

# FSSC Global Markets Program

## Part 4: Requirements for Conformity Assessment Bodies

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**Annex 4: Assessment reports**

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**Annex 6: Conformity Statement Foundation Level**

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## 1 Purpose

This document describes the requirements for CABs (Conformity Assessment Bodies) seeking approval from the Foundation to award FSSC Global Markets Conformity statements to their clients.

## 2 Supplying services to clients

### 2.1 Licensing

#### *2.1.1 Guiding principles*

There are three guiding principles that underpin CAB responsibilities in supplying FSSC Global Markets services to its clients:

1. Conformity;
2. Valid license;
3. Communication.

##### 2.1.1.1 Conformity

The CAB is responsible for the full application of the Program requirements for CABs at all times and the CAB has to be able and prepared to demonstrate compliance at any time with all Program requirements.

##### 2.1.1.2 FSSC Global Markets Program license

The CAB shall supply its FSSC Global Markets services only whilst it holds a valid licence to do so from the Foundation.

##### 2.1.1.3 FSSC 22000 license

To apply for a FSSC Global Markets Program license the CAB shall have a valid licence for FSSC 22000 certification in the appropriate food chain category issued by the Foundation.

##### 2.1.1.4 Communication

The CAB shall cooperate with all requests from the Foundation to provide information regarding all aspects in the performance of the Program.

#### *2.1.2 Application process*

There are two steps in obtaining a license from The Foundation to issue FSSC Global Markets Conformity statements:

1. provisional license and
2. full license.

##### 2.1.2.1 Step 1 – Provisional license

- 1) The CAB applies for a provisional licence.
- 2) When applying for a license with the Foundation, the CAB shall specify the food category or categories and sector(s) that it intends to work within when supplying its FSSC Global Markets Conformity assessment services.

- 3) The applicant CAB shall be requested to commit to meeting all applicable requirements of the Program.
- 4) The applicant CAB shall fill in an FSSC Global Markets application form provided by the Foundation.
  - a) Upon successful review of the completed application form, the CAB shall be provided with a provisional license agreement allowing it to use the Program for Conformity assessment.
  - b) This Provisional License shall remain valid for a maximum of 12 months from the date of signature by the Foundation.
  - c) Before the end of this 12-month period, the CAB shall have at least two (2) sites which are in conformance with the FSSC Global Markets requirements and listed in the FSSC Global Markets Register of Conforming Organizations and retain at least 5 clients at subsequent renewals,
- 5) An application fee has to be paid by the CAB to the Foundation before its provisional license is granted.

#### 2.1.2.2 Step 2 - Full license

- 1) The provisional license with the Foundation shall be converted in to a full license once the application data has been approved by the Foundation and the CAB meets the requirements for the number of conforming clients (see 2.1.2.1: 4.c).
- 2) If the full licence is not achieved within one year, the CAB shall withdraw all the FSSC Global Markets Conformity statements it has issued under this concession and remove them from the FSSC Register of Conforming Organizations. The CAB will inform the conforming organizations on this and support them in the transition to a CAB that has a full license.

#### Notes:

- 1) The CAB shall be requested to supply details of the Conformity assessment offices that will operate independent under the license as well as the affiliated offices that do not have the authority to issue Conformity statements themselves.
- 2) In case outsourcing of any Conformity assessment related activities takes place (such as sales, assessments, etc.) this shall be shared with the Foundation.

## 2.2 Communication

### 2.2.1 CAB representation

- 1) The CAB shall appoint a FSSC Global Markets contact person who has technical knowledge and understanding of the Program and the IT platform used by the Program.
- 2) This person shall:
  - a) Be the responsible officer representing the CAB;
  - b) Be the key-user of the Program IT platform;
  - c) Maintain the contacts with the Foundation;
  - d) Be involved in the annual Program report to the Foundation;
  - e) Attend Harmonisation Meetings annually.

### 2.2.2 Conforming organizations

The CAB shall inform the Foundation immediately about any changes relevant to its food safety system Conformity assessment services when:

- 1) It suspends or withdraws a Conformity statement held by an organization included in the FSSC Register of Conforming Organizations.
- 2) It restores a suspended or withdrawn Conformity statement.

