

IFS Local Check

Food safety and essential product compliance
checking tool for local small-scale food producers



VERSION 1

JANUARY 2026

ENGLISH

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In case of any queries regarding the interpretation of IFS Standards, Programs and Checks please contact standardmanagement@ifs-certification.com

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INTRODUCTION

IFS is the long-standing partner of many companies. For over 20 years, we have created robust standards and services that assess food and product safety, quality, and integrity in accordance with legal and customer requirements.

The IFS Local Check is a new addition to the family of IFS Standards, Programs and Checks, introduced to support local small-scale food producers on their compliance journey and on their readiness to supply safe and compliant products. In addition, the IFS Local Check is a supplier-based tool that enables business partners to monitor the essential implementation of local suppliers in relation to trusted products.

IFS offers several services, such as training and IT tools, to support suppliers, certification bodies or assessment service providers, and retail companies working with this check.

Visit our website to learn more.

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PART 1

IFS LOCAL CHECK PROTOCOL

1 Applicability and eligibility to the IFS Local Check

The IFS Local Check is a standalone tool for checking and monitoring food safety, legal and essential product compliance at the level of local small-scale food producer.

In addition, the tool aims to motivate, qualify, advise and support these businesses throughout their compliance journey, while taking into consideration their respective processing natures, resources, product and process expertise and specific production circumstances, providing the supply chain the assurance that products from a local small-scale production level comply to the minimum requirements, hence ensuring:

- Food is safe and imminent hazards and risks are known, addressed, and controlled.
- Products comply with respective legal requirements.
- Essential product compliance is met (not only related to its safety and legality, but also regarding its intrinsic aspects, composition, stability, and inherent quality; being untampered and uncontaminated; being properly packed according to its purpose, etc.).

Note: Flexibility provisions within respective legal framework shall be considered based on local production sites where applicable and according to respective eligibility (nevertheless, flexibility shall not compromise food safety). Legal compliance applies with consideration to the production and destination countries.

This check is only applicable to local small-scale food producers of own branded products or private label products. Within its scope, it can only be used for companies processing food products and/or packing loose food products.

The IFS Local Check can be used voluntarily by small-scale food producers. When demanded by respective supply chain partners, conditions, eligibility, permanence, and acceptance of IFS Local Check shall be agreed with.

The non exhaustive list below (including possible combinations) provides additional examples of the nature of a local small-scale food producer, which characterises such businesses and provide support to address their eligibility to the IFS Local Check:

- Micro enterprises, family-owned business, collective/cooperative producers, small-scale production sites.
- Producers of artisanal, handcrafted, traditional or origin related products.
- Food producers using traditional processing methods.
- Small sized production sites, structure (number of lines, employees, and production volumes).

- Food producers in countries or regions under food safety awareness growth.
- Small production sites eligible to flexibility within respective legal framework.
- Usually low complexity production environment/processes.
- Companies supplying at a local, regional or at national level.
- Companies producing and exporting traditional products at a small scale.

In addition to the supporting elements listed above (and possible combination which can characterise a local supplier eligible to the IFS Local Check), all of the following criteria shall be met for the company to be eligible for the IFS Local Check:

- The company shall be a single production site.
- The company shall have no outsourced processes.
- There is no management or corporate organisational aspect throughout the company (meaning additionally that no complex/comprehensive food safety and quality management procedures/system is in place).

It is not expected that companies already established in respective IFS Programs or IFS Certification apply for/are checked for IFS Local Check, as the check is intended for eligible companies as indicated above.

If such conditions are not met, the acceptance of the IFS Local Check shall be previously agreed with respective business partners.

In addition to the above-mentioned criteria, each business partner can also manage their eligibility for the IFS Local Check based on their own criteria and the market nature (e.g., number of employees, company turnover and/or annual balance, production volumes, supplier development protocols).

