall be reviewed regularly in order to identify trends and where necessary corrective actions to be taken.

5.6.5	Where internal analyses or controls are undertaken these shall be carried out in accordance to defined procedures, in defined areas or laboratories, by trained and approved personnel, using appropriate equipment.
5.6.6	For verification of finished product quality, internal organoleptic tests shall be carried out regularly. These tests shall be in accordance with specifications and related to the impact on respective parameters of product characteristic. The results of these tests shall be documented.
5.6.7	The testing plan shall be updated based on results, changes in legislation and/or regulatory requirements or issues that may have an impact on product safety, quality or legality.
5.7 Product Release	
5.7.1	A procedure shall be in place, justified by risk assessment, for the quarantine (blocking/hold). The procedure shall ensure that only raw materials, semi-processed and finished products and packaging materials conforming to product requirements are processed and dispatched.
5.8 Management of Complaints from Authorities and Customers	
5.8.1	A procedure shall be in place for the management of product complaints.
5.8.2	All complaints shall be registered, accessible and assessed by competent staff. Where it is justified appropriate actions shall be taken immediately, if necessary.
5.8.3	Complaints shall be analysed with a view to implementing appropriate actions which avoid the recurrence of the non-conformity.
5.8.4	The results of complaint data analysis shall be made available to the relevant responsible persons.
5.9 Management of incidents, product withdrawal, product recall	
5.9.1	<p>A procedure shall be in place for management of incidents and potential emergency situations having an impact on food safety, legality and quality. It shall include, as a minimum:</p> <ul style="list-style-type: none"> - the decision making process, - a contact to initiate the incident management process in a timely manner, <p>A person authorized by the company, who has the authority to initiate the incident management process, shall be permanently available.</p> <ul style="list-style-type: none"> - the nomination and training of an incident management team, - an up to date alert contact list including customer information, sources of legal advice, contacts availability,

	-a communication plan including authorities . The procedure shall be fully maintained.
5.9.2 KO	KO N° 9: There shall be an effective procedure for the withdrawal and/or the recall of all products. This procedure shall include a clear assignment of responsibilities and comprehensive information policy considering customers and consumers.
5.9.3	The management procedure of incidents, product withdrawal/ recall, shall be subject to regular internal testing, at least once a year. This testing shall be carried out in a manner to ensure the effective implementation and operation of the full process procedure. This test shall include the verification of the currency of contact data.
5.10 Management of non-conformities and non-conforming products	
5.10.1	A procedure shall be in place for the management of all non-conforming raw materials, semi-finished products, finished products, processing equipment and packaging materials. This shall include, as a minimum: - defined responsibilities - isolation/ quarantine procedures - risk assessment - identification including labelling - decision about the further usage like release, rework/post treatment, blocking, quarantine, rejection/disposal.
5.10.2	The procedure for the management of non-conforming products shall be understood and applied by all relevant employees.
5.10.3	Where non-conformities are identified , immediate actions shall be taken to ensure that food safety and product quality requirements are complied with.
5.10.4	Finished products (including packaging) out of specification shall not be placed into the market under the label concerned unless a written approval of the brand owner is available.
5.11 Corrective Actions	
5.11.1	A procedure shall be in place for the recording and analysis of non-conformities and non-conforming products , with the objective to avoid recurrences by preventive and/or corrective actions. This may include a root cause analysis.
5.11.2 KO	KO N° 10: Corrective actions shall be clearly formulated, documented and undertaken, as soon as possible to avoid further occurrence of non-conformity. The responsibilities and the timescales for corrective actions shall be clearly defined.

5.11.3	The effectiveness of the implemented corrective actions shall be assessed and the result of the assessment documented.
6 Food Defense Plan	
6.1.1	The responsibility for food defense plan shall be clearly defined. Those responsible shall have the appropriate specific knowledge, training, have the full commitment from the senior management.
6.1.2	<p>A food defense plan shall be developed based on probability and implemented in relation to assessed threats. This shall include:</p> <ul style="list-style-type: none"> - legal requirements, - identification of critical areas or practices and policy on access by employees, - visitors and contractors, - all other appropriate control measures. <p>The food defense plan shall be reviewed as appropriate and updated at least annually.</p>
6.1.3	The test of the effectiveness of food defense plan and the related control measures shall be included in the internal audit and inspection plan
6.1.4	A documented procedure shall exist for managing external inspections and regulatory visits. Relevant personnel shall be trained to execute the procedure.

PART 3 Requirements for Accreditation Bodies, Certification Bodies and Auditors

IFS Accreditation and Certification Process

Introduction

IFS Certification is a product and process certification. All bodies involved shall comply with the international rules and IFS specific requirements described in this document. Part 3 of the IFS Standard deals mainly with accreditation bodies, certification bodies and auditors.

1 Requirements for the Accreditation Bodies

1.1 General requirements

The accreditation bodies shall fulfil the requirements of the ISO/IEC 17011 norm “Conformity assessment – General requirement for Accreditation Bodies accrediting conformity assessment bodies”, and shall have signed the MLA (Multilateral Agreement) for Product Certification of the EA (European co-operation for Accreditation) or IAF (International Accreditation Forum).

In order to ensure interactive communication, the accreditation body shall appoint an IFS Contact Person within their organisation.

1.2 The training of the accreditation committee (or competent person)

In general, all accreditation body personnel engaged in IFS Accreditation Activity shall have sufficient knowledge of the IFS Food Scheme, the related normative documents and the food industry.

Decisions on accreditation can only be made following the recommendation of a competent person or accreditation committee. The person in charge, or at least one member of the accreditation committee, shall have taken part in an IFS Training Session (“Train the Trainer” course (TTT)) – organised by IFS or shall be able to demonstrate the equivalent level of knowledge as confirmed by IFS. In the case of a committee, the trained person provides the

other members of the accreditation committee with the necessary information. This information is based on the main points of the “Train the Trainer” course with the main emphasis on Part 1 (IFS Audit protocol), Part 3 (requirements for accreditation bodies, certification bodies and auditors), Part 4 (audit report, certificate), **IFS Food Doctrine** and the auditors’ examination process for IFS.

1.3 Competences of the assessor(s) of the accreditation body

The assessor(s) of the accreditation bodies is/are responsible for the following:

- accompanying IFS Food Auditors during registered IFS Food Audits (witness assessment),
- assessing the head office of the certification body (head office assessment) according to the ISO/IEC 17065 norm and IFS-specific Requirements.

In general, the assessor(s) shall have working knowledge of ISO/IEC 17065 norm and the IFS Normative Documents (Standard and Doctrine). The person at the AB who is responsible for IFS Schemes can participate in IFS official Trainings/ CB Conference / AB meeting to train assessors internally.

Witness assessors shall, at a minimum:

- be able to demonstrate an equivalent knowledge level as confirmed by IFS (e.g. via taking part in yearly IFS CB Conference, Calibration Training, Train the Trainer; witness assessors can also be internally trained by AB leader who has taken part in the IFS Training(s)/CB conference)
- Have taken part in an HACCP course,
- Have a minimum of two (2) years’ experience in the food industry sector.

Head office assessors shall, at a minimum:

- Have detailed knowledge of the current version of the IFS Food Standard.
- Have detailed knowledge of the related normative documents.

1.4 Frequency of the assessments of certification bodies

For initial assessment, a head office assessment (with review of at least one full IFS Food Certification Process) and at least one witness assessment shall be performed.

The certification body is allowed to perform a maximum of 10 IFS Food Audits and to operate for a maximum of one year before achieving the IFS Food Accreditation. In this case, at least one of the audits shall be assessed by the accreditation body (witness assessment) and all audits (including at least one full certification process) shall be reviewed by the accreditation body during the initial head office assessment. For renewal assessment, a head office assessment (with review of at least one full certification process) and one witness assessment shall be performed.

During the surveillance of the accreditation cycle:

- A minimum of one (1) head office assessment a year,
- A minimum of one (1) witness assessment shall take place every two (2) years.

Note: a flexibility of three (3) months at the maximum can be allowed for the interval between two (2) assessments, according to the accreditation body rules.

During head office assessments for IFS Food the following documentation shall be sampled and assessed, at minimum:

- For certification bodies with up to 200 certificates at least three (3) site files of delivered audits,
- For certification bodies with more than 200 certificates at least five (5) site files of delivered audits,
- For certification bodies with up to 10 auditors at least three (3) auditor files
- For certification bodies more than 10 auditors at least five (5) auditor files

The use of non-exclusive auditors shall be adequately addressed in the sample of auditor files.

For consecutive witness assessments, the accreditation body shall, wherever possible, select two (2) different IFS Food Auditors of the certification body in order to cover different scopes.

1.5 Accreditation of an internationally active certification body

The head office assessments and the witness assessments shall cover the typical activities (including international activities and critical locations) of the certification body. If the accreditation body subcontracts an assessment, the subcontracted accreditation body shall be a signatory to the IAF MLA for ISO/IEC 17065. IAF MD 12:2016 Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries shall apply.

1.6 Conditions for recovering accreditation after withdrawal or suspension

In case the accreditation body decides to withdraw or suspend accreditation, certification bodies shall stop performing IFS Audits and issuing IFS Certificates. To recover accreditation after withdrawal, the same conditions as for initial assessment apply. In case of accreditation suspension, IFS and the accreditation body will jointly determine requirements to remove suspension.

2 Requirements for the Certification Bodies (CB)

Certification bodies intending to perform IFS Food Audits shall comply with the following rules.

2.1 Contract with the IFS Management GmbH

The certification body shall have signed a contract before it is authorised to perform any IFS Audits (including first assessment(s) during the accreditation process). The CB shall demonstrate that they are actively applying for ISO/IEC 17065 norm accreditation for IFS Food. As part of the contract, the CB is obliged to send at least one participant to the annual CB Conference. This person has to be either the IFS Scheme Manager, the approved IFS In-house Trainer or one of their officially assigned deputies and has to be fluent in English.

2.2 ISO/IEC 17065 norm IFS Accreditation Process

The certification body shall be accredited for IFS Food according to ISO/IEC 17065 norm by an IAF or EA recognised accreditation body. Certification bodies in process of accreditation of this standard to ISO/IEC 17065 norm **may organise a maximum of ten (10) audits** including the accreditation witness audit before having achieved accreditation status and all audits (including at least one full certification process) shall be reviewed by the accreditation body during the initial headquarter assessment.

Note: In case of withdrawal or suspension of **the ISO / IEC 17065** accreditation of the scope of IFS for the certification body, the whole certification process is stopped and the certification body is no longer allowed to issue any IFS Certificates. In particular, the certification body cannot issue IFS Certificates from the date of withdrawal or suspension, even for the audits which have been already performed but which are still in the certification process (review of the report, certification decision, etc.).

2.3 Complaints procedure

The certification body shall have documented procedures for the consideration and resolution of appeals against the results of an audit. These procedures shall be independent of the individual auditor and will be considered by senior management of the certification body. Appeals will be finalized within 20 working days of receiving information from the auditee.

The certification body shall have documented general procedures for handling complaints received from the companies and/or other relevant parties. An initial response will be given within ten (10) working days of receiving the complaint. A letter confirming receipt of the complaint will be issued within a maximum of five (5) working days. A full written response will be given after the completion of a full and thorough investigation into a complaint.

For the handling of complaints received by the IFS Offices, the basis for the complaint management is described in the IFS Framework Agreement with certification bodies:

- If the complaint relates to the quality of the content of IFS Audits or IFS Audit Reports, the IFS Offices require the certification body to provide a statement on the cause and the measures introduced to rectify the problem within two (2) weeks.
- If the complaint relates to administrative errors, e.g. in IFS Audit Reports, IFS Certificates or in the IFS Database, the IFS Offices ask the certification body to provide a statement and rectify the problem within one (1) week. The statement shall be issued in writing by email or post.

2.4. Certification decision

The decision concerning certification can only be made following the recommendation of a competent person or a certification committee (see the chart 1). Furthermore, the decision can only be made by a person different from the person who performed the audit.

Chart 1: functions and requirements related to certification decision process

Chart 1

Function	Profile / requirements	Further requirements
Technical report assessment (review)	by an IFS Food Auditor or by an IFS Food Reviewer	This shall not be the person who performed the audit. The review shall be documented.
Recommendation for a certification decision	by a person: IFS Food Auditor or Reviewer or by a committee: at least one (1) of the members of the certification committee shall be an IFS Food Auditor or reviewer	
Certification decision	The final certification decision shall be made by the certification body and the CB shall retain authority for its decisions relating to certification.	The certification decision is made following recommendation by a competent person or a certification committee. The decision shall be made by the certification body and there will be no involvement of the person who performed the audit.

2.5 Transfer of certification

In case one certification body decides to transfer its certification activities to another one, the new certification body shall verify all current IFS Certificates, in order to decide if further actions (e.g. withdrawal of recent certificates or additional IFS re-certification Audit) will be necessary.

2.6 Certification bodies' responsibilities for IFS Auditors, Reviewers, Trainers and Witness Auditors

The certification body is obliged to ensure compliance with ISO 17065 norm and the IFS Framework Agreement.

