



GFSI BENCHMARKING REQUIREMENTS
VERSION 2024

PART II REQUIREMENTS FOR THE MANAGEMENT OF CERTIFICATION PROGRAMMES

Part II - Requirements for the Managment of Certification Programmes

Contents

Introduction	3
Section 1: Ownership, Development and Maintenance	4
Section 2: Accreditation	7
Section 3: Relationship with Certification Bodies	9
Section 4: Certification Bodies Personnel	12
Table 1: GFSI sector and sub-sector scopes for recognition and the associated competence of auditors	15
Section 5: Management of Audit and Certification	20
Section 6: Multi-site Certification	25
Table 2 Minimum sample size for the certification of multi-site organisations based on sampling for scope G.	30

INTRODUCTION

The Global Food Safety Initiative aims to improve food safety and business efficiency. The Global Food Safety Initiative Coalition has three key objectives:

1. Benchmarking and Harmonisation
2. Capability Building
3. Public-Private Collaboration

GFSI's work in benchmarking and harmonisation fosters mutual acceptance of GFSI-recognised Certification Programmes across the industry and enables a simplified "once certified, recognised everywhere" approach. This reduces inefficiencies from duplication of audits and helps reduce trade barriers.

The GFSI Benchmarking Requirements are built through consensus of experts; they form a shared and widely accepted understanding of what constitutes a robust food safety Certification Programme.

Part II of the GFSI Benchmarking Requirements defines the key elements required in a Certification Programme in relation to:

- Ownership, development and maintenance;
- Accreditation;
- Relationship with Certification Bodies;
- Certification body personnel;
- Management of audit and certification;
- Multisite sampling and group certification.

It applies to any Certification Programmes applying for GFSI recognition.

GFSI requires Certification Programme Owners to address each key element outlined in this document in their recognised Certification Programmes.

The detailed content of each individual Certification Programme shall however be independently developed and is not expected to be a direct copy of the GFSI Benchmarking Requirements.

A 'Glossary' of terms used within the GFSI Benchmarking Requirements is provided in Part IV. This document forms an integral part of the GFSI Benchmarking Requirements; therefore, definitions shall be applied accordingly within the Certification Programmes.

Additionally, we have published an Implementation Handbook to help provide detailed guidance and clarity on the Benchmarking Process. This comprehensive resource outlines key steps, best practices, and examples where necessary to support with the implementation process for Certification Programmes effectively.

All engagement with GFSI is underpinned by three key elements and all stakeholders shall adhere to these at all times:

- CGF Antitrust statutes.
- GFSI Governance Model and Rules of Procedure.
- GFSI Code of Ethical Conduct.

Any demonstrable breach to the above will would allow GFSI to discontinue all communication with the stakeholder and further action in line with GFSI Governance rules be followed.

Certification Programme Owners requiring Certification Bodies to operate according to ISO / IEC 17021-1 shall ensure they meet the ISO 22000 requirements as well as the GFSI Benchmarking Requirements for applicable sectors outlined in Part III. If fulfilment of both is not possible, ISO / IEC 22000 requirements shall prevail.

Certification Programmes requiring Certification Bodies to operate according to ISO / IEC 17065 shall ensure they meet the GFSI Benchmarking Requirements.

Section 1: Ownership, Development and Maintenance

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
1.1	Ownership	The Certification Programme Owner shall be a legal entity.
1.2	Ownership	The Certification Programme Owner shall have the authority to establish and amend the Certification Programme.
1.3	Ownership	The Certification Programme Owner shall neither have conformity assessment nor certification activities for the Certification Programme. In particular, the Certification Programme shall not be developed, managed or owned by a Certification Body or group of Certification Bodies.
1.4	Ownership	The Certification Programme Owner shall not provide any consultancy on their Certification Programme
1.5	Self-promotion	The certification process shall not be 'self-promoting' or 'self-expanding' by mandating that products or services from the certified organisation shall contain components which are certified under a Certification Programme owned by the Certification Programme Owner.
1.6	Product Labelling	The Certification Programme Owner shall not allow products produced under the conforming Certification Programme to be labelled, marked or described in any manner which implies they meet specific food safety criteria.
1.7	Product Labelling	The Certification Programme shall specify the use of off-product logo or mark and ensure that Certification Bodies communicate those rules to applicant / certified organisations.
1.8	Certification Programme Development and Maintenance	The Certification Programme shall be developed and maintained with the participation of technically competent representatives of direct stakeholders or be subjected to formal review by such parties and subsequently determined as appropriate.
1.9	Certification Programme Development and Maintenance	The number and interests of the stakeholder representatives involved with the Certification Programme development shall be reflective of the sector(s) of the food supply chain for which the Certification Programme is intended.

1.10	Certification Programme Development and Maintenance	The Certification Programme shall be subjected to stakeholder consultation during its development.
1.11	Certification Programme Development and Maintenance	The consultation period shall allow sufficient time for stakeholders to review the Certification Programme under development and send their comments to the Certification Programme Owner.
1.12	Certification Programme Development and Maintenance	The Certification Programme Owner shall ensure due consideration to comments received from stakeholders during the consultation.
1.13	Certification Programme Development and Maintenance	The Certification Programme's normative documents shall be established by consensus and issued using a formalised and documented approval process.
1.14	Certification Programme Development and Maintenance	The Certification Programme's normative documents shall be appropriately controlled and publicly available. The documents submitted to GFSI shall be translated into English and their translation appropriately controlled.
1.15	Certification Programme Development and Maintenance	The Certification Programme's normative documents shall be reviewed and re-issued as appropriate to remain current and address stakeholders' expectations. This shall include revision in accordance with the issuing of new versions and sub-versions of the GFSI Benchmarking Requirements.
1.16	Certification Programme Development and Maintenance	The Certification Programme Owner shall inform key stakeholders, including GFSI, of any changes to the Certification Programme, in particular all those changes that may impact the recognition status of the Certification Programme. (See Glossary for Reportable incidents to GFSI).
1.17	Certification Programme Development and Maintenance	The Certification Programme Owner shall ensure that stakeholders and other interested parties can make effective contact with the Certification Programme Owner, or authorised authority, to clarify any interpretation.
1.18	Documentation Requirement	The Certification Programme Owner shall establish, implement and maintain a Quality Management System.
1.19	Complaint Procedure	The Certification Programme Owner shall implement an effective documented complaint procedure. This procedure shall be publicly available without request.