### *2.2.3 Database upload*

- 1) The Foundation maintains a Register of Conforming Organizations with the names and information of all conforming sites. This register is publicly available on the website of the Foundation.
- 2) Within four (4) weeks after the Conformity statement decision, the CAB shall upload the Conformity statement in the FSSC Global Markets database for the purpose of the public list.
- 3) The CAB shall, on request of FSSC Global Markets, upload data in the FSSC Global Markets database.

## 2.3 Harmonization process

### *2.3.1 Annual meetings*

Each CAB is obliged to participate in consultations on the interpretation of the Program.

At least once every year the Foundation will convene at least one Harmonization Meeting where FSSC Global Markets staff and assessors will be available to discuss matters of common interest with licensed CABs for the Program and other stakeholders.

### *2.3.2 Designated person*

The designated FSSC contact person shall represent the CAB during the Harmonisation Meeting. Each CAB shall discuss the presented material and the results of this meeting in their own operations afterwards and keep records of attendance to these meetings.

## 2.4 Nonconformity

The CAB license agreement for FSSC Global Markets Conformity assessment services is based on their declared commitment to conform to Program requirements at all times.

Hence, the Foundation defines a “nonconformity” as any breach of Program requirements reported to a CAB by Foundation personnel in the course of their duties.

### *2.4.1 Sources*

Areas of nonconformity (“NCs”) requiring a response from the CAB may be raised by the Foundation in response to:

- 1) Any discrepancy raised by the Integrity Program;
- 2) Feedback from users of the Program;
- 3) Feedback from Conforming Organizations;
- 4) Feedback from governmental authorities;
- 5) Feedback from the media and
- 6) Any other feedback deemed credible.

### 2.4.2 Follow-up

- 1) When a nonconformity report is received a CAB shall:
  - a) Record the nonconformity in its internal system;
  - b) Respond within the set timeframe and take action to:
    - i) Restore conformity;
    - ii) Investigate to identify the causal factors;
    - iii) Identify the risks to effective food safety system Conformity assessment.
- 2) Then:
  - a) Take corrective action to manage the identified causal factors so that the risks exposed by recurrence are reduced to an acceptable level;
  - b) Use the opportunity to investigate how else and where else a similar nonconformity could occur;
  - c) Take preventive action to manage these causal factors so that the risks exposed by occurrence are similarly reduced to an acceptable level.

### 2.4.3 Sanction Committee

- 1) Detailed information shall be gathered for potential review by the FSSC Integrity Program Sanction Committee in cases where a CAB:
  - a) Persistently fails to conform to the requirements set out in the Program documents or
  - b) The integrity of the Program is deemed to be at stake.
- 2) When the nonconformity is of a serious nature, the Board shall request a special meeting with the CAB to deal with the matter.
- 3) The Sanction Committee shall determine measures to be taken by the CAB to deal with the nonconformity.
- 4) Failure to implement these binding measures could lead to the termination of the CAB license agreement for the Program.

### 2.4.4 License termination

When a CAB's license is terminated by the Foundation, the CAB shall not apply for a new licence within one year from the date of the decision by the Sanction Committee.

## 3 Managing the CAB

### 3.1 Provision and management of resources

#### 3.1.1 Commitment

The CAB shall provide sufficient resources to enable the reliable supply of its FSSC Global Markets Conformity assessment service.

#### 3.1.2 Communication

- In all cases of emergency, the CAB is expected to operate with discretion in its dealings with its:
- a) Stakeholders;
  - b) Staff;
  - c) Contractors;

- d) Suppliers;
- e) Other CABs;
- f) Clients;
- g) The media;
- h) And everyone else with whom it has contact with.

### *3.1.3 Transition period*

In the event of Program documents being changed, the FSSC Board of Stakeholders (BoS) shall provide for an appropriate transition period for the licensed CABs to adapt to the implementation of the new requirements, unless legal regulations stipulate a different transition period.