Examples of small-scale food production companies eligible for the IFS Local Check:

- A butchery producing packed bovine cuts and meatballs, and pork coated with breadcrumbs with 5 employees and the owner.
- Family-owned dairy production site with 1 line to produce soft cheese using traditional techniques and 1 line for bottled milk production, with their own label and sold at specific retailer stores.
- Handcrafting production site of private label pickled vegetables and seasoned fish in oil and glass jars with use of simple acidification and thermal methods.
- Bakery producing seasonal baked goods to sell at a retailer's bakery during end of year season, where the site's owner is responsible for food safety and quality processes.
- Small regional premium pasteurized açaí pulp producer exporting in small quantities.
- Cooperative of rice and barley producers packing different types of organic rice and barley.

2 Types of requirements in the IFS Local Check

The IFS Local Check Requirements address relevant elements towards food safety, legal and essential product compliance.

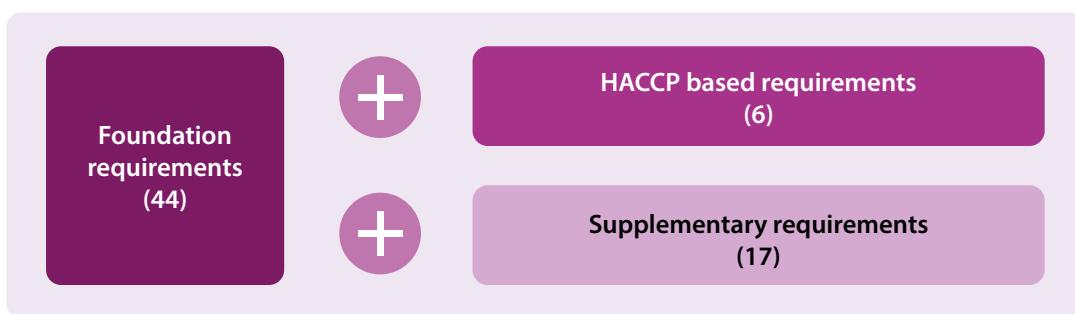
The basis of the check is the solid implementation of good hygiene and good manufacturing practices and where applicable and in accordance with the product, process and local small-scale producer nature, the implementation of proper essential measures beyond such principles, to control food safety hazards and risks.

An additional part of the check ensures products are compliant with existing legal requirements and the nature of the applied manufacturing practices and respective controls.

Such elements are addressed in the foundation requirements of the IFS Local Check.

Where applicable, HACCP based requirements and/or supplementary requirements can be further added to the foundation requirements to facilitate, complement/enhance the compliance level, as shown in chart 1 and described below.

Chart 1: IFS Local Check possibilities



Note: The total score and result of each group of requirements are presented separately in the IFS Local Check Report and Letter of Confirmation.

The decision on the type of requirements to be checked in addition to the foundation requirements shall be based on eligibility; the legal enforcements of HACCP implementation; the nature and objectives of the production site and the conditions and supply agreements established with the respective business partners (e.g. where private labels products are produced).

2.1 Foundation requirements check

The check of foundation requirements addresses the core requirements for checking food safety, legality, and essential product compliance.

Such requirements are the basis of the IFS Local Check where local suppliers shall demonstrate in practice:

- How food safety is ensured through effective control of hazards and risks.
- Awareness of legal requirements and how these requirements are complied with.

- How product characteristics are determined, and practices applied to ensure essential product compliance.

The total number of foundation requirements: 44.

Note: Where food safety, legality and essential product compliance are at risk, the respective foundation requirement(s) shall be addressed and scored with "non-conform – critical (D)".

2.2 HACCP based requirements check

HACCP based requirements can be added in addition to foundation requirements.

HACCP based requirements are set as an adapted basis to complement and document the control of hazards and risks by using elements of the HACCP method/structure, thus supporting further enhancement to effectively control hazards or as a path towards a comprehensive HACCP system approach implementation, where applicable.