It is the responsibility of the certification body to ensure that processes are in place to monitor and maintain the competence of all auditors to the level required by the Standard. Certification bodies therefore have the following responsibilities:

- to manage witness audits (by accreditation bodies and/or by Integrity Program, CB's monitoring program and sign off audits),
- to ensure that the auditor **or the audit team** is competent for the **complete** scope of the audit and its execution and is able to apply relevant laws and regulations as well as the requirements of IFS and the certification body itself,
- to maintain auditor competences (continuous supervision by the certification body) and monitor audit execution of every auditor by an on-site witness audit at least once every two years (see more details in chapter 3.1.1.5, Part 3),
- **to witness an auditor when starting to perform IFS Audits for the CB. This witness audit can count as a regular monitoring audit so that the next regular monitoring audit will be due in the second year,**
- to ensure that the auditor acts impartially (e.g. not acting against IFS Rules, not having acted as a consultant or having had involvement with or acted on behalf of the company being audited during the previous two (2) years),
- to ensure that no auditor shall perform more than three (3) consecutive IFS Food Audits of the same production site (only applies for complete audits, irrespective of the time between them; follow up and extension audits are not concerned by this rule. **Audits that have been observed as a trainee, including AIP audits 1 to 9, are also not concerned by this rule,**
- to ensure that all auditors have a valid contract with the certification body,
- **to obtain a signed agreement from the auditor for each audit, which includes the statement:**
 1. **of compliance with all rules defined by CB including confidentiality and independence from commercial and other interests,**
 2. **of declaration in case of any association to the company being audited, present or within the last two (2) years and**
 3. **of revealing any conflict of interest,**
- to ensure that at least one member of the CB staff is responsible for CB in-house trainings. This approved IFS trainer has taken part in the TTT organised by IFS. **Note:** for a certification body which is starting IFS activities, the in-house training can be organised by IFS, on request,

- to organize 16 hours of in-house training for IFS Auditors and Reviewers per year for the purpose of sharing experience, calibration and updating knowledge of relevant legal requirements, etc. The trainer is responsible for the content of the training and shall lead at least part of the training course. Topics like legislation, auditing practices, food safety updates can be the same as for other food safety GFSI recognized schemes. The 16 hours training shall include at least one day of face-to-face meeting. The other eight 8 hours of training can be done either via face-to-face meeting or via online session(s), as long as it is dedicated to IFS. The signature list and the agenda of the training have to be available upon request,
- to be fully cognisant of the examination regulations provided by IFS available on the IFS Website,
- to ensure that the requirements of GFSI for CBs are fulfilled.

The certification body is responsible for choosing an auditor or an audit team with the corresponding product and tech scope(s), language, competence(s), etc. for each IFS Audit.

Every certification body shall have a minimum of one contracted auditor and one contracted reviewer, one approved IFS In-house trainer and an IFS responsible person (contact person for IFS). In case of changes, the CB should inform the IFS Office.

PUBLIC CONSULTATION

3 Requirements for IFS Food Auditors, Reviewers, Trainers and Witness Auditors

3.1 Specific roles and functions of Certification Body staff

3.1.1 Requirements for IFS Food Auditors

In general, IFS Auditors can work on an exclusive basis with only one certification body or on a non-exclusive basis for one or more certification bodies.

An exclusive auditor shall have submitted all relevant information about his/her competences to the certification body and the certification body shall have assessed and confirmed his/her competences before they register him/her as a new exclusive auditor in the IFS Auditor portal.

A non-exclusive auditor is fully responsible for his/her own application as IFS Auditor and shall register him-/herself as new non-exclusive auditor in the IFS Auditor portal. The competences of a new non-exclusive auditor are assessed directly by IFS Auditor management via the online CV.

3.1.1.1 Auditor approval process

In general, the auditor shall meet the requirements of chapters 7.2.2 and 7.2.3 of ISO 19011. Before applying for IFS Examinations, auditors taking the exclusive pathway shall have signed a contract with the certification body (see ISO/IEC 17065 Standard), including the requirements described under section 2.4. In the case of a non-exclusive auditor, the contract with one (or more) certification bodies can be signed after the IFS Examination. All auditors shall have signed the "General terms and licensing conditions of IFS Management for IFS Auditors" and the "Integrity Program rules for auditors".

3.1.1.2 General requirements for auditors when applying for IFS Examinations

Candidates applying to qualify as IFS Auditors shall meet the following minimum requirements and provide evidence with the application documents. The CV has to be submitted via the IFS Auditor portal.

a) Education

A food-related or bioscience degree (at a minimum a bachelor's degree or equivalent) or at least a successfully completed food-related higher professional education

b) Work experience

A minimum of three (3) years full-time professional experience related to the food industry including the following functions: Functions related to food production activities (e.g. quality assurance, food safety, R&D) in the food industry or in retail; food safety auditing and/or food safety inspection or enforcement. Experience from consultancy in relation to food production activities may be recognized as part of the work experience with a maximum of one year if it can be proven by customer contracts, invoices, orders or confirmations.

c) Qualifications

The applicant has to have:

- taken part in the IFS Lead Auditor Training Course or a recognised Management System Lead Assessor Course (e.g. IRCA) with a duration of at least 40 hours.
- taken part in a Food hygiene and HACCP training course (duration: at least 16 hours/ two (2) days).

d) General audit experience

A minimum of ten (10) complete food safety audits (GFSI recognized audits and/or recognized second party audits) shall have been performed by the auditor in the food processing industry during the previous five (5) years (according to the "Positive list of recognizable audit experience for IFS Food"). The audits shall have been carried out in different production sites.

e) Specific and practical knowledge per product scope and technology scope that auditors apply for

(see the ANNEX 3 for product and technology scopes)

For product scopes:

At least two (2) years professional experience in the food industry in relation to food processing activities for each applied product scope. Experience from consultancy related to food processing activities may be recognized as part of the work experience (at a maximum of one year) if it can be proven by customer contracts, invoices, orders or confirmations.

Or

At least ten (10) audits per scope, belonging to the following categories:

- Food safety GFSI recognised audits (of which trainee audits are also accepted if evidence of attendance is available),
- performed IFS Global Markets Food assessments (Intermediate Level or at least eight (8) hours assessment duration),
- performed second party audits including quality and food safety investigations with confirmed evidence (according to the “Positive list of recognizable audit experience for IFS Food”).

The auditor shall have participated in all steps of the audit (on-site audit, assessment and decision processes). Audits shall have been carried out in different production sites. No more than three (3) audits in the same production sites are accepted.

If professional work experience or audit experience alone are not sufficient to fulfil the requirement for the product scope, a combination of work and audit experience can be accepted (e.g. one (1) year of work experience plus 5 audits or equivalent combinations).

Note: approvals of scopes 7 (combined products) and 11 (pet food) are connected to other scopes. Further explanations are provided in the ANNEX 3.

For technology scopes:

At least two (2) years professional experience in the food industry in relation to food processing activities for each applied technology scope. Consultancy experience may be recognized as part of the work experience (at a maximum of one year) if it can be proven by customer contracts, invoices, orders or confirmations.

Or

At least five (5) audits per scope, belonging to the following categories:

- GFSI recognised food safety audits (of which trainee audits are also accepted if evidence of attendance is available),
- performed IFS Global Markets Food assessments (Intermediate Level or at least eight (8) hours assessment duration),
- performed second party audits including quality and food safety investigations with confirmed evidence (according to the list of recognized audits).

The auditor shall have participated in all steps of the audit (on-site audit, assessment and decision processes). Audits shall have been carried out in different production sites. Not more than two (2) audits in the same production sites are accepted.

If professional work experience or audit experience alone are not sufficient to fulfil the requirement for the technology scope, a combination of work and audit experience can be accepted (e.g. 1 year of work experience plus 3 audits or equivalent combinations).

f) Language

If the auditor wishes to perform audits in language(s) different to their mother tongue, they shall be able to provide evidence for fluency in this/these other language(s). The following evidences are accepted by IFS to validate a new language to be added to the auditor's profile:

- a language certificate comparable to the CEFR (Common European Framework of Reference for Languages) level B2 or higher
- or
- 2 years' work experience in the food sector in the respective country
- or
- At least ten (10) performed audits in the respective language (trainee audits are not accepted), that include reporting in this language without a translator
- or

For initial approval only: successful attendance at the general written and/or oral exam, without translator, for receiving the auditor approval in the respective language.

g) Initial IFS In-house training (2 days/ 16 hours)

The applicant has to have participated in an initial IFS in-house training organised by the certification body (based on the material provided by IFS, covering food-related legislation, food hygiene and given by an approved IFS in-house trainer) or in the respective initial training

organised by IFS. The initial in-house training should not have taken place more than one (1) year prior to the date of initial application for the IFS Exam.

If the auditor's CV does not meet the above-mentioned requirements, IFS may reject the auditor's examination application in part or in whole. For exclusive auditors, the CV of the auditor shall be confirmed by a person from the accredited CB. **Non-exclusive auditors have to confirm the correctness and completeness of their given data.**

Note: IFS Offices have the possibility to withdraw an IFS Auditor approval or not to accept them for the examination if the information provided in the CV is false.

3.1.1.3 IFS Examination Process

Auditors who comply with the requirements mentioned in chapters 3.1.1, Part 3 and have successfully passed the GFSI knowledge exam, can take part in an IFS Written Examination and, if successful, in the oral examination.

Note 1: According to the current GFSI benchmarking requirements, each candidate has to pass the GFSI post-farm knowledge exam before they can be approved for any GFSI benchmarked scheme, e.g. IFS. This exam can be taken with IFS or any other GFSI benchmarked scheme.

Note 2: Detailed regulation for examinations ("IFS Exam Regulation" document) and international IFS Examination Schedules are provided by IFS and are available on the IFS Website.

Upon successful completion of written and oral exams, the auditor shall be signed off during their first IFS Food Audit (see also glossary for sign off audit).

The auditor will be activated as an IFS Food Auditor in the IFS Database once the evidence of the performed sign off audit has been approved by IFS. A personal IFS Auditor Certificate is issued for the activated auditor. Starting from the day of activation, the auditor is allowed to perform IFS Food Audits for the product and technology scopes they have been authorised for by IFS Offices. The certificate validity period runs from the date of the passed oral exam until the end of the second calendar year, irrespective of the date of activation as IFS Auditor.

Example:

If an auditor passes the oral exam on 20.10.2020, the certificate will be valid until 31.12.2022.

The IFS Auditor Certificate mentions the duration of validity, product and technology scopes and the auditor's languages.

3.1.1.4 Specific training program for “Auditors in Progress” (“AIP”)

If a candidate has no auditing experience as of yet but fulfils all other requirements of 3.1.1.2 except “d)”, they can take part in the training program for “auditors in progress”.

In this case, the candidate shall pass the IFS Exams before participating in an adjusted program for gaining audit experience. This program is only possible for exclusive auditors.

However, an auditor can start the application process as a non-exclusive auditor without having the required general audit experience. After having passed the exams, they have to switch to the exclusive approach to be able to complete the AIP program for gaining audit experience under the responsibility of one CB.

All other rules for auditors in the standards are not affected and shall be fulfilled.

Step 1: Curriculum Vitae and further qualification

A complete CV has to be filled in online via the IFS Auditor Portal. Information regarding all requirements of 3.1.1.2 has to be given, except for d) General audit experience

Step 2: Exams

Written and oral exams have to be passed. The candidate then becomes an “IFS Auditor in Progress”.

Step 3: Auditing experience 1-9

The “Auditor in Progress” must participate in six (6) audits of any GFSI recognized food safety scheme or IFS Global Markets Food Assessments (intermediate level or at least eight (8) hours assessment duration). The following three (3) audits must be IFS Certification Audits.

The tasks have to be performed in the order described in chart 2:

Chart 2

N° of audits	Tasks	Possible audit types
Audit 1–3	Shadow Observer	GFSI recognised food safety scheme or IFS Global Markets Food Program (intermediate level or at least eight (8) hours duration). If the “auditor in progress” has already performed some of the above mentioned audit types or second party audits in the past two years, these performed audits may act as a replacement for the three audits as shadow observer.
Audit 4–6	Active participation in the audits under supervision and responsibility of an experienced lead auditor	GFSI recognised food safety scheme or IFS Global Markets Food Program (intermediate level or at least eight (8) hours duration).
Audit 7–9	Active participation in the IFS Certification Audit under supervision and responsibility of an IFS approved Auditor	Any IFS Food Certification Audit

- ! The audit team shall never separate during the audits.
- ! Audits 1-9 can be counted for scope extensions and can be performed in any product scope.

Audits 1-3 can be attended before the IFS Food Written and Oral Examinations have been passed.

Only one “Auditor in Progress” is allowed to attend these training audits at any one time.

Step 4: Sign off witness audit (10th audit) in the product and tech scopes of the “Auditor in Progress”

The “Auditor in Progress” shall conduct the 10th audit at their own responsibility as a sign off audit, witnessed by an IFS Witness Auditor who covers all product and tech scopes of the sign off audit. The report of the sign off audit shall be documented in an assessment template provided by IFS.

The sign off audit shall be performed in a company where the “Auditor in Progress” covers all product and tech scopes.

The auditing experience including the sign off audit must be gained within a period of two years after the passed exams.

Step 5: Release of the “Auditor in Progress”

If the sign-off audit has been successfully conducted, the certification body will officially release the auditor and inform IFS. The “Auditor in Progress” performance reports for the audits 4 to 9 and the report for the sign off audit shall be transmitted to IFS. If all requirements are fulfilled, IFS will activate the auditor in the database.

3.1.1.5 Maintenance of auditor’s approval

An auditor’s approval shall be reassessed before the end of validity of the auditor’s certificate. To maintain their approval, the auditor shall fulfil the following requirements:

- a) to have attended two (2) days/**16 hours** yearly in-house training by the certification body, fully dedicated to IFS,
- b) to have performed a minimum of ten (10) IFS Food Audits every two (2) years (five (5) per year) as lead or co-auditor. **This is applicable from the first complete year after being approved.**

c) to be assessed during a complete IFS Food On-site Witness Audit every two (2) years by the certification body, in order to evaluate their competence. This audit can be performed at any time during the second calendar year after the year in which last witness audit has taken place. Every second time (every 4 years), this can be replaced by a complete onsite witness audit of another GFSI recognized Food safety post-farm processing scheme accredited against ISO/IEC 17065. The witness auditor shall not be part of the audit (as a team member)). If the on-site witness audit is performed during an IFS Audit, the witnessing auditor has to be an approved IFS Food Auditor who fulfils the requirements to act as IFS Witness Auditor (see overview in chapter 3.2). In this case the certification body shall specify the name of the witness auditor in the IFS Audit Report.

A non-exclusive auditor is responsible to maintain their own IFS Approval. The requirements for re-assessment of the auditor's approval are in general the same as for exclusive auditors. To maintain approval, it is necessary to have participated in a two (2) day in-house training with each CB and to be monitored by an IFS On-site Witness Audit at least once every two (2) years by each CB the non-exclusive auditor is linked to in the IFS Database.

Note 1: A complete on-site audit of another recognized GFSI scheme related to the above rule means that the witness auditor shall accompany the auditor to be witnessed during the full calculated audit duration.

