

BSI Conformity Requirements

FSSC Development Program (DP) v1

BSI Standard Terms and Conditions Addendum

ONLY APPLIED TO THE FSSC DEVELOPMENT PROGRAM. NOT APPLICABLE TO FSSC CERTIFICATION

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Revision History

Rev N°	Revision Date	Author	Approved by	Page N°	Sec. N°	Brief Description of Change
1	May 2020	Ana Cicolin	Todd Redwood	N/A	N/A	New document

ONLY APPLIED TO THE FSSC DEVELOPMENT PROGRAM! NOT APPLICABLE TO FSSC CERTIFICATION

1 Introduction

The FSSC Development Program (FSSC DP) scheme was launched in February 2020. The FSSC DP outlines the requirements for organizations in the food supply chain and their customers to achieve a conforming food safety system (FSS) based on Level 1 and Level 2 food safety requirements. The conformity statement confirms that the organization's FSS is in conformance with the FSSC DP requirements.

The Program requirements are global in nature, applicable to organizations in the food supply chain regardless of their size and complexity, whether profit-making or not and whether public or private.

The FSSC DP provides a voluntary model that can be applied across the defined food supply chain categories. The program follows a stepwise approach and is aligned with the Codex Recommended International Code of Practice General Principles of Food Hygiene (CAC/RCP 1-1969, Rev. 4-2003) and the Global Food Safety Initiative (GFSI) Global Markets Program.

The FSSC DP Level 1 and Level 2 assessments are performed unaccredited although the FSSC Integrity Program (managed by the FSSC Foundation) does monitor assessment quality

2 BSI FSSC Development Program (DP) Licensing

BSI holds a valid license with The FSSC Foundation in order to conduct the FSSC DP Conformity Assessments. This is an un-accredited scheme and the Scheme Owner is The FSSC Foundation.

3 The Recognition Process

The following section outlines the steps that apply during the BSI recognition process for FSSC Development Program (DP). BSI reserves the right to provide its clients and those that request quotations with marketing and technical information relating to standards, training and compliance services.

3.1 Initial Enquiry

BSI will respond to either verbal or written expressions of interest from sites interested in one or more of our programs. If your site is located near one of BSI's offices, an advisory visit may be arranged to discuss your recognition requirements and how BSI can help your site achieve them.

BSI will also, on request and receipt of a Request for Proposal, prepare a proposal suited to your site's needs.

3.2 Application for Conformity Assessment

Receipt of your site's application form (or authorized acceptance of a valid BSI proposal) together with this document forms the contract between your site and BSI.

Your requirements will be entered into our database and an auditor will be appointed to look after your conformity assessment. The auditor will be your primary point of contact with BSI and is responsible for ensuring that our conformity assessment services are delivered to your site in the most effective manner possible.

3.2.1 FSSC Development (SP) Self Assessment

Client shall conduct a self-assessment against the current version of the FSSC Development Program (DP) using the PF 1397 (FSSC DP Requirements Document and Self-Evaluation Tool) that will be provided by BSI. Once the self-assessment has been completed by the organization, BSI can proceed with the application and contract review stage.

3.2.2 Application Form Client Contact

- 1) BSI will require completion of an official application form, signed by an authorized representative of the applicant site
- 2) It is the responsibility of the applicant site to ensure that adequate and accurate information is shared with BSI about the details of the applicant site

3.2.3 Conformity Assessment Durations

BSI shall calculate the assessment time based on the information gathered from the organization's application and following the requirements as set out below.

- The duration of an assessment day normally is eight (8) hours. The effective on-site assessment duration does not include a lunch break (unless in contradiction with local legislation);
- The assessment time calculation shall be documented by the BSI, including justifications for addition of time based on the minimum assessment duration. The on-site assessment duration shall be stated in assessment or working hours indicating the time spent at the site and shall match the assessment plan and deviations shall be recorded (including motivations);
- The on-site assessment time does not include planning, reporting or travel activities, only actual on-site assessment time. The on-site assessment time shall only apply to assessors who are fully qualified, registered FSSC Development Program assessors.

The following minimum on site assessment duration applies to both Level 1 and Level 2 FSSC Development Program assessments for initial and annual assessments

- For small sites (1-30 employees and/or 1 – 3 production lines): 1 day
- For medium sites (31 – 100 employees and/or 4 – 6 manufacturing lines): 2 days
- For large sites (> 100 employees and/or > 6 manufacturing lines): 3 days

The minimum assessment duration shall always be respected.

- **Preparation time:** At least 0.25 assessment day shall be added to the FSSC DP on-site assessment time for assessment preparation for **small, medium and large sites**.
- **Reporting writing time:** At least 0.5 assessment day shall be added to the FSSC DP on-site assessment time for report writing for **small, medium and large sites**.

3.2.3.1 Additional Time

3.2.3.1.1 Use of translator:

Additional on-site assessment time shall be added in case a translator is required to support the assessment team. For translation the minimum time recommended to be added is 0.5 assessment day.

3.2.3.1.2 Separate Head Office

For organizations where some functions pertinent to the assessment are controlled by a head office separate to the manufacturing site(s) and classified as a "paper office only (being not part of a certified production site), the minimum additional time shall be 0.5 assessor day (4 working hours) on-site, to assess the functions pertinent to the assessment, at the head office.

If the head office is located at a manufacturing site being assessed or when the responsible person from the Head Office attends the assessment at the manufacturing site, no extra assessment time is required.

A maximum of 20% assessment time reduction can be allowed for each of the single manufacturing sites belonging to the group where the shared functions are controlled by the (off-site) Head Office. The 20% assessment time reduction is applied to the minimum assessment time.

3.2.3.1.3 Off-site Activities

For off-site storage: At least 0.25 assessor day (2 working hours) additional on-site assessment time shall be added to the main assessment time for each off-site storage facility.

For off-site manufacturing or service activities: a 50% assessment time reduction may be applied for each additional site OR the parameters of the off-site activities shall be included in the assessment calculation.