The HACCP based requirements can be added and applied with consideration to (but not limited to) the following conditions:

- Where HACCP is enforced by legal requirements, either if eligible to flexible provisions or to a comprehensive Codex Alimentarius based HACCP implementation (its inclusion is mandatory).
- When, based on the nature, complexity and circumstances of product and processes, even at local production level, a HACCP based implementation is desired or required to support and enhance hazard control or the need for a comprehensive HACCP implementation approach (e.g. Codex Alimentarius).
- When HACCP based implementation is required under supply conditions or agreements defined by the business partners.

Total number of HACCP based requirements is 6.

Note: If the foundation requirement check is not passed, the HACCP based requirements check will not be passed.

2.3 Supplementary requirements check

In addition to the foundation requirements (and HACCP based requirements, where applicable), supplementary requirements can also be added.

The supplementary requirements are set to further complement/enhance food safety, legality, and essential product compliance. The supplementary requirements are mainly an extension of the foundation requirements, addressing documentation and other relevant elements, but still at a baseline and local small-scale food producer level.

Such requirements could also be checked when implementation is required under supply conditions or agreements defined by business partners.

Total number of supplementary requirements is 17.

Note: If the foundation requirement check is not passed, the supplementary requirements check will not be passed.

3 Conditions for the IFS Local Check

3.1 General conditions

To undergo an IFS Local Check, the company shall appoint a certification body or assessment service provider with a signed IFS Agreement and the corresponding approved IFS Assessor or Auditor. A list of registered certification bodies/assessment service providers that have a valid contract with IFS Management GmbH is available by country on the IFS Website (www.ifs-certification.com).

An individual agreement shall exist between the company being checked and the certification body/assessment service provider detailing a minimum of the scope, type of check, date, duration details, report (including its review) and letter of confirmation details and respective authorisation/data protection considerations.

The conditions for certification bodies and assessment service providers apply as with the current IFS Progress Food.

3.2 IFS Local Check scope

The scope of the check shall be agreed on by both parties before the check takes place. It is the responsibility of the production site being checked to maintain proper communication and provide the certification body/assessment service provider with information about the activities of the production site and the respective relevant details.

The IFS Local Check scope shall be defined and consider the necessary processing activities and respective products for a comprehensive evaluation according to its intended purpose. As the IFS Local Check is site specific, it shall take place when products from the defined scope are being processed and/or packed.

In case relevant exceptions apply to the scope of the check or if further relevant details need to be reported, the explanations and details shall be mentioned in the report (scope additional information) for scope transparency. For example:

- Products which are not intended to be checked or were not included in the scope.
- Traded products which are only sold by the company and not produced by it.
- Discontinuous production, or the company has part of the process external to the main physical site (e.g. a maturation room) under its responsibility.

The planned and agreed check(s), with consideration to the foundation requirements, HACCP based requirements, and supplementary requirements shall be declared in the check report and on the letter of confirmation in a clear and unambiguous manner.

The check scope shall refer to IFS Product and Technology Scopes and the respective relevant information shall be indicated transparently and clearly in the IFS Local Check Report and Letter of Confirmation. The description of the check scope shall be translated into English.

3.3 IFS Local Check schedule and duration

The certification body/assessment service provider shall provide the production site with the IFS Local Check time schedule in advance and the duration of the check and activities shall be indicated.

The duration of the check shall be estimated by the certification body/assessment service provider based on the nature and size of the local production site and the type of requirements which will be checked in addition to foundation requirements (HACCP based requirements and/or supplementary requirements).

Typically, an IFS Local Check should last from two (2) to six (6) hours. The maximum duration considering all IFS Local Check Requirements should be eight (8) hours.

In addition to the estimated check duration, the certification body/assessment service provider shall consider adequate time for the preparation of the check and the writing of the check report.

3.4 IFS Local Check possibilities and frequency

The IFS Local Check shall always be performed announced and encompass the defined requirements (foundation; HACCP based; supplementary requirements as described in the chart 1, chapter 2).

