

IFS Food Version 8 Doctrine v1

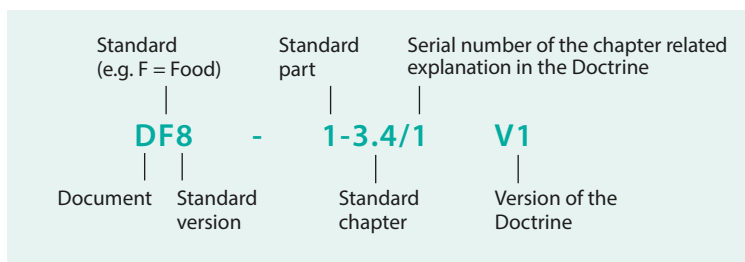


Foreword

This document provides additional clarification to the IFS Food Standard. The doctrine is available to certification bodies, certified companies and all other IFS users.

The following doctrine is a collection of several descriptive documents. Each document has its own name and the first three signs indicate the type of document. In the example below, the first two (2) letters stand for “Doctrine Food”, and the number 8 for the “Standard version 8”. The second section of the name specifies the part of the Standard to which the document refers (the IFS Food Standard is divided into different parts which are again subdivided into different chapters). The third section indicates the chapter of the standard and the number after the backslash marks the number of the explanation in the doctrine itself.

E.g. DF8-1-3.4/1 V1 means the document is the first IFS Food Doctrine explanation which refers to the chapter 3.4 in the first part of the IFS Food version 8.



The document name is followed by the version of the doctrine document to enable the reader to follow the changes.

This new document system enables the user to exchange only the modified pages instead of the whole document. All changes are described in the content overview on the first pages and these pages will be updated with each change. If no changes are marked, it means the content already existed in the same way for IFS Food v7 or in the previous doctrine version. Please note that the comment “reworked wording” indicates a grammatical correction or improvement of the language. Any changes in the content are additionally marked.

In the digital version of the doctrine, links allow users to search for specific clarifications. Clicking on the explanation of interest will lead to the relevant document.

The application of newly introduced or adapted rules is always two (2) months after publication of the relevant version, if not specified otherwise. In case of a new IFS Standard version, the rules apply at the moment the new version is applicable.

Certification bodies shall ensure that relevant certification body personnel is trained on the introduced changes according to their function within the certification body before the rules come into force. A proof of this training shall be available on request.

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CLARIFICATION ON PART 1 – 2.1 MAKING A CONTRACT WITH A CERTIFICATION BODY

PART 1 – IFS Food Certification Protocol

1.2 Before the IFS Food Audit

1.2.1 Making a contract with a certification body

1.2.1.1 Are there any IFS rules for the use of interpreters during an IFS Food Audit?

An IFS Food Audit shall be carried out in the language of the production site. The use of an interpreter is not allowed if the production site language is:

- German
- French
- English
- Chinese
- Italian
- Spanish (exempted Central and South America)

In general, the audit shall preferably be carried out in the language of the production site. If this is not possible, it is mandatory to use an interpreter under the following conditions:

- The interpreter shall have a technical background or be an approved auditor for another food safety/quality standard.
- The interpreter shall be independent from the audited company to avoid any conflict of interest.
- 20% of the total audit duration shall be added to ensure proper audit performance.

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CLARIFICATION ON PART 1 – 2.1 MAKING A CONTRACT WITH A CERTIFICATION BODY

1.2.1.2 Auditor sharing

To cover all the necessary product and technology scopes of an audit, there are two (2) possibilities to share auditors between certification bodies:

1) Borrowing of auditors

For the occasional sharing of auditors, both certification bodies shall compose a short agreement concerning the lending/borrowing of the auditor. The agreement shall contain, at a minimum:

- day of audit
- name of company
- name of shared auditor
- signature of both certification body managers of the IFS contracted certification bodies
- signature of a responsible person to IFS from both IFS contracted organisations.

2) IFS Certification Body Working Group

If certification bodies wish to share auditors more frequently, a short contract can be requested from the IFS office in Berlin. This agreement allows two (2) or more certification bodies to work together by sharing one pool of auditors. The responsibilities for the audit, training of auditors, reviewing etc. are clearly separated. Only audit date and scope can be seen by the partner; company names are invisible.