With regard to implementation and informing the parties involved:

- 1) The CABs shall ensure that the changes, which are decided by the BoS, are included in their existing management system documentation;
- 2) New information or changes with regard to the requirements in the Program shall be communicated by the CABs to those parties involved, such as Conforming Organizations and assessors, within a period of 1 month.

### *3.1.4 Document control*

CABs shall control all FSSC Global Markets Program related documentation and records according to its own documentation and records control procedures.

### *3.1.5 Management of nonconformity*

The CAB procedures for dealing with nonconformities and suspension and withdrawal of the Conformity statement shall meet the additional requirements set out in Annex 3.

### *3.1.6 Computer Aided Assessment Techniques*

Computer aided assessment techniques (CAAT) may be used during FSSC Global Markets assessments only under the following conditions:

- 1) CAAT shall be only be used for interviews with people and review of policies, procedures or records;
- 2) CAAT shall not replace physical assessments of e.g. sites and processes;
- 3) The CAB shall establish, document and maintain a procedure for the use of CAAT during on site assessments;
- 4) The CAB shall:
  - a) Establish criteria for its use of CAAT;
  - b) Ensure its assessors are able to apply with these criteria consistently.
- 5) The CAB shall ensure that the functions that have been assessed remotely are effectively implemented at the site;
- 6) The assessor shall include in the assessment report:
  - a) Which CAAT techniques were used;
  - b) The assessment report shall clearly show:
    - i) Which functions were assessed using CAAT;
    - ii) Their relationships with the related assessment findings.



## 3.2 Issue & control of Conformity statements

### 3.2.1 Issue of Conformity statement

The CAB shall keep sufficient documented information of Conformity statement decisions to indicate that all the above criteria have been considered and by whom. This information shall include:

- a) The names of those making each Conformity statement decision;
- b) The date the decision was made.

### 3.2.2 Conformity statement characteristics

The CAB shall issue FSSC Global Markets Conformity statements in accordance with the templates set out by the Foundation (see annex 6 and 7).

### 3.2.3 Conformity assessment logo

- 1) The use of the FSSC Global Markets logo by the CAB will be monitored through the FSSC Integrity Program.
- 2) Any nonconformity associated with the use of the logo will require remedial action to correct the use of the logo on issued documents as well as corrective action for future use.

#### 3.2.3.1 Use of the logo

- 1) A CAB is entitled to use the FSSC Global Markets logo after it has entered into a license agreement with the Foundation.
- 2) The FSSC Global Markets logo shall be used by a CAB on its Conformity statements.
- 3) Subject to the design specifications below, the FSSC Global Markets logo may be used by a CAB on its:
  - a) Printed matter;
  - b) Website;
  - c) Other promotional material associated with its FSSC Global Markets Conformity assessment activities.
- 4) The CAB shall explain the correct use of the Conformity assessment logo to the applicant organization.
- 5) Include verifying and validating its correct use during assessments.

#### 3.2.3.2 Logo design

- 1) The FSSC Global Markets logo must be reproduced in the specified colours and in a size that makes all features of the logo clearly distinguishable.
  - a) Table of colour specifications:

Colour	PMS	CMYK	RGB	#
<b>Green</b>	348 U	82/24/76/8,	33/132/85	17543b
<b>Grey</b>	60% black	0/0/0/60	135/135/135	87888a

- 2) Use of the logo in black and white is permitted when all other text and images are in black and white.

### 3.3 Annual fee for conforming organizations

- 1) Organizations conforming with the Program requirements displayed on the FSSC website, shall be charged an annual fee by the CAB, payable to the Foundation.
- 2) The CAB shall ensure collection of this fee from the conforming organization and pay this to the Foundation.
- 3) The Foundation shall decide annually before October 1<sup>th</sup> on the fee amount.
- 4) The CABs shall be charged bi-annually by the Foundation for the total amount of fees for the issued FSSC Conformity statements they issued in the six Months previous to 30 June and 31 December of each year.