Note 2: Successfully completed witness audits performed by accreditation bodies or by the IFS Integrity Program during IFS Food Audits are accepted as a replacement of witness audits performed by a witness auditor from the certification body.

Note 3: In the case of an audit team, it is not possible to perform a witness audit, as the auditor who is witnessed does not perform a complete audit.

d) to have attended and successfully completed every two (2) calendar years, a two (2) day IFS Food Calibration Training, organised by IFS (subsequent to passing the initial examinations, the first mandatory calibration training shall be successfully completed in the second calendar year following the date on which the oral examination was successfully completed).

The evidence of the above mentioned requirements shall be uploaded into the Auditor portal if required by IFS before the end of the validity of the auditor's certificate.

The auditor's re-approval shall be managed by IFS every two (2) years, based on the same above mentioned rules.

Example:

Date of passed oral examination: 25th of May 2019

Date of end of validity for IFS Auditor Certificate (initial approval): 31st of December 2021

The Auditor shall participate in calibration training course between 1st January and 31st of December 2021.

The Auditor is authorised to perform IFS Audits between the day of activation in the IFS Database and 31st of December 2021.

In 2021, if the auditor has performed 10 IFS Food Audits (5 per year), and if he / she has participated in the calibration training course, e.g. the 8th and 9th September 2021, the new end validity date of IFS Auditor Certificate (re-approval) is: 31st December 2023.

If the above mentioned rules are fulfilled, the auditor's certificate is extended for two (2) more years. If either of these rules (a minimum number of ten (10) IFS Food Audits (five (5) per year) and participation in a calibration training course in time) are not fulfilled, the auditor shall participate in the IFS Initial Examination again.

3.1.1.6 Specific situation of temporarily inactive auditor

If an auditor needs to take a timeout (a break from his/her activity as IFS Auditor for at least six (6) months and no longer than three (3) years), e.g. due to maternity / paternity leave or illness, the auditor's certification body has to inform IFS Auditor management as soon as possible of both the start date of the time-out period as well as the end date, as soon as it is foreseeable. Non-exclusive auditors are responsible to provide the above requested information to IFS Auditor Management by themselves.

If each of the requirements mentioned below are not fulfilled due to the timeout period, then they have to be fulfilled within a one-year period following the timeout of the auditor and before the auditor can resume their activity as an IFS Auditor:

- participation in two (2) days (16 hours) CB in-house training each year and
- performance of an IFS Food Witness Audit by the CB every second year and
- attendance at an IFS Food Calibration Training every second year.

In case of non-compliance with this rule, the auditor shall lose the IFS Food Approval and will need to apply for the initial approval process.

3.1.1.7 Scope extension for IFS Approved Auditors

Auditors may, during the validity of their IFS Auditor Certificate, extend their product and technology scopes based on new or extended experience gained after the initial application as an IFS Food Auditor.

For **extension of product and technology scope(s)**, an auditor shall provide the same evidence as for the initial approval (see 3.1.1.2 e), based on at least partly new experience (new from the initial application). For extension of a technology scope, the auditors shall additionally pass a written examination organised by IFS Offices.

Note: IFS Audits that were accompanied as Witness Auditor are accepted as part of the application for product and technology scope extensions.

Alternative path for extension on Product Scopes 3, 7 and 11

In addition to the general rule for scope extension for IFS Food Approved Auditors, there is an alternative path which only applies to scope extensions for product scopes 3, 7 and 11.

When applying for a scope extension for one of these products scopes (3, 7 or 11), the auditor shall either fulfil the requirement for the general approach, as laid down in chart 3, or fulfil all of the four (4) requirements.

Requirement	Product Scope 3 (Egg & egg products)	Product Scope 7 (Combined products)	Product Scope 11 (Pet food)
Approval for other product scopes as prerequisite	one product scope from PS 1, 2 or 4 (1 animal scope)	One product scope from PS 1 to 4 + 1 additional scope from PS 1 to 6	One product scope from PS 1 to 4 + 1 additional scope from PS 1 to 6
Audit experience	> 10 complete IFS Food Certification Audits in any product scope(s) (performed as lead or co-auditor)		
Training	Participation in a CB internal training specific for the product scope (face-to-face training)		
Witness Audit	Witnessing by CB at first audit for the new product scope; the witness auditor has to be approved for the product scope the auditor is witnessed for (this can be used as the obligatory monitoring witness audit)		

Evidence of the successful participation in the training shall be made available to IFS on request.

The auditor can only perform IFS Audits according to the scopes approved by IFS.

3.1.1.8 Further rules and explanations concerning the non-exclusive approach

Each auditor can change his/her status between exclusive / non-exclusive (and vice versa). The CBs concerned will be notified automatically by IFS for every switch between the approaches.

A non-exclusive auditor cannot take over a position of responsibility regarding IFS in the CBs (e.g. TTT, IFS Responsible, contact person for IFS).

In general, loan agreements for individual audits and IFS Working-Group Agreements remain unchanged, but loan agreements are not possible for non-exclusive auditors.

3.1.1.9 General rules about audit teams

In general, all members of the audit team shall be IFS approved Auditors.

In case of auditing in teams, the following general regulations apply:

- An IFS Audit team consists of IFS Food approved Auditors whose profile (product scopes and tech scopes) complies with the activities of the audited production site.
- A lead auditor shall always be appointed.
- Lead and co-auditor(s) shall always be approved for at least one product scope **and** tech scope of the audit scope.
- A minimum of two (2) hours shall be added in addition to the calculated audit time duration. This additional time shall be allocated to the team for common tasks (e.g. opening and closing meeting, discussion about audit findings, etc.) and not to an individual auditor.
- The remaining time can be split as long as the auditor competence for product scope and technology scope are always covered during the audit. No “crossing over” is allowed. This means that if the lead or co-auditor(s) do not individually have all product scopes or tech scopes necessary for the audit, they have to remain together during all parts of the audit where the competences of both auditors are needed to cover the product and tech scope. Only the auditor with all relevant product **and** tech scopes is allowed to conduct the respective parts of the audit separately.

It shall be clearly indicated in the audit time schedule which auditor did which part of the audit.

3.1.2 Requirements for IFS Reviewers

3.1.2.1 General requirements for reviewers

Candidates applying to qualify as an IFS Reviewer shall meet the following minimum requirements and provide evidence with the application documents.

a) Education

A food-related or bioscience degree (at a minimum a bachelor's degree or equivalent) or at least a successfully completed food-related higher education.

b) Work experience

A minimum of three (3) years full-time professional experience related to the food industry including the following functions: Functions related to food production activities (e.g. quality assurance, food safety, R&D) in the food industry or in retail; food safety auditing and/or food safety inspection or enforcement. Experience from consultancy in relation to food production activities may be recognized as part of the work experience with a maximum of one year if it can be proven by customer contracts, invoices, orders or confirmations.

c) Qualifications

The candidate shall have taken part in a Food hygiene and HACCP training course (duration at least 16 hours/ two (2) days).

d) General audit experience

The applicant shall have attended two (2) IFS Food Audits (as observer) plus three (3) further Food safety audits (as observer or auditor) in the last two (2) years at a minimum.

e) Language

If the applicant wishes to review audit reports in language(s) different from his/her mother tongue, he/she shall be fluent in these languages. The decision as to whether a reviewer's language skills are sufficient to carry out a technical review in the respective language in a satisfactory manner lies with the responsibility of the CB.

f) IFS In-house Training and IFS Scoring Course

The candidate shall have participated in the following trainings:

a one (1) day task related in-house training organised by the certification body

and

a one (1) day Scoring course provided by IFS.

3.1.2.2 Maintenance of reviewer's qualification

Reviewer's qualifications shall be reassessed before end of validity of the reviewer certificates.

For maintaining their approval, the reviewer shall fulfil the following requirements:

- to have attended two (2) days/16 hours yearly in-house training by the certification body,
- to have taken part (as observer) at one (1) IFS Food Audit every two (2) years and
- to have attended and successfully completed a two (2) day IFS Food Calibration Training, organised by IFS (a calibration training shall be successfully completed in the second calendar year following the date of the initial approval) every two calendar years.

3.1.3 Requirements for IFS Trainers

3.1.3.1 General requirements for IFS Trainers

Candidates applying to qualify as an IFS Trainer shall meet the following minimum requirements and provide evidence with the application documents.

a) Education and work experience

- professional education and work experience as requested for IFS Auditors

b) General audit experience

- general audit experience (at least ten (10) GFSI recognized audits or other food safety audits performed by themselves in the last five years)

c) Qualifications

- having participated in a lead auditor course and HACCP course as requested for IFS Auditors and

- having taken part in the “Train the Trainer” course organized by IFS

d) Language

The official IFS Trainers must be fluent in English and in the language(s) they will use when conducting their trainings.

3.1.3.2 Maintenance of IFS Trainer’s Qualification

To maintain approval as an IFS Trainer, the trainer has to:

- a) carry out or take part in a 2 day/16 hours of in-house training per year.
- b) continuously stay informed about any new information regarding the IFS Food Standard provided by IFS to their certification body.
- c) When a new version of the Standard is published, the certification body’s trainer(s) shall take part in the new “Train the Trainer” course organised by IFS and carry out in-house training of all the already IFS approved Auditors and Reviewers, before performing audits and technical reviews based on the new version.

The duration of this IFS In-house Training, in case a new version of the Standard is published, shall be two (2) days/16 hours. In case of publication of new doctrines, the trainer shall train all IFS Auditors before they perform any new audits.

3.1.4 Requirements for IFS Witness Auditors

A person qualifying as Witness Auditor has to be an experienced IFS Food Auditor who has at least performed ten (10) complete IFS Food Audits as lead auditor.

In order to qualify as Witness auditor, the auditor shall take part in the IFS Witness Auditor Online Course and be designated as witness auditor in the IFS Database.

It lies in the responsibility of the CB to ensure that the witness auditor possesses the required skills, both on an interpersonal and professional level, to witness other auditors in a constructive manner.

The witness auditor shall be approved for the language in which the audit is performed.

The witness auditor shall provide a comprehensive witness audit report. This shall be made available to IFS on request.

3.2 Overview about initial requirements, maintenance of approval and the tasks of each specific IFS Role in a CB

The following table gives an overview about initial requirements, maintenance and tasks of the specific IFS Roles in a CB. Details of the requirements are described in chart 4.

Chart 4

Function/role in CB	Profile / requirements	Maintenance of approval	Tasks
Auditor (see chapter 3.1.1)	<ul style="list-style-type: none"> Professional Education Work experience Qualifications Audit experience (general and per scopes) 2 days initial in-house training having passed written and oral exam sign off audit 	<ul style="list-style-type: none"> 2 days of CB yearly in-house training 10 IFS Food Audits per 2 years (5 per year) 1 IFS Food Witness Audit every 2 years and every second time (every 4 years) it can be replaced by an onsite witness audit of another GFSI recognized Food safety scheme accredited against ISO/IEC 17065 CT organised by IFS every 2 years 	<ul style="list-style-type: none"> Conducting IFS Audits, Reviewing IFS Audit Reports (if not conducted the audit him-/herself)
Reviewer (see chapter 3.1.2)	<ul style="list-style-type: none"> Professional Education Work experience Qualifications Audit experience (as observer or performed him-/herself) 1-day task related in-house training having participated in a Scoring course (organised by IFS) 	<ul style="list-style-type: none"> 2 days of CB yearly in-house training 1 IFS Food Audit as observer every 2 years CT organised by IFS every 2 years 	Reviewing IFS Food Audit Reports
IFS Trainer (see chapter 3.1.3)	<ul style="list-style-type: none"> Professional Education Work experience Qualifications Audit experience having participated at TTT course organised by IFS to be fluent in English language 	<ul style="list-style-type: none"> 2 days of CB yearly in-house training (attend or conduct) check the IFS updated information provided by IFS Taking part at the TTT provided by IFS in case of publication of new IFS Food standard 	<ul style="list-style-type: none"> Training of auditors and reviewers Responsible for organizing the training program for all IFS Auditors and Reviewers of the CB
Witness auditor (see chapter 3.1.4)	Experienced IFS Auditor (At least performed 10 IFS Food Audits); having participated in the relevant IFS Online Course	Linked to the maintenance of approval as auditor	Witnessing auditors

PART 4: Reporting, IFS auditXpressX™ Software and IFS Database

1. Introduction

After an IFS Food Audit has been performed, a detailed and well-structured audit report shall be completed. In general, the language of the report shall be the working language of the company. In special cases, where the native language of the retailers or purchasers is different from the language of the company, an English language version of the report could also be prepared. If the report is written in another language than English, **the company profile and overall summary compulsory information tables as well as the audit scope shall be translated into English.**

Note: For any combined audit (IFS Food/IFS Broker or IFS Food/IFS Logistics), two (2) separate reports shall be written and two (2) separate certificates shall be issued and uploaded to the IFS Database.

The IFS Food Audit Report shall be prepared according to the following format: the audit overview (chapter 2.1, Part 4) and the main audit report content (chapter 2.2, Part 4).

2. Reporting

2.1 IFS Audit Report: Audit overview (ANNEX 9)

Cover page

The cover page of the audit report shall include:

- the logo of the certification body,
- the IFS Food logo,
- name of the audited site, **the packing code and the sanitary legal authorization number as well as the GS1 GLN(s) (Global Location Numbers) that have been covered during the audit, if applicable,**
- date(s) of the audit,
- name and address of the certification body,
- the certification body's accreditation details.

Audit overview

The audit overview shall contain the most important audit report criteria, such as:

- **Audit details:**

- name of the lead auditor, **reviewer (person in charge of technical report assessment and the name** of the co-auditor, the trainee and **witness auditor**, if applicable,
- audit date(s) (in case of a follow-up audit, the date of the follow-up audit shall additionally be specified),
- duration of the audit (**start time of the audit and end time of the audit for each audit day**),
- previous audit date (**start time of the audit and end time of the audit for each audit day**),
- name of the certification body and the auditor who performed the previous audit,
- name and address of the audited site,
- name and address of the company (or Head office),
- COID (IFS identification code number) as defined in the IFS Database,
- **contact person in case of emergency (e.g. recall): name, email and phone number as a minimum,**
- version of the Standard.