Note: travel time between locations shall be included on the top of the minimum duration

3.2.3.1.4 Additional Scheme / Combined Audit

Where the FSSC DP assessment is undertaken in combination or integration with other food safety assessments as a combined assessment, the duration shall be increased on the top of the FSSC DP duration. The minimum FSSC DP assessment duration shall always be respected. Total assessment duration is then longer than for FSSC DP alone. This is considered as an increase in assessment duration and the reason for this shall be justified in the contract review form.

3.2.3.1.5 Extension of Scope

If the scope extension assessment is combined with the annual assessment, the total assessment duration shall be calculated by including the parameters of the extended scope. If a stand-alone extension of scope assessment is required, the duration may vary depending on the intended scope extension (minimum duration of 0.5 assessment day on site). The duration shall be approved through a contract review.

Both situations above refer to an extension of scope in a site who already has a valid conformity assessment statement.

3.2.3.1.6 FSSC DP Special Assessment

If a separate special assessment is required, the duration may vary depending on what will be assessed. If the special assessment is combined with the annual assessment, the assessment duration shall be increased on the top of FSSC DP assessment.

3.2.3.1.7 FSSC DP Follow Up Assessments

In the case where a follow up assessment is required, duration will depend on the number of non-conformities that need to be closed-out. The duration may vary depending on what will be assessed.

3.3 Conformity Assessment Contract

As soon as practicable after receipt of your signed application/proposal, a BSI auditor (or nominated representative) will contact your site. Your auditor will seek to establish a working relationship between your site and BSI, and to confirm your recognition requirements in terms of the conformity assessment services, locations, and activities and/or products to be included in the scope of the assessment.

The auditor will seek to gain an appreciation of the structure of your site and the activities being conducted. In particular the auditor will:

- Seek an appreciation of the nature and scope of your site’s activities, structure and location(s), including any activities for which conformity assessment is being excluded; and
- Determine the status of system documentation and implementation including organizational policies, objectives and targets.

If your site is working with a consultant it is often useful for that person to be party to the communication process.

3.4 Identifying the Scope of the Conformity Assessment

FSSC conformity assessment is site and product specific. The scope of the conformity assessment forms part of the conformity statement of registration. It describes the food sector categories (refer to table below) and the products processed and handled on that site. The conformity statement of registration outlines the location of the site and nature and extent of the FSSC Development Program (DP) conformity assessment. The audit scope will be agreed between your site and BSI before the conformity assessment begins.

Category	FSSC 22000 Sub Category	Example of included activities and products
Food Manufacturing	CI - Processing of perishable animal products	<p>Production of animal products</p> <p><u>Activities / Processes:</u> Slaughtering, deboning, evisceration, gutting, cutting, sorting, washing, pasteurizing, trimming, curing, fermentation, smoking, freezing, chilling, cooling, scalding.</p> <p><u>Final product examples:</u> fish, meat, poultry, eggs, frozen and/or chilled dairy products and fish/seafood products.</p>
	CII - Processing of perishable plant products	<p>Production of plant products</p> <p><u>Activities / Processes:</u> De-shelling, drying, packing, sorting, washing, rinsing, fluming, trimming, slicing, pasteurizing, roasting, scalding, peeling, de-husking, cooling, chilling, freezing and final product.</p> <p><u>Final product examples:</u> chilled or frozen e.g. fresh fruits, fresh juices, vegetables, grains, nuts</p>

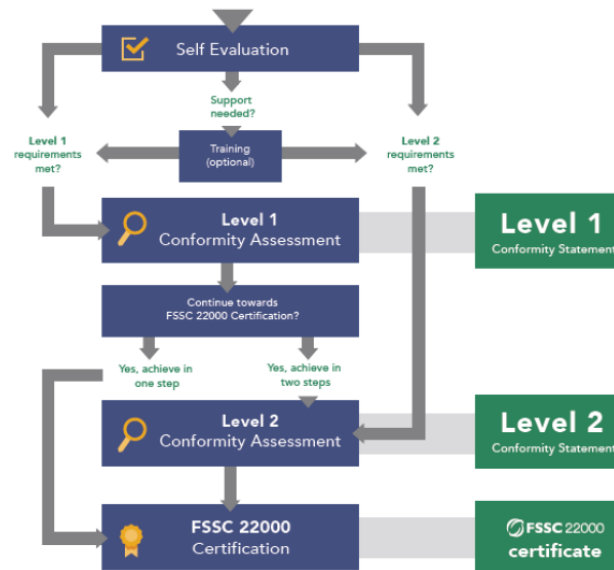
Category	FSSC 22000 Sub Category	Example of included activities and products
		and pulses, meat replacers based on plant materials (e.g. soy)
	CIII - Processing of perishable animal and plant products (mixed products)	<p>Production of mixed animal and plant products</p> <p><u>Activities / Processes:</u> Mixing, cooking, packing, ensemble cooling, chilling, freezing</p> <p><u>Final product examples:</u> mixed products, pizza, lasagna, sandwich, dumplings, ready-to eat meals.</p>
	CIV - Processing of ambient stable products	<p>Production of food products from any source that are stored and sold at ambient temperature.</p> <p><u>Activities / Processes:</u> Mixing, cooking, packing, bottling, brewing, drying, pressing, milling, blending, roasting, refining, ensemble, distilling, drying, canning, pasteurizing, sterilization.</p> <p><u>Final product examples:</u> canned products, biscuits, bread, snacks, oil, drinking water, beverages alcoholic and non-alcoholic, pasta, flour, sugar, food-grade salt, dairy products with long shelf life, margarines.</p>
K Production of Biochemicals	K - Production of Biochemicals	<p>Production of Bio-Chemicals and applies to the production of food and feed additives, vitamins, minerals, bio-cultures, flavorings, enzymes and processing aids but excludes pesticides, drugs, fertilizers and cleaning agents.</p> <p><u>Activities / Processes:</u> Mixing, cooking, packing, distilling, drying, canning, sterilization for all products at ambient, chilled and frozen temperatures.</p> <p><u>Final product examples:</u> food and feed additives, vitamins, minerals, bio-cultures, flavorings, enzymes and processing aids, gases as ingredients and/or packaging gas.</p>

4 FSSC Development Program Scheme Overview

4.1 Aim of the Scheme

The FSSC DP outlines the requirements for organizations in the food supply chain and their customers to achieve a conforming food safety system (FSS) based on Level 1 and Level 2 food safety requirements. The conformity statement confirms that the organization’s FSS is in conformance with the FSSC DP requirements

The program follows a stepwise approach as indicated on the picture below:



Source: FSSC Development Program Document (Version 1/ February 2020 available on FSSC Website)

5 FSSC DP Conformity Assessments

5.1 Planning Assessments

Annual assessments shall take place to ensure continued conformity validity. The initial and annual assessments shall be carried out on-site at the premises of the organization and is a full assessment against all Program requirements related to either Level 1 or Level 2.

