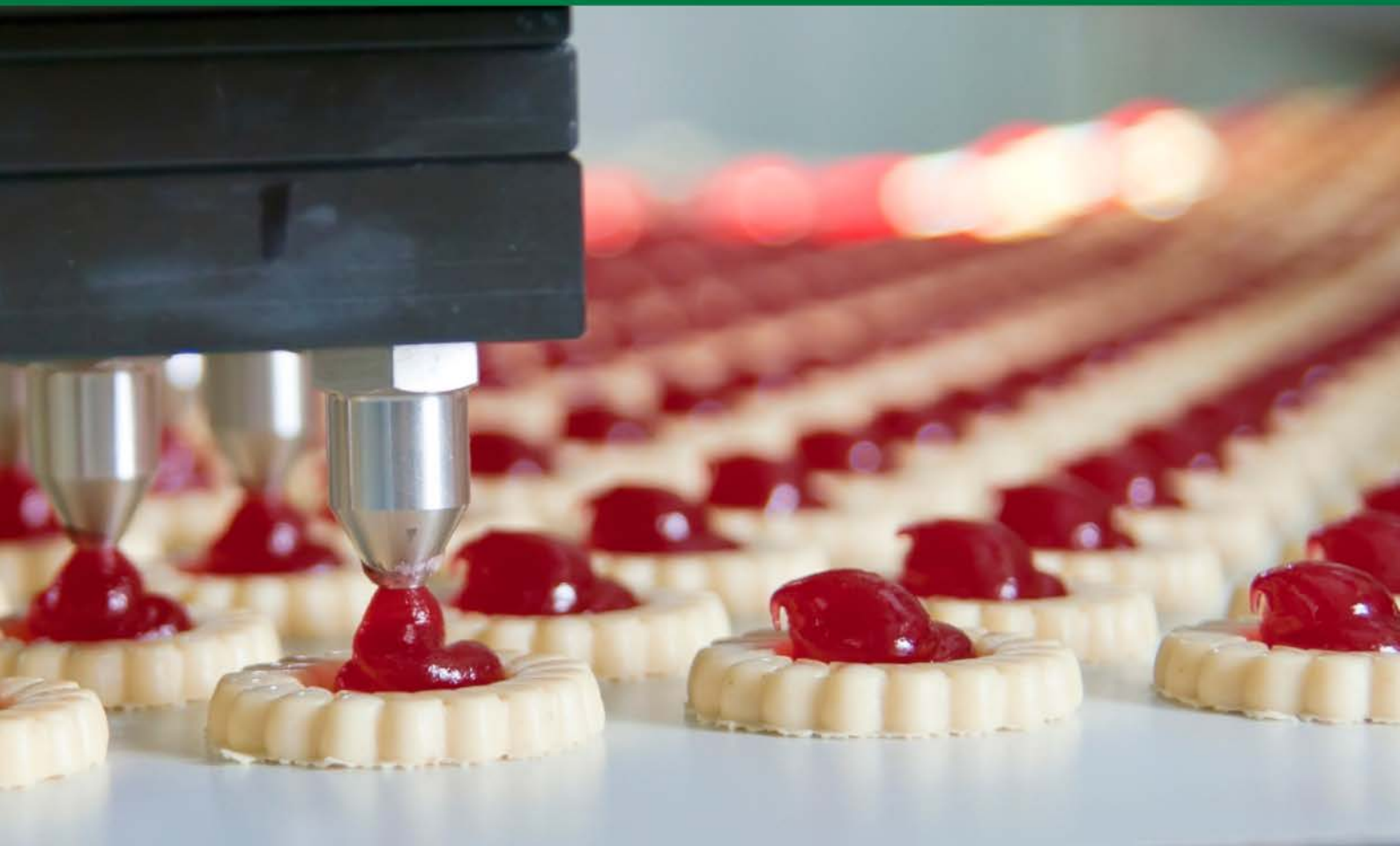




FOOD SAFETY SYSTEM CERTIFICATION 22000

Part 1: Scheme Overview



Version 4: January 2017

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Contents

0 Introduction	3
<i>The Scheme</i>	3
<i>Ownership</i>	3
<i>Language</i>	3
1 Background	3
1.1 <i>Aim of the Scheme</i>	3
1.2 <i>Objective of the Scheme</i>	3
1.3 <i>Register of Certified Organizations</i>	3
1.4 <i>Nature of the Scheme</i>	4
2 Scope	4
3 Reference documents	5
4 Ownership, Governance and Integrity Program	6
4.1 <i>Ownership</i>	6
4.2 <i>Articles</i>	6
Article 1: The Foundation	6
Article 2: The Management Board	7
Article 3: Representation	7
Article 4: Board meetings	8
Article 5: Board decision making	8
Article 6: Board of Stakeholders	8
Article 7: FSSC 22000 Integrity Program	9
Article 8: Further statutory provisions and requirements	10