- **Audit scope:**

- mandatory detailed descriptions of processes and products,
- codes/numbers of product scopes and technology scopes.

- **Additional information:**

- mandatory description of exclusions, if applicable,
- mandatory description of partly outsourced processes (outsourced processes explanation, number of subcontractors, description including name, address and certification status, COID(s)), if applicable,
- mandatory description of decentralized structure(s), if applicable, in the case of off-site warehouse (name the location):
- if it's certified under IFS Logistics, mention the COID,
- if not, mention if it has been covered during the IFS Food audit,
- if not, describe the company's control measures
- in the case of multi-location or multi-legal entities site(s), please see chapter 3.2.2, Part 1.

- **Final audit result:**

Final audit result with level and percentage (in case of a follow-up audit, specify that a follow-up audit has taken place and that the Major non-conformity has been resolved).

Mention the timeframe in which the recertification audit has to be performed or unannounced.

- **Observations regarding non-conformities (KOs and Majors)**
(in case of a follow-up audit, additional explanations on which requirement the Major non-conformity has been solved).
- **Comments concerning follow-up of corrections and corrective actions**
(description of corrections and corrective actions from the previous audit that have been sustainably and efficiently implemented and those which are not or not efficiently).
- **Company profile**

The company profile is divided into standardized (2) two sections: company data and audit data. This compulsory information provides a general overview of the company's structure and activities. This will allow customers to have a clear understanding of the main aspects relating to the company structure, organization, production, processes etc. Company profile compulsory information shall be translated into English. Further information can be added for each section.

2.2 IFS Food Audit Report: main content (ANNEX 10)

The main content of the IFS Food Audit Report is structured as follows:

- General summary in a tabular format for all chapters, listing the number of assessed scores for each chapter **and result (in percentage) per chapter.**
- **Overall summary:** table of compulsory fields for specific IFS Food audit requirements: the auditor shall provide minimum explanations, even in the case of an A scoring. It shall lead to a more significant and descriptive IFS Food audit report, even if the auditee fulfils nearly all IFS Food requirements. The additional content will give more precise information about the auditee. This will add value for every user/reader of the IFS Audit Report. The auditor is requested to provide, during an audit, and even in the case of an A evaluation, an additional justification and/or further background information for these specific requirements for the audited site. **The justifications shall be translated into English for all requirements defined in the compulsory fields table of defined IFS Food audit requirements.**
- List of all established deviations and non-conformities for each requirement per chapter.
- **Summary of points of attention**
- List (including explanations) of all requirements evaluated with N/A (not applicable),
- Detailed audit report (checklist).
- **Annex to the audit report, including:**
 - **Audit participants' list:** a list of key personnel present during the audit,

- Predetermined tables on scopes and processing steps explanation, IFS Scoring System and the audit result scoring and awarding of certificate.

2.3 Action plan (ANNEX 7)

The certification body/IFS Auditor describes and explains all identified deviations and non-conformities (KO's, Majors) for each requirement in each chapter in the action plan, which has a specified format. For additional information, see also chapter 5, Part 1.

2.4 Minimum requirements for the IFS Food Certificate (ANNEX 11)

After successful completion of the IFS Food audit process, the certification body shall issue a certificate. For the purposes of international recognition, and so as to be understandable, IFS Food Certificates awarded by the certification body shall include the minimum following information:

- the name and address of the certification body, including its logo,
- the logo of the accreditation body (shall be used in conformity with accreditation body's rules) or its name and registration number,
- name and address of the audited site,
- COID (IFS identification number) as defined in the IFS Database,
- where applicable, the packing code and the sanitary legal authorization number as well as GS1 GLN(s) that have been covered during the audit,
- if it's a multi-location site, the name of the site's Head office/s, if applicable
- description of the audit scope which shall always be translated in English:
 - description of processes/products
 - name and number of product and technology scope(s),
 - in the case of partly outsourced processes, the following sentence shall be added: "Beside own production, the company has outsourced processes",
 - description of product exclusions, if applicable,
- level achieved,
- audit score in percentage, if required by the customer or by the audited site,
- date of the audit (timeframe of the audit),
- date of follow-up audit, if relevant,
- next audit to be performed within the time period (recertification audit), specify if unannounced
- certificate issue date,

- the date of expiration of the certificate (the certificate validity shall remain the same each year as described in the Audit Protocol, Part 1),
- name and signature of the certification body's person(s) responsible for the certification decision as described in Part 3 of the Standard,
- place and date of signature,
- the current IFS Food logo.
- QR-code with the information about COID, standard and day of issuing the certificate (The QR-code will be generated automatically when the new IFS Food report is uploaded.).

Note: the auditXpressXTM software includes a certificate format with the minimum required content, but each IFS ISO/IEC 17065 norm-accredited certification body may use its own layout, providing that it includes these minimum requirements.

2.4.1 QR-code on the IFS Certificate

QR-code on the certificate via auditXpressXTM

The QR-code is implemented automatically when exporting the certificate via auditXpressXTM.

The QR-code embodies a public link to the IFS Database which verifies the authenticity of the certificate.

The link verifies the validity of this certificate. By scanning the QR code you are checking the certification status of the COID.

The color of the QR-code is, by default, the color of the respective Standard if the contrast **is sufficient to be recognizable for the QR-code scan**. Users may change the color and position of the QR-code by using the template.

QR-code manual download to the IFS Database for auditXpressXTM non-users

For certification bodies that are not using auditXpressXTM, the IFS Database will provide a separate page for the upload of the QR-code to the IFS Database in order to generate a certificate.

The QR-code can be created via the "My Clients" function by providing the following information:

- COID,

- IFS Food Standard,
- date of issue of the certificate (this is important for the correlation in the IFS Database),
- color: the color of the IFS Food Standard is shown as a suggestion; **the contrast shall be sufficient to make the QR code scan recognizable**. The QR-code can alternatively be downloaded in black **and** white.

Position on the IFS Food Certificate

The QR-code should be either in the top right corner or on the bottom of the IFS Food Certificate. The size of the QR code shall make it possible to scan it.

Verification of the certificate through the QR-code

A security mechanism has been added to the QR-code verification, so that not too many QR-codes can be verified in a certain lapse of time from the same IP-address.

QR-code data

- The certificate is in the IFS Database: yes / no,
- COID,
- Name of the company,
- Mailing address of the certified site, **the packing code and the sanitary legal authorization number as well as the GS1 GLN, if existing,**
- Name of the CB,
- Standard,
- Date of issue of the certificate,
- Certificate valid until,
- Certificate still valid (or, if so, locked).

3. Software auditXpressXTM

In order to increase the standardization of IFS reporting, auditXpressXTM software has been developed. It offers the following advantages:

- easy collection of audit data through a user-friendly interface,
- creation of quick and error-free IFS Audit Reports,

- automatic evaluation of the audit results by dynamic computation of all relevant items,
- automatic generation of a standardized Audit report,
- temporary storage of interim audit data for later completion,
- secure export of completed audit reports to the IFS Database,
- exchange of audit files between auditors and their competent certification body,
- accessible offline, i.e. no continuous Internet connection is required,
- an update option provides constant access to the most recent version of the IFS Standard.

Additional information can be found by the certification body in the login area.

4. The IFS Database (www.ifs-certification.com)

Every IFS Food audit shall be uploaded to the IFS Database by the certification body (uploading of the report, action plan and certificate).

There are **six (6)** IFS user groups who can have access to the IFS Database:

- **Auditors,**
- Certification bodies,
- Certified companies/suppliers,
- Retailers,
- Verified authorities,
- **Consultants (special access).**

The different groups' access rights are as follows:

Auditors

- Manage their own data,
- Download their own auditor profile, which includes all information about: standards, scopes and overview
- about the performed audits,
- Register for the trainings,
- Receive account notifications and IFS Newsletter,

Note: Non-exclusive auditors can administer their CB.

Certification bodies

- Manage their certified companies (diary function, generate login data, upload IFS Audit Reports,
- action plans and certificates, update the contact information, create Head office account),
- Suspend/unlock certificates in specific situations,
- Manage all IFS Audit dates via the diary function, enabling retailers and companies to have a good overview of the scheduled audits. It is mandatory to insert all audit dates for announced audits in the diary function of the IFS Database. It shall be inserted at the latest two (2) weeks before the audit date in case of initial audit or audit due date in case of recertification audit. In the case of an unannounced audit, register this audit at latest four (4) weeks before the start of the audit time window.
- Manage their sub-accounts,
- Manage their auditors through the auditor portal,
- Download the IFS logo(s),
- Receive important notification and IFS Newsletter.

Certified companies/suppliers

- Access to their own data,
- Possibility to unlock retailers, other companies and authorities to their achieved percentage, detailed IFS Audit Report and action plan,
- Possibility to compare two (2) consecutive audit reports and action plans, for improvement purposes,
- Download the IFS logo(s),
- Manage their certification body,
- Manage company personnel access (create sub-accounts) to the audit data,
- Search for other certified companies,
- Manage their suppliers using a “favorites” option via “My Audits”,
- Access for the Head office of certified companies,
- A “Head office” access for certified companies can be set up which allows a company Head office to administer all of their certified sites through a single access point,
- Fill in the registration for IFS Food Safety Checks,
- Receive important notification (possibility to define which notification they would like to receive) and IFS Newsletter.

Retailers

- Search for certified companies,
- Manage their certified companies via a “favorites” option via “My Audits”,
- Receive a list of audits where further information is unlocked by the supplier,
- Possibility to see the upcoming audit date of a supplier,
- Possibility to compare two (2) consecutive audit reports and action plans,
- Possibility to download a list of all suppliers with suspended certificates,
- Receive important notifications and relevant list that can be set individually,
- Receive IFS exclusive Newsletter translated in different languages.

Verified authorities

- Search for certified companies,
- Manage their certified companies via a “favorites” option with “My Audits”,
- Receive important notification and IFS Newsletter.

Special access for IFS Consultants

- Manage their own data about the standards, scopes, languages, get access to special consultant’s trainings etc,
- Visible on the public IFS website –including reviews from their customers,
- Possibility to download their own individualized IFS logo,
- Receive important notification and IFS Newsletter.

Security of the IFS Database

The security system used for the database is based on international recognized and mostly used security systems.

Data protection

Data protection is an important issue for the IFS Management GmbH. IFS fulfils all data protection regulations that are applicable to the company. The data policy of IFS Management GmbH is available on the website www.ifs-certification.com

The access provides general information about all certified companies. If no further authorization is granted by the certified companies, the user groups will be able to see the following information only:

- the company's name and address and GPS data
- the certification body's name and address site
- the auditor's name
- the scope of the audit
- the date and duration of the audit
- the level achieved at the audit
- the IFS Certificate's date of issue, its validity duration and **the time frame for the realization of the recertification audit**
- the IFS Certificate itself
- if available: information if FSMA requirements have been checked.

By using their secure login access, the certified companies themselves can give the authorization for access to the following detailed information:

- audit report and action plan

The IFS User Groups automatically receive access to the unlocked data by the certified company after the data has been unlocked. Communication to retailers and other IFS user groups is via a secure Web process which guarantees that only authorized retailers and other users/certified companies can view specific data of the certified companies/suppliers. For further information, see the IFS Website.

Tool "My Audits"

The tool "My Audits" enables retailers, authorities and suppliers to select their favorites from all certified companies that are listed on the IFS Database and to store them in a separate list.

For each certified site which is stored under "My Audits" as a favorite, the user can pre-set following notifications via email:

- Reminder three (3) months before the expiration date of the certificate.
- The certificate is expired and no valid certificate exists.
- A surveillance audit is recorded.
- If the certificate is withdrawn by the certification body before the expiration date.
- A certificate is edited.

- A new audit has not been entered until now. The current certificate expired three (3) months ago.
- Monthly email of all new registered audits of the current month, of companies are in the favorite list.
- Monthly email about all audits which are expired of the current months.
- Receive the action plan comparison via e-mail for the set favorites.
- A new audit date was scheduled for one of the companies in the set favorites list.
- Receive emails in case suspensions of certificates have been decided by certification bodies based on non-conformities rated in Integrity on-site checks.
- Receive emails on IFS Global Markets status, if applicable.
- Receive emails if a site changes the responsible certification body.
- Receive emails if the date of an audit in the diary was edited or deleted.
- Notification email when two (2) sites in the IFS Database were merged.

PUBLIC CONSULTATION

ANNEXES

PUBLIC CONSULTATION

ANNEX 1: Scope application of the different IFS Standards and IFS Programs



IFS Logistics

Standard for auditing companies whose activities are logistics services for food and non-food products, such as transport, storage, loading/unloading, etc. It applies to all types of transport: delivery by road, rail, ship, plane; frozen/refrigerated products or ambient stable products.

If a production company has own logistics activities, they are already covered by the IFS product Standard under the specific subchapter about transport and/or storage. Therefore, it is not necessary to perform a combined audit for IFS Food, IFS HPC or IFS PACsecure in combination with IFS Logistics.



IFS Global Markets – Food

The IFS Global Markets – Food is a standardized food safety assessment program for companies which wish to supply branded food products. The program is meant to support “small and/or less developed businesses” in the development of their food safety management systems and if wished making the first step towards the implementation of the IFS Food Standard.



IFS Global Markets – HPC

The IFS Global Markets – HPC is a standardized product safety assessment program for companies who wish to supply branded household and personal care products. The program is meant to support “small and/or less developed businesses” in the development of their product safety management systems and if wished making the first step towards the implementation of the IFS HPC Standard.



IFS Global Markets – Logistics

The IFS Global Markets – Logistics is a standardized product safety assessment program for companies who store and transport products on behalf of their customers. The program is meant to support “small and/or less developed businesses” in the development of their product safety management systems and, if wished, making the first step towards the implementation of the IFS Logistics Standard.

Scope determination between IFS Food and other IFS Standards



IFS Food and IFS Broker:

If a food processing company additionally carries out trading activities and would like to certify these activities, then a combined audit IFS Food/IFS Broker shall be performed. In the case of a combined audit, the company shall obtain two (2) reports and two (2) certificates.