Different types of checks shall be conducted, depending on their status and cycle of the production site, defined as follows:

- **Self-check or Pre-check:** voluntary check conducted by the company or with the support of an independent consultant or a certification body/assessment service provider to provide an initial diagnosis on the intended requirements to be checked. Such checks cannot be uploaded to the IFS Database.
- **First initial check:** the very first IFS Local Check (no IFS Local Checks performed before).
- **New initial check:** IFS Local Check performed after an interruption in the check cycle or due to a complete failed check (including re-check).
- **Renewal check:** performed to renew the existing IFS Local Check. It should be initiated by the local checked production site or business partner. Therefore, all IFS Local Check companies receive a reminder from the IFS Database three (3) months before the expiration of the letter of confirmation. If the check is not performed in due time, all IFS Database users who have the respective production site in their favourites list will receive an automatic e-mail notification.
- **Re-check:** required in a specific situation where the result of an initial or renewal check did not allow a letter of confirmation to be issued due to one or more critical non-compliant requirements being scored and a total score of $\geq 75\%$ at the foundation check. The re-check shall preferably be performed on site by the same assessor as the main complete check. Under specific and justified conditions and where there is no prejudice of its application, the certification body/assessment service provider can consider the possibility of a remote re-check.

Note: The upload of a re-check is free of charge.

The IFS Local Check is an annual check. When the company is additionally going to be checked against HACCP based and/or supplementary requirements, these shall be checked at the same time together with foundation requirements.

If it is intended that the HACCP based and/or supplementary requirements are checked at a later stage but still within the current check cycle (e.g. after 6 months from the main check), a complete check of foundation requirements is required.

3.5 IFS Local Check Assessors

IFS Local Check Assessors shall have signed a contract with the certification body/assessment service provider.

The certification body/assessment service provider is responsible for ensuring that:

- Assessors have knowledge of food safety and hygiene practices and sufficient qualification for the intended product and technology scopes to be checked.
- Assessors are aware of relevant laws and regulations and their application.
- Assessors understand and apply the general rules and requirements of the IFS Local Check and those of the certification body/assessment service provider.
- Assessors are familiar with the risk-based and product and process approach and are qualified for the full scope of the check.
- Assessors have completed the IFS Local Check Assessor Course (with a minimum duration of four (4) hours).
- Assessors fulfil the minimum qualification stated in chart 2.
- Assessors receive essential and relevant in-house training at the appropriate frequency regarding food safety, regulations, auditing shared best practices, applicable IFS topics, exchanges on the particularities of the local producers, etc. (for already approved IFS Progress Food Assessors and IFS Food Auditors, no specific and complete IFS Local Check In-house Training is required, but as good practice or based on needs, it can be a small part of the respective IFS Progress Food In-House Training).
- While active, the assessors' qualification criteria are maintained and checked accordingly on a regular basis.

Note: It is important and relevant that assessors understand the nature and circumstances of local small-scale food producers and are aware of possible flexibilities when enforced by legal requirements. It is desirable that assessors already have experience (e.g. assessing, auditing, checking) at a local production level.

Chart 2: IFS Local Check Assessor required general experience

Education	Work experience	Additional requirements
Candidate with a food related or bioscience degree (minimum of a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education.	<p>Two (2) years of professional full-time experience in the food industry including the following roles: roles related to food production activities (e.g., quality assurance, food safety, R & D) in the food industry or in retail; food safety auditing/assessing and/or food safety inspection or enforcement.</p> <p>Note: Experience from consultancy in relation to food production activities may be recognised as a maximum of one year towards the work experience.</p>	<ul style="list-style-type: none"> • To pass a food hygiene (including HACCP) training on the basis of the Codex General Principles for Food Hygiene. • Have knowledge of local legislation, and, if applicable, legislation of the destination country for the defined check scope. • Have risk based and product and process approach knowledge. • Have knowledge of the local language. If the assessor wishes to perform checks in language(s) different from their native language, they shall be able to provide evidence of being able to speak other language(s) fluently. • Successfully completed the IFS Local Check Assessor Course with minimum duration of four (4) hours. • In case the candidate does not have assessment or audit experience, the candidate shall have participated in at least (2) two second-party/third-party food safety assessments/audits in total, as an observer or as a trainee.