The assessment shall be carried out in a mutually (BSI and Client) agreed language. An interpreter may be added to the team by BSI to support members of the assessment team.

5.1.1 RAM – Reoccurring Assessment Month

The basis of timings applied to the assessment for FSSC DP scheme is that each conformity statement shall become attached permanently to a month for the annual assessments. This month is defined as a Reoccurring Assessment Month (RAM) in which it is expected that these assessments shall occur on a regular basis.

The RAM is determined by counting 3 months back from the expire date (“valid until”) stated on the conformity assessment. Deviation from RAM requires an approval from the FSSC Global Scheme Manager

5.2 Assessment Objectives

The assessment objectives shall be determined by BSI and shall describe what is to be accomplished by each assessment. The objectives include, but are not limited to, the determination of the conformity and effectiveness of the client's FSS with FSSC Development Program requirements (based on each level – 1 and 2 as applicable for each client).

5.3 Assessment Scope

The assessment scope shall describe the extent and boundaries of the assessment and shall be in accordance with the FSSC DP rules.

5.4 Assessment Criteria

The assessment criteria represent set of requirements used as a reference against which objective evidence is compared. The FSSC DP requirements consist of two different levels of requirements:

Level 01: The organization shall meet the Level 1 requirements to obtain the FSSC Development Level 1 conformance status.

The requirements consist of three main components:

- Food Safety System requirements;
- Pre-requisite Program requirements;
- FSSC additional requirements.

The organization can either remain at Level 1 and will have an annual re-assessment or can decide to progress towards Level 2 or directly towards FSSC 22000 certification.

Level 02: The organization shall meet the Level 2 requirements to obtain the FSSC Development Level 2 conformance status.

The requirements consist of three main components:

- Food Safety System requirements;
- Pre-requisite Program requirements;
- FSSC additional requirements.

The organization can either remain at Level 2 and will have an annual re-assessment or can decide to progress towards FSSC 22000 certification. It is not required to start with a Level 1 assessment to progress to a Level 2 assessment.

5.4.1 Legal and Regulatory Audit Requirements

Legislative and regulatory compliance is a requirement of FSSC 22000 Development Program (DP). The maintenance and evaluation of legal compliance is the responsibility of the client. BSI's role is to establish confidence that the FSSC 22000 DP system functions adequately in this regard and to confirm that the FSSC 22000 DP system is capable of achieving continued compliance.

BSI will verify that the client has included legal and regulatory compliance in their FSSC 22000 DP system and can show that action has been taken in cases of non-compliance with relevant legislation. BSI will not issue conformity statement to a site where an infringement of food safety related legislation or regulation is discovered. Where an action plan to achieve compliance has been agreed with the appropriate regulator an exception may be requested.

BSI will notify the client if an infringement is discovered. Action will depend upon the nature of the infringement, corrective action proposals and the stance taken by the appropriate enforcement authority but would normally constitute a major non-conformity followed up with a re-audit visit.

Similarly, action will be taken where a post conformity assessment infringement is discovered. The conditions of contract require the client to notify BSI of post conformity assessment breaches. De-registration is an option for persistent failure to comply.

Where licenses/consents/permits have not been issued by appropriate authorities, including incomplete document submissions, and steps are being taken to achieve compliance in agreement with the regulator a non-conformity should be raised

5.5 Assessment Plan

The FSSC Development Program (DP) is a FULL ASSESSMENT against ALL FSSC DP requirements (Level 01 or Level 02 as applicable for each client) and the minimum time for on-site assessment of the product realization of the organization is 50% of the total minimum on site assessment time.

5.6 Initial Conformity Assessment

The initial assessment shall be carried out on-site at the premises of the organization and is a full assessment against all Program requirements related to either Level 1 or Level 2 as applicable for each client.

5.7 Annual Conformity Assessment

The annual assessments shall be carried out on-site at the premises of the organization and is a full assessment against all Program requirements related to either Level 1 or Level 2 as applicable for each client.

The purpose of the re-assessment is to confirm the continuing conformity of the food safety system as a whole with all the relevant Level 1 or Level 2 requirements as applicable for each client. The re-

assessment also includes a review of the food safety system over the period since the previous assessment.

6 FSSC DP Assessment Report

BSI shall provide a written report for each FSSC DP assessment to the client.

The assessment report shall contain objective evidence of all activities in the scope statement;

- The assessment report is to be treated confidentially by BSI but shall be made available to Food Safety Authorities after approval of the organization, if required;
- The assessment report shall confirm that all Program requirements are assessed, reported and a statement of (non) conformity given;
- Both the procedural and operational conditions of the food safety system shall be verified, to assess the effectiveness of the food safety system meeting the FSSC DP requirements, and reported;
- Each assessment is a full assessment against all the requirements of the relevant level i.e. Level 1 or Level 2 and is always carried out at the production site of the organization;
- In exceptional cases, a requirement can be deemed not applicable but only when the requirements of ISO/TS 22003:2013, clause 9.1.2 are met. Requirements indicated as not applicable, shall be justified in the report;
- Exclusions from scope shall be assessed and justified in the assessment report;
- Deviations from the assessment plan shall be justified in the report;
- Auditors shall report all nonconformities (NCs) at all assessments. For each nonconformity (NC), a clear concise statement of the requirement, the NC, grade of the NC and the objective evidence shall be written;
- Corrections, corrective action plans (from the client) and their approval (from BSI) shall be included in the final report;

Records of compliance shall be reviewed during the assessment. The assessment report is a transparent and concise reflection of the findings of the auditor during the assessment. It provides clear evidence that all program requirements have been assessed for conformity with the Program. The report:

- a) Verifies that the food safety system has been designed and configured to conform with program requirements; and
- b) Validates the organization’s claim that their food safety system works in practice.