1.20	Data Management	The Certification Programme Owner shall have in place a clearly defined data management system holding and maintaining data for the effective management and operation of the Certification Programme.
1.21	Data Management	The Certification Programme Owner shall ensure that the data management system shall incorporate data in relation to the GFSI Benchmarking Requirements and the annual assessment questionnaire. This system shall allow to estimate as a minimum: • Number of auditors approved to audit against the recognised programme by region; • Number of valid certificates; • Number of issued certificates within a given period; • Number of suspended certificates; • Number of withdrawn certificates.
1.22	Data Management	The Certification Programme Owner shall have a process in place to verify the authenticity of the certificate.
1.23	Internal Review	The operations of the Certification Programme Owner shall be subject to formal annual internal review of its relevance and compliance to internal processes, and, where appropriate, revised.
1.24	Internal Review	The Certification Programme Owner shall ensure that the formal internal review assesses the management of the Certification Programme, and address any issues or concerns raised by stakeholders.
1.25	Internal Review	The review and any arising actions shall be fully documented.

Section 2: Accreditation

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
2.1	Certification Process	The Certification Programme shall include a certification process based on one of the following standards: ISO / IEC 17065 for product Certification Bodies or ISO / IEC 17021-1 with ISO 22003-1 for management system Certification Bodies.
2.2	Certification Process	Where scoring, ranking and grading systems are applied, these shall be clearly explained by the Certification Programme Owner and publicly available.
2.3	Scope of Certification	The Certification Programme Owner shall define clear scope(s) of certification related to the sector of the food supply chain for which the Certification Programme is intended and commensurate to the GFSI scope(s) of recognition.
2.8	Relationship with Accreditation Bodies	The Certification Programme Owner shall have a process in place for communication exchange with the Accreditation Bodies: • Relevant information and developments related to the Certification Programme; • Extending Certification Bodies' scope of activities; • Withdrawal or suspension of Certification Bodies for reasons related to accreditation standard.
2.10	Certification Bodies List	The Certification Programme Owner shall ensure that a list of active Certification Bodies is publicly available without request.
2.11	Certification Bodies Requirements	The Certification Programme Owner shall have documented requirements for Certification Bodies to operate the Certification Programme.
2.12	Accreditation of Certification Bodies	The Certification Programme Owner shall ensure that all activities resulting in the issuing of certificates are delivered by Certification Bodies accredited by Accreditation Bodies members of the International Accreditation Forum (IAF) and signatories to the Multilateral Recognition Arrangement (MLA) for the appropriate scope.
2.13	Accreditation of Certification Bodies	The Certification Programme Owner shall define clear scope(s) of accreditation for the Certification Bodies.

2.14	Accreditation of Certification Bodies	The Certification Programme Owner shall ensure that the scope of accreditation of Certification Bodies shall be publicly available and precisely defined in terms of the exact name of the Certification Programme in scope, its revision number and/or date and its sector of application reference (e.g. industry sector).
2.17	Accreditation of Certification Bodies	The Certification Programme Owner shall ensure that Certification Bodies seeking accreditation for the Certification Programme shall be accredited within 12 months from the date of application to an Accreditation Body.
2.18	Accreditation of Certification Bodies	In the event that accreditation is not granted within 12 months or, in situations where there is a delay, the Certification Body shall provide a plan to the Certification Programme Owner for approval to achieve accreditation and any potential impact on GFSI Recognition shall be highlighted to the GFSI Senior Technical Manager.
2.19	Accreditation of Certification Bodies	If a Certification Body has a pending application for extension of their scope with an Accreditation Body, the Certification Body shall inform the Certification Programme Owner. The Certification Programme Owner shall acknowledge and hold written notification from the Certification Body of such a circumstance.
2.20	Accreditation of Certification Bodies	In the event that the range of certification services offered by a Certification Body is wider than the range of those accredited, the Certification Programme Owner shall mandate that the Certification Body makes clearly and publicly available the scope of their accreditation.
2.21	Accreditation of Certification Bodies	In the event that the range of certification services offered by a Certification Body is wider than those accredited, the Certification Programme Owner shall ensure that those are transparent, not conflicting and distinguished from those that are accredited.