Note: The IFS Local Check Assessor Course material provided by IFS Management GmbH is available, and the training can be performed face-to-face or remotely by:

- Designated members from the IFS team or by designated and trained IFS representative(s)/trainer(s).
- The certification body internally and given by the approved IFS Train the Trainer or approved IFS Food Auditor/IFS Progress Assessor, when trained in the IFS Local Check.

To activate the assessor in the IFS Database, attendance certificates for the IFS Local Check Assessor Course issued by IFS Academy or the certification body shall be uploaded to the IFS Auditor Portal.

In general, all IFS Progress Food Assessors and IFS Food Auditors are allowed to perform IFS Local Checks, under the condition they have successfully concluded the IFS Local Check Assessor Course, with minimum duration of four (4) hours.

The certification body/assessment service provider shall have reviewed and confirmed the professional qualification and competence of the assessor before they register them in the IFS Auditor Portal.

The certification body/assessment service provider is responsible for choosing an assessor appropriately qualified for the corresponding scope(s), language, and competence(s) for each IFS Local Check.

Note: For the qualification check regarding scope experience, it is recommended that the certification body/assessment service provider considers the assessor's scope background in respect, for example, to their professional experience in industry (including as consultant), assessments/audits (as lead or co-auditor/assessor or trainee), and trainings.

In case the requirements are no longer fulfilled, it is the responsibility of the certification body/assessment service provider to inform IFS to deactivate the assessor.

As IFS Local is a voluntary check with a monitoring and supporting nature, certification bodies/assessment service providers shall reinforce to assessors that the advisory role is considered as added value within the check, by means of (but not limited to): instruction, support with implementation and improvements, sharing best practices, indication of potential risks, and advice on corrections and corrective actions. Relevant information should be reported in the IFS Local Check Report under "Check data".

3.6 Notifications to the certification body/assessment service provider

During the check cycle, the production site shall ensure that the certification body/assessment service provider is informed in due time of any changes that may affect the production site's ability to comply with the requirements of the check (e.g. recall, alert on products, any product recall and/or withdrawal decided by authorities for food safety reasons; any visit from authorities which has resulted in mandatory action connected to food safety; important modifications to the products and/or the production methods, changes in contact address and production sites, new address of the production site). This information shall be made within due time.

4 IFS Local Check Scoring System

In order to determine whether compliance with an IFS Local Check Requirement has been met, the IFS Local Check Scoring System encompasses a simple scale of conformity levels and addresses the criticality to food safety, essential product and legal compliance as depicted in the chart 3.

Chart 3: IFS Local Check Scoring System

Result		Explanation	Points
Conform	A	Requirement is compliant. Full compliance or solid implementation with small space for improvements.	4 points
Partly conform	B	Requirement is partly implemented or there is a very baseline implementation with improvements needed, without impact on food safety, essential product and legal compliance.	2 points
Non-conform	C	Requirement is not implemented or improperly/unsatisfactorily implemented, without impact on food safety, essential product and legal compliance.	0 points
	D	Critical: when food safety and/or essential product and/or legal compliance are affected due to critical non-conformities, substantial failures, lack of controls, leading to unsafe and/or non-compliant products. Note: A "D" can be scored only for foundation requirements, as those requirements are the fundamental part of the IFS Local Check.	Will subtract 10% of the possible total amount of points and the letter of confirmation cannot be issued.
N/A		When requirement is not applicable, proper justification shall be given. It cannot be applied where food safety, essential product and legal compliance check are affected.	Not included in the calculation of the total score.

As food safety, legal and essential product compliance are the basis for the foundation check and, considering that the additional HACCP based and supplementary requirements are further enhancements, a "non-conform – critical (D)" can only be scored on the foundation requirements.

If the assessor scores one or several foundation requirements with a "non-conform - critical (D)" and if this is a renewal check, the current existing IFS Local Check Letter of Confirmation shall be withdrawn according to the following rules:

- It shall be withdrawn from the IFS Database by the certification body/assessment service provider as soon as possible and at the latest within two (2) working days of the final day of the check.
- In the IFS Database, the certification body/assessment service provider shall give explanations in English of the reasons for withdrawing the current letter of confirmation, including the requirement number scored as “non-conform – critical (D)”.