IFS Food and IFS Logistics:

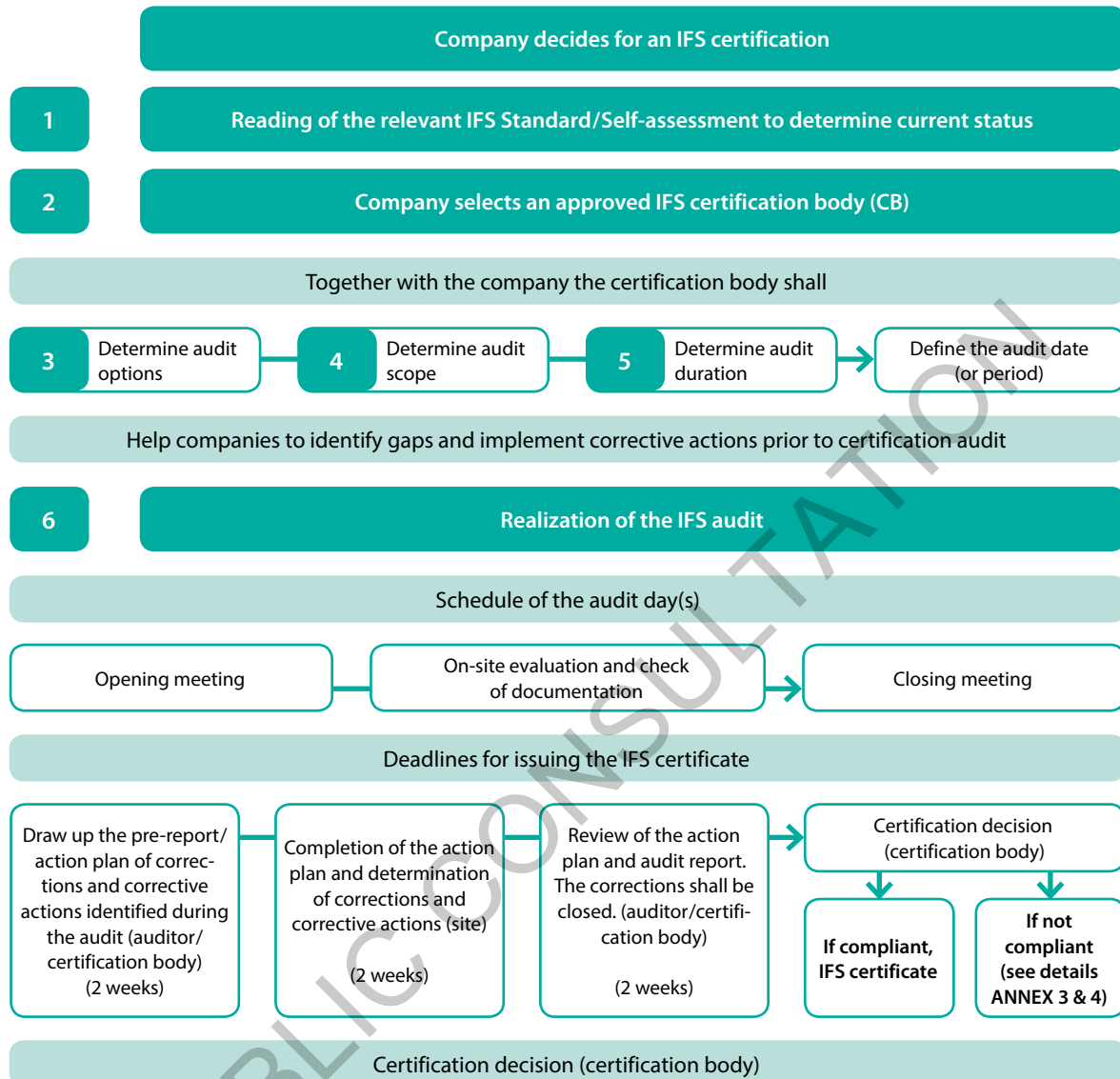
Clarifications/examples of scope application between IFS Food and IFS Logistics:

- IFS Logistics only concerns logistics activities where companies have a physical contact with already primary packed products (transport, packaging of pre-packed food products, storage and/or distribution, transport and storage of pallets, bags in box). It also applies for specific unpacked goods, such as meat carcasses or bulk/tanker transport (glucose syrup, milk, grain, etc.).
- For any kind of processing activities, meaning that the characteristics of the product is modified (or primary packaging is carried out), IFS Logistics is not applicable, except for freezing / thawing processes, under specific conditions (as a service, extra requirements in the IFS Logistics to be audited).
- When the food processing company conducts own logistics and/or transport activities (storage and distribution), it is included in the IFS Food under the specific sub-chapter about transport or storage.

Note:

- If the logistics activities owned by the food processing company are situated at the same physical location as the company, and if the company or the customer wishes to have this operation IFS Logistics certified, an IFS Logistics audit can be performed. In this case, the following requirements shall be fulfilled:
 - the logistics activities are only carried out for pre-packed products,
 - in case of two (2) certificates (IFS Food and IFS Logistics), the respective scope of each audit and certificate shall be clearly defined,
 - the requirements of IFS Food concerning transport and storage shall be evaluated anyway during the IFS Food audit,
 - an IFS Food audit of the food processing company shall be performed; IFS Logistics is an additional audit (but can be combined),
- If the logistics activities owned by the food processing company are situated off-site, then the company has the following three possibilities:
 - including it into the scope of the IFS Food and clearly state it in the company profile of the IFS Food audit report as decentralized structures;
 - not to audit it but explain clearly in the company profile that this site is not IFS Logistics certified;
 - conduct an IFS Logistics audit.

ANNEX 2: Certification process



ANNEX 3: Product and tech scopes

In IFS Food, all activities of the company would be an association of product scope(s) and technology scope(s).

Product scopes

IFS Food product scopes	
1.	Red and white meat, poultry and meat products
2.	Fish and fish products
3.	Egg and egg products
4.	Dairy products
5.	Fruit and vegetables
6.	Grain products, cereals, industrial bakery and pastry, confectionary, snacks
7.	Combined products
8.	Beverages
9.	Oils and fats
10.	Dry goods, other ingredients and supplements
11.	Pet food

Technologies scopes

IFS tech scope	IFS processing step – including processing/treating/manipulation/storing	Technology oriented classification which takes also into consideration product risks
A	P1 Sterilisation (e.g. cans)	Sterilisation (in final packaging) with the purpose to destroy pathogens Sterilised (e.g. autoclaved) products in final packaging.
B	P2 Thermal pasteurisation, UHT/aseptic filling, hot filling Other pasteurisation techniques e.g. high pressure pasteurisation, microwave	Pasteurisation with the purpose to reduce food safety hazards (and UHT process)
C	P3 Irradiation of food	Processed products: Treatment with purpose to modify product and/or extend the shelf life and/or reduce food safety hazards by preservation techniques and other processing techniques Note—exception: Irradiation is attributed to this category although aimed at the destruction of microorganisms.
	P4 Preserving: salting, marinating, sugaring, acidifying/pickling, curing, smoking, etc. fermentation, acidification	
	P5 Evaporation/dehydration, vacuum filtration, freeze drying, microfiltration (less than 10 µ mesh size)	

IFS tech scope	IFS processing step – including processing/treating/manipulation/storing		Technology oriented classification which takes also into consideration product risks
D	P6	Freezing (at least –18 °C/0 °F) including storage quick freezing, cooling, chilling processes and respective cool storing	<p>Systems, treatments to <u>maintain</u> product integrity and or safety</p> <p>Treatment with purpose to maintain the quality and/or integrity of the products including treatments to remove contamination and/or prevent contamination.</p>
	P7	Antimicrobial dipping/spraying, fumigation	
E	P8	Packing MAP, packing under vacuum	<p>Systems, treatments to <u>prevent</u> product contamination</p> <p>P9 is applicable in any case when there are at least 2 procedures/methods implemented in a company to guarantee product safety/product hygiene e.g.:</p> <ul style="list-style-type: none"> disinfection of equipment + chilled room temperature (e.g. dissection of meat) disinfection + special hygiene equipment for employees (e.g. hygiene sluice) room with over-pressure + special hygiene equipment for employees (e.g. hygiene sluice), air filtration + room with over-pressure ...
	P9	Processes to prevent product contamination esp. microbiological contamination, by means of high hygiene control and specific infrastructure during handling, treatment and/or processing e.g. clean room technology, „white room“, controlled working room temperature for food safety purpose, disinfection after cleaning, positive air pressure systems (e.g. filtration below 10 µ, disinfection after cleaning)	
	P10	Specific separation techniques: e.g. filtration like reverse osmoses, use of active charcoal	
F	P11	Cooking, baking, bottling, brewing, fermentation (e.g. wine), drying, frying, roasting, extrusion, churning	<p>Any other manipulation, treatment, processing not being listed in A, B, C, D, E</p>
	P12	Coating, breading, battering, cutting, slicing, dicing, dismembering, mixing/ blending, stuffing, slaughtering, sorting, manipulation, packaging, storing under controlled conditions (atmosphere) except temperature, labeling	
	P13	Distillation, purification, steaming, damping, hydrogenating, milling	

Note: only the technology scopes (from A to F) are used for IFS auditor competences. The processing steps (from P1 to P13) are only used to calculate audit duration.

ANNEX 4: Exclusion tree

By definition, all food processes which are managed under the responsibility of the legal entity on the same location, shall be included in the scope of an IFS Food audit (e. g. slaughtering, deboning, meat cutting, meat processing, etc.).

All process step (P) shall be audited as the exclusion is related to the final product processed. The key concept is the evaluation of the risk analysis for the product that exceptionally is possible to exclude and that doesn't have any impact on food safety and quality.

Only in those exceptional situations where the IFS Food audited company would like to exclude product(s) from the IFS Food audit scope, the following questionnaire shall be filled in by the certification body.

Exclusions, when defined and validated by the certification body (after application of this questionnaire), shall always be explained in the company profile of the audit report and shall be clearly specified in the audit scope of the audit report and certificate.

If product exclusions are defined (under exceptional circumstances and application of this questionnaire), they will always have to be re-defined and reviewed each year by the certification body to ensure that the product exclusion is still valid and that the audit scope is still up-to-date.

Moreover, in case the company processes new products/private labels during the IFS certification cycle, the company shall contact its certification body to ensure that defined exclusions are still valid and that no further actions are necessary.

The auditor shall always check if defined exclusions are relevant and in line with the questionnaire on-site, by assessing the risks that may arise from excluded products (e.g. contaminants, allergens).

Any exclusion which would have not been justified and noticed by the auditor during the audit, shall be assessed either directly during the audit (with a necessary review of audit scope and maybe audit duration) or later through an extension audit.

In any case (if some exclusions are defined or not), the number of employees to be taken into consideration to calculate audit duration shall always be the total number of employees (and not only the number of employees involved in the activity which is not excluded).

* **Note 1:**

The only exception to this rule is seasonal process(es), which can be excluded, as long as the scope of the certification is unambiguous and only takes into account the process audited in functioning.

** **Note 2:**

By definition, all by-products from the processing (feed grade/tech. grade) which are not specified in the IFS Food Annex 6, Part 1 are excluded from the scope of the IFS Food audit. Those products shall not be specified on the IFS certificate as exclusions and shall only be described in the company profile of the audit report.

IFS Food questionnaire for certification bodies, to define, under exceptional circumstances, product exclusions in audit scope

If, under exceptional circumstances, the company decides to exclude specific product ranges from the scope of the IFS Food audit, the following questionnaire has to be filled in by the certification body to check if any exclusion is allowed. The filled in questionnaire shall then be part of the audit plan.

Name of company: _____ COID: _____

Planned audit scope: _____ Planned audit date: _____

Date of questionnaire validation: _____

Product/group of product excluded: _____

Name of the certification body person who filled in the questionnaire: _____

Name of the company person who requested the exclusion: _____

1) Is the product to be excluded a private label (retail/wholesale branded) product?

No Yes → **Exclusion is NOT possible**

2) Is the product seasonal/sporadic?

No Yes

Are the product and/or tech scopes and HACCP study (incl. allergens, contaminants, etc.) identical for seasonal/sporadic products and regular products?

No Yes → **Product can be included with a documentary on-site evaluation or can be excluded**

3) Clearly differentiable from the product(s) which is/are included in the audit scope?

No Yes → **Exclusion is NOT possible**

4) Is/are the initial step(s) of production of the product to be excluded common with the one of the included product(s)?

No Yes → **Exclusion is possible (e.g. where area/processing line is fully independent since the beginning, without any contamination risk)**

5) Does the product to be excluded go to a different area than the one related to the product included in the audit scope?

No Yes → **Exclusion is NOT possible**

6) Is the contamination risk controlled between included and excluded product?