Section 3: Relationship with Certification Bodies

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
3.1	Relationship with Certification Bodies	The Certification Programme Owner shall have contractual and enforceable arrangements with all Certification Bodies accredited to ISO / IEC 17065 or ISO / IEC 17021-1 with ISO / TS 22003-1 to operate their Certification Programme.
3.1.2	Relationship with Certification Bodies	The Certification Programme Owner shall ensure that IAF MD4 (current version) is included as a normative reference for their certification programme(s).
3.2	Relationship with Certification Bodies	The Certification Programme Owner shall require that Certification Bodies notify them of any withdrawal or suspension of their accreditation.
3.3	Relationship with Certification Bodies	The Certification Programme Owner shall ensure that a designated Certification Body employee is responsible for the quality system's development, implementation and maintenance. This designated employee shall also have the responsibility for reporting on the performance of the quality system for the purposes of management review and subsequent system improvement.
3.4	Relationship with Certification Bodies	The Certification Programme Owner shall ensure that Certification Bodies use the Certification Programme in its entirety for the relevant GFSI scope of recognition.
3.5	Relationship with Certification Bodies	The Certification Programme Owner shall ensure that Certification Bodies make the following information available at all times to the Certification Programme Owner: • Evaluation procedures and certification processes in relation to the Certification Programme; • Details of complaints, appeals and disputes procedures; • A comprehensive list of all certified organisations against the scope(s) of the Certification Programme.
3.6	Relationship with Certification Bodies	The Certification Programme Owner shall ensure that Certification Bodies notify the Certification Programme Owner of changes to ownership, management personnel and management structure or constitution in a timely manner.

3.7	Relationship with Certification Bodies	The Certification Programme Owner shall agree on appropriate actions with Certification Bodies to mitigate any situations which could result in bringing their Certification Programme or GFSI into disrepute, and notify GFSI of such situation (See Glossary for Reportable incidents to GFSI).
3.8	Relationship with Certification Bodies	The Certification Programme Owner shall inform Certification Bodies of any relevant information and developments related to the Certification Programme. This shall include any changes to the Certification Programme.
3.9	Relationship with Certification Bodies	The Certification Programme Owner shall publish guidance/requirements to Certification Bodies on transition arrangements when a new version of the Certification Programme is issued. The Certification Programme Owner guidance/requirements may encompass elements such as the following: • terms and conditions of transition period between previous and new versions; • defined timeline for transition; • comparative information between previous and new versions; • timeline in which Certification Bodies are required to cascade information to all auditors and certified organisations.
3.10	Integrity Programme	The Certification Programme Owner shall implement a risk-based programme to monitor and regularly review the performance of Certification Bodies, and their compliance to the Certification Programme's requirements. This programme shall consider the number, size and complexity of audits carried out by the Certification Bodies.
3.11	Integrity Programme	The Certification Programme Owner shall ensure that results of the integrity programme are communicated to and reviewed with the Certification Bodies at least once a year.
3.12	Desktop Assessment	The Certification Programme Owner shall implement a risk-based programme of desktop assessments of Certification Body performance on audit and auditor records.

3.13

Office Visits

The Certification Programme Owner shall implement a risk-based programme of Certification Bodies office audits, focusing on the implementation of the Certification Programme's requirements by the Certification Bodies. Risk factors may include:

- the number of countries in which a Certification Body operates;
- the number of auditors employed;
- languages in which audits are undertaken;
- number of certified companies;
- number of centralised Certification Body offices;
- number of audits undertaken per auditor;
- grading and number of non-conformances;
- management and notification of food safety product recalls to Certification Programme Owner;

3.14

Key Performance Indicators

The Certification Programme Owner shall define and monitor Key Performance Indicators for Certification Bodies including complaints, results of desktop assessments and office visits. The Key Performance Indicators shall be communicated to and reviewed with the Certification Bodies at least once a year.

Section 4: Certification Bodies Personnel

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
4.1	Certification Body Personnel Competence	The Certification Programme Owner shall ensure that a system is in place to ensure all personnel involved in the certification process meet the competence required by the Certification Bodies, the Certification Programme and the GFSI Benchmarking Requirements.
4.2	Certification Body Personnel Competence	The Certification Programme Owner shall ensure that the Certification Bodies require all personnel involved with the certification process to sign a contract or agreement, which clearly commits them to: • Complying with the rules of the Certification Body, with particular reference to confidentiality, impartiality and independence from commercial or personal interests; • Declaring any issues in relation to personal conflicts of interest.
4.3	Certification Body Personnel Competence	The Certification Programme Owner shall mandate that the Certification Bodies clearly document all requirements of ISO / IEC 17065 or ISO / IEC 17021-1 with ISO 22003-1, and IAF MD4, relating to personnel and make them known to their employees. This shall include systems and procedures to ensure that auditors conducting assessments meet the capabilities described in ISO IEC 17065 or ISO / IEC 17021-1 with ISO 22003-1 and the requirements of IAF MD4.
4.4	Certification Body Personnel Competence	The Certification Programme Owner shall ensure that the Certification Bodies hold and maintain records regarding the qualifications, training and experience of all personnel involved in the certification process. All records shall be dated. The information shall include, as a minimum: • Name of trainees; • Affiliation to the Certification Body and position held; • Educational qualifications and professional status; • Experience and training in the relevant fields of competence in relation to the Certification Programme's requirements; • Details of performance appraisal(s).
4.5	Certification Body Personnel Competence: Certification Personnel	The Certification Programme Owner shall ensure that Certification Body's competence requirement for the personnel carrying out the technical review include understanding of the Certification Programme's normative documents and of the Certification Programme's requirements on the completion of audit's report and checklist.