7 Non-Conformity management

BSI shall apply criteria (definition below) as a reference against which to determine the level of nonconformities for findings in FSSC DP assessments. There are three nonconformity (NC) grading levels:

Nc Level	Definition
Minor	A minor nonconformity shall be issued when the finding does not affect the capability of the food safety system to achieve the intended results.
Major	A major nonconformity shall be issued when the finding affects the capability of the food safety system to achieve the intended results.
Critical	A critical nonconformity is issued when a direct food safety impact without appropriate action by the organization is observed during the assessment or when legality and/or assessment/conformity integrity are at stake.

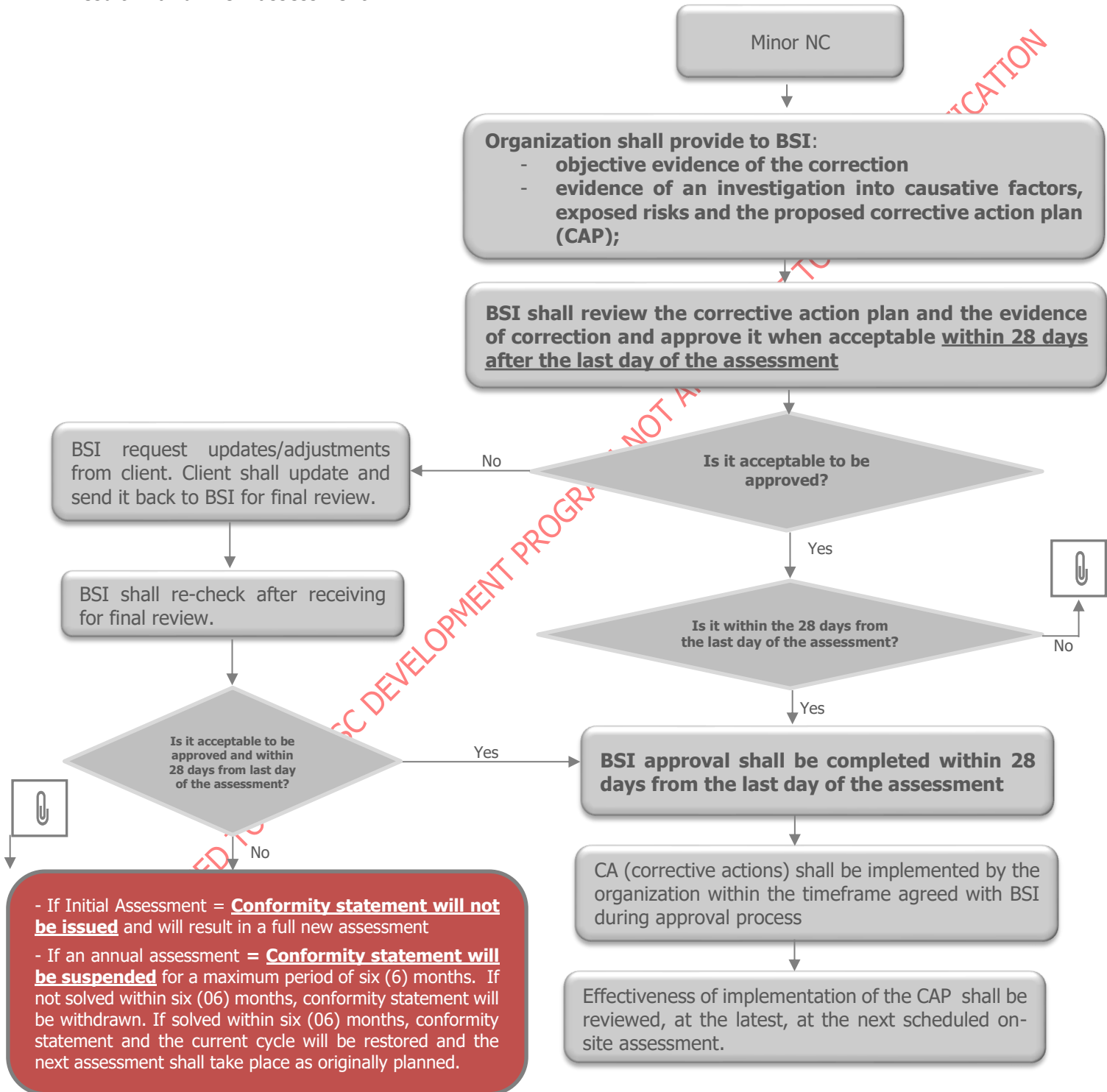
Opportunities for improvement during FSSC Development Program assessment is **NOT** allowed.

All non-conformities raised in an FSSC DP Assessment shall be addressed by the organization. The Auditor shall deliver to the client the Non-Conformity in written description at the last day of the assessment.

In case of nonconformities noticed in a Head Office assessment, these are assumed to have an impact on the equivalent procedures applicable to all sites. Corrective actions shall therefore address issues of communication across the conforming sites and appropriate actions for impacted sites.