Note: The IFS Local Check Scoring System differs from IFS Programs and Standards as it addresses different applicability according to the check objectives.

Observations regarding critical non-conforming requirements shall be provided (number of the requirement and details of the respective findings) in the specified field in the IFS Local Check Report.

5 Performing an IFS Local Check

The check shall be announced and preferably be carried out in the working language of the production site and take place at a time when the products included in the scope are being processed and the production lines operational.

All the foundation requirements of the IFS Local Check shall be checked, and where defined and applicable, HACCP based and/or supplementary requirements can be checked in addition.

The check shall be structured based on the following steps:

- Short opening meeting.
- Evaluation of essential information prior to the start of the check.
- Evaluation of previous action plan (if applicable).
- On-site check (it is expected that a significant amount of time is spent on the on-site check, as IFS is product and process oriented).
- Inspection, documentation, and record review, when applicable (based on level of documentation required).
- Final conclusions drawn from the check.
- Closing meeting.

All designated requirements shall be scored accordingly using the IFS Local Check Scoring System.

6 IFS Local Check results

6.1 IFS Local Check result calculation

The result of the IFS Local Check is calculated taking each type of requirement into consideration separately (foundation, HACCP based and supplementary), as follows:

Total number of points = (total number of IFS Local Check Requirements (points) – requirements evaluated as N/A) × four (4)

Final score (in %) = number of points awarded/total number of points

6.2 IFS Local Check possible outcomes

6.2.1 Approval conditions

In the IFS Local Check, the conditions for approval in the checks of the respective requirements are:

- **Foundation requirements check:** ≥75% and no requirement(s) scored with “non-conform – critical (D)”.

Where applicable:

- **HACCP based requirements check:** approval in foundation check and ≥75% in HACCP based requirements.
- **Supplementary requirements check:** approval in foundation check and ≥75% in supplementary requirements.

When respective conditions are met and the IFS Local Check Action Plan is validated, a report and letter of confirmation shall be issued and uploaded to the IFS Database and a renewal check shall take place within twelve (12) months, according to the renewal check dates mentioned in the report and letter of confirmation.

When approved, the possible check results are stated separately:

- Approved at foundation check/score of XX%
- Approved at HACCP based check/score of XX% (where applicable and if foundation check is approved).
- Approved at supplementary check/score of XX% (where applicable and if foundation check is approved).

Note: In the case that the HACCP based requirements and/or supplementary requirements are failed (<75% each), a new check of these requirements is only possible together with a new check of foundation requirements.

6.2.2 Foundation requirements scored with one or more “non-conform – critical (D)” or result <75%

If at least one “non-conform – critical (D)” is scored in a foundation requirement:

- Means any of the other possible checks cannot be approved.
- Certification body/assessment service provider addresses the current letter of confirmation withdrawal, if it exists (within maximum two (2) working days).
- If the result is $\geq 75\%$, after action plan is completed and validated, a re-check can be performed to confirm critical(s) are closed, no later than three (3) months after the main check. In case a re-check fails or is not performed, a new initial check shall be performed.

If score is <75% in foundation check:

- Means any of the other possible checks cannot not be approved.
- Certification body/assessment service provider addresses the current letter of confirmation withdrawal, if it exists (within maximum two (2) working days after the check result decision).
- New initial check shall be performed.

In the IFS Database, the certification body/assessment service provider shall give explanations in English as to why the current letter of confirmation has been withdrawn. All IFS Database users with the respective production site in their favourites list will receive an e-mail notification (with explanations) from the IFS Database, informing them that the current letter of confirmation has been withdrawn.

Note: When any information indicates that the products/processes may no longer comply with the requirements of the IFS Local Check, the current valid letter of confirmation shall be withdrawn.

The conditions for the letter of confirmation withdrawal and suspension are subject to the IFS general rules.