4.6	Auditors Behaviour	The Certification Programme Owner shall ensure that the Certification Bodies have a system in place to ensure auditors conduct themselves in a professional manner. This shall be evaluated through a defined witness audit process confirming acceptable auditor performance as specified by the Certification Programme Owner.
4.6.1	Auditors Behaviour	If the Certification Programme Owner allows the use of ICT to assess auditor behaviour as per 4.6, the Certification Programme Owner shall ensure that IAF MD4 is included as a normative reference of their Certification Body requirements on assessing auditor behaviour.
4.7	Auditors' Scopes of Activity	The Certification Programme Owner shall ensure that Certification Bodies base the scopes of auditors' activities on the sectors described in table 1 and the scopes of certification defined by the Certification Programme Owner.
4.8	Auditors' Industry Experience	The Certification Programme Owner shall ensure that Certification Bodies appoint auditors with experience in the food or associated industry, including at least two years full time work in food safety functions and requirements defined in table 1, column 4.
4.9	Auditors Training	The Certification Programme Owner shall ensure that the Certification Bodies appoint auditors that have the required education, as described in table 1, column 3, and Hazard Analysis and Critical Control Point (HACCP) / Hazard and Risk Assessment training course relevant to their sector of activities.
4.10	Initial Auditor Qualification	The Certification Programme Owner shall ensure that Certification Bodies have a documented program for initial auditor qualification. This shall include as a minimum that auditors will be assessed on their performance during at least 3 food safety audits against the GFSI-recognised Certification Programme the auditor is being qualified for, including at least one witness audit, and until they are assessed as competent.
4.10.2	Initial Auditor Qualification	The Certification Programme Owner shall ensure that the witness audit(s) carried out as part of the certification body's initial auditor qualification follows the standard audit plan agreed with the certified organisation, including the use of ICT if applicable, as long as this does not compromise the effectiveness of the assessment. The Certification Programme Owner shall ensure that the witness assessor is present on site for parts of the audit carried out on site.

4.11	Scope Extension of Auditor Activities	The Certification Programme Owner shall ensure that Certification Bodies require an auditor extending their scope of activity to undergo a programme including training in the new sector, supervised audits as per 4.10 and assessment and sign off as competent in the new sector by the Certification Body. Skills and Competence.
4.12	Maintenance of Auditor	The Certification Programme Owner shall ensure that auditors are regularly trained and evaluated on their understanding of the Certification Programme.
4.13	Maintenance of Auditor Skills and Competence	The Certification Programme Owner shall ensure that Certification Bodies have a structure in place so that auditors keep up to date with industry sector best practice, food safety and technological developments, have access to and are able to apply relevant laws and regulations. The Certification Bodies shall maintain written records of all relevant training undertaken.
4.14	Maintenance of Auditor Skills and Competence	The Certification Programme Owner shall ensure that the Certification Bodies implement an annual programme for auditors to carry out at least five on-site audits at different organisations against any of the relevant GFSI-recognised Certification Programmes owned by the Certification Program Owner to maintain sector and Certification Programme knowledge.
4.15	Maintenance of Auditor Skills and Competence	In specific situations where requirement 4.14 cannot be met, the Certification Programme Owner shall ensure that Certification Bodies implement an annual programme for auditors to carry out at least five onsite audits against GFSI-approved Certification Programmes and at least one annual onsite audit against the relevant GFSI-recognised Certification Programmes.
4.16	Auditor Register	The Certification Programme Owner shall have in place a register of approved auditors including the details of the auditors' competence, education, relevant experience and scope(s) of activities, and applicable Certification Bodies. The register shall remain current and be made available to GFSI upon request.

Table 1: GFSI sector and sub-sector scopes for recognition and the associated competence of auditors

GFSI SCOPE OF RECOGNITION	INDUSTRY SECTOR	REQUIRED EDUCATION	REQUIRED WORK EXPERIENCE
AI	Farming of Animals for Meat/ Milk/Eggs/Honey	A degree in a food-related or bioscience discipline, veterinary science or agronomy, or, at a minimum, has successfully completed a food related or bioscience higher education course or equivalent.	Experience of farming is required in the following sectors, as applicable: • Cattle • Sheep and Goats • Pigs • Poultry • Bees • Game
AII	Farming of Fish and Seafood	A degree in a food-related or bioscience discipline, veterinary science or agronomy, or, at a minimum, has successfully completed a food related or bioscience higher education course or equivalent.	Experience of farming is required in the following sectors: • Fish Aquaculture • Seafood Aquaculture
BI	Farming of Plants (other than grains and pulses)	Education in an agricultural / crop-based discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the fresh produce farming sectors: • Fruit • Vegetables • Herbs and Spices • Grasses (Sugar)
BII	Farming of Grains and Pulses	Education in an agricultural / crop-based discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the fresh plant farming sectors: • Grains and Cereals • Nuts • Pulses and Legumes
BIII	Pre-Process Handling of Plant Products, Nuts and Grains	Education in an agricultural / crop-based discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Crop based experience such as the farming and handling of: • Grains and Cereals • Nuts • Pulses and Legumes • Fruits and Vegetables

CO	Animal Conversion	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required of conversion in the following sectors: • Cattle • Sheep and Goats • Pigs • Poultry • Fish • Game
CI	Processing of Perishable Animal Products	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the following food industry sectors: • Red Meat Processing • Poultry Processing • Fish Processing • Seafood Processing • Meat Product Processing • Fish Product Processing • Dairy Technology • Egg Processing
CII	Processing of Perishable Plant Products	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the following food industry sectors: • Fruit and Vegetable Processing
CIII	Processing of Perishable Animal and Plant Products (mixed products)	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the following food industry sectors: • Meat Product Processing • Fish Product Processing • Dairy Technology • Ready to Eat Food Processing

