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Do you have any questions about the service description? We will be happy to help you.

You can reach us by email info.tncert@tuev-nord.de or in person from Monday to Friday between 07:30 and 18:00 on 0800 - 2457457.

TÜV NORD CERT GmbH
At the TÜV 1
45307 Essen
www.tuev-nord-cert.de

The rules and the performance specifications for the assessment according to the IFS Progress Food are applicable to the offer. They supplement the general conditions for the certification of food/feed safety systems.

The valid version of the standard as well as further applicable documents and regulations can be found on the IFS homepage (www.IFS-certification.com).

The assessors are selected by TÜV NORD CERT according to the accreditation for the industry and qualification.

The IFS Progress Food assessment process is designed to assist "small and underdeveloped businesses" in establishing food safety systems through a phased plan to facilitate access to local supply chains. The company has the option to undergo an assessment at the basic level, which corresponds to about 45 % of the requirements of the IFS Food standard, basic level + HACCP (about 55% of the requirements of the IFS Food standard) or to start directly with the intermediate level. Here, about 70 % of the requirements of the IFS Food standard are assessed. The aim is to achieve continuous improvement, which will facilitate certification to IFS Food. The aim is for the company to remain in an assessment level for one year at a time, so that the IFS Food Standard requirements are achieved within three years.

1. ASSESSMENT PROCEDURE

1.1 Assessment preparation

A pre-assessment can be conducted at the client's request. The aim of the pre-assessment is to enable the company to decide on the entry level into the programme.

The client decides at which level the assessment should take place. This assessment level is to be contractually agreed between the contractor and the client.

In preparation for the assessment and the preparation of the assessment plan, the company shall provide the assessor with the following documents as a minimum:

- Extract from a commercial register (or comparable evidence, if applicable),
- Overview of management system documentation (e.g.: Table of contents or presentation of the structure of the management system documentation, process map),
- Organisation chart or other documents showing the organisational structure.
- HACCP plans including the defined CCPs/CPs,
- Documentation of Quality Management
- Summary of Products / Product groups

If necessary, the assessor may request further documents.

The detailed document review can be performed before the certification audit but it will not influence the audit time on site. Any deviations or non-conformities will be included in the overall audit evaluation, i.e. any deviations and non-conformities that are identified must be counted as such in the certification audit; it is not possible to carry out corrections before the audit.

1.2 Assessment performance

A detailed description of the assessment procedure is contained in the IFS Progress Food Standard. The assessment is based on the requirements of the respective IFS checklist at the basic level, basic level + HACCP or intermediate level.

An essential part of an assessment is always the interviewing of individual employees at the workplace and the inspection of applicable documents, records, orders, guidelines, etc. The assessment is carried out by a team of experts.

The company's task in the assessment is to demonstrate the practical application of its documented procedures. For this purpose, all product groups as well as processes that are to be included in the scope of certification must be assessed in the running process at the time of the assessment. If this is not the case, an additional assessment for these processes/product groups with an additional assessment effort is required. After completion of the assessment, the client is informed of the assessment result in a final meeting. The assessor can give an assessment of the assessment result, but cannot communicate a final result. The assessment result is documented in a report, non-conformities are documented in an action plan. An assessment is a procedure based on the principle of random sampling. Therefore, non-conformities or weaknesses may still exist but were not subject of the final meeting or in the assessment report.

The assessment can only cover one operating/production site.

Further rules and arrangements regarding the procedure for unannounced or announced surveillance assessments or follow-up and extension assessments are described in the IFS Progress Food Standard and are mandatory. Companies who wants to participate in the unannounced assessment procedure (possible for an intermediate level assessment) must inform the certification body at least 20 weeks before the anniversary date of the renewal assessment.

The assessment always takes place on site.

1.3 Issue of a confirmation of the assessment result

The letter of confirmation is issued after a technical review and a positive certification decision by the certification body. Therefore all major non-conformities have been confirmed in a follow-up assessment or a new initial assessment and corrections and corrective actions must be available for all non-conformities, which have been verified and accepted by the assessor.

The confirmation letter is generally valid for 1 year and is calculated from the date of the initial assessment plus 8 weeks.