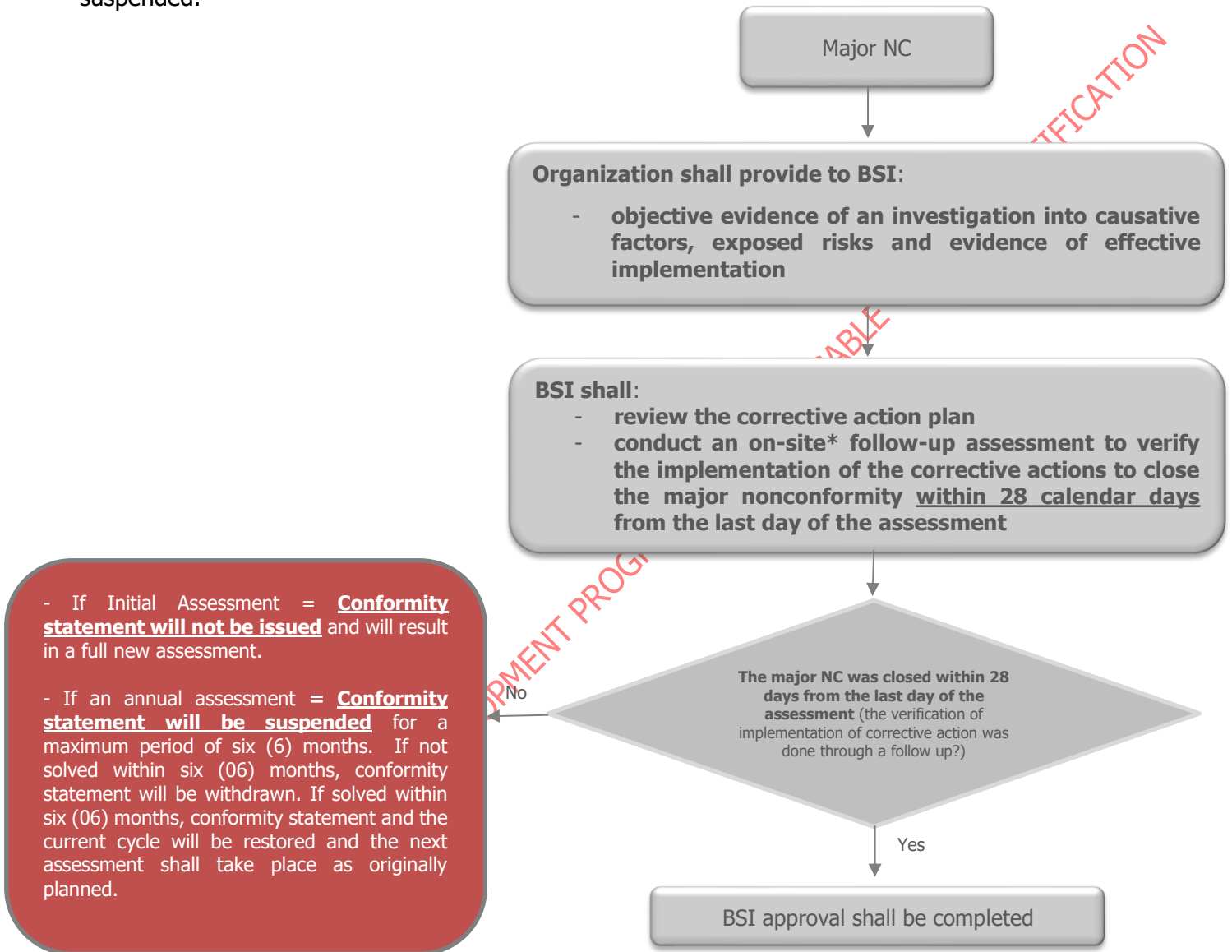
7.1 Managing Minor Non Conformity

BSI shall review the corrective action plan and the evidence of correction and approve it when acceptable. BSI approval shall be completed within 28 days after the last day of the assessment. Exceeding this timeframe shall result in a suspension of the conformity statement or in the case of an initial assessment, result in a full new assessment.



7.2 Managing Major Non Conformity

The major nonconformity shall be closed by BSI within 28 calendar days from the last day of the assessment. When the major cannot be closed in this timeframe, the Conformity statement shall be suspended.