CIV	Processing of Ambient Stable Products	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the following food industry sectors: • Meat Product Processing • Fish Product Processing • Dairy Technology • Ready to Eat Food Processing. • Thermal Processing • Baking Technology • Brewing Technology • Extrusion Technology • Vegetable and Animal • Fats and Oils Processing • Sugar Refining • Beverage Production • Alcoholic Drink Production • Drink Production
D	Production of Feed	Post-secondary education in related field or equivalent by experience. Trained on the sector specific risk assessments. Work experience or training in the feed and / or food sector, and experience in quality management environment in the feed / food sector.	Experience is required in the following feed industry sectors: • Compound Feed Production • Plant Protein Processing • Rendering Technology • Fermentation Technology • Dry Milling Technology • Wet Milling Technology • Extrusion Technology • Dairy Processing Technology • Vegetable and Animal Fats and Oils Processing
E	Catering	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the following food industry sectors: • Catering • Food service
FI	Retail/Wholesale	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the following food industry sectors: • Retail • Wholesaling

FII	Food Broker/ Agent	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent. Trained on the sector specific risk assessments.	Experience is required in the following industry sectors: • Perishable Food and Feed • Non-Perishable Food and Feed • Packaging Materials • Based on sector of activity of the broker
G	Provision of Storage and Distribution Services for Food, Feed and/ or Packaging	A degree in a food-related or bioscience discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent. Trained on the sector specific risk assessments.	Experience is required in the following industry sectors: • Perishable Food, and/ or Feed Storage and Distribution • Non-perishable Food, Feed and/ or Packaging Storage and Distribution
H	Provision of Food Safety Services	A degree in a food-related or bioscience discipline; or, successfully completed a food-related or bioscience higher education course or equivalent. Trained on the food and service specific risk assessments.	Experience is required in the food sector or relevant service provision. The auditor shall be able to demonstrate an understanding and knowledge of specific categories of service provision for which they are approved. The verification to carry out work within specific categories of service provision will be carried out by the certification body
I	Production of Food Packaging	A primary qualification, a degree or higher certificate in packaging technology or material engineering, and a relevant certificate recognised by the Certification Programme Owner in food technology, food hygiene or related science subject OR a primary qualification in food technology, food safety / hygiene or related science subject and a certificate in packaging technology that is recognised by the Certification Programme Owner.	Experience is required in the specific sectors of packaging manufacture: • Plastics • Paper and Board • Metal • Glass

J I	Hygienic Design of Food Buildings and Processing Equipment (for building constructors and equipment manufacturers)	A degree in architecture; civil, mechanical or chemical engineering; food related or bioscience discipline. Additional training in hygienic design, the hygienic design process and food safety.	Experience in building design and construction or food processing equipment design and construction.
J II	Hygienic Design of Food Buildings and Processing Equipment (for building and equipment users)	As currently for scopes A-G, I and K plus a short course on the scope J II hygienic design process.	As currently for scopes A-G, I and K.
K	Production of (Bio) Chemicals (Additives, Vitamins, Minerals, Bio-cultures, Flavourings, Enzymes and Processing Aids)	A degree in a food-related, bioscience or chemical engineering discipline or, at a minimum, has successfully completed a food-related or bioscience higher education course or equivalent.	Experience is required in the following industry sectors: • Fermentation Technology • Chemical Engineering • Biochemical Engineering

Section 5: Management of Audit and Certification

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
5.1	Audit Programme – Scope of the Audit	The Certification Programme Owner shall ensure that the Certification Bodies clarify the activities and products of the audited organisation to include in the scope of the audit.
5.2	Audit Programme – Audit Frequency	The Certification Programme Owner shall have a clearly defined and documented audit frequency programme: - Ensuring a minimum audit frequency of one full audit of an organisation's facility and food safety management system against the elements of the Certification Programme's normative documents per 12-month period on average; - Defining the frequency of audit for each product category covered by the scope of certification of the Certification Programme; - Defining a time window during which next recertification audit shall be conducted; - Considering a number of factors to decide the audit frequency such as activities and products of the audited organisation to include in the audit (scope of the audit), previous audit history, concerns about compliance with a Certification Programme's normative documents, seasonality of product, significant capacity increases, structural changes, changes in product technology or changes in product type. The Certification Programme Owner shall clearly define the rationale for the determination of frequency within the Certification Programme.
5.3	Audit Programme – Audit Frequency	If a Certification Programme Owner has scopes of certification that include the growing or production of seasonal products and, therefore, require some limited flexibility of audit frequency to allow effective auditing of seasonal products, these variations to audit frequency shall be clearly defined.
5.4	Audit Programme – Re-auditing	The Certification Programme Owner shall ensure that the Certification Bodies re-evaluate the certified organisations to assess compliance with the Certification Programme normative documents in the event of: - Significant changes which could affect the safety of product; - Changes to the normative documents of the Certification Programme; - Changes of ownership or management of the certified organisations; or if the Certification Bodies have reason to believe there could be compliance issues in relation to certification.