The assessment report, action plan and the letter of confirmation are entered into the IFS Audit-Portal (www.IFS-certification.com). For registration in the IFS Audit-Portal, IFS charges € 35 per site¹, which is settled via TÜV NORD CERT. The assessment reports and confirmation letters are available to the company on the IFS Audit-Portal for download.

¹ Will be adjusted according to current fees by IFS management

1.4 Withdrawal/suspension of confirmation letters

A letter of confirmation shall be withdrawn or suspended by TÜV NORD CERT in situations as described in the IFS Progress Food standard.

If the suspension is lifted, or a decision is made to reduce the scope of certification as a condition for reinstatement, TÜV NORD CERT shall make any necessary changes to public information, approvals for the use of trademarks, etc. to ensure transparency and that the products/processes continue to be certified.

2. ASSESSMENTS FOR SPECIFIC REASON

If the client becomes aware that legal action could be taken with regard to the safety or legality of a product, he shall inform TÜV NORD CERT immediately. TÜV NORD CERT will instigate suitable steps in order to assess the situation and its impact on the certification, and will take appropriate action.

If the TÜV NORD CERT gains knowledge of incidents which have an impact on the safety or legality of the product, the certification body is entitled to perform announced or unannounced assessments at any time, and, following audit of the situation and its effects, to withdraw the certificate(s).

Further reason for notifying TÜV NORD CERT are defined in the IFS Standard. The client shall inform TÜV NORD CERT within 3 working days after the incident took place and provides documents for further evaluation within 7 working days. TÜV NORD CERT will take corresponding steps for audit of the situation and its impact on the certification, this might be an extraordinary assessment. The information regarding the product recall shall be sent to the following email address:

TNCert-Food-Recall@tuev-nord.de.

2 MANAGEMENT OF DEVIATIONS AND NON-CONFORMITIES

Deviations and non-conformities are documented in an action plan. The client receives the action plan within 14 days after the audit to determine corrections and corrective actions.

The client sends the action plan with the corrective actions to the auditor within 14 days of receipt. The corrective actions specified in the action plan must be implemented after 3 months at the latest. For corrective actions, a deadline of 12 months after the last assessment day applies. The review takes place in the next assessment. If the action plans are not submitted within the 14 days or the corrections and corrective actions are insufficient, the assessment is rated as failed. Only after a positive assessment by the assessor will the final report be issued.

If one or more major non-conformities are present in the assessment, the confirmation letters must be blocked by TÜV NORD CERT in the IFS Audit-Portal within 48 hours. All users with access to the IFS Audit-Portal, which the client has indicated in the list of their favourites, are informed by the IFS Audit-Portal by e-mail about the suspension of the current confirmation letter (with explanation of the identified non-conformity(ies)).

The regulations for the follow-up assessment are described in the IFS Progress Food Standard. A follow-up assessment must always be carried out on site. The assessor decides on the scope of the follow-up

assessment, but only the standard requirements affected by the non-conformity are verified. The follow-up assessment shall be invoiced on a time and material basis in accordance with the schedule of fees. Daily rates stated in the offer plus travel time and travel expenses will be taken into account. In case of > 1 major and / or ≤ 75% result, a completely new assessment is required according to the IFS regulations. If the assessment is broken off (aborted), this must be stated in the report. However, it is always recommended to continue the assessment.

Companies that are listed in the "Favourites" list in the IFS portal will receive an e-mail informing them of the report deactivation if they fail the assessment. In case of failure, a supplementary assessment can be carried out. This can take place at the earliest 6 weeks and at the latest 6 months after the assessment. The regulations regarding the requirements for passing the assessment can be found in the IFS Progress Food Standard.

3 TAKEOVER OF LETTERS OF CONFIRMATIONS FROM OTHER CERTIFICATION BODIES

In general, only letters of confirmation issued by accredited certification bodies can be accepted. Organisations with confirmation letters issued by non-accredited certification bodies are to be treated as new clients.

For implementation of the takeover, the client presents the last assessment report, action plan and the confirmation letter to the assessor before the assessment. A transfer can only take place within the framework with an assessment. The client shall ensure that TÜV NORD CERT is selected as the responsible certification body in the IFS audit portal before the assessment.

