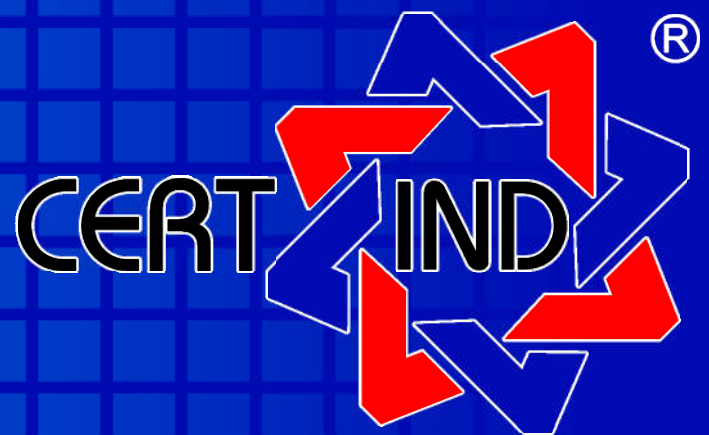


certification body



Providing assurance. Since 2003.

RULES
FOR FSSC 22000
CERTIFICATION



FSSC 22000 vs.4.1 Certification Scheme Requirements for Certification Process

1. Application process

The certification bodies have to be licensed by the Foundation for the food chain categories for that provide certification services.

2. Self-assessment

It is recommended that the applicant organization conducts a self-assessment

against the current version of the Scheme available from the FSSC 22000 website www.fssc22000.com.

The requirements of the certification referential for assessing the prerequisite programs are different depending on the food category for the activity scope of the client.

Once the self-assessment has been completed, and potential gaps are addressed, the applicant organization should contact CERTIND in order to receive an application form and afterwards agree on a certification contract.

2.3 Application form

CERTIND will require completion of an official application form, signed by an authorized representative of the applicant organization.

It is the responsibility of the applicant organization to ensure that adequate and accurate information is shared with CERTIND about the details of the applicant organization.

The details shall include at least the following:

- a) The proposed certification scope
- b) The number of workers in management and production
- c) Details of shifts
- d) Number of production lines
- e) Number of HACCP studies
- f) Details of other certified management systems (such as Dutch HACCP, ISO 22000 or ISO 9001) or GFSI recognized certification schemes
- g) When applicable: details related to a request for a transition audit from ISO 22000 or another GFSI recognized scheme to FSSC 22000
- h) When applicable: information regarding organizations with off-site storage, separate head office and off-site activities



2.4 Certification contract

A certification contract shall exist between the organization and CERTIND, detailing the scope of the certification process including the audit and reporting requirements.

2.5 Annual fee

- 1) CERTIND shall charge organizations certified against the Scheme an annual fee payable to the Foundation.
- 2) The Foundation shall decide annually on the fee amount.

3 Certification process

3.1 Preparation

For the initial certification audit, the applicant organization shall agree mutually convenient date(s) with due consideration given to the preparatory work by the applicant organization required to meet the requirements of the Scheme.

The applicant organization must prepare carefully for the audit, to have appropriate documentation for the auditor to assess and to have appropriate staff available at all times during the on-site audit.

The organization shall ensure that the relevant products and/or services and related processes for the scope of certification are in place and can be assessed during the audit.

3.2 Two stage audit process

The initial auditing for certification is always carried out at the production site of the applicant organization and is conducted in two separate stages:

- a) The Stage 1 audit, verifies that the system has been designed and developed in accordance with the organization's top management commitment to conform with Scheme requirements. The objective of this audit is to assess the preparedness of the applicant organization to proceed to the stage 2 audit.
- b) The Stage 2 audit substantiates top management's claim by auditing implementation of the food safety management system.

The activities subject to the proposed certification scopes shall be assessed during the initial certification audit.

3.2.1 Certificate issue

CERTIND will issue the certificate within 30 calendar days from the date of the certification decision. The certificate expires three years after the date of the initial certification decision. However, whilst the certificate is issued to the applicant organization, it remains the property of CERTIND under the conditions outlined in the contract.



3.2.2 Surveillance audits

Surveillance audits will assess and report on conformity with all Scheme requirements including the use of marks and references to certification.

At least one of the two annual surveillance audits shall be unannounced.

The audit program shall also consider the results of any previous audits including the unannounced audit(s).

If not all audit objectives are fulfilled during an unannounced audit, an additional audit shall be performed of which the nature shall be determined by CERTIND

3.2.3 Recertification

The recertification audit must be planned and conducted in due time to enable timely renewal of the certificate before the expiry date.