5.5	Audit Programme – Audit Frequency	Irrespective of the defined minimum audit frequency, the Certification Programme Owner shall ensure that the Certification Bodies undertake additional audits if there is evidence or suspicion that the integrity of the Certification is at risk within a certified organisation.
5.6	Audit Programme – Unannounced Audit	The Certification Programme Owner shall ensure that Certification Bodies perform at a minimum: - For scopes AI, AII, BI, BII and BIII: 10% of audits unannounced per year or one audit every 4 years for each certified organisation; - For scopes C0, CI, CII, CIII, CIV, DI, E, FI, G, H, JI, K and I: one audit unannounced every 3 years for each certified organisation. For scopes FII and JII, unannounced audits may be available as an option.
5.7	Audit Programme – Unannounced Audit	Reports, certificates and grading systems shall clearly identify whether certification audits are unannounced.
5.8	Audit Programme – Audit Duration	The Certification Programme Owner shall define the expected duration of audits and the rationale for the determination of the duration of the audit; it is expected the duration of an audit to be at minimum: - Half a day for scopes AI, AII, BI, BII, BIII, E, FI and FII; - One day for scopes G, I, JI and JII; - Two days for scopes C0, CI, CII, CII, CIV, DI and K; in order to effectively assess an organisation's systems and premises against the Certification Programme's normative documents and provide confidence in the certification process.
5.9	Audit Programme – Audit Duration	The Certification Programme Owner shall define clear criteria, which specify the justification for deviation from the minimum audit durations, including the effectiveness of the audit such as the level and depth of assessment of management systems and GAP / GMP / GDP and premises / systems (e.g. product lines, products and product categories).
5.10	Audit Programme – Audit Duration	The Certification Programme Owner shall implement monitoring procedures to ensure that contracted Certification Bodies comply with the defined audit duration criteria and that appropriate actions are taken if they do not meet those criteria.
5.11	Audit Programme – Audit Duration	The Certification Programme Owner shall ensure that the audit report incorporates details of the audit duration and shall monitor such information.

5.12	Audit Programme – Auditor Selection	The Certification Programme Owner shall ensure that Certification Bodies have rules for the appointment of auditors to audits to ensure impartiality, including rotation of auditors.
5.13	Audit Reporting	The Certification Programme Owner shall have in place a clearly defined system for the generation and issue of audit reports. The Certification Programme Owner shall ensure that Certification Bodies provide the report to audited organisations within a defined timeline.
5.14	Audit Reporting	The Certification Programme Owner shall ensure that Certification Bodies have processes in place to address situations when reports may be translated.
5.15	Audit Reporting	The Certification Programme Owner shall ensure that the audit report incorporates an executive summary and/or a summary of each main section of the Certification Programme's audit requirements, even in case of absence of non-conformities.
5.16	Audit Reporting	The Certification Programme Owner shall ensure that clear and concise details of the non-conformities are provided in the audit report when identified.
5.17	Audit Reporting	The Certification Programme Owner shall ensure that the audit report contains evidence that all the specified requirements of the Certification Programme related to the GFSI scope(s) of recognition have been evaluated during the audit and clearly express the outcome of the evaluation.
5.18	Audit Reporting	The Certification Programme Owner shall ensure that appropriate confidentiality is in place and that all audit reports are only released at the discretion of the contracted organisation. Ownership of the audit report, determination of details made available and authorisation for access shall remain with the contracted organisation.
5.19	Audit Reporting	The Certification Programme Owner shall ensure that necessary agreements are in place with the audited organisations and the Certification Bodies so that the audit records are available on request to the Certification Programme Owner and to GFSI.
5.20	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies have a clearly defined system for the granting, suspension and withdrawal of certification for the scope of their Certification Programme.

5.21	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies have a tool in place to evaluate conformance with the Certification Programme's audit requirements.
5.22	Management of Certification	The Certification Programme Owner shall specify the information required on the certificate.
5.23	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies verify that the audited organisation implements corrective action plans. Verification of the corrective action plan and of the implementation of the corrective actions may take various forms (further on-site assessment or the scrutiny of submitted evidence through ICT); it must be carried out by technically competent personnel of the Certification Bodies using a method appropriate to an effective verification of the corrective actions.
5.24	Management of Certification	Evidence of corrections or corrective actions shall be returned, completed and verified by the Certification Bodies, within a timescale defined with the Certification Programme Owner, before certification can be awarded.
5.25	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies perform a thorough technical review of each audit report prior to granting, suspending, withdrawing or renewing certification. For the review process to be effective it shall ensure that: • Reports are accurately assessed to demonstrate satisfactory evidence of compliance with the Certification Programme; • All applicable requirements of the Certification Programme have been fully covered, using any supporting notes made during the assessment; • The scope of the report covers the scope applied for by the audited organisation and the report provides satisfactory evidence that all areas of the scope have been fully investigated; • All areas of non-conformity have been identified and effective corrective actions have been completed and verified to resolve these non-conformities.
5.26	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies have in place a clearly defined and publicly available appeals procedure.
5.27	Management of Certification	The Certification Programme Owner shall define minimum requirements for Certification Bodies considerations when organisations switch between GFSI-recognised Certification Programmes. This should include but not be limited to an evaluation of the organisation's audit history, last unannounced audit, etc.

5.28	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies have agreements in place with certified organisations ensuring that the Certification Programme Owner is informed of any significant public food safety incidents, such as significant regulatory food safety non-conformities, product recalls.
5.29	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies have procedures in place to ensure the integrity of certification is maintained after such notification.
5.30	Management of Certification	The Certification Programme Owner shall ensure that Certification Bodies notify them of any withdrawal or suspension of certification of an organisation.
5.31	Use of ICT During the Audit	With the exception of audits under the scope of recognition “FII - Broker”, at least part of the annual full audit shall be carried out on site.
5.32	Use of ICT During the Audit	The Certification Programme Owner shall define what part(s) of the audit may be carried out remotely without compromising the effectiveness of the audit. On site audit activities shall include as a minimum inspection / physical verification of Good Manufacturing Practices, and verification that the Food Safety Management System (including HACCP) addresses all applicable parts of the operation of the audited organisation.
5.33	Use of ICT During the Audit	The remote part of the audit may only be carried out with the mutual agreement of the audited organisation and the Certification Body.
5.34	Use of ICT During the Audit	The CPO shall specify the maximum period of time between the beginning and the end of all audit activities included in the audit duration to maintain the audit efficiency and integrity. That period of time shall not exceed 30 days.
5.34.1	Use of ICT During the Audit	In specific situations where requirement 5.34 cannot be met, the Certification Programme Owner shall ensure that Certification Bodies have a clear dispensation process including at least the risk assessment of further extension on the efficiency and integrity of the audit. The period of time between the beginning and the end of all audit activities included in the audit duration shall not be extended beyond 90 days.

