



GFSI TECHNICAL EQUIVALENCE REQUIREMENTS
GFSI GUIDANCE DOCUMENT VERSION 7.2

PART IV - **GLOSSARY OF TERMS**

TERMS AND DEFINITIONS

For the purposes of this document, the following terms and definitions shall apply:

TERM	DEFINITION
Agent	An organisation or individual that sources, and / or arranges the procurement or selling of any type of food, feed and / or packaging. These activities may or may not take place in accordance with customer requirements.
Agreement	An arrangement between parties as to a proposed course of action.
Allergen	A substance (usually a protein) capable of causing a response (allergic reaction) mediated by the immune system.
Appeal	A request for reconsideration of a decision made by the GFSI Board, GFSI employee or person contracted to GFSI.
Applicant	An organisation asking to be assessed against the GFSI Technical Equivalence Requirements. Applicants to technical equivalence may be a government or an agency linked to a government.
Application	A document confirming an applicant's intention to seek acknowledgement by GFSI.
Audit	A systematic and functionally independent examination to determine whether activities and related results comply with a set of requirements, regulations and codes of practice, whereby all the elements in scope should be covered by reviewing the supplier's manual and related procedures, together with an evaluation of the production facilities.
Auditor	A person qualified to carry out audits.
Broker (see Agent)	An organisation or individual that sources, and / or arranges the procurement or selling of any type of food, feed and / or packaging. These activities may or may not take place in accordance with customer requirements.
Catering	The preparation and provision of food, which is consumed outside the home, within some defined premises.
Central Controlling Organisation	An organisation which is employed by or is a subsidiary of a larger organisation and has the responsibility to plan, control and manage the organisation's Food Safety Management System.
Central function	An identified central department (but not necessarily the headquarters of the organisation) which has the responsibility to plan, control and manage the organisation's Food Safety Management System.

Certification	A process by which accredited certification bodies, based on an audit, provide written assurance that food safety requirements and management systems, and their implementation, conform to requirements.
Certification Body	A provider of certification services, accredited to do so by an Accreditation Body.
Certification Decision	The granting, continuing, expanding the scope of, reducing the scope of, suspending, restoring, withdrawing or refusing of certification by a Certification Body.
Codes of practice	A set of written rules which explains how people working in a particular profession should behave. (Collins)
Competent	Able to apply knowledge and skills to achieve intended results.
Complainant	A person, organisation or its representative making a complaint.
Complaint	A legal document that is an expression of displeasure or dissatisfaction, but is not an appeal.
Conflict of interest	Where either a Certification Body or an individual is in a position of trust requiring them to exercise judgement on behalf of others and have interests or obligations (whether financial or otherwise) of the sort that might interfere with the exercise of that judgment.
Consensus	General agreement, characterised by the absence of sustained opposition to substantial issues by any important concerned party and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.
Consumer	A person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale.
Corrective action	Steps taken to timely identify, correct and isolate the problem that has an effect on food safety.
Cross contamination	The transfer of any material from a surface or food to another.
Customer	A recognised organisation or individual who procures or receives products or services from another provider.
Distribution	The movement of products or raw materials through a mode of transport from one location to another. The modes of transportation can include air, rail, road and / or water.
Equipment	An article that is used in the operation of a food or feed establishment which is used to convey or process food or feed.
Equivalence	A condition of being similar or identical or essentially equal.

Evaluation	An examination of production facilities or services in order to verify that they conform to requirements.
Fabrication	The process and materials used in the construction and up keep of the site or facility.
Facility	A building or structure that provides a particular service or is used by a supplier for the manufacturing, packaging, labelling or storage of raw materials, ingredients or food or feed.
Feed	Any substance or product, including additives, whether processed, partially processed or unprocessed, intended to be used for direct or indirect feeding to animals.
Feed safety	A concept that feed will not cause harm to animals or adversely affect human health when utilised according to its intended purpose.
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 contact surfaces	Those surfaces that contact human food and those surfaces from which drainage onto the food or onto surfaces that contact the food ordinarily occurs during the normal course of operations and include utensils and food contact surfaces of equipment.
Food defence	The process to ensure the security of food and drink from all forms of intentional malicious attack including ideologically motivated attack leading to contamination.
Food fraud	A collective term encompassing the deliberate and intentional substitution, addition, tampering or misrepresentation of food, food ingredients or food packaging, labelling, product information or false or misleading statements made about a product for economic gain that could impact consumer health.
Food fraud vulnerability	Susceptibility or exposure to a food fraud risk, which is regarded as a gap or deficiency that could place consumer health at risk if not addressed.
Food safety	A concept that food will not cause harm to the consumer when it is prepared and / or eaten according to its intended use.
Food Safety Management System	A series of defined rules, policies and procedures which are intended to ensure the safe supply of food and protect public health.