The purpose of this audit is to confirm the continuing conformity of the food safety management system as a whole with all Scheme requirements.

The audit also includes a review of the food safety management system over the whole period of certification, including previous surveillance audit reports and complaints received.

CERTIND decides on renewal of the certification cycle on the basis of the recertification audit which must meet the same requirements as an initial audit.

3.2.4 FSSC 22000 Scheme logo use

1. The use of the FSSC 22000 logo represents achievement of certification against the highest management system standard for food safety.
2. To maintain its integrity, use of the logo and protection of its copyright is controlled by the Foundation FSSC 22000.
3. Mentioning possession of a FSSC 22000 certificate or making any reference such as for example "Produced in a FSSC 22000 certified company" on a product label, packaging, etc. is not allowed.
4. CERTIND will audit the use of the FSSC 22000 logo by certified organizations during every initial, surveillance and recertification audit. Any nonconformity associated with the use of the logo will require the organization to take remedial action to restore conformity with the criteria described here.



4 Transition to FSSC 22000

4.1. When transitioning from ISO 22000 or a GFSI recognized scheme to FSSC 22000 certification, a full stage 1 and 2 audit is not required to confirm compliance of the food safety management system with all Scheme requirements.

The transition audit is based on the recertification Scheme requirements. In this case, the audit report shall:

- a) clearly specify the audit type i.e. “transition audit from ISO 22000 or a GFSI recognized scheme to FSSC 22000”,
- b) provide details of the previous audit in particular related to nonconformities,
- c) confirm the validity of the existing certificate,
- d) confirm compliance with all Scheme requirements.

4.2. The transition audit time calculation is based on the recertification Scheme requirements.

4.3. The transition audit shall result in a new FSSC 22000 certificate with a regular validity of three years.

5 Significant changes

Once certification has been granted, any significant changes that affect the fulfilment of the requirements for the certification must be communicated to CERTIND as stipulated in the certification contract.

5.1 Notification

1) The organization shall report significant changes to CERTIND within three (3) working days as stipulated in the certification contract. These include changes relating to:

- a) legal, commercial, organizational status or ownership,
- b) organization and management (e.g. key managerial, decision-making or technical staff),
- c) organization name, contact address and site details,
- d) scope of operations and product categories covered by the certified management system,
- e) management system and/or processes,
- f) any other change that renders the information on the certificate inaccurate.

2) The organization shall seek the advice of the CB in cases where there is doubt over the significance of a change.

5.1.1 Certification body's review

CERTIND reviews the reported changes, decides upon the significance and consequences for conformity with the Scheme requirements, and comes to a conclusion whether or not additional verification activities are necessary. CERTIND decides also whether or not certification changes of scope shall be granted.



If granted, the current certificate will be superseded by a new certificate using the same expiry date as detailed in the original certificate.

The organization's entry in the FSSC 22000 Register of Certified Organizations will be updated accordingly.

6 Serious events

The organization shall inform CERTIND about serious events that impact the integrity of the certification and the organization's entry in the FSSC 22000 Register of Certified organizations.

6.1 Reporting

The organization shall report serious events to the CB immediately and these include at a minimum:

- a) legal proceedings, prosecutions and the outcomes of these related to food safety or legality,
- b) public food safety events (such as e.g. public recalls, calamities, etc.)
- c) extraordinary events which pose major threats to food safety or certification integrity such as war, strike, riot, political instability, geopolitical tension, terrorism, crime, pandemic, flood, earthquake, malicious computer hacking, other natural or man-made disasters.

CERTIND in turn will take appropriate steps to assess the situation and will take any appropriate action including additional verification activities.

These activities may have implications for the certified status of the organization.

6.1.1 Public recalls

An organization is always responsible for failures of its management system that could lead to public recalls of products available on the market.

Immediate action

Immediate action is required if there is evidence that the organization's management system has failed to detect and control the compromised product:

- 1) this product shall be recalled from the market by the organization and
- 2) the organization shall inform the CERTIND immediately.

Consequences

CERTIND will assess the organization's corrective actions following the recall and determine any consequences or any actions necessary to maintain the certification.

7 Transition period





Providing assurance. Since 2003.

CERTIND SA

Palatul UGIR 1903, str. George Enescu 27-29, sector 1, București
Tel./ Fax: +4(021).313.3651 - E-mail: office@certind.ro
R.C.: J40/7870/2003 - C.I.F.: RO 15502676
Capital social: 192.000 RON

www.certind.ro