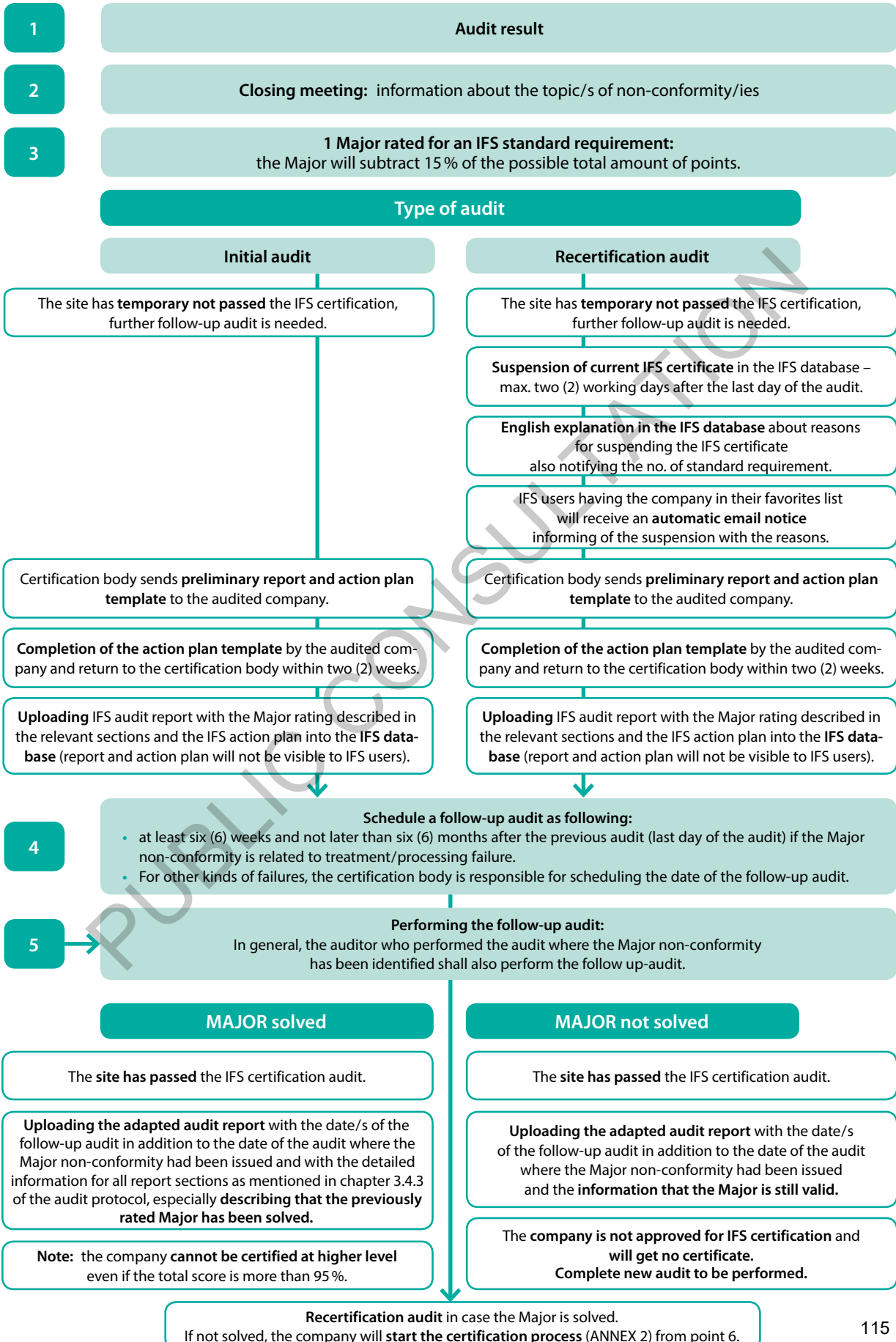
(The manufacturer shall demonstrate the control of contamination risk between excluded and included products (allergens, chemical, physical, microbiological hazards, also at the level of storage and warehouse). Process flow chart related to the product to be excluded shall be sent to the certification body.)

No Yes → **Exclusion is possible**

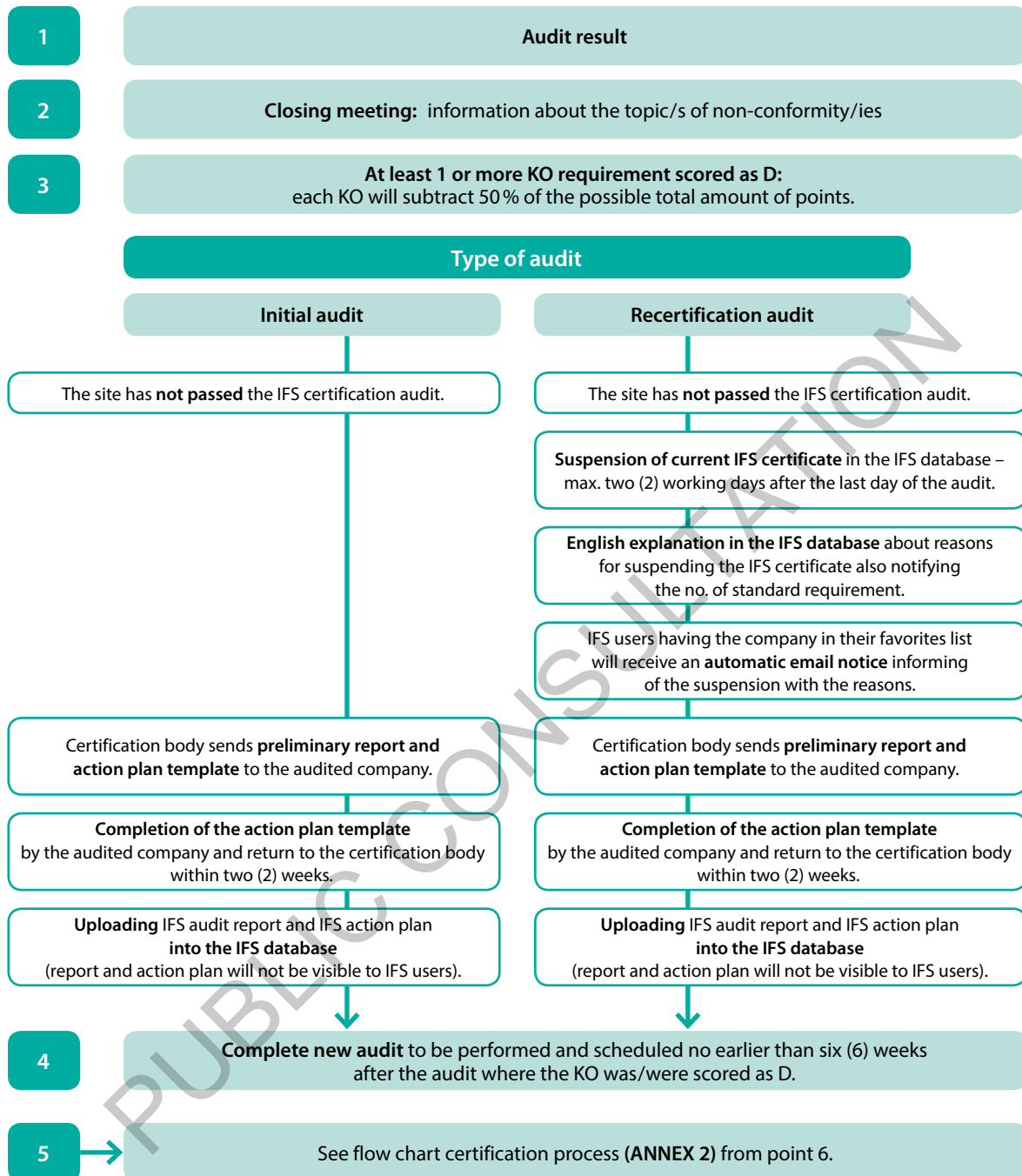
Exclusion is NOT possible

Note: the auditor will always check on-site if defined exclusions are relevant and in line with the questionnaire, by assessing the risks which may arise from excluded products (e.g. contaminants, allergens).

ANNEX 5: Flow chart for management of one Major-non-conformity and total score ≥ 75



ANNEX 6: Flow chart for management of KO requirement scored with “D”

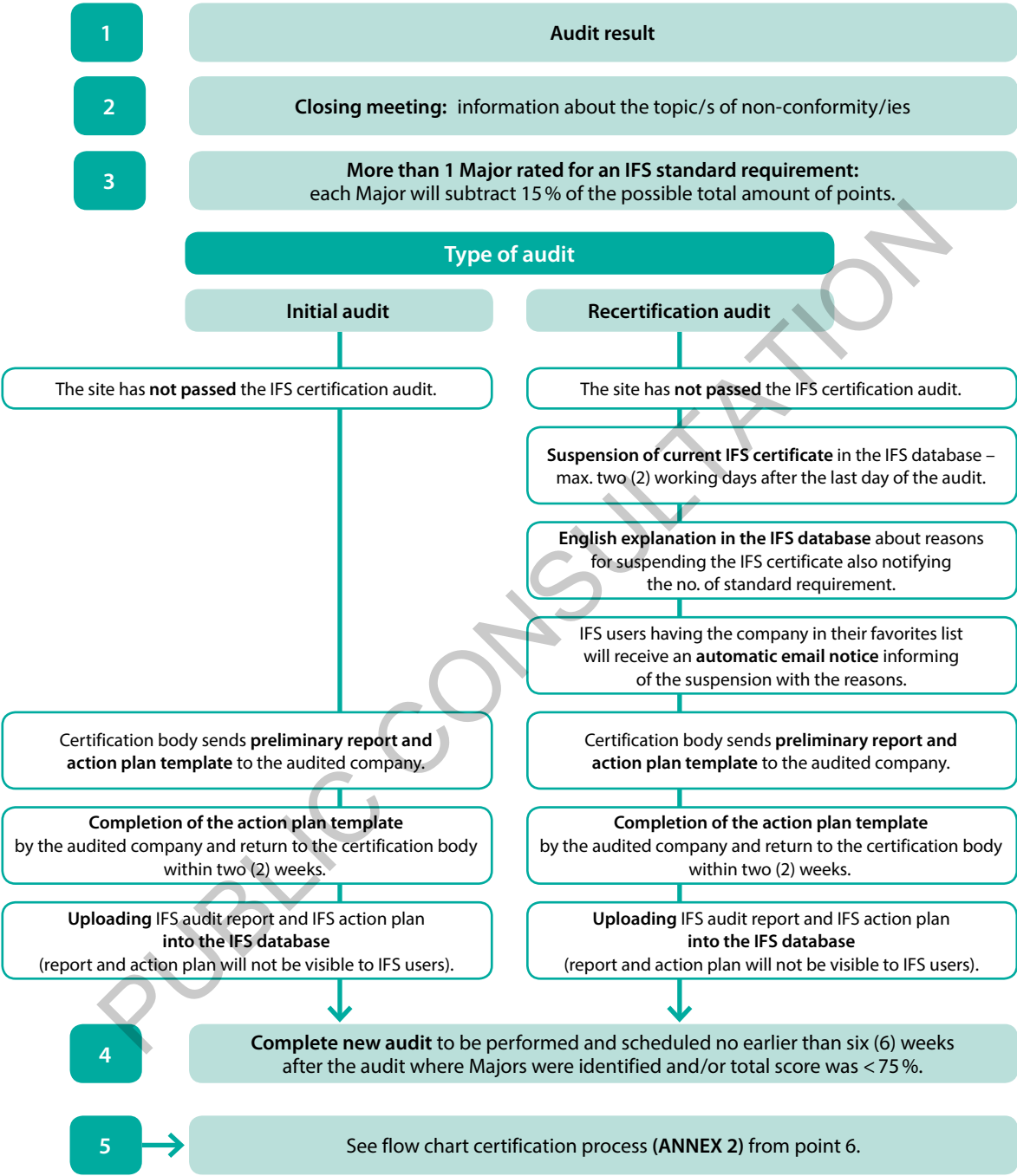


ANNEX 7: Action plan

Number of the requirement	IFS requirement	Evaluation	Explanation (by the auditor)	Correction (by the company)	Responsibility Date and status of implementation (by the company)	Release by the auditor	Corrective Action (by the company)	Responsibility Date and status of implementation (by the company)	Release by the auditor
1.1.2	All relevant information related to food safety...	C							
1.2.2	The senior management shall provide sufficient...	D							
1.2.1	KO n°1: The senior management shall ensure that employees...	KO / C							
1.2.3	The department responsible for quality...	Major							
2.2.3.8	KO n°2: Specific monitoring procedures in terms of method...	KO / D							

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ANNEX 8: Flow chart for management of one or several Major non-conformities and/or total score < 75%



ANNEX 9: IFS Audit Report: audit overview

Cover page

Logo of the certification body

IFS Food Version 7

Final Audit Report

Audited company: "Fruits and Vegetables GmbH"
[where applicable, the packing code and the sanitary legislation number
as well as the GS1 GLN(s)]

Date of audit: 02.03. /03.03.2021

Name and address of the certification body

Accreditation number of the certification body

Audit Overview
IFS Food
Version v7, XXX 2020

Audit details

<i>Lead auditor:</i> Max Mustermann <i>date/time:</i>	<i>Date/time of current audit:</i> 02. 03. 2021 (09:00–18:00)	<i>Date/time of previous audit:</i> 09. 03. 2020 (09:00–18:00) 10. 03. 2020 (08:30–12:30)
<i>Co-auditor:</i> <i>date/time:</i>	03. 03. 2021 (08:30–17:30)	<i>CB and auditor of previous audit:</i>
<i>Trainee:</i>		TEST GmbH/FrankTest
<i>Witness auditor:</i>		
<i>Reviewer:</i>		

<i>Name and address of the company (or head office)</i> Fruit and Vegetables AG Example street 12345 Witzenhausen Germany	<i>Name and address of the audited site</i> Fruit and Vegetable GmbH Musterstraße 12346 Berlin Germany
---	---

<i>COID:</i>

<i>Contact person in case of emergency (e.g. recall): [Name, email and phone number as a minimum]:</i>
--

Phone:0 12 34 56	Fax: 01 23 45 67 89	Phone:0 12 34 57	Fax:01 23 45 67 88
Website: www.fruitsandvegetables.com	Email: info@fruitsandvegetables.com	Website: www.fruitsandvegetables.com	Email: info@fruitsandvegetables.de

Scope of audit

Production of strawberry and raspberry puree

(Mandatory translation of the audit scope into English)

Product scope(s): 5
Technology scope(s): B, D, E

Additional information

Exclusions: [yes/no] and [description]	
Partly outsourced processes: [yes/no] and [description]	
Decentralized structure(s): [yes/no] and [description]	
Multi-location production: [yes/no] and [description]	
Multi-legal entities production: [yes/no] and [description]	
Final Result of Audit	
As a result of the audit performed on 02. 03. and 03. 03. 2021, "xyz" found that the processing activities of Fruit and Vegetable GmbH for the above-mentioned scope of audit comply with the requirements set out in the IFS Food, Version 7, at Foundation Level , with a score of XX%.	Recertification audit between XX. XX and XX. XX
Observations regarding non-conformities (KOs and Majors):	
Description of follow-up on corrections and corrective actions from previous audit	