Section 6: Multi-site Certification

Only the following scopes of recognition may be considered for certification of multi-site organisations, based on a sampling of the sites:

- AI FARMING OF ANIMALS FOR MEAT/ MILK/ EGGS/ HONEY
- All FARMING OF FISH AND SEAFOOD
- BI FARMING OF PLANTS (OTHER THAN GRAINS AND PULSES)
- BII FARMING OF GRAINS AND PULSES
- BIII PRE-PROCESS HANDLING OF PLANT PRODUCTS, NUTS AND GRAINS
- G PROVISION OF STORAGE AND DISTRIBUTION SERVICES

It shall be stressed that certification of multi-site organisations based on sampling is not compulsory for a Certification Programme Owner within these scopes of recognition and a Certification Programme Owner may opt for single site certification only.

Where a Certification Programme Owner permits the use of certification of multi-site organisations based on sampling then the Certification Programme shall satisfy the below GFSI Benchmarking Requirements.

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
6.1	General Requirements	Certification Programmes shall ensure that Certification Bodies meet or exceed the requirements defined in IAF MD1 current version.
6.2	General Requirements	The Certification Programme Owner shall clearly specify the conditions for certification of multi-site organisations based on sampling for eligible scopes.
6.3	General Requirements	All sites included in the scope of certification of a multi-site organisation shall operate under the same Food Safety Management System and under the control of a central function.
6.4	General Requirements	There shall be a legal or contractual link between the sites and the central function.
6.5	General Requirements	The central function shall request certification as a multi-site organisation based on sampling in their application to the Certification Body. The central function, not the individual sites, shall be contracted to the Certification Body.
6.6	General Requirements	The central function shall be included in the scope of the certification.
6.7	General Requirements	The central function shall be audited by the Certification Body at least annually and before the Certification Body undertakes the auditing of sample sites. If necessary, a small number of the sample sites may be audited prior to the audit of the central function.

6.8	Central Function	The central function shall ensure management commitment to the system/integrity and clearly describe the roles and responsibilities of management, internal auditors and other members of the organisation. The central function shall be separate from the sites.
6.9	Central Function	The central function shall have authoritative control of the Food Safety Management System of all sites within the certification and shall maintain traceability and issue, maintain and retain all relevant documents relating to the sites within the programme.
6.10	Central Function	The central function shall have an effective customer complaint procedure.
6.11	Central Function	The central function shall manage and maintain relations with the sites for the activities related to the scope of certification.
6.12	Central Function	The central function shall have in place sufficient management and technical capacity to implement and maintain the internal audit programme.
6.13	Central Function	The central function shall be subject to management review in accordance with Certification Programme requirements and shall be itself subject to internal audit.
6.14	Internal Audit	An internal audit programme based on site and risk profile shall be in place and undertaken by the central function. This programme shall ensure audits of all sites within the scope of certification, the central function and the food safety management system at least annually.
6.15	Internal Audit	The internal audit programme shall have documented procedures and be both practical and feasible in operative terms.
6.16	Internal Audit	Clear requirements for internal auditors and technical reviewers shall be defined, documented and reviewed by the Certification Body.
6.17	Internal Audit	Internal auditors shall meet similar or comparable requirements to those for external auditors, as set out within each Certification Programme Owner's rules. This shall include, at a minimum, requirements related to internal auditor education, training, work experience or other qualifications. Their qualifications shall be assessed annually by the Certification Body. Certification Programme Owners may require the organisation's internal auditors to successfully complete the Certification Programme Owners specific auditor training.

6.18	Internal Audit	Internal auditors shall be regularly evaluated, calibrated and monitored.
6.19	Internal Audit	Internal auditors shall be assigned by the central function that are independent to the sites to ensure impartiality.
6.20	Internal Audit	Internal audit reports shall be reviewed by the central function and include addressing the non-conformities resulting from the internal audit.
6.21	Site Audit Sampling	The Certification Programme Owner shall have a system in place for the Certification Bodies to define a risk-based sampling programme that includes a minimum sample size determined by the Certification Programme Owner. The sampling programme shall include provisions to increase sample size based on various risk factors (e.g., audit scope, types of activities on-site, findings of the central management system audit, findings at sampled sites, customer requirements, etc.), size of the group or multi-site organisation and the internal structure as per IAF MD1.
6.22	Site Audit Sampling	The Certification Programme Owner shall ensure that Certification Bodies audit a sample of the sites every year as per IAF MD1.
6.23	Site Audit Sampling	The annual sampling size of the Certification Body audit sampling programme shall be based on IAF MD1 current version. The square root sample of the Certification Body's audit of the sites shall be calculated per risk category. The sampling programme can be adjusted based on the use of monitoring technologies as per IAF MD1.
6.24	Site Audit Sampling	The programme shall be partly selective and partly non-selective, but at least 25% of the sample shall be randomly selected from the total number of sites. Selected sites shall be identified based on the organisation's internal audit programme findings and the site risk profiles as per IAF MD 1.
6.25	Management of Non-conformities	Non-conformities found on sites shall be assessed to ascertain if these indicate an overall Food Safety System deficiency and therefore may be applicable to all or other sites. If non-conformities relate to all or other sites, corrective action shall be undertaken and verified both by the central function and by the Certification Body as per IAF MD1.