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0 Introduction

The Scheme

FSSC 22000 is a certification Scheme for food and feed safety/quality management systems in compliance with ISO 22000/9001 requirements, sector specific Prerequisite Program (PRPs) requirements and additional Scheme requirements.

Ownership

The Foundation FSSC 22000 (hereafter the Foundation) retains the ownership and the copyright of all Scheme related documents and also holds the license agreements for all involved certification bodies.

Language

In all cases the English version of the Scheme is valid.

1 Background

1.1 Aim of the Scheme

The aim of the FSSC 22000 certification Scheme (hereafter the Scheme) is to ensure that the Scheme continuously meets international requirements resulting in certification that assures the provision of safe products to consumers worldwide.

1.2 Objective of the Scheme

The objective of the Scheme is to establish and maintain an accurate and reliable Register of Certified Organizations that have demonstrated to comply with the Scheme requirements.

1.3 Register of Certified Organizations

The Scheme outlines the requirements to comply, assess and certify management systems of organizations in the supply chain and to guarantee its integrity.

These certifications are subsequently registered in the FSSC 22000 Register of Certified Organizations. This register is publicly accessible.

Registration indicates that the organizations' management system is in conformance with the Scheme requirements and that the organization is able to maintain conformance with these requirements.

The value added for a certified organization lies in the oversight by the Foundation to ensure that the integrity of the entire certification process is in line with the Scheme requirements recognized by GFSI.

1.4 Nature of the Scheme

The Scheme is a complete certification Scheme for food and feed safety management systems, which are in compliance with the publicly available food safety management systems standard ISO 22000 'Requirements for any organization in the food chain', technical specifications for sector PRPs and additional Scheme requirements.

The Scheme provides a certification model that can be used in the whole food supply chain. It can cover sectors where such a technical specification for sector PRPs has been developed and accepted.

The Scheme follows the food chain category description as defined in ISO/TS 22003. As the development of new technical specifications for sector PRPs is ongoing the actual scope of the Scheme will follow these developments.

As of February 2010 the Scheme is a Global Food Safety Initiative (GFSI) recognized scheme.

2 Scope

The Scheme is intended for the audit, certification and registration of food safety management systems for the following scopes and product categories:

- 1) Farming of animals
Farming of animals for meat, milk, eggs and honey but excluding trapping, hunting and fishing.
- 2) Manufacturing of food products
 - a) Production of perishable animal products (e.g. meat, poultry, eggs, dairy and fish/seafood products).
 - b) Production of perishable plant products (e.g. fruits, fresh juices, vegetables, grains, nuts and pulses).
 - c) Processing of perishable animal and plant products (mixed products; e.g. pizza, lasagna, sandwich, dumpling, ready-to-eat meal).
 - d) Production of products with long shelf life at ambient temperature (e.g. canned products, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt).
 - e) Production of (bio)chemicals (i.e. food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids) but excluding pesticides, drugs, fertilizers and cleaning agents.
- 3) Manufacturing of food packaging and packaging material
(e.g. direct, indirect contact with the food)
- 4) Manufacturing of food and feed for animals
(e.g. pet food, pet food for dogs and cats, animal feed, fish feed)
- 5) Transport and storage services
(e.g. storage and transport activities across the food supply chain)
- 6) Catering
Preparations, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit.
- 7) Retail/wholesale
Provision of finished food products to a customer (e.g. retail outlets, shops, wholesalers).