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Company profile
Company data
Year of construction of the audited site(s): [YYYY]
If the site was fully reconstructed enter the year: [YYYY]
Area of the production site: [in square meters/feet]
Number of buildings, floors and production lines ? : [numbers] and [description]
Maximum number of employees at peak season during a calendar year:[number] and [explanation]
Product groups and products per scope produced in the company: [list] and [detailed description]
Complete view of the company's on-site processes [mandatory description from raw material intake to final product]
Has the audited site seasonal production? [yes/no] and if "yes", [description]
If there are seasonal breaks in the production process for more than one week, specify [timeframe] and [explanation]
Has the audited site fully outsourced products in addition to main processes/products? [yes/no] If "yes", please specify these products [list] and if certified under IFS Broker [mention the COID] or describe the certification status [description]
Has the audited site traded products in addition to main processes/products? [yes/no] If "yes", please specify these products [list] and if certified under IFS Broker [mention the COID] or describe the certification status [description]
Description about key investments made by the company that relate to the production and concern product quality and safety in the last 12 months (construction changes, machinery, etc.) [description]
Further information:
Audit data
Language in which the IFS Food audit was conducted: [language]
Working language of the site and language in which the Food Safety and Quality Management system is written: [language]
Audit duration only for IFS: [in hours]
In case of reduction/extension of audit duration, please justify: [explanation]
Which products were produced and which processes have been running during the onsite evaluation [description]
Does the company fulfil the requirements about the use of the IFS (Food) logo, as defined in the IFS Audit Protocol (Part 1)? [yes/no] and if "no", [explanation]
If the site is certified according to other schemes, specify the name of the schemes [description]
Further information:

ANNEX 10: IFS Audit Report: Main content

IFS FOOD

Version 7, XXX 2020

Audit Report

Summary table of all chapters and result (in percentage) per chapter:

	Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6
	Governance & Commitment	Quality and Food Safety management system	Resource management	Operational processes	Measurements, analyses, improvements	Food defense
KO – non-conformities	0	0	0	0	0	0
Major-non-conformities	0	0	0	0	0	0
A	0	0	0	0	0	0
B	0	0	0	0	0	0
C	0	0	0	0	0	0
D	0	0	0	0	0	0
N/A	0	0	0	0	0	0
Result per chapter (%)						

Overall summary: Table of compulsory fields for specific defined IFS Food Audit requirements

Report

Part of the audit report	Number of IFS Food v7 requirement	Compulsory information to be added
HACCP analysis	2.2.3.7	Description of all CCP's: <ul style="list-style-type: none"> - the process - the process step - the CCP - associated critical limits.
HACCP analysis	KO N° 2: 2.2.3.8	Detailed description of the monitoring procedure for each CCP. Since there is a possibility to score this KO as N/A, the auditor shall explain the reasons why in this case.
Specifications/ finished products	4.2.1.2	<ul style="list-style-type: none"> - Which specifications for finished products did the auditor check during the audit? - If necessary (retail brands), have the finished product specifications been agreed upon with the customers?
Specifications/ raw materials	KO N° 4: 4.2.1.3	Description of name of specifications (e.g. for raw materials, ingredients, additives, packaging materials, rework) which have been checked during the IFS audit.
Special claims	4.2.1.5	<ul style="list-style-type: none"> - Description of all special claims or procedures to be guaranteed [dropdown list] - Is the company working with products consisting of GMOs, containing GMOs or produced from GMOs? [yes/no] if yes, [description] - Are products labelled as NON-GMO? [yes/no]
Recipes/Formulas	KO N° 5: 4.2.2.1	<ul style="list-style-type: none"> - Description which customer agreements have been checked during IFS audit, specifying in detail the topic of the customer agreement checked. - In case no customer agreements have been agreed, N/A scoring is possible.
Packaging material	4.5.1	Description which kind of packaging material is used for the final products. Are the suppliers certified under IFS PACsecure [yes/no]
Water supply	4.9.9.1	<ul style="list-style-type: none"> - Where the potable water/used water is coming from (sources) - How the potable water/used water is checked, stating particularly whether the water is checked by the company's own laboratory or via an external laboratory - Which analyses are performed?[parameters]

Cleaning procedures	4.10.1	Description of the cleaning procedures applied (e.g. CIP, manual cleaning of rooms and equipment, cleaning by own personnel or third party service provider)
Third-party cleaning and disinfection service provider	4.10.11	Name areas cleaned by third party, where applicable.
Risk of foreign materials	KO N° 6: 4.12.2	-Description of the equipment and methods used to detect foreign materials (e.g. filters, sieves, X-ray, metal detection) and where in the process they are placed. In case metal detectors are used: which test pieces with which sizes are defined for the foreign material detectors. -If no foreign materials detection equipment is available, the preventive measures used shall be described (e.g. visual detection methods).
Visual inspection	4.12.10	Describe visual detection method, changing frequency for personnel and last training for personnel, where applicable.
Pest monitoring/ pest control	4.13.2	<ul style="list-style-type: none"> - Are the pest control activities done by in-house staff or are the services of an external provider used? - Frequency and kind of checks, - In case of identification of pest activity, what were the corrections and corrective actions?
Traceability	KO N° 7: 4.18.1	Description: -of the traceability system and documentation for traceability in the company, - which product/s was/were used for the traceability test during the IFS Audit including details concerning used raw materials, ingredients, additives, rework, packaging materials for the final product / mass balance/ results of the traceability tests backwards and forwards. The traceability test(s) shall always be based on a sample purchased from a retail outlet or at least chosen by the auditor, (e.g. in cases in which the “product” is not sold to the final consumer but to other businesses , ie B2B activities).
Allergens and cross contamination	4.19.2	Which preventive measures and control measures are in place to ensure minimization of cross contamination? [description] Are allergens present? [yes/no] If yes, state which ones (EU and Non-EU in case of delivery to Non-EU countries)? [tick box]

Food fraud	4.20.2	<p>– Has the company identified fraud-susceptible raw material groups / product groups in the vulnerability assessment? [yes/no]</p> <p>-If yes, select which raw material groups / product groups have been identified in the vulnerability assessment. [dropdown list]</p> <p>- Provide descriptions why identified raw materials are vulnerable to food fraud. [description]</p> <p>-Explain which criteria were selected [description]</p>
Internal audits	5.1.2	Which activities of the company were identified to be audited at least once a year?
Process validation and control	5.3.1	<p>-Description of identified criteria for process validation</p> <p>- Last process validation conducted (process, date, result).</p>
Quantity checking	5.5.1	<p>-Description of the frequency and methodology of quantity checking.</p> <p>-Specify if the company uses “e”-mark on packaging.</p>
Product analysis/Laboratory	5.6.1	<p>-Which analyses are performed with which frequency in an own laboratory?</p> <p>-Which analyses with which frequency are performed by an external laboratory?</p>
Complaints management	5.8.1	<p>– Range or indicator of complaints raised from consumers, retailers and authorities</p> <p>– Range or indicator about complaints relating to foreign materials found in the finished products, specifying kind of foreign materials.</p>
Withdrawal/recall	KO N°9: 5.9.2	<p>– How many withdrawals have been performed since the last audit? [number]</p> <p>– How many recalls have been performed since the last audit? [number]</p> <p>-Specify the cause of withdrawals: [dropdown list]</p> <p>-Specify the food safety issue in case of recalls: [dropdown list]</p>
Additional information		

Summary of all deviations and non-conformities found for each chapter and requirement:

N°	Reference	IFS requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

Summary of points of attention:

N°	Reference	IFS requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

Detailed audit report

N°	Reference	IFS requirement	Evaluation	Explanation
1.				

ANNEX to the IFS Food Audit report

Audit participant list

<i>Audit participants</i>					
Name:	Position:	Opening meeting	Documentation review	On-site evaluation (Audit):	Closing meeting
Mr. Quality	Quality Manager	X	X	X	X

Mr. Manager	General Manager	X			X
Mr. Transport	Transport Department	X		X	X
Mr Translator	Translator	X		X	X


Scope explanation and processing step explanation: see ANNEX 3

Evaluation of requirements, see chart 1, Part 1

Scoring and awarding of certificates, see chart 4, Part 1

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ANNEX 11: IFS Certificate

<h1>CERTIFICATE</h1>	
<p>Herewith the certification body</p> <p>Name of the certification body</p> <p>being an ISO/IEC 17065 accredited certification body for IFS certification and having signed an agreement with the IFS Management GmbH, confirms that the processing activities of</p> <p>Name of the audited company</p> <p>Address</p> <p>(where applicable, the packing code and the sanitary legal authorization number as well as GS1 GLN(s) COID, (Head office, if applicable))</p> <p>for the audit scope: (detailed descriptions of process(es)/product(s)),</p> <p>additional information:</p> <p>(in case of outsourced processes, the following sentence shall be added: "Beside own production, company has outsourced processes and/or products", description of product exclusions, if applicable)</p> <p>Number and name of the product scope(s), Number of the technology scope(s)</p> <p>meet the requirements set out in the</p> <p>IFS Food Version 7</p> <p>and other associated normative documents</p> <p>at Foundation level/Higher Level</p> <p>with a score of XX% (if required)</p> <p>Certificate – register number:</p> <p>Audit date: (If relevant: plus date of follow up audit)</p> <p>Certificate issue date:</p> <p>Date of expiration of the certificate (the certificate validity shall remain the same each year as described in the IFS Food Audit Protocol, Part 1):</p> <p>Next audit to be performed within the time period: (specify soonest and latest audit date, according to the requirements of the IFS Food Audit Protocol, Part 1)</p> <p>Date and place</p> <p>Name and signature of the responsible person at the certification body</p> <p>Address of the certification body</p>	

Glossary

Allergen (EU)	<p>Food causing an adverse reaction that is mediated by an immunological response. Defined allergens are:</p> <ul style="list-style-type: none">• Cereals containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridised strains) and products thereof• Crustaceans and products thereof• Eggs and products thereof• Fish and products thereof• Peanuts and products thereof• Soybeans and products thereof• Milk and products thereof (including lactose)• Nuts i.e. Almond (<i>Amygdalus communis</i> L.), Hazelnut (<i>Corylus avellana</i>), Walnut (<i>Juglans regia</i>), Cashew (<i>Anacardium occidentale</i>), Pecan nut (<i>Carya illinoensis</i> (Wangenh.) K. Koch), Brazil nut (<i>Bertholletia excelsa</i>), Pistachio nut (<i>Pistacia vera</i>), Macadamia nut and Queensland nut (<i>Macadamia ternifolia</i>) and products thereof• Celery and products thereof• Lupin and products thereof• Molluscs and products thereof• Mustard and products thereof• Sesame seeds and products thereof• Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO₂. <p>Regulation (EU) No 1169 / 2011 of the European Parliament and of the council.</p>
Allergen (US)	<p>There are 8 major allergens recognized in the United States according to the 2009 U.S. Food and Drug Administration (FDA) Model Food Code, Definitions section, page 12.</p> <p>(1) "Major food allergen" means:</p> <ul style="list-style-type: none">(a) Milk, egg, fish (such as bass, flounder, cod, and including crustacean shellfish such as crab, lobster, or shrimp), tree nuts (such as almonds, pecans, or walnuts), wheat, peanuts, and soybeans(b) A Food ingredient that contains protein derived from a food, as specified in Subparagraph (1) (a) of this definition. <p>(2) "Major food allergen" does not include:</p> <ul style="list-style-type: none">(a) Any highly refined oil derived from a food specified in Subparagraph (1) (a) of this definition and any ingredient derived from such highly refined oil; <p>or</p> <ul style="list-style-type: none">(b) Any ingredient that is exempt under the petition or notification process specified in the Food Allergen Labeling and Consumer Protection Act of 2004 (Public Law 108 – 282).
Assessor (for accreditation bodies)	<p>Person assigned by an accreditation body to perform, alone or as part of an assessment team, an assessment of a Conformity Assessment Body.</p>

Audit	Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.
Audit time window (unannounced audit)	<p>Period of time during which the unannounced audit may be performed. The date of reference for this time window is the audit due date (the date of first certification audit).</p> <p>Within the IFS Food Audit Protocol (Part 1), the time window is [- 16 weeks;+ 2 weeks] of the audit due date.</p> <p>In case where initial audit will be performed directly unannounced, there will not be a specific time window.</p>
Auditor In Progress (AIP)	Applicant which is in a process to gain auditing experience and has to pass the IFS exams to become IFS Food Auditor. For further information see chapter 3.1.1.4, Part 3 of the Standard.
Batch number	Designation that is printed on a label that allows the history of its production to be traced.
Blackout period	<p>Period of time the company may notify to its certification body in which the unannounced audit cannot take place. This includes maximum ten (10) operational days when the production site is not available for audit (e.g. staff holidays, maintenance days, etc.) as well as non-operating periods.</p> <p>Note: The ten (10) operational days can be split into a maximum of three (3) periods. These, together with the non-operating periods, shall be notified to the certification body when registering for the unannounced audit who will have to decide if the unannounced character of the audit is respected.</p>
Calibration	Set of operations that establish, under specified conditions, the relationship between values of quantities indicated by a measuring instrument or measuring system, or values represented by a material measure or a reference material and the corresponding values realised by standards.
CCP – Critical Control Point	A step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Characteristics	A designated feature or property of product.
Company	Any establishment in which any stage of production, processing and distribution of food is carried out. The company can have one or several legal entities registered and/ or approved by the relevant authority on behalf of the food business operator.