CLARIFICATION ON PART 1 – 2.1 MAKING A CONTRACT WITH A CERTIFICATION BODY

1.2.1.4 Use of a technical expert within an audit team

In exceptional cases, e.g. when a certification body does not have direct access to an IFS Food Auditor with a qualification in the scope required or cannot sign a short term contract with another certification body to access their auditors, IFS allows the following exception. Audits may be carried out by a team consisting of:

- an approved IFS Food Auditor, and
- a technical expert.

This exception is valid until further notification in all countries outside of Europe. The technical expert shall meet the following criteria:

- Have a contract with the certification body for which the audit is to be undertaken. The contract shall include clauses to ensure confidentiality and prevent conflicts of interest.
- Meet the criteria for work experience laid down in the IFS Food Auditor qualification requirements (product and technology scopes for IFS Food version 8).
- Have completed a training course in HACCP or risk assessment, as defined in the IFS Food Auditor requirements or have demonstrable competence in these areas.
- Have received background training on IFS Food from the certification body.

The certification body shall also ensure the following requirements are met:

- Maintain evidence of the experience and qualifications justifying the person's status as a technical expert. This shall be made available on request to the IFS Offices.
- The role of the technical expert within the audit team shall be clearly defined and the qualified IFS Food Auditor shall be considered as the team leader. The technical expert must be accompanied during the whole audit by the IFS Food Lead Auditor. The benefit for the IFS Food Auditor is that this audit performed with an expert can be used as evidence when applying for a scope extension.
- The technical expert shall appear on the IFS Food Audit Report in the audit overview.

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CLARIFICATION ON PART 1 – 2.2 SCOPE OF THE IFS FOOD AUDIT

1.2.2 Scope of the IFS Food Audit

1.2.2.2 Which IFS Food Standard version shall be applied in some specific situations?

In case the audit starts on or after 1st of October 2023, IFS Food v8 audits are possible.

In case the audit starts on or after 1st January 2024, IFS Food v8 is mandatory.

In case of unannounced IFS Audits, if the audit window starts on or after 1st October 2023 then the audit shall be performed according to IFS Food v8.

In case of multi-location companies, all sites shall be audited to the same version as that of the head office.

Exceptional situations where the IFS Food v7 can still apply are the following:

- Audit of multi-location companies with central management where the audit of the central managing site started before the 1st October 2023. If it is not possible to perform the central management audit according to v8, all sites shall be audited according to v7 too, also sites having unannounced audits where one or several site(s) has/have their audit window starting on or after 1st of October.
- Follow-up audit when the “main” audit was performed according to v7.
- Extension audit when the “main” audit was performed according to v7.

The general admission of the aforementioned exceptional situations which permit the use of IFS Food v7 after 1st January 2024, shall terminate on 31st December 2024.

CLARIFICATION ON PART 1 – 2.2 SCOPE OF THE IFS FOOD AUDIT

1.2.2.3 Is it possible to certify a mobile bottling company?

It is not possible to certify a company providing a service. The wineries which use a mobile bottling service and want to have it in the certificate scope shall declare this to the certification body and request to organise the IFS Audit during the bottling step and audit the mobile service when in operation at the production site. In case the audit is unannounced, an extension audit shall be conducted to be able to include this step in the scope. In addition, the bottling service provider shall be covered by the HACCP of the company.

A clear description and the name of the bottling company shall be provided in the company profile.

The type of product being bottled at the time of operation shall be written on the scope of the certificate (e.g. if it was for a specific production line: bottling of white wine in 0,5 l glass bottles).

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CLARIFICATION ON PART 1 – 2.2 SCOPE OF THE IFS FOOD AUDIT

1.2.2.4 Which audit scope applies for a company which produces a wide range of prepacked products with 3 or more than 3 product scopes with High Pressure Processing (HPP)?

In such a case, the following scopes shall be chosen: product scope 7 and processing step P2. The same applies to auditor qualification.

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CLARIFICATION ON PART 1 – 2.2 SCOPE OF THE IFS FOOD AUDIT

1.2.2.9 Clarification about how to explain in the report special situations where same or similar raw material are bought than the food processed by the audited production site

Example: A ready-to-eat salad contains toppings that are bought as raw material but the audited production site also processes same or similar toppings.

In such a case, the situation shall be clearly explained in the report (company profile, additional information) and it shall be stated that the finished product contains toppings that are produced by the audited production site as well as toppings that are purchased as raw material.