Food safety scheme	<p>A systematic plan which has been developed, implemented and maintained for the scope of food safety.</p> <p>This shall consist of a Food Safety Standard and Food Safety System in relation to specified processes or a food safety service to which the same particular plan applies. The food safety scheme should contain at least the following items:</p> <ul style="list-style-type: none"> a standard a clearly defined scope a Food Safety Management System
Food Safety Standard	A series of defined requirements developed to ensure the safety of food when effectively implemented.
Food Safety System	A series of defined rules, policies and procedures which are intended to ensure the safe supply of food and protect public health.
Food supply chain	A defined sequence of activities in relation to the provision of food and feed from primary production to consumption. In relation to GFSI this involves activities associated with the Food and Feed Industries.
HACCP	<p>Hazard Analysis and Critical Control Point.</p> <p>A system which identifies, evaluates, controls and monitors hazards relating to food safety and specified by Codex Alimentarius or the National Advisory Committee on Microbiological Criteria for Foods.</p>
HACCP based system	A written document that delineates the procedures for following the Hazard Analysis Critical Control Point principles specified by Codex Alimentarius or The National Advisory Committee on Microbiological Criteria for Foods.
HACCP training course	An industry recognised training course of 2 days minimum based on Codex Alimentarius.
Impartiality	The actual and perceived presence of objectivity.
Incident management	A process of identifying and managing any event where, based on the information available, there are concerns about threats to the food safety of product that could require intervention to protect consumers interests, such as isolation and removal from the supply chain.
Ingredient	A component of a food, feed or packaging that has undergone processing.
Memorandum of Understanding (MoU)	An agreement between two (bilateral) or more (multilateral) parties. It expresses a convergence of will between the parties, indicating an intended common line of action.
Monitoring	A planned sequence of observations or measurements to assess compliance with requirements.

Multi-site certification	Certification covering multi-site organisations including several sites (when applying the square root rule) and where sampling of these sites may be used by a Certification Body in its conformity assessment work. The scope of certification covers the actual products and processes as defined in the normative documents. Every site covered by this certification is mentioned on the main certificate documentation and every site is entitled to get its own sub-certificate.
Multi-site organisation	An organisation having an identified central function (a central office, but not necessarily the headquarters of the organisation) at which certain activities are planned, controlled and managed and a network of local offices or branches or sites at which such activities are fully or partially carried out.
Non-conformity	A deviation of product or process from specified requirements, or the absence of, or failure to implement and maintain, one or more required management system elements, or a situation which would, on the basis of available objective evidence, raise significant doubt as to the conformity of what the supplier is supplying.
Organisation	A group of people or other legal entity / entities that is responsible for ensuring that products meet and, if applicable, continue to meet the requirements on which the certification is based.
Outsourcing	Carrying out a process on products or service on the behalf of the site audited.
Packaging	Material or package which provides protection, tampering resistance, and special physical, chemical, or biological needs to maintain food safety.
Perishable	A food that requires a refrigeration temperature between 5°C (41°F) and 0°C (32°F) to retain its safety and wholesomeness.
Primary production	Those steps in the food chain up to and including, for example, harvesting, slaughter, milking, fishing, production of agricultural plant/tree crops and agricultural animal livestock. The resulting food products are similar to their natural state, but may have been packed, washed, trimmed (not cut into pieces), or otherwise undergone any process not defined under the definition of 'processed food'.
Process	A set of interrelated or interacting activities which result in an outcome.