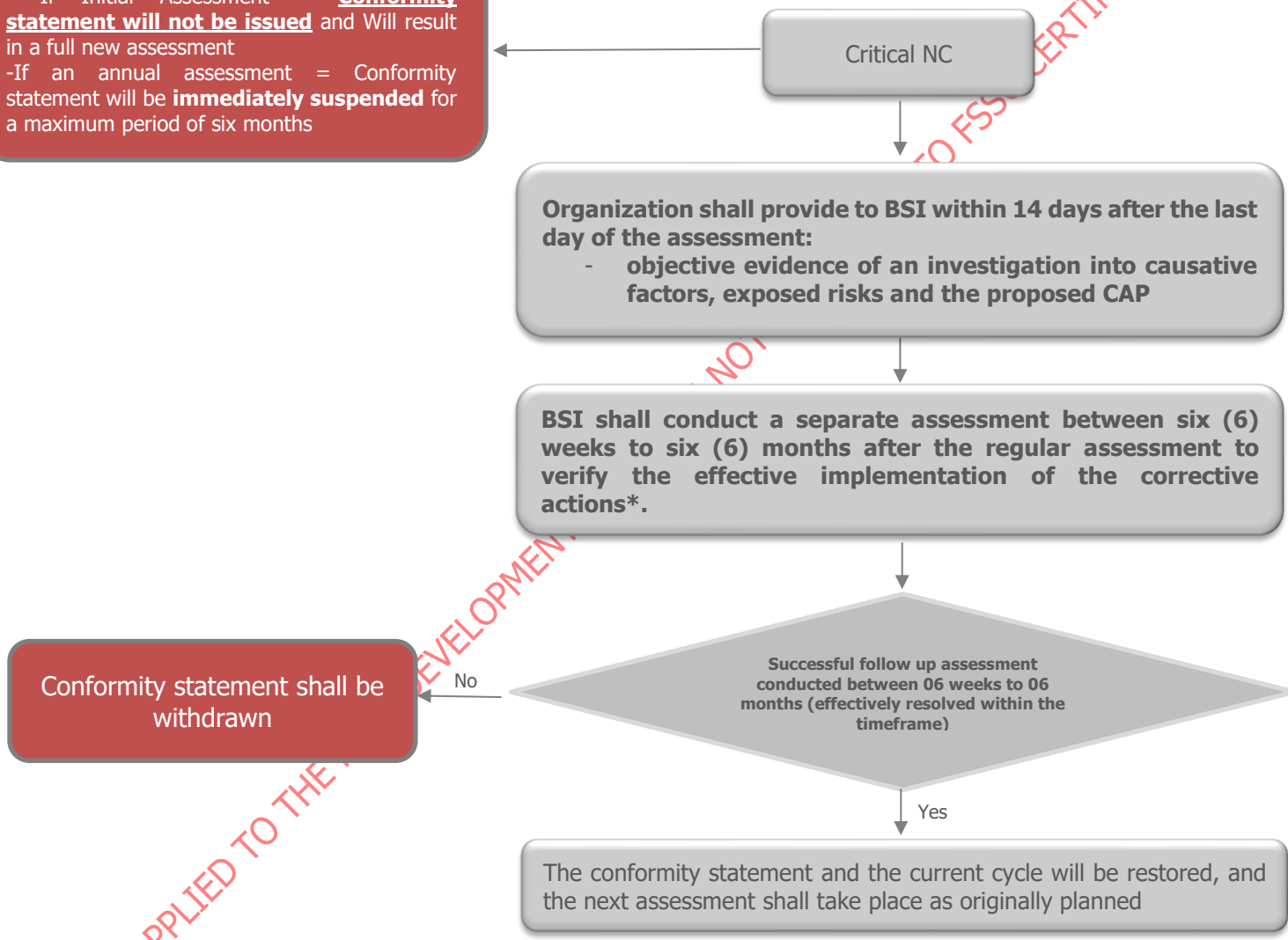


* In cases where documentary evidence is sufficient to close out the major nonconformity, BSI may decide to perform a desk review.

7.3 Managing Critical Non Conformity

When a critical nonconformity is issued at a conforming organization, the conformity statement shall be **immediately suspended** for a maximum period of six (6) months. The Conformity statement shall be withdrawn when the critical nonconformity is not effectively resolved within the six (6) month timeframe. In case of an initial assessment, the full assessment shall be repeated.

- If Initial Assessment = **Conformity statement will not be issued** and Will result in a full new assessment
 -If an annual assessment = Conformity statement will be **immediately suspended** for a maximum period of six months



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8 Conformity Decision Process

BSI shall conduct a technical review for all assessments to agree with the assessment reports content and outcome, NC's (objective evidence and grading) and effectiveness of corrections and corrective action plans. Following each technical review, BSI shall make a decision on the conformity status of the organization.

The conformity decision process shall be done by a qualified independent reviewer that retains authority for, its decisions relating to conformity, including the granting, refusing, expanding or reducing the scope of conformity assessments, renewing, suspending or restoring following suspension, or withdrawing of conformity statements.

BSI decides on renewal of the conformity status on the basis of the re-assessment which must meet the same requirements as an initial assessment. In exceptional cases where the assessment is conducted after the expiry date on the Conformity Statement or BSI is unable to issue a new Conformity Statement prior to the expiry date, then a new 12-month Conformity Statement will be issued that is valid from the Date of Conformity Decision.

Note: not all decisions may lead to issuing a new conformity statement.

8.1 Conformity Statement Design and Content

The conformity statement design and content will follow the related FSSC Foundation rules.

8.2 Conformity Statement Suspension and Withdrawal

Suspension: BSI shall suspend the conformity statement within 3 working days when a critical nonconformity is issued and/or there is evidence that their client is either unable or unwilling to establish and maintain conformity with the FSSC DP requirements. Besides that, BSI shall also suspend the conformity statement in cases when:

- the client's food safety system has persistently or seriously failed to meet conformity requirements;
- the client has voluntarily requested a suspension.

Under suspension, the client's conformity statement is temporarily invalid. BSI shall restore the suspended conformity statement if the issue that has resulted in the suspension has been resolved no later than six months after suspension. Failure to resolve the issues that have resulted in the suspension in a timeframe established by BSI shall result in withdrawal or reduction of the scope of the conformity statement.

Withdrawal: BSI shall withdraw a conformity statement when:

- the status of suspension cannot be lifted within six (6) months;
- the organization ceases its FSSC Development program activities;
- any other situation where the integrity of the conformity statement or assessment process is severely compromised.

Scope reduction: When BSI has evidence that their client holds a conformity statement where the scope exceeds their capability or capacity to meet the FSSC DP requirements, BSI shall reduce the conformity scope accordingly. BSI shall not exclude activities, processes, products or services from the scope of conformity when those activities, processes, products or services can have an influence on the food safety of the end products as defined in the scope of conformity.

Note: FSSC DP conformity statement suspension or withdrawal shall be formally approved by the FSSC Global Scheme Manager as well as the Global Food and Retail Supply Chain Operations and Compliance Director. The approval shall be requested through the PF 953 (FSSC Certificates Suspension or Withdrawal Authorization Form). Once suspension or withdrawal is approved, the FCoE administrative team and the country shall immediately initiate the next steps described in the related suspension or withdrawal form.

8.2.1.1 Actions Upon Suspension, Withdrawal and Scope Reduction

In case of suspension or withdrawal, the organizations' conformity statement is invalid. BSI shall within 3 working days:

- Change the status of the organization in the FSSC portal and BSI's own register of conforming organizations and shall take any other measures it deems appropriate;
- Inform the organization in writing of the suspension or withdrawal decision;
- Instruct the organization to take appropriate steps in order to inform its interested parties.

In case of scope reduction, the organizations' conformity statement is invalid beyond the revised conformity scope statement. BSI shall within 3 working days of the decision date:

- Change the scope of the conforming organization in the FSSC portal and BSI's own register of conforming organizations and shall take any other measures it deems appropriate;
- inform the organization in writing of the scope change;
- instruct the organization to take appropriate steps in order to inform its interested parties.

9 Managing Assessments

9.1 Head Office Functions

In all cases where functions pertinent to the assessment are controlled by a Head Office (such as procurement, supplier approval, quality assurance etc.), those functions are assessed, including interviewing the personnel described in the food safety system as having the (delegated) authority and responsibility for these functions. This Head Office assessment shall be documented.

The functions at the Head Office shall be assessed separately where they are not part of a site already being assessed. If the head office is part of a site being assessed there is no need to assess the head office separately as the head office functions will be assessed during the site assessment.

The Head Office assessment shall be carried out prior to the site assessment(s). The subsequent assessment at the site(s) shall include a confirmation that the requirements set out by Head Office are appropriately incorporated into site specific documents and implemented in practice. All individual sites shall be assessed within a time frame of 3 months from the assessment of the Head Office.