Note: In case the toppings are produced on behalf of the certified site as partly outsourced processes the sentence “Besides own production, the company has partly outsourced processes” shall be added on the certificate and description of the partly outsourced processes shall be given in the report.

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CLARIFICATION ON PART 1 – 2.3.4 EXTENSION AUDIT

1.2.3 Type of IFS Food Audits

1.2.3.4 Extension Audit

1.2.3.4.3 Processing of sparkling wine: when to perform the audit?

For the production of sparkling wine and champagne via bottle fermentation, there are two (2) sensitive processing steps:

- Tirage: operation of re-fermentation in which the bottle is opened again to add extra yeasts before re-closing the bottle after the first bottling step.
- Disgorging: operation after the re-fermentation in which the sediments are removed via the ejection of the previously frozen temporary cork.

Therefore both two (2) steps of tirage and disgorging shall be audited on-site during an IFS Food Audit.

When using tank fermentation procedures, at least the contents must be audited.

CLARIFICATION ON PART 1 – 2.4.2 UNANNOUNCED AUDIT OPTION

1.2.4 IFS Food Audit options

1.2.4.2 Unannounced Audit option

1.2.4.2.1 Unannounced Audit registration

An unannounced audit registration will be deactivated in the IFS Database if nothing has been uploaded within three (3) months of the last possible day of the audit time window, even if a calendar entry has been made. In case there was no calendar entry, the registration is directly deactivated after the last day of the audit.

The certification body shall tick the box “Unannounced audit” in the IFS Database. When the audit has been performed, the certification body shall provide the audit dates in the database, at latest, 2 working days after the first audit day. This will ensure that the database users are informed that the audit has taken place and that the certification process is ongoing.

Note: In case the process is not followed accordingly, the certification body shall contact IFS Customer Support. It has to be considered that associated costs may apply.

CLARIFICATION ON PART 2 – 4.19 ALLERGEN RISK MITIGATION

PART 2 – List of IFS Food audit requirements

2.4 Operational processes

2.4.19 Allergen risk mitigation

2.4.19.3 Requirement clarification

According to this requirement, the company needs to follow the legislation for the declaration of the allergens in the finished products. For the adventitious or technically unavoidable presence, the labelling of legally declared allergens and traces shall be based on risks. When considering the risk of unintentional allergen entries, both risks from the declarable allergens processed in the company and unintentional allergens coming from raw materials shall be taken into account for determining the labelling of finished products.

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CLARIFICATION ON PART 2 – 4.21 FOOD DEFENCE

2.4.21 Food defence

2.4.21.2 Clarification about the (non) applicability of a part of requirement 4.21.2

The part of the requirement on how to manage external inspections and regulatory visits is not applicable if no food defence legislation exists in the country where the audit takes place which requires external food defence inspections and/or regulatory food defence visits, or if the company doesn't export to the US and no FDA food defence inspection is required.

As a result, food safety inspections which are performed by authorities are not involved in this requirement.

CLARIFICATION ON PART 3 – 3.1.5 MAINTENANCE OF AUDITOR APPROVAL

PART 3 – Requirements for accreditation bodies, certification bodies and auditors IFS accreditation and Certification process

3.3 Requirements for IFS Food Auditors, Reviewers, In-house Trainers and Witness Auditors

3.3.1 Requirements for IFS Food Auditors

3.3.1.5 Maintenance of auditor's approval

3.3.1.5.1 Clarification on the maintenance of auditor approval in certain specific situations

Every year IFS Food Auditors shall perform a minimum of five (5) IFS Food Audits as a lead or co-auditor.

This is applicable from the first full year following approval as an IFS Food Auditor.

In the following specific situations:

- In case the IFS Food Auditor is also a manager for IFS within the certification body
- In case the product scope(s) the auditor has is/are in a specific country where there is a lack of customers
- In case it is in a specific emerging market

It is acceptable to perform at least 1 IFS Food audit and 4 audits as Lead-or Co auditor according to GFSI recognised standards every year, nevertheless certification bodies shall do their utmost to perform as many IFS Food Audits per auditor as possible.

In case of any other special situations, it is mandatory to contact the IFS Auditor Management for a case by case decision.