3 Reference documents

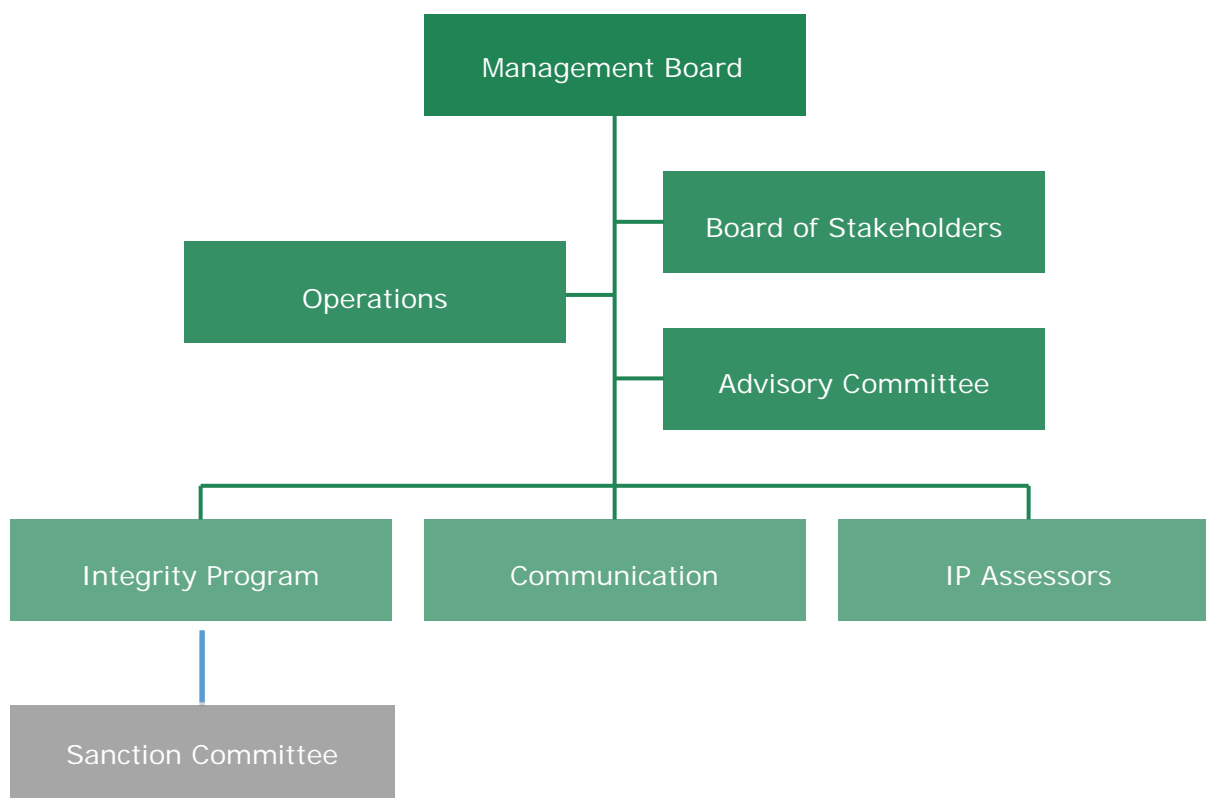
The Scheme is based on the following documents and their future versions:

- 1) BSI PAS 222:2011, Prerequisite programmes for food safety in the manufacture of food and feed for animals
- 2) BSI PAS 221:2013, Prerequisite programmes for food safety in food retail
- 3) GFSI Benchmarking requirements, Seventh Edition, 2016
- 4) ISO 9001:2015, Quality management systems – Requirements
- 5) ISO 19011:2011, Guidelines for quality and/or environmental management systems auditing
- 6) ISO 22000:2005, Food safety management systems – Requirements for any organization in the food chain
- 7) ISO/TS 22002-1:2009, Prerequisite programmes for food safety – Part 1: Food manufacturing
- 8) ISO/TS 22002-2:2013, Prerequisite programmes for food safety – Part 2: Catering
- 9) ISO/TS 22002-3:2011, Prerequisite programmes for food safety – Part 3: Farming
- 10) ISO/TS 22002-4:2013, Prerequisite programmes for food safety – Part 4: Food packaging manufacturing
- 11) ISO/TS 22002-6:2016, Prerequisite programmes on food safety – Part 6: Feed and animal food production
- 12) ISO/TS 22003:2013, Food safety management systems – Requirements for bodies providing audit and certification of food safety management systems
- 13) ISO 22004:2014, Food safety management systems – Guidance on the application of ISO 22000
- 14) ISO/IEC 17000:2004, Conformity assessment – Vocabulary and general principles
- 15) ISO/IEC 17011:2004, Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies
- 16) ISO/IEC 17021-1:2015, Conformity assessment – Requirements for bodies providing audit and certification of management systems
- 17) NEN NTA 8059:2016, Prerequisite programs on food safety for transport and storage

4 Ownership, Governance and Integrity Program

4.1 Ownership

The Scheme is owned, governed and managed by the Foundation FSSC 22000, based in Gorinchem, Stephensonweg 14, 4207 HB, the Netherlands, registered with the Chamber of Commerce under the number 64112403.



