POLICY FOR AUDITING & CERTIFICATION TO
ISO 22000

In addition to the General Policy which applies to all Standards, this policy describes interpretations of the requirements for auditing and certification of food safety management systems to ISO 22000 made by TQCSI's Certification Approval Panel. It complements TQCSI Work Instruction 41 (ISO 22000 & HACCP) which should also be referred to by auditors when auditing clients' food safety management systems.

A **minor nonconformance** is to be raised where:

- a discrepancy which has the potential to have a significant impact on the effectiveness of the FSMS has not been addressed since being raised at a previous audit

- a serious discrepancy or a number of like discrepancies indicate there is a breakdown in part of the FSMS or the safety of food is potentially jeopardised

- the monitoring of critical limits for critical control points does not provide sufficient confidence in the safety of food or the integrity of the FSMS

- there is a significant breach of legislation or a regulatory requirement

- microbiological testing or environmental swabbing has not been undertaken in accordance with the HACCP Verification Schedule

- the correct methodology is not followed for hazard analysis and/or categorisation of control measures.

A **major nonconformance** is to be raised where:

- the agreed action plan to address a minor nonconformance has not been implemented within the agreed timeframe

- a very serious discrepancy or a number of like discrepancies indicate there is a total breakdown in the FSMS

- monitoring of critical limits for critical control points does not provide sufficient confidence in the safety of food.

Timeframe for major nonconformances

When a major nonconformance is raised, the respective Audit Team Leader or General Manager is to consider the risk when deciding on the time frame for the client to satisfactorily address the nonconformance. The time frame is not to be greater than three months (unless initial certification is being sought) but is to be much shorter if there is a risk to public safety. As a guide:

- major NCR related to document control, management review, training etc - 3 months

- major NCR related to CCP monitoring - 2 months

- major NCR related to public safety - 1 month

- major NCR posing an immediate or serious threat to public safety – 2 days.

General:

- ISO 22000 verification 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 or HACCP Team must be established and meet to review HACCP Plans and HACCP verification.
- Records of CCP monitoring must be retained on file for at least three years.
- Thermometers/thermostats that are used to monitor CCPs are to be checked/calibrated in a manner that is traceable to national standards. This would normally require a certificate of compliance (traceable to national standards) to be held for each temperature unit or a certificate of compliance (traceable to national standards) to be held for a reference thermometer which is then used to check other temperature units against (verification of this checking must be retained). Ice and boiling point checks may be used to supplement the checking but not be used in lieu. The period of check/calibration is normally 12 monthly but this can be varied with reasonable verification or if indicated otherwise on the respective certificate of compliance.

Approved: *original signed*

                  Craig Bates
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