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CLARIFICATION ON PART 3 – 3.2 REQUIREMENTS FOR IFS REVIEWERS

3.3.2 Requirements for IFS Reviewers

3.3.2.1 Clarification about specific types of audits which are not accepted for a sign-off audit, witness audit and auditor scope extension

A multi-location production site cannot be used for a sign-off audit, because the checklist is not completely audited (central management processes).

Extension audits are not acceptable for witness audits or auditor scope extensions.

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CLARIFICATION ON PART 4 – 2.1 MINIMUM REQUIREMENTS FOR THE IFS AUDIT REPORT

PART 4 – Reporting, IFS Software and IFS Database

4.2 Reporting

4.2.1 Minimum requirements for the IFS Audit Report

4.2.1.1 How is the COID managed for companies in some specific cases?

- In the case of a multi-legal entity production site:
 - 1) multiple legal entities at one physical location with the same scope: one audit, separate COIDs, duplication of certificate and report.

The COIDs shall be mentioned in the audit overview of each audit report and linked in the IFS Database (visible for CBs only).
 - 2) multiple legal entities at one physical location with different scopes: separate COIDs, separate report and certificate.

The COIDs shall be mentioned in the audit overview of each audit report and linked in the IFS Database (visible for CBs only).

All audits shall be performed by one certification body.

The audit duration shall be calculated separately for each COID.
- In the case of multi-location production sites with or without head-office: separate COIDs are created for each production site and linked in the IFS Database.

Note: In each case where the COIDs are linked, a notification will be sent out to those who marked the company as favourite.

In general, a new COID shall be created, if the new legal entity is not taking over the rights from the previous legal entity (data protection issue). In such a case the certification body decides if the old reports and certificate with the new legal entity is uploaded under the new COID (it will then be considered as initial audit for the new COID).

- If a CB creates by mistake a new COID for a company with an already existing COID, they shall contact IFS customer support.

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// 4.2.1.1 How is the COID managed for companies in some specific cases?

- If a company has a new address but the same employees, same equipment, same processes: a new COID has to be created and a new audit shall be organised. The old audits are visible and clearly connected to the old COID. The access rights to the report, the action plan and the audits comparison are transferred to the new COID. Both COIDs will be linked in the IFS Database. The first audit performed at the new site is an initial audit. Therefore, the rule regarding 3 consecutive audits by the same auditor does not apply. The certification body decides whether the certificate of the “old” site shall be withdrawn as soon as production stops.
- If a company changes its legal entity but has the same address, same employees, same equipment, same processes: a new COID has to be created. The old audits are not visible but the old COID is provided. The access rights to the report, the action plan and the audits comparison are not transferred. The certification body decides if the old report and certificate with the new legal entity is uploaded under the new COID (it will be considered as an initial audit for the new legal entity) or if a new audit shall be done. The rule regarding 3 consecutive audits by the same auditor applies. It is recommended that the action plan of the “old” site is checked by the auditor especially in case of any food safety and quality management system deviation(s) and/or previous non-conformities.

The COID **shall not be changed** in the following cases:

- If a company maintains the same legal entity with the same employees, same production processes and just **changes the legal form** (example: Jelly LTD to Jelly LLP).
- If a company maintains the same legal entity with the same employees, same production processes and just **changes the company name** (example: Jelly sweet LTD to Jelly LTD).
- If the management of the company changes (new owner) but has the same employees, same equipment and the same processes: the CB shall perform a risk assessment and audit whether it is necessary to perform a “control-audit” to check that the current certificate is still ensured.

CLARIFICATION ON PART 4 – 2.1 MINIMUM REQUIREMENTS FOR THE IFS AUDIT REPORT

4.2.1.2 Which information of the report shall be translated in English?

The following information of the report shall be translated into English:

- Company profile (company data + audit data)
- Audit scope
- Partly outsourced processes
- Exclusions
- Overall summary of compulsory information
- Deviations and non-conformities

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CLARIFICATION ON PART 4 – 4 THE IFS DATABASE

4.4 The IFS Database

4.4.1 Form for extraordinary information to be filled out by the certification bodies

The following information needs to be added in the description:

- Company (COID)
- Product (including private labels and/or brands);
- Date of recall/withdrawal;
- Involved batches;
- Reason of the recall

After ten (10) working days from the initial information in the IFS Database:

- Cause of the incident (if relevant with corrections and corrective actions taken by the company)
- The actions taken by the certification body. Especially with reference to the certification status of the company.

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