The statutes as deposited with the Chamber of Commerce are outlined below.

4.2 Articles

Article 1: The Foundation

- 1.1 The Foundation has as its statutory objectives:
- Promoting the application of food safety and quality management systems;
 - Developing, designing, managing and amending food safety certification and inspection systems in the field of food safety and quality;
 - Promoting national and international recognition and general acceptance of systems it has developed for food safety and quality;
 - Running information campaigns and providing information on food safety and quality;
 - Providing support services for certification of food safety systems in the field of food safety and quality;

- f. Performing all other actions that are related in the broadest possible sense with the aforementioned or that could in any way be beneficial to it.
- 1.2 The Foundation endeavours to achieve these objectives by:
 - a. Entering into agreements with certification bodies;
 - b. Taking appropriate measures in the event of abuse or improper use of the certificates issued by accredited certification bodies;
 - c. Taking appropriate measures in the event of abuse or improper use of the Foundation's logo;
 - d. Supporting, supervising and financing of other foundations and organizations which strive to achieve similar or partially similar objectives as those mentioned in this Article.

Article 2: The Management Board

- 2.1 The Foundation's management board, hereinafter referred to as "the Board", consists of at least three members.
- 2.2 The Board may never consist of a majority of members who represent the interests of one of the stakeholder groups involved. Stakeholder groups in this context being stakeholders or certification bodies or certificate holders or organizations which are intended to be certificate holders.
- 2.3 The Board shall fill any vacancies that may arise with due observance of the aforementioned. Appointments are made by Board resolution.
- 2.4 Board members serve 5-year terms. They may be reappointed only twice. Thereof they only become eligible for appointment to the Board at least one year after their last term has expired. The Board shall use the prescribed term to draw up a retirement roster. Furthermore, the Board must ensure that end-of-term departures do not endanger its balanced operation. For that reason the Board shall decide case by case whether or not it can extend a member's term by a period not exceeding one year.
- 2.5 The Board shall elect a chairman and a treasurer from among its members. The Board shall also appoint a secretary to carry out all necessary administrative activities. The same person may hold the position of secretary and treasurer. The Board can appoint deputies for the chairman, secretary and/or treasurer from among its members. The deputies perform these duties during the officers' absence or incapacity to act. If the secretary is not a member of the Board, he/she shall have only an advisory role.

Article 3: Representation

- 3.1 The Foundation is represented by the Board or two Board members acting together.
- 3.2 The Board can grant a Board member or a third party a power of attorney to represent the Foundation within the confines of the power of attorney and the limitations from this Part of the Scheme and/or applicable law.

Article 4: Board meetings

- 4.1 The Board shall meet at least once each year and, furthermore, as often as the chairman or at least two Board members consider necessary.
- 4.2 Board members are entitled to have another Board member represent them in a meeting after such written authorisation is given which the chairman of the meeting deems sufficient. A Board member may only act as proxy for one other Board member.
- 4.3 If same has been mentioned in the summons, each Board member is entitled, in person or by way of written proxy, via an electronic means of communication, for instance via a conference or video call, to take part in the Board meeting, to take the floor in the meeting, and to exercise the right to vote, provided the Board member can be identified via the electronic means of communication, can take cognisance of the proceedings of the meeting directly and can participate in all deliberations.
- 4.4. The Board is authorised to set conditions for the use of electronic means of communication. If the board exercises this authority, the conditions shall be published in the summons.

Article 5: Board decision making

- 5.1 The Board can pass resolutions in and outside meetings. Unless these articles stipulate otherwise, a resolution can only be passed in a meeting at which a majority of current members are present. A decision taken outside a meeting requires a unanimous written vote of all current Board members.
If the provisions of these articles concerning the summons to the meeting have been violated, the Board can still pass resolutions in a legally valid manner provided the Board members not present at the meeting have stated in writing prior to the meeting that they do not object to the decision-making.
- 5.2 Voting will be oral, unless a Board member requests a written vote.
- 5.3 Unless these articles state otherwise, the Board shall adopt motions by a simple majority of votes cast.
- 5.4 If there is no majority on the first ballot in case of voting on the appointment of persons, a new ballot will be held. If no majority is reached after the second ballot, an interim vote shall decide which persons will remain in the running.
If a ballot on persons results in a tied vote, lots will be drawn to decide who has been elected; if a ballot on other items results in a tied vote, the motion will be rejected.