## 4 Communicating with clients

### 4.1 Conformity assessment contract

A Conformity assessment contract shall exist between the organization and the CAB, detailing the scope of the Conformity assessment process including assessment and reporting requirements. Refer Annex 1 for how to word the scope statements.

The CAB shall refer to the relevant Program requirements in the Conformity assessment contract for the following issues:

- 1) The scope of the Conformity statement and the assessment;
- 2) Reference to all relevant Program requirements;
- 3) A detailed description of the following processes:
  - a) Application;
  - b) Conformity assessment activities;
  - c) Granting, refusing, maintaining Conformity statements;
  - d) Expanding or reducing the scope of Conformity assessments;
  - e) Renewing, suspending or withdrawal of Conformity statement;
  - f) Fees by the Foundation.
- 4) The requirements for the use of the FSSC Global Markets logo;
- 5) The conforming organization shall inform the CAB, within three working days, of matters that affect the capability of the management system to continue to fulfil the requirements of the standard used for Conformity assessment. These include changes relating, but not limited, to:
  - a) Legal, commercial, organizational status or ownership;
  - b) Organization and management (e.g. key managerial, decision-making or technical staff);
  - c) Organization name, contact address and site details;
  - d) Scope of operations and product categories covered by the conforming food safety system;
  - e) Food safety system and/or processes;
  - f) Any other change that renders the information on the Conformity statement inaccurate.
- 6) The conforming organization shall inform the CAB, within three working days, of product recalls and calamities that affect the capability of the food safety system to continue to fulfil the requirements of the Program used for Conformity assessment;
- 7) The conforming organization shall inform the CAB, within three working days, of any legal proceedings with governmental authorities and the outcomes of these related to food safety

- that affect the capability of the food safety system to continue to fulfil the requirements of the Program used for Conformity assessment;
- 8) The conforming organization shall inform the CAB, as soon as possible, of major threats to business continuity such as earthquake, fire, flood, tsunami, force majeure etc. related to food safety that affect the capability of the food safety system to continue to fulfil the requirements of the Program used for Conformity assessment;
  - 9) Procedures for nonconformity grading by the CAB and timeframe to close nonconformities by the conforming organization including the consequences of open nonconformities on any decision by the CAB to issue Conformity assessment or to leave it in place;
  - 10) Procedures for complaints and appeals submitted by the applicant organization to the CAB;
  - 11) Terms of confidentiality in relation to information gathered by the CAB during the Conformity assessment process;
  - 12) Acceptance of the Foundation's requirements to:
    - a) Share information concerning the conforming organization within the Foundation and with governmental authorities when appropriate;
    - b) Display information with regard to the Conformity assessment status on the website of the CAB and FSSC Global Markets, to include display in the FSSC Global Markets Register of Conforming Organizations;
    - c) For the purposes of the FSSC Integrity Program, to allow assessors from the Foundation on their premises to witness the CAB assessors during FSSC Global Markets assessments.
  - 13) Conditions under which the Conformity assessment contract can be terminated;
  - 14) Ownership of the Conformity statement and the assessment report content is held by the CAB;
  - 15) The conditions under which the Conformity statement can be used by the conforming organization.

## 4.2 Conformity suspension, withdrawal or scope reduction

- 1) The following four (4) criteria apply:
  - a) The CAB shall suspend a Conformity assessment when there is evidence that their client is either unable or unwilling to establish and maintain conformity with Program requirements within the time frames applicable to the clearance of nonconformities;
  - b) The CAB shall withdraw a Conformity assessment when there is evidence that their client is either unable or unwilling to establish and maintain conformity with Program requirements within the time frames applicable to the clearance of nonconformities and before the sooner of the next renewal of Conformity statement;
  - c) If the suspended Conformity statement is not restored within 6 months after the date of the suspension decision the Conformity statement shall be withdrawn;
  - d) When the CAB has evidence that their client holds a Conformity statement with a scope that exceeds their capability or capacity to meet, the CAB shall reduce the Conformity assessment scope accordingly.
- 2) Examples include:
  - a) The organizations conforming management system has persistently or seriously failed to meet the Program requirements, including requirements for the effectiveness of the food safety system;
  - b) Immediate risk to the safety of the product impacting public health;
  - c) A Critical NC is raised by the CAB (refer to Annex 3)
  - d) The conforming organization does not allow re-assessment assessments to be conducted at the required frequencies;

- e) The conforming organization has voluntarily requested a suspension.