9.1.1 Reports and Conformity Statements

Every site belonging to the group shall have a:

- Separate assessment;
- Separate report; and a
- Separate Conformity statement.

The Head Office cannot receive a separate conformity statement.

The site assessment reports and conformity statements shall show which Food Safety functions and/or processes have been assessed at the Head Office. The Head Office is mentioned on the site conformity statement by use of wording such as "This assessment included the following central Food Safety System processes managed by (name and location of Head Office): (describe FSS processes assessed at the Head Office)".

If the head office is located at a manufacturing site being assessed within the group, there is no need to create a separate report for the head office, however it is important that the auditor clearly explain in the respective site report, which functions the head office is controlling and all information and evidence related to it, and that the site assessment reports includes the evidence of functions assessed at the head office.

9.2 Off-site activities

Where one manufacturing or service process is split across more than one physical address, all locations may be covered in one assessment, provided that the different addresses are:

- part of the same legal entity;
- under the same FSS; and
- the sole receiver/customer of each other.

Storage facilities at another location shall also be included in the same assessment provided they meet the requirements mentioned above.

The scope statement shall show the assessed locations with activities per location (on the conformity statement or as an Annex to the conformity statement).

The assessment report shall include all relevant requirements at all locations and allow assessment findings to be identified as site specific.

Off-site activities: 01 audit, 01 audit report and 01 conformity statement

9.3 Multi-site Assessments

Multi-site assessments and sampling is **NOT** applicable to the FSSC DP assessments.

9.4 Combined Audit

Where the FSSC DP assessment is undertaken in combination or integration with other food safety assessments as a combined assessment, the assessment time stated in the report shall be of the total combined assessment and match the assessment plan, with the contract review approved and also with the FSSC DP SMO(s) in PG. Total assessment duration is then longer than for FSSC Development Program alone. This is considered as an increase in assessment duration and the reason for this shall be justified in the contract review form. A separate report shall be created for each specific scheme.

9.5 Transfer of Conformity Assessments

Transfer is not allowed for FSSC Development Program (DP).

9.6 Extension and Reduction of Scope

Extension of Scope: BSI shall, in response to an application for expanding the scope of conformity already granted, undertake a review of the application and determine any assessment activities necessary to decide whether or not the extension may be granted. This may be conducted in conjunction with an annual assessment; or separate, being conducted as special assessment.

Reduction of Scope: When BSI has evidence that a client holds a conformity statement where the scope exceeds the capability or capacity to meet the FSSC DP requirements, BSI shall reduce the conformity scope accordingly.

BSI shall not exclude activities, processes, products or services from the scope of conformity when those activities, processes, products or services can have an influence on the food safety of the end products as defined in the scope of conformity.

9.7 Special Assessments

Special assessments are assessments at conforming organizations that are performed on top of the annual assessments and never as a replacement of the annual assessments. Reasons to conduct a special assessment may be for example:

- Scope extension in between regular assessments
- Changes in the company
- Short notice assessments to follow up on complaints and/or after a major recall, etc.

Special assessments may be conducted announced or unannounced. Special assessments shall be reported separately from the regular assessments.

The objective of a special assessment is to assess whether the conformity statement is still valid. Therefore, a decision on the conformity status shall be taken. This is a formal decision and shall be documented as such. A special assessment can lead to a suspension or withdrawal of the conformity statement, or to an extension or reduction of the scope.

10 Computer Aided Assessment Techniques (CAAT)

Computer aided assessment techniques (CAAT) may be used during FSSC Development Program 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;

The auditor shall ensure that the functions that have been assessed remotely are effectively implemented at the site. The auditor shall include in the assessment report:

- Which CAAT techniques were used;
- The assessment report shall clearly show:
 - which functions were assessed using CAAT;
 - their relationships with the related assessment findings.

It is not allowed FSSC DP remote audit. The CAAT may be used as a remote audit tool during FSSC 22000 DP on site audit provided the requirements of IAF MD4 are followed.

11 Implementation of FSSC 22000 Development Program (DP)

11.1 Learn about the FSSC 22000 DP Scheme

There are several ways to learn how to implement the FSSC 22000 DP Scheme within your food business. The following options are available:

- Attend an FSSC 22000 Training course available through the BSI Training Academy (refer to your local BSI office or website)
- Train yourself by downloading the necessary documents from the FSSC website.

11.1.1 FSSC 22000 DP Documents

FSSC 22000 DP scheme documents are available at [FSSC Website](#).

11.2 FSSC Database

The FSSC Foundation maintains a Register of Sites which successfully completed the conformity assessment and has the certification issued.. This register is publicly available on the FSSC website.

12 Use of the BSI Mark

You are entitled to use the appropriate BSI Mark whilst you maintain conformance to this program with BSI. For a copy, visit our website at www.bsigroup.com

Use of the logo is subject to Condition and rules of its application.

13 Use of the FSSC DP Logo

Certified organizations can use the FSSC 22000 logo only for marketing activities such as organization's printed matter, website and another promotional material.

In case of using the logo, the organization shall comply with the following specifications:

Color	PMS	CMYK	RGB	#
Green	348 U	82/25/76/7	33/132/85	218455
Grey	60% black	0/0/0/60	135/136/138	87888a

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

The certified organization is not allowed to use the FSSC 22000 logo, any statement or make reference to its certified status on:

- a product;
- its labelling;
- its packaging (primary, secondary or any other form);
- in any other manner that implies FSSC 22000 approves a product, process or service.

14 Confidentiality

BSI will keep confidential information confidential for a period of 6 years after it has received it and will not use or disclose it except for the purpose of exercising or performing its rights and obligations under the contract, or to the extent required by law, or by any governmental or other regulatory authority, or

accreditation authority, or by a court or other authority of competent jurisdiction and/or by the Foundation.

In these cases, BSI will not be required to notify you of such disclosure and will not be required to oppose any demand made by such entities.

The ownership of the conformity statement and the audit report content of your site is held by BSI. At the request of food safety authorities, information related to the conformance and auditing process shall be shared.