Article 6: Board of Stakeholders

- 6.1 The Board appoints a Board of Stakeholders, hereinafter referred to as the "BoS", of which it determines the number of members and shall appoint or reappoint its chairman. A Board member cannot be appointed as member of the BoS, but the Foundation secretary can act as Secretary of the BoS, having an advisory role, not having any voting rights. The chairman leads the meetings of the BoS and shall be

independent. The BoS shall consist of representatives of stakeholders in the field of FSSC 22000 certification, accreditation and promotion.

- 6.2 The BoS advises the Board on the design, development, changes and emendation of the Scheme, including interpretation of clauses, scopes, accreditations, work methods, methods and frequency with which certification bodies are inspected, complaints procedures and standards of expertise of auditors.
- 6.3 The Board shall adopt the advice by the BoS referred to in paragraph 6.2 of this article, unless it is in conflict with any statutory provisions, or is in conflict with any requirement that the Foundation must meet in the context of accreditation, or if the Board is of the opinion that, taking into account all relevant interests of all stakeholders, the interests of the Foundation oppose the adoption of the advice. In such case the Foundation shall inform the BoS in writing, the BoS having the right to convene a meeting to discuss same.
- 6.4 With reference to Article 9, paragraph 3 of the Articles of Association of the Foundation the BoS shall from its members appoint a Sanction Committee, existing of at least 3 members and chaired by the independent chairman of the BoS. The Committee has the task to decide on behalf of the BoS on sanctions to be imposed on licensed certification bodies in conformity with the Integrity Program & Sanction Policy as also to be established by the BoS.
- 6.5 The BoS can appoint an Advisory Committee which may include members of the BoS, outside experts, representatives of certification bodies group organizations, industry representatives, science and public institutions representatives, to advise the BoS on decisions to be taken regarding the contents and the application of the Scheme. The BoS shall in any case take such advice into consideration, but is not bound to follow same.
- 6.6 The BoS will decide on Terms of Reference for both the Sanction and Advisory Committee(s).

Article 7: FSSC 22000 Integrity Program

- 7.1 The FSSC 22000 Integrity program consists of the following elements:
 - a. Standard contract with certification bodies,
 - b. A program of KPI driven desk reviews of full audit reports, as determined by the Board,
 - c. A program of KPI driven analysis of audit reports, as determined by the Board,
 - d. Registration of all auditors qualified under the Scheme,
 - e. A program of office and witness audits as determined by the Board,
 - f. A program for obligatory unannounced audits by contracted certification bodies, as determined by the Board,
 - g. All further programs, procedures and measures which at any time may be required by the current version of the requirements set by the Global Food Safety Initiative.
- 7.2 The Foundation shall appoint an independent expert assessing the results of the above mentioned programs, reporting same to the Board.

- 7.3 The Board shall maintain a sanction policy consisting of a system of written warnings, and yellow and red cards, based on major and minor findings in the programs.
- 7.4 Directly interested parties may appeal in writing against sanction decisions made by the Board.
- 7.5 The Board will make public the way on which any interested third party may file complaints against any of the aspects of the Scheme.
- 7.6 The Foundation shall maintain a public register for all certificates duly issued on basis of the Scheme, safeguarding all information on certified organizations which are to be treated as confidential.
- 7.7 The Board may, in consultation with the BoS, decide on specific provisions on accreditation of CBs and memoranda of understanding between the Foundation and accreditation bodies, which may go beyond the provisions laid down in the Scheme.
- 7.8 The standard contract with certification bodies as referred to here above will contain provisions for the use of the FSSC 22000 logo.

Article 8: Further statutory provisions and requirements

The Foundations Statutes contain additional provisions and requirements regarding the ownership of and governance over the Foundation and the Scheme. These Statutes are publicly available in the Register of the Chamber of Commerce in Gorinchem, the Netherlands, under number 64112403. Such additional provisions and requirements are part of the Scheme in as far as they may relate to the rights and obligations of direct and indirect stakeholders in the Scheme.