Processed food	Food product, which has undergone any of the following processes changing the nature of the food:	
	Aseptic filling	Irradiation
	Baking	Microfiltration
	Bottling	Microwaving
	Brewing	Milling
	Canning	Mixing / Blending
	Coating / Breeding / Battering	Packed in
	Cooking	Modified Atmosphere
	Curing	Packed in Vacuum Packing
	Cutting / Slicing / Dicing	Pasteurisation
	Dismembering	Pickling
	Distillation	Purification
	Drying	Roasting
	Extrusion	Salting
	Fermentation	Slaughtering
	Freeze Drying	Smoking
	Freezing	Steaming Sterilisation
	Frying	Quick Freezing
	Hot Filling	
Product	A result of a process.	
Product categories	A grouping of products which have a like origin or processing technology involved in the production of the product.	
Product recall	The removal by a supplier of product from the supply chain that has been deemed to be unsafe and has been sold to the end consumer, or is with retailers or caterers and is available for sale.	
Product rework (feed only)	The process of reutilisation of feed, ingredients, or raw materials.	
Product rework (packaging manufacture only)	The process of changing physical properties of, or to sort packaging materials to ensure the said item meets customer requirements.	
Product withdrawal	The removal of product by a supplier from the supply chain that has been deemed to be unsafe, which has not been placed on the market for purchase by the end consumer.	
Raw material	A component of a food, feed or packaging that has not undergone processing.	
Reassessment	The process of assessing an applicant that was previously acknowledged by GFSI and that is seeking renewed acknowledgement.	

Recycled materials (packaging manufacture only)	Materials that have been used to manufacture an item and are being restructured or remade so that the material can be processed into a new product.
Regulation / law	Imposition of rules by government, backed by the use of penalties that are intended specifically to modify the economic behaviour of individuals and firms in the private sector. (OECD)
Risk-based programme	A documented programme developed by a competent person(s) based on risk assessment principles.
Risk profile	The result of the process of risk evaluation which has been undertaken by a competent authority, who has considered all appropriate criteria.
Safe food	Food which not injurious to health or unfit for human consumption.
Sampling programme	A programme of site audits defined by the applicant, but determined by the certification body based upon specified criteria.
Scope extension	The process undertaken by GFSI to assess an application for an additional scope of recognition by an applicant that has current recognition.
Scope of recognition	A specific sector of the food or feed industry, or the provision of related food safety services, defined by GFSI, for which an applicant is seeking recognition.
Senior management	A person or persons who have the authority and accountability to develop, implement or amend organisational policies and procedures.
Service	A result of at least one activity performed at the interface between a supplier and a customer.
Significant change	A change in an applicant's regulation / law or codes of practice, which could compromise the applicant's acknowledgement by GFSI.
Site	A permanent location where an organisation carries out work or activity.
Standard	A normative document and other defined normative documents, established by consensus and approved by a body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.
Storage	The holding of product or raw materials at a specific location under defined conditions.
Subcontracting	A firm, company or individual carrying out a process on products on the behalf of the site audited.
Supplier	An organisation supplying food, feed, packaging or a service.

Surveillance	Follow-up audit(s) to assess compliance with the specific requirements of an applicant's regulation / law and codes of practice.
Suspension	The process by which an applicant is temporarily not recognised by GFSI.
Technical Equivalence Leader	A person, appointed by GFSI, who is assigned to manage the technical equivalence process for a specific application. The person shall have overall responsibility for the technical equivalence activities for a specific application.
Traded material	Food, feed, packaging or a service.
Trader (see Agent)	An organisation or individual that sources, arranges the procurement or selling of any type of food, feed and / or packaging. These activities may or may not take place in accordance with customer requirements. They may or may not take possession of traded material.
Transport containers	Vessels in which the product or raw materials is placed or held during storage and distribution.
Unfit for human consumption	Food which is unacceptable for human consumption, according to its intended use, for reasons of contamination, whether by extraneous matter or otherwise, or through putrefaction, deterioration or decay.
Validation	An activity to obtain evidence that a requirement is controlled effectively.
Vehicle	Any device used for the conveyance of raw material, ingredients, food, feed or packaging that is capable of being moved upon roadways, railways, waterways or airways. Vehicles can be motorised or non- motorised.
Verification	A confirmation, through the review of objective evidence that requirements have been fulfilled.
Withdrawal	The process by which an applicant has its recognition by GFSI removed.