#### *4.2.1 Action upon suspension, withdrawal and scope reduction*

- 1) In case of withdrawal or suspension, the organizations' food safety system Conformity assessment status becomes invalid. The CAB shall:
  - a) Immediately change the status of the conforming organization in the FSSC Global Markets Register of Conforming Organizations and its own Register of Conforming Clients and shall take any other measures it deems appropriate;
  - b) Inform the organization in writing of the withdrawal or suspension decision within three (3) days after the last day of the assessment or any other intervention and confirm the decision;
  - c) Ensure the organization takes steps to inform clients accordingly to include advertising and product labelling;
- 2) In case of scope reduction the organizations' Conformity statement is invalid beyond the revised Conformity assessment scope statement. The CAB shall:
  - a) Immediately change the scope of the conforming organization in the FSSC Global Markets Register of Conforming Organizations and its own Register of Conforming Clients and shall take any other measures it deems appropriate;
  - b) Inform the organization in writing of the scope change within three (3) days after the last day of the assessment or any other intervention and confirm the decision;
  - c) Ensure the organization takes steps to inform clients accordingly to include advertising and product labelling.
- 3) In the event that the organization is either unable or unwilling to inform their clients themselves, the CAB shall take appropriate steps to protect the integrity of its own Conformity assessment service by using, for example, direct mail or advertising.

## 5 Delays to assessments

### *5.1.1 Dealing with politically unstable areas and war zones*

Sometimes the Foundation is confronted with news about politically unstable regions, natural disasters or regions where a war is going on.

As there may be operational FSSC Global Markets conforming organizations in those areas, problems can arise with a site such as:

- 1) Natural disasters such as earthquakes, flood, etc.;
- 2) Destruction by terrorist acts or acts of war;
- 3) Taken over by soldiers or rebels;
- 4) Shut down of operations by the owner because the region has become unsafe;
- 5) Assessing has become unsafe for CAB personnel.

These situations may have a negative impact on the integrity of the Foundation and the FSSC Global Markets register of conforming organizations.

#### *5.1.1.1 The site is destroyed or invaded*

- 1) The CAB is informed by the management of the site or receives the information from another source that:
  - a) The site has been destroyed; or
  - b) Has been invaded by military personnel or rebels.

- 2) When the information is from another source the CAB shall seek confirmation of the fact from reliable source.
- 3) After confirmation of the facts the CAB withdraws the Conformity statement and the Foundation is directly informed in writing, including all relevant details.

#### 5.1.1.2 The head office shuts down the site

- 1) The management of the production site or the head office informs the CAB that the site has been closed.
- 2) The CAB shall:
  - a) Withdraw the Conformity statement and
  - b) Inform the Foundation in writing, including all relevant details.

#### 5.1.1.3 Contingency arrangements

The CAB is responsible for the safety and wellbeing of its assessors.

- 1) On the basis of official travel advice from recognized national or international authorities the CAB makes the decision that the region is not safe to be visited by their assessor.
- 2) The CAB shall apply the following contingency arrangements:
  - a) The CAB may decide to postpone the visit;
    - i) A re-Conformity assessment may be postponed for a maximum six (6) months;
    - ii) The CAB shall decide the length of the deferral period.
  - b) The CAB shall change the status of the Conformity statement to "postponed".
- 3) The postponed assessment shall be performed within two (2) months from the end of the deferral period.
- 4) The CAB shall withdraw the Conformity statement if the assessment cannot take place within the above-described time frame.
- 5) The CAB shall inform the Foundation of their decision immediately, in writing.
- 6) The information sent to the Secretariat shall include:
  - a) Evidence that supports the decision;
  - b) Length of the deferral period.