Contamination	Introduction or occurrence of a contaminant in food or food environment. A contaminant can be any biological, chemical agent, physical foreign matter, or any other substances that may compromise food safety or suitability . Contamination can also mean correlation of packages among themselves.
Contractor	A company or person who is contracted by the company to carry out work within the site.
Control measure (former CP)	Identified by the hazard analysis and risk assessment in order to control the likelihood of introducing or proliferation of a safety hazard in the product and/or the environment. However, the loss of control at this point may not lead to a health problem.
Correction	Action to eliminate a detected non-conformity or deviation
Corrective action	Action to eliminate the cause of a detected non-conformity, deviation or other undesirable situation.
Customer	A customer is a business company or person to whom products are sold either as a finished product or as a semi-finished part of the finished product.
Customer agreement	A negotiated and usually legally enforceable understanding between a customer and the company.
Decentralized structure	Facility (for example a workshop or a warehouse) owned by the company where part of the processes and operations of the production site take place.
Deviation	Non-compliance with a requirement but there is no impact on food safety related to products and processes. In the IFS, deviations are requirements scored with a C, D and KO requirements scored with a C.
End - Consumer	The ultimate consumer of a foodstuff who will not use the food as part of any food business operation or activity.
Equipment	A machine, instrument, apparatus, utensils or appliances used or intended to be used in or in connection with food handling and includes equipment used or intended to be used to clean food premises or equipment.
Factory Inspection (versus Internal audits)	Factory inspection covers specific subjects and can be carried out by any appropriate person. That means regular visits in any areas, for any purposes, to check the conformity (hygiene, pest control, product control, fabrication, foreign material hazards, surrounding control etc.).

Flow diagram	A systematic representation of the sequence of steps or operations used in the production or manufacture of a particular food item.
Food	Any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be, ingested by humans. 'Food' includes drink, chewing gum and any substance, including water, intentionally incorporated into the food during its manufacture, preparation or treatment and live animals which are offered to the customer or consumer and intended for preparation and consumption by the consumer.
Food authenticity	The characteristic of a food in relation to its origin, and/or process of production and/or its inherent properties (e.g. organoleptic or chemical)
Food Defense	The protection of food products from intentional contamination or adulteration by biological, chemical, physical, or radiological agents for the purpose of causing harm.
Food handling areas	Areas where personnel handle food, or handle surfaces likely to come into contact with food. These are areas where food is prepared, manufactured, produced, collected, extracted, processed, stored, transported, and delivered.
Food fraud	The deliberate and intentional substitution, mislabelling, adulteration or counterfeiting of food, raw materials, ingredients or packaging placed upon the market for economic gain. This definition also applies to outsourced processes.
Food fraud mitigation plan	<p>A process that defines the requirements on when, where and how to mitigate fraudulent activities, identified by a food fraud vulnerability assessment. The resulting plan will define the measures and controls that are required to be in place to effectively mitigate the identified risks. The control measures required to be put into place may vary according to the nature of</p> <ul style="list-style-type: none"> • the food fraud (substitution, mislabelling, adulteration or counterfeiting) • detection methodology • type of surveillance (inspection, audit, analytical, product certification) • source of the raw material, ingredient and packaging.

Food fraud vulnerability assessment	<p>A systematic documented form of risk assessment to identify the risk of possible food fraud activity within the supply chain (including all raw materials, ingredients, food, packaging and outsourced processes). The method of risk assessment may vary from company to company, however the systematic methodology for food fraud vulnerability assessment shall include as a minimum:</p> <ul style="list-style-type: none"> • The identification of potential food fraud activities, using known and reliable data sources. • The evaluation of the level of risk; both product and supply source. • The evaluation for the need for additional control measures. • Use of the results of the Food Fraud Vulnerability Assessment to develop and implement the Food Fraud Mitigation Plan. • Reviewed annually, or when there is increased risk identified by change to defined risk criteria. <p>The criteria used to evaluate the level of risk might be:</p> <ul style="list-style-type: none"> • History of food fraud incidents • Economic factors • Ease of fraudulent activity • Supply chain complexity • Current control measures • Supplier confidence.
Food Safety Culture	<p>Shared values, beliefs and norms that affect mindset and behaviour toward food safety in, across and throughout an organization. Elements of food safety culture are those elements of the food safety management which the senior management of a company may use to drive the food safety culture within the company. These may include, but are not limited to:</p> <ul style="list-style-type: none"> • Communication about Food Safety policies and responsibilities, • Training, • Employee feedback on food safety related issues, • Performance measurement.
Formula	<p>Exhaustive description of quantity and quality of raw materials to be used to process the products, as required in customer specifications. Formula can also include technological parameters and specific “know-how” on the process.</p>
Fully outsourced products	<p>Products manufactured, packed and labeled by a different company than the company being IFS Food certified, either under its own brand or customer brand.</p>
GMO	<p>Genetically modified organism. An organism, with the exception of human beings, in which the genetic material has been modified otherwise than natural multiplication or natural recombination.</p>

HACCP	A system which identifies, evaluates and controls hazards which are significant for food safety.
Hazard	A biological, chemical or physical agent in, or condition of, food with the potential to cause an adverse health effect.
Hazard analysis	The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for food safety and therefore shall be addressed in the HACCP plan.
Head office assessment (for accreditation bodies)	Assessment of the Conformity Assessment Body Head Office.
Highly perishable products	Products which from the microbiological point of view, are likely after a short period to constitute an immediate danger to human health.
Incident	A situation within the supply chain where there is a possible and/or confirmed risk associated with product integrity; or any force majeure event (e.g. critical resources/services disruption, natural disasters, loss, emergency situations, crisis, etc.) with a direct impact on the delivering of trusted products.
Ingredient	Any substance, including food additives, used in the manufacture or preparation of a food and which remains in the final product, even in the modified form.
Instruction program	A defined program designed to provide clear and concise instructions to personnel to meet food safety and quality objectives.
Integrity Program	Program implemented by IFS in order to: <ul style="list-style-type: none"> • Monitor, as preventive actions performance of auditors and certification bodies as well as audited companies, • Manage, as corrective actions, any complaints addressed to IFS.
Internal audit	General process of audit, for all the activity of the company. Conducted by or on behalf of the company for internal purposes. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Key roles	Personnel who have significant responsibilities and accountability for the development and maintenance of product integrity.
Legal entity	A legal entity is the registered office of the food business where, according to agreement, the food business operator has the administrative center of its business. It generally identifies the place where the administrative organization of the company is located.
Location	One physical address where the production site(s) is/are situated.
Lot number	Combination of numerical digits that are given to a group of products manufactured in the same batch/production unit.
Monitoring	The act of conducting a planned sequence of observations or measurements of control parameters to assess whether CCP's and other control measures are under control. See also Codex Alimentarius, General principles of Food hygiene, Guidelines for the application of the HACCP system, section 9.
Non-conformity	Non-fulfilment of a specified requirement. Non-conformity can be given in non-respect of legislation, law, food safety, internal dysfunctions and customer issues. In the IFS, defined non-conformities are Majors and KO's scored with a D.
Non-operating periods	Periods when the production lines are not operating at all, e.g. planned maintenance work, bank holiday, company planned shutdown for holidays, etc.
On-site evaluation	The evaluation of the production area which includes production processes (including maintenance, hygiene, pest control, cleaning), storage and dispatch areas, product development, on-site laboratory facilities, staff facilities, external areas
Partly outsourced process	Production step or part of production process carried out off-site by a third party on behalf of the IFS certified production site. In the IFS, primary packaging and labeling are also considered as production steps. If carried out outsourced, these shall be considered as outsourced processes.

Packaging material	<p>Any material used to:</p> <ul style="list-style-type: none"> • Contain the product, which depends on the product's physical form and nature • Protect and prevent the product of mechanical damage due to the hazards of distribution • Preserve the product, to prevent or inhibit chemical changes, biochemical changes and/or microbiological spoilage • Inform and communicate about the product, e.g.: legal requirements, product ingredients, usage, brand communication, etc. • Extend the shelf-life or to maintain or improve the condition of the product (active food contact materials) • Monitor the condition of packaged product or the environment surrounding the product (intelligent food contact materials)
Pasteurisation	<p>Process applied to a product with the objective of minimising possible health hazards arising from pathogenic microorganisms associated with the product which is consistent with minimal chemical, physical and organoleptic changes in the product (e.g. UHT process, high pressure pasteurisation).</p> <p>In pasteurisation a heating temperature below 100°C is applied.</p>
PDO	<p>Protected designation of origin defined under regulation (EU) No 1151/2012</p>
PGI	<p>Protected geographical indication defined under regulation (EU) No 1151/2012</p>
Potable water	<p>Water fit for human or animal consumption (e.g. drinking, cooking and food preparation) and in principle must be free from microorganisms and other contaminants that may endanger public health</p>
Procedure	<p>Specified way to carry out an activity or process.</p> <p>Procedures shall be implemented and the elaboration of procedures shall be done by documents or process description (e.g. flowchart).</p>
Product	<p>Result of a process or activities transforming inputs into outputs. A food product comprises packaging.</p>
Product development	<p>The creation of products with new or different characteristics that offer new or additional benefits to the customer.</p> <p>Product development may involve modification of an existing product or its presentation, or formulation of an entirely new product that satisfies a newly defined customer who wants a market niche. In the IFS Standard, the requirements for chapter product development apply even if there is just a product modification, use of new packaging materials or modifications of production processes.</p>

Product integrity	The product safety, quality and other properties or criteria that are defined by the company or customer.
Product integrity risk review	A process which is undertaken to assess the risk to product integrity and continued availability of product, in order to continuously meet customer and/or company requirements.
Product recall	Any measure aimed at achieving the return of a dangerous product that has already been supplied or made available to consumers by the producer or distributor.
Product requirements	Product requirements includes: product safety, product quality, product legality, process and specification.
Product withdrawal	Any measure aimed at preventing the distribution, display and offer of a product out-of-specification and/or dangerous to the consumer.
Production area	Part of the production site which includes: production processes (including maintenance, hygiene, pest control, cleaning), storage and dispatch areas, product development, on-site laboratory facilities, staff facilities, external areas).
Production site	An establishment in a specific physical location where the IFS Food audit is conducted in which any stage of production, processing and distribution of food can be carried out.
Protective clothing	Company issued clothing (which includes footwear and gloves) which are worn to protect the food from contamination by the employee, contractor or visitor.
Raw materials	A base material used for the manufacture of a product.
Resources	A stock or supply of money, materials, staff, and other assets that can be drawn on by the company in order to function effectively and continuously achieve objectives.
Rework	The process of re-utilisation of food, ingredients, raw materials or packaging.

Reviewer	<p>Person of the certification body in charge of assessing the IFS Audit reports before a certification decision is made.</p> <p>The tasks of the reviewer are, at least:</p> <ul style="list-style-type: none"> • To check the overall consistency of the audit reports. • To check if the audit reports are properly completed (e.g. compulsory fields, etc.) • To check if the findings are well described and if the justifications are relevant. • To check if the corrective actions proposed by the audited company have been validated by the auditor (or by a representative of the certification body) and are relevant. <p>The review shall be documented.</p>
Risk	A function of the probability of an adverse health effect and the severity of that effect, consequential to (a) hazard(s) in food.
Risk assessment	The process of risk identification, risk analysis and risk evaluation to determine control measures.
Root cause analysis	Process or procedure that helps understanding the initiating causes of a problem. The goal of this process is to determine the missing or inadequately applied controls that will prevent a recurrence.
Safety Data Sheets (SDS)	The safety data sheet information is principally intended for use by professional users and must enable them to take the necessary measures as regards the protection of health, safety and the environment at the place of work. The safety data sheet may be supplied on paper or electronically, provided that the addressee has the necessary means of receiving it.
Seasonal products	Products which are processed at a specific time in the year, or processes which are used at a specific time in the year, for getting new / different products than those processed all year long.
Securely	To retain in a safe location, which is not open to unauthorised personnel or persons.
Senior management	Executive management.
Services	An organization that provides a network, storage or processing service.
Shifts	Work schedules in which employees change or rotate.

Sign off witness audit	First witness audit of an auditor after having passed the IFS exam for the purpose of confirmation of competency for final approval as IFS Food Auditor.
Staff facilities	Areas within a site, other than food handling areas, that are used by personnel e.g. cloakrooms, toilets, canteens and rest rooms.
Sterilisation	Process applied to a product in final packaging in order to remove living microorganisms (e.g. autoclave for products canned). Compared to pasteurisation, a heat treatment of over 100°C is applied for a period long enough to lead to a stable product shelf-life. The main concern is inactivation of the most heat resistant pathogenic spores, namely <i>C. botulinum</i> .
System	Set of interrelated or interacting elements. System is a planned, sustainable structured course of action. Depending on the complexity, documentation is recommended. System includes: documentation, procedure description, control / monitoring, corrective action, site plan.
Traceability	Ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production, processing and distribution.
Traded products	Products manufactured, packed and labeled by and under a different company name than the company being IFS Food certified and which are not customer branded products.
Validation	Confirmation through the provision of objective evidence that the requirements for the specific intended use or application have been fulfilled.
Verification	Confirmation through the provision of objective evidence that specified requirements have been fulfilled.
Visitors	People who are not employees at the company being IFS Food certified, who are not contracted to carry out work for the company, but are invited to enter the production site.
Witness assessment (by accreditation bodies)	Assessment of the Conformity Assessment Body (certification body) when it is carrying out conformity assessment services within its scope of accreditation.

Witness audit to be performed every two years, for IFS Food approved auditors

Every IFS Food Auditor shall be assessed during a complete IFS Food on-site witness audit every two (2) years by the certification body, in order to evaluate her/ his competence. This audit can be performed at any time during the second calendar year after the year in which last witness audit has taken place. The witness auditor shall not be part of the audit (as a team member).

The witness auditor shall be an experienced IFS Auditor (see requirements under 3.2). For the witness auditor of these regular witness audits, relevant product and tech scope(s) approval, in relation to the products / processes of the audit, is not mandatory.

The certification body shall specify the name of the witness auditor in the participants' list of the IFS Audit Report and shall be able to provide, on request, a witness audit report of this witness audit.

Every second time (every 4 years) it can be replaced by a complete onsite witness audit of a GFSI recognized Food safety post-farm processing scheme accredited against ISO/IEC 17065.

Note 1: in case of audit team in which the team can split during the audit (as both auditors have company's product and tech scopes), it is not possible to perform a witness audit by a witness auditor, as the auditor who is witnessed doesn't perform a complete audit.

But if the team does not split, it is possible to perform a witness audit by an observer for the lead auditor, as it will be possible to witness the auditor during a complete audit.

Note 2: witness audits performed by accreditation bodies are accepted as a replacement of a witness audit performed by an observer from the certification body.

Note 3: witness audits performed by IFS Integrity Program during a complete IFS Food audit are also accepted.