7 IFS Local Check post actions

7.1 Completing the action plan

The assessor and/or certification body/assessment service provider shall issue the action plan (with the list of findings and explanations) and send it to the company at latest within two (2) weeks of the check date. The action plan template provided in Annex 1 shall be used by the company as a basis for drawing up corrections and, where applicable, corrective actions.

Based on the scorings and explanations raised by the assessor during the check, the company shall fill in the action plan considering the following criteria (summarised in chart 4) and state:

- **Corrections:** for all requirements scored with a B, C and non-conform – critical (D) in foundation, HACCP based and supplementary check.
 - The assessor/certification body/assessment service provider assesses the suitability and relevance of the proposed actions and respective timeframes.
 - No specific timeframe is addressed by the IFS Local Check for the implementation of the corrections B and C. An implementation timeframe of up to 3 months can be considered as good practice/recommendation, especially for foundation requirements, nevertheless, each company must define dates for the conclusion of the correction, with consideration towards sustainable and adequate implementation, to be validated by the assessor. The effectiveness of the implementation will be checked during the renewal check.
 - When a non-conform – critical (D) is scored in a foundation requirement, the corrections shall be implemented as soon as possible, and the production site is eligible for a re-check (see chapter 6.2.2).
- **Corrective actions:** for all requirements scored with a non-conform – critical (D) in foundation requirements.
 - The assessor/certification body/assessment service provider evaluates the suitability and relevance of the proposed actions and respective timeframes.
 - When a non-conform – critical (D) is scored, the corrective actions shall be implemented as soon as possible, and the production site is eligible for a re-check (see chapter 6.2.2).
 - Stating corrective actions for a B and C scoring is not mandatory, but desirable and recommended.

Chart 4: Criteria for the IFS Local Check Action Plan

Result		Corrections	Corrective actions
Partly conform	B	mandatory	desirable/recommended*
Non-conform	C	mandatory	desirable/recommended*
	D	mandatory, applicable to foundation requirements, implemented as soon as possible	mandatory, applicable to foundation requirements, implemented as soon as possible

* Where desirable/recommended, corrective actions are not mandatory and do not impact the validation of the action plan and approval status if not stated, unless the business partner addresses corrective actions as mandatory in their contractual supply agreements.

The company shall forward the completed action plan to the certification body/assessment service provider/assessor within a maximum of two (2) weeks of having received the action plan.

The assessor or a representative of the certification body/assessment service provider shall validate the site's action plan taking the following into consideration:

- Relevance of the corrections and, where applicable, corrective actions.
- Relevance of implementation dates/deadlines.

If the proposed corrections and, where applicable, corrective actions are not valid, consistent or are inadequate and/or if the dates of implementation are not relevant, the certification body/assessment service provider shall return the action plan to the company for completion in due time. If the action plan is not completed and validated/released in due time, the letter of confirmation may not be issued.

Evaluation of the level of implementation of the action plan shall be considered in the renewal check. Follow-up on corrections and, where applicable, corrective actions from the last check shall be provided in the specified field of the IFS Local Check Report.

For the definition of corrections and corrective actions see the Annex 4 – Glossary.

7.2 Issuing the IFS Local Check Report

Following each check, a written report of the IFS Local Check shall be completed and prepared by the assessor in the IFS Software following the template provided in Annex 2 which includes all required minimum information.

In general, the language of the report shall be the working language of the company or in accordance with individual agreements.

The report gives an overview of the relevant information from the check and the level of compliance of the production site, thus providing transparency and confidence.

The report is made up of the following parts:

- Cover page.
- Check overview (check overview, details, scope, and additional information).
- Company profile (company and check data).
- Check report main content (results overview, summary of all critical non-conform requirements by chapter, detailed IFS Local Check Report, summary of the N/A evaluations).
- Annex to the IFS Local Check Report (participants list and IFS Local Check Scoring System).

A review of the outcome of the check and the consistency of the report shall be conducted by a nominated person(s) from the certification body/assessment service provider (different to the one who conducted the check) prior to issuing the final result