## 6 Assessor allocation

### 6.1 Assessment team

Assessors in the FSSC Global Markets assessment team shall have a valid FSSC Global Markets qualification for the organizations' applicable category and be listed in the FSSC Global Markets assessor competence database. The assessor qualification requirements are described in Annex 5.

#### 6.1.1 Time allowance

The time-allowed calculation for FSSC Global Markets assessments shall only apply to team members who are qualified FSSC Global Markets assessors. Other team members may be attending for training and familiarity purposes but their contribution shall not be considered in the time-allowed minima (refer to Annex 2).

### 6.1.2 Language

- 1) The assessment shall be carried out in a mutually agreed language.
- 2) An interpreter may be added to the team by the CAB to support members of the assessment team.

## 6.2 CAB personnel competence

### 6.2.1 Conformity Assessment Manager

- 1) Those making the decision to issue a Conformity statement for registration in the FSSC Global Markets register of Conforming organizations shall have the following demonstrable competencies:
  - a) A detailed knowledge of FSSC Global Markets Program requirements;
  - b) A detailed current awareness of Food safety systems and assessment them;
  - c) Literacy in the terminology and proficiency in the techniques of the food safety category and sector under review.
- 2) Assessment team members shall not be involved in the decision to issue or maintain Conformity statements.

## 7 Planning and managing assessments

### 7.1 General

At least annual re-assessments shall take place before the expiry date of the Conformity statement to extend them.

The assessment shall be carried out on-site at the premises of the organization and is a full FSSC Global Markets assessment.

The on-site assessment can include the use of computer aided assessment techniques (CAAT) to access information or to interview responsible persons. The CAB shall have a process for the use of CAAT during on-site assessments.

### 7.2 Multiple site

- 1) Conformity assessment of multi-site organizations and multi-site sampling (as described in ISO/TS 22003 and ISO/IEC 17021) is not applicable for food chain categories as listed in ISO 22003,
  - a) CI – CIV,
  - b) DI and DII,
  - c) K.
- 2) FSSC Global Markets requires that every site shall have:
  - a) A separate assessment,
  - b) A separate report,

- c) A separate Conformity statement, and
- d) Every site shall be entered separately in the database.

### 7.2.1 Exceptions

FSSC Global Markets does offer exceptions for three main categories of organizations that have multiple sites such as organizations:

- a) where some functions pertinent to the Conformity assessment are controlled by a head office separate to the site(s),
- b) with different operations at one site,
- c) with off-site activities.

### 7.2.2 Head office functions

Functions pertinent to the Conformity assessment but controlled by a head office separate to the site(s) which could include:

- a) Procurement,
- b) Supplier approval or
- c) Quality assurance.

#### 7.2.2.1 Assessing Head Office functions

- 1) In all cases where functions pertinent to the Conformity assessment are controlled by a head office, the FSSC Global Markets program requires that those functions are assessed interviewing the personnel described in the FSMS as having the delegated authority and responsibility for these functions as per the criteria at 7.2.1 above.
- 2) The functions at the head office are assessed separately and every site belonging to the group shall have;
  - a) A separate assessment,
  - b) A separate report and
  - c) A separate Conformity statement.

#### 7.2.2.2 Assessing sites in a multi-site organization

- 1) An assessment at the head office cannot assess the degree of implementation at site level.
  - a) This usually means that the assessor shall visit the head office to conduct that part of the assessment.
  - b) It is strongly recommended that the head office assessment is carried out prior to the manufacturing location assessment.
- 2) The subsequent assessment at the site(s) shall therefore include a confirmation that the requirements set out by head office are appropriately incorporated into site specific documents and implemented in practice.
- 3) The site assessment report and Conformity statement shall show which functions have been assessed at the head office.
- 4) The report of the head office assessment has a validity of 12 months.
- 5) The head office cannot take responsibility for all functions within the scope of the Conformity assessment, and can therefore not receive a separate Conformity statement.
- 6) The head office is mentioned on the site Conformity statement by use of wording such as "An assessment was carried out at (name and location of head office) on DDMMYY to assess the following function(s) (describe functions assessed at the head office)".

