# TQCSI POLICIES FOR AUDITING & CERTIFICATION OF FSSC 22000

*In addition to the General Policy which applies to all Standards, this policy document describes policies determined by TQCSI's Certification Approval Panel in the interpretation of FSSC 22000 for the auditing and certification of FSSC 22000 based food safety management systems. It complements TQCSI Work Instruction 54, FSMS (FSSC 22000).*

*Nonconformities are to be dealt with as described at WI 54. For critical nonconformities, certification will be immediately suspended for a maximum period of six months. A Follow-Up Audit will then be conducted to verify the closure of the critical nonconformity.*

**Minor nonconformities** are to be raised where a requirement of the System is not met, however it does not affect the capability of the management system to achieve intended results (ie safe product or effectively control the process for which it is intended) such as:

- a requirement of a PRP has not been met (eg one of the overhead structures contained a build-up of dust, one of the food processing benches has not been listed on the cleaning program, etc)
- a requirement of the ISO 22000 Standard or FSSC Additional Requirements has not been met (eg there is no evidence that responsibilities and authorities have been communicated to a staff member)
- there is a very low percentage of missing entries found for the monitoring of a critical control point
- there is a very low percentage of missing entries found for the monitoring of OPRPs
- a minor variation in microbiological testing or environmental swabbing has not been undertaken in accordance with the established Verification Schedule
- the correct methodology is not followed for hazard analysis and/or categorisation of control measures.

**Major nonconformities** are to be raised where there is a failure of the FSMS which raises doubt about the capability of the System to achieve intended results (ie safe product or effectively control the process for which it is intended) such as*:*

- failure to document or implement FSMS requirements effectively
- FSMS failure with a direct impact on the safety of food
- evidence of a situation which raises a doubt as to the safety of the food and/or unsafe product without any measure taken to control the concerned potentially unsafe product
- a number of requirements within the FSMS system process or section are found to not meet requirements indicating there is a breakdown and raising doubt in the FSMS
- failure to resolve food safety relevant issues in a timely manner
- the monitoring of critical limits for critical control points does not provide sufficient confidence in the safety of food
- OPRP monitoring seriously contravenes the OPRP Plan or does not provide sufficient confidence in the safety of food
- the agreed action plan to address a minor nonconformity has not been implemented within the agreed timeframe

**Critical nonconformities** are to be raised where food safety is directly impacted or when the integrity of certification or relevant legislation is at stake:

- there is a significant breach of legislation or a regulatory compliance
- proven falsification of records or
- observed product contamination.

**General Policies**:

- Verification activities should include microbiological testing of:
  - shelf life if the client determines the shelf life
  - end product at least six monthly for all pathogens that could be reasonably be expected
  - the environment at least six monthly (swabbing of preparation areas, equipment, etc for Total Plate Count).
- A Food Safety Team must be established and meet to conduct System updating activities.

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| Approved: | ***Original signed*** | ***Original signed*** |
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| Date: | 26 April 2017 | |