6.26	Management of Non-conformities	In the event that non-conformities are found when auditing sites, which may not jeopardise certification but may raise concerns on conformity of the organisation, the Certification Body shall increase the sample size to ensure adequate confidence in the conformity of the organisation as per IAF MD 1.
6.27	Management of Non-conformities	If the central function, or any site fails to meet the critical Certification Programme requirements, then the whole organisation, including the central function and all sites, will fail to gain certification. Where certification has previously been in place, this shall initiate the Certification Body's process to suspend or withdraw its certification.

In addition, Certification Programmes recognised against those scopes:

- AI FARMING OF ANIMALS FOR MEAT/ MILK/ EGGS / HONEY
- AII FARMING OF FISH AND SEAFOOD
- BI FARMING OF PLANTS (OTHER THAN GRAINS AND PULSES)
- BII FARMING OF GRAINS AND PULSES
- BIII PRE-PROCESS HANDLING OF PLANT PRODUCTS, NUTS AND GRAINS

shall satisfy the below criteria.

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
6.28	Site Audit Sampling	A risk-based approach shall be in place to determine the eligibility of commodities. Certain crops or activities deemed "high-risk" shall be risk assessed to determine their eligibility for multi-site or group certification.
6.29	Site Audit Sampling	The sampling programme shall be determined so that all members within the group or multi-site organisation are audited within a defined period, based on the risk of the commodity, for example 3-5 years.
6.30	Site Audit Sampling	A proportion of the sites selected to be audited by the Certification Body shall be unannounced. The unannounced audit sample size shall be determined by the risk of the commodity, but be at a minimum of 20% of the sample size.

6.31 Certificates

The Certification Programme Owner shall determine the methodology for issuing certificates to the central function and the sites.

A certificate shall be issued to the central function of the group or multi-site organisation.

Separate certificates may only be issued to sites that were audited as part of the sample programme. Those certificates shall be clearly distinguishable from certificates that are issued to individually certified companies and shall state explicitly that the recipient is part of a certified group or multi-site organisation, and any limitations to the scope of certification shall be transparent to customers.

6.32 Certificates

If the multi-site organisation is allowed to sell their product outside of the group or multi-site organisation, in all cases the member sites shall be transparent about the source and scope of certification, by providing customers with a copy of the certificate as issued above.

In addition, Certification Programmes recognised against those scopes:

- **G PROVISION OF STORAGE AND DISTRIBUTION SERVICES**

shall satisfy the below criteria, where:

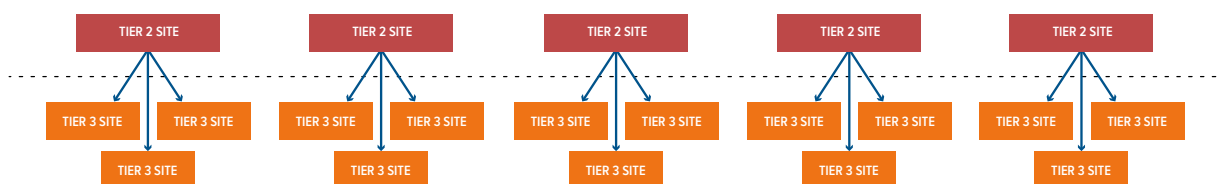
- **Tier 1 (T1):** Main/National/Regional Distribution Centres or Central Warehouses: Food, Feed or Packaging Distribution or Storage Facilities, at a single site or location and operating under one Food Safety Management System. T1 facilities can have T2 facilities and/or sites (T3) managed by the organisation seeking the certification (each

site shall have a certificate, no multi-site sampling option available).

- **Tier 2 (T2) and Tier (T3):** Satellite Warehouse, Distribution Hub, Cross Docking site: Food, Feed or Packaging Distribution or Storage Facilities, at a single site or location and operating under one Food Safety Management System. These sites are always linked to a larger T1 distribution centre, storage warehouse or organisation with multiple T1 facilities or in the case of a T3 site via a T2 site. T2 sites and T3 sites are always managed and under the direct control of a T1 facility or an organisation with multiple T1 facilities seeking certification (multi-site sampling option available).

SINGLE SITE CERTIFICATION


TIER 1 SITE

MULTI-SITE CERTIFICATION**MULTI-SITE CERTIFICATION**

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
6.33	General Requirements	Multi-site certification shall only apply to organisations with more than 20 sites operating similar processes.
6.34	General Requirements	A Certification Programme shall certify each Tier 1 facility site of a company's distribution and/or warehouse operations with each T1 site having its own single certificate. However, a multi-site approach may be used to include all T2 or below (e.g. T3) satellite sites linked to the T1 organisations' certification.
6.35	General Requirements	All sites within a multi-site sampling programme shall be operating under the same storage conditions (e.g. ambient stable, refrigerated, frozen or combinations of these) and have the same risk profile (e.g. size of site, shift patterns, management structure and employee numbers). Therefore, it is recognised that an organisation could have several multi-site sampling programmes based on different process and risk profile, but these programmes shall be clearly defined and documented.
6.36	Site Audit Sampling	The sample size shall meet the requirements defined in the table 2.

Table 2: Minimum sample size for the certification of multi-site organisations based on sampling for scope G

20-25	5
26-50	8
51-100	10
101-250	16
251-500	23
501-1000	32
Over 1000	Roundup number of square root of total number of sites.