### 7.2.3 Organizations with different operations at one site

- 1) In cases where different operations are located on one site for example where a manufacturing operation is linked to a packing operation in case both shall be considered for Conformity assessment under a single scope based on one assessment, report and Conformity statement provided that both are:
  - a) Subject to one assessment appropriate to the combined scope;
  - b) Part of the same legal entity.
- 2) The preferred description on the Conformity statement in such cases is to use the name of the legal entity as the primary name. *For example: "XYZ company, operating as ABC processing and 123 packaging, (insert address)".*

### 7.2.4 Off-site activities

- 1) A certified organization has a (single) manufacturing process that is split between different sites that may be part of the same legal entity. The (semi-finished) products are always returned to the primary site for completion:
  - a) For example, a semi-finished product is moved to a separate site for a specific process step or steps to be carried out, and is then either turned into a finished product or is returned to the primary location for completion.
  - b) Such processes shall, by exception, be considered for Conformity assessment under a single scope based on one assessment, report and Conformity statement.

#### 7.2.4.1 Exceptions

- 1) An off-site exception shall be granted only through application by the CAB to the Foundation based on the proposed scope and a detailed justification.
- 2) No agreement shall be reached or implied with the client prior to approval from the Foundation.
- 3) The off-site activities shall have to meet with the following requirements:
  - a) There is a primary manufacturing site and secondary sites for defined process steps.
  - b) There is clearly one process involved, resulting in a finished product at the primary site which fits within the Program scope.
  - c) The assessment shall clearly include all relevant requirements at both the primary and secondary sites and allow assessment and findings to be identified as site specific.
  - d) The secondary site carries out the described process steps solely for the primary site and does not service any other sites or customers.
  - e) The locations are under the same overall FSMS and part of the same legal entity.
  - f) The Conformity statement shall show the address of both sites, but shall clearly identify which is the primary site.

### 7.2.5 Dealing with nonconformities

- 1) Where nonconformities are noted in head office or separate sites, these are assumed to have impact on the equivalent procedures applicable to all sites.
- 2) Corrective actions shall therefore address issues of communication across the conforming sites and appropriate actions for impacted sites.
- 3) Such nonconformities and corrective actions shall be clearly identified in the relevant section of the assessment report.
- 4) The nonconformities shall be cleared in accordance with the CABs procedures before issuing the site Conformity statement.



## 7.3 Adding off-site transport and storage to the scope of conformity assessment

- 1) Off-site transport and storage activities shall only be added to the manufacturing scope in cases where these are:
  - a) dedicated to the company's own production;
  - b) included within the assessed food safety system;
  - c) reported as separate locations in the assessment report, including full details such as address, activities, products, etc.
- 2) The number of off-site storage, warehousing and distribution sites shall be limited to a maximum of five (5).

## 8 Assessment reports

### 8.1 Written report

- 1) A mandatory FSSC Global Markets report template shall be used. This template shall be made available to CABs that have a (provisional) license.
- 2) The CAB shall provide a written report for each assessment:
  - a) The content of assessment report is to be treated confidentially by the CAB.
  - b) At discretion of the conforming organization, assessment reports can be made available to authorized parties.
- 3) The assessment report shall cover all elements in order to confirm that all Program requirements are verified, reported and a statement of conformity given.
  - a) Both the procedural and operational conditions of the food safety system shall be verified in order to assess its effectiveness meeting the Program requirements.
  - b) Exclusions and/or not applicable requirements shall be assessed and justified in the assessment report.

### 8.2 Nonconformity grading

Nonconformities shall be graded and dealt with in accordance with Annex 3.

## Annexes to Part 4 (Annexes are separate documents)

Annex 1: Conformity statement scopes

Annex 2: Assessment time calculation

Annex 3: Nonconformity grading

Annex 4: Assessment reports

Annex 5: Assessor competence

Annex 6: Conformity statement Foundation Level

Annex 7: Conformity statement Intermediate Level