15 Additional Obligations

Following conformity assessment, there are a number of managerial responsibilities which your site will need to fulfil to maintain BSI's conformity statement. These include:

- Continued compliance with the relevant systems standard(s) or code(s) of practice;
- Compliance with BSI's Standard Commercial Terms and Conditions and obligations as specified in this document as well as other guidance documentation that may be specifically provided from time-to-time;
- Conduct of regular internal reviews of your system, with appropriate documentation of such reviews and of any subsequent corrective actions;
- Notification to BSI of any significant changes in the structure (key responsibilities and management system), ownership and operations of your site to enable the impact of such changes on the certified ownership system to be evaluated; and
- Notification to BSI of any litigation or serious events or matters that relate to the scope of your conformity statement within twenty-four (24) hours of the event.

15.1 Complaints

Your site is required to keep a record of all known complaints. These records must be made available to the audit team and BSI when requested.

Your site is required to demonstrate that you have taken appropriate action to address these complaints through investigation and correct any deficiencies found. These actions must be documented.

15.2 Conformity Assessment Agreement

Your site is required to meet the requirements of the Conformity Assessment Agreement. This requires that your site and products remain compliant with the scheme requirements and the conditions of conformity statement at all times.

Your site is required to implement appropriate changes as communicated by BSI in a time appropriate manner.

15.3 Assessment Scheduling

Your site is required to make all necessary arrangements to allow the evaluation activities to take place. This includes but is not limited to; Equipment, Product, Locations, Personnel and Sub-contractors.

15.4 Misleading Statements

Your site is not permitted to use its conformity statement in a manner that could bring BSI into disrepute. This includes making misleading or unauthorized statements. If you are unsure if a statement could be misleading you are advised to contact BSI prior to making the statement. Statements include but are not limited to advertising (including your website) and internal communication. The use of the logo on product and product packaging is not permitted.

If your site is required to provide copies of conformity assessment documents these must be reproduced in its entirety. Failure to do so may be misleading to the recipient as to the scope of conformity statement.

15.5 Communication Obligations

Your organization has the obligation to communicate with your local BSI office within 3 working days related to the following:

- a) any significant changes that affect the compliance with the Scheme requirements and obtain advice of BSI in cases where there is doubt over the significance of a change;
- b) changes to organization name, contact address and site details;
- c) changes to organization (e.g. legal, commercial, organizational status or ownership) and management (e.g. key managerial, decision-making or technical staff);
- d) changes to the system, scope of operations and product categories covered by the conformity system;
- e) an extraordinary event affecting a certified site or BSI may temporarily prevent BSI from carrying out planned audits on-site. When such a situation occurs, BSI in consultation with the site will need to determine a reasonable planned course of action;
- f) any other change that renders the information on the certificate inaccurate.

15.6 Management of extraordinary serious event

In case your organization is affected by public food safety events (such as e.g. public recalls, calamities, food safety outbreaks, etc.) BSI shall be notified within 03 working days through food.recall@bsigroup.com

In case your organization is affected by serious events that impact the FSMS, legality and/or the integrity of the conformity statement which includes legal proceedings, prosecutions, situations which pose major

threats to food safety, quality or conformity statement integrity as a result of natural or man-made disasters (e.g. war, strike, terrorism, crime, flood, earthquake, malicious computer hacking, etc.), BSI shall be contacted within 03 working days through critical.food@bsigroup.com.

BSI will manage extraordinary serious event as per [IAF ID3:2011](#) as well as additional FSSC guidelines and rules.

15.7 Observers

- From time to time BSI requires an observer to be in attendance at an audit. This may be related to training of new staff and witness assessment of existing staff. It is a requirement of conformance that your site allows these activities to occur.
- BSI will, at all times, ensure that the use of observers is kept to a minimum and your site will be advised prior to the assessment activity.
- The observer does not take an active part in an assessment.
- By accepting the FSSC BSI quote your organization accept cooperate with such process

15.8 Witnessing Assessment by CB

From time to time the Foundation FSSC requires a performance of a witnessing process. By accepting the FSSC BSI quote your organization accept cooperate with such process

15.9 FSSC Website

It is an FSSC DP scheme requirement for your site's details to be displayed on the FSSC website.

16 Complaints and Appeals

Appeals against conformity decisions and/or complaints against service delivery levels may be raised with your auditor. If you remain dissatisfied, contact BSI in writing using the contact details below.

BSI will also investigate legitimate documented complaints, relevant to operation of the system, from clients/customers of certified sites, The FSSC Foundation and the accreditation body (ANAB). Certified sites shall, at all reasonable times, provide representatives of BSI, FSSC or ANAB with access to its premises and records for the purposes of investigating such complaints.

If your site's application for conformance has been refused; or your site's conformity statement has been suspended, withdrawn, or reduced in scope, you may appeal against the decision. All complaints will be investigated and the originator of a complaint will be advised of the outcomes, as appropriate.

Where necessary a Review Committee will be established and operated as set out below:

- The appellant shall, within 28 days of the disputed advice from BSI, lodge a written notice of appeal with an affidavit as to the grounds of appeal;
- The BSI Global Operations & Compliance Management Group shall be advised within 14 days of receiving the appellant's notice;
- The Global Operations & Compliance Management Group shall then establish a Review Committee;
- The Review Committee shall consist a minimum of three persons considered as experts in the area of technology or business relevant to the appeal. The Review Committee shall be constituted as follows:
 - One-person expert in the relevant area of technology or business
 - Two persons selected by the appellant from a list of four persons
- The appellant shall represent himself and no legal representation will be allowed unless approved by the Review Committee; and
- The Review Committee will carry out investigations as are required, including assessment of information supplied by the appellant and, within a reasonable time, decide by majority vote whether or not to reverse the original decision.
- The Global Food and Retail Supply Chain Operations and Compliance Director shall give notification of the decision to the appellant within 14 days of the Review Committee decision

To raise a complaint or appeal against the service delivery by BSI or audit outcome please notify:

- Todd Redwood

Global Food and Retail Supply Chain Operations and Compliance Director

Email: todd.redwood@bsigroup.com

ONLY APPLIED TO THE FSSC DEVELOPMENT PROGRAM. NOT APPLICABLE TO FSSC CERTIFICATION