4 INTEGRITY PROGRAM

The company agrees to and is aware of the "Integrity Program" of the owners of the IFS certification system. The Integrity Programme aims a number of measures to ensure maximum quality and reliability of the IFS certification scheme, such as quality assurance activities, complaint handling and, assessments in the company by IFS management.

After the assessment of the company by TÜV NORD CERT, IFS Management is entitled to carry out so-called Integrity on-site Checks or Integrity Witness Assessments in the company at any time in order to disclose and exclude misuse and violations of IFS.

Generally, IFS Management conducts unannounced Integrity on-site Checks, if IFS Management decides that an announced Integrity on-site Check is required due to the facts to be investigated (e.g. complaints, specific issues to be resolved where certain company representatives need to be available), IFS Management notifies the certified company and, in certain circumstances, TÜV NORD CERT 0 - 48 hours before the date of the Integrity on-site Check.

The company is obliged to grant IFS Management and the assessor appointed by IFS Management access to its premises. The company is also obliged to support the assessor as far as possible in carrying out the integrity on-site audit.

IFS Integrity Witness Assessments are IFS assessments where a regular IFS assessment is conducted by an assessor employed or contracted by IFS management. The aim is to observe the assessor's work in an assessment situation and to evaluate whether the assessor's method and assessments are appropriate to the IFS requirements.

For more information on the Integrity Programme, see www.ifs-certification.com

5 INFORMATION ON DATA PRIVACY PROTECTION

Employees of the certified companies

IFS Management GmbH informs that data about you (name, contact data, position within your company) will be stored at IFS Management GmbH ("Data"). This is done in conjunction with the audit against an IFS standard of your company. The Data is included in the audit report that IFS Management GmbH receives from your company, the auditor or the certification body. The Data may also be displayed in the IFS Audit-Portal under www.ifs-certification.com. There the Data can be viewed by retailers that have been registered for using the IFS Audit-Portal.

(1) Name and contact details of the responsible company:

IFS Management GmbH, am Weidendamm 1A, 10117 Berlin, Phone +49 (0) 3072625074, Fax: +49 (0) 030726 250 79,

dataprotection@ifs-certification.com

www.ifs-certification.com

(2) Contact data of the data protection officer

Nils Gustke, Gesellschaft für Personaldienstleistungen mbH Pestalozzistraße 27, 34119 Kassel, Phone +49 (0) 561 7896868, Fax: +49 (0) 0561 7896861, gustke@gfp24.de, www.gfp24.de

(3) Processing purposes

IFS Management GmbH stores the data for internal administrative and own business purposes, The Data, together with the audit reports, documents that your company has been assessed against a specific audit of an IFS standard.

(4) Legal basis

The processing of the Data is permitted in accordance with article 6 (1) (f) GDPR. The processing of the Data is necessary so that IFS Management GmbH can maintain its legitimate interests (internal administration and own business purposes)

(5) Data origin

You have provided the Data from your company to an auditor in connection with the audit of your company, IFS Management GmbH receives the audit report from your company, the auditor or TÜV NORD CERT

(6) Duration of storage

The Data is stored by IFS Management GmbH as long as Data on your company are available in the IFS portal at www.ifs-certification.com or as long as TÜV NORD CERT which has certifies your company or the auditor who has assessed your company are still active for IFS Management GmbH. IFS Management GmbH also stores the data if it is obliged to store the data due to statutory retention periods. The statutory retention period are six years according the section 257 German Commercial Code (HGB) and ten years according to section 147 German Tax Code (AO).

(7) Rights of the person concerned

If the legal requirements are met, you are entitled to the following rights under articles 15 to 22 GDPR: rights to information, rectification, erasure, restriction of processing, object and data portability

(8) Right of appeal to the supervisory authority

You have the right to complain to the supervisory authority in accordance with article 77 GDPR if you consider that the processing of your Data is not lawful. The address of the supervisory authority responsible for the IFS Management GmbH is:

Berliner Beauftragte für Datenschutz und Informationsfreiheit (Commissioner for data protection and freedom of information), Friedrichstraße 219, 10969 Berlin

6 IFS LOGOS

The company must comply with the "[conditions for the use of the IFS logos](#)", as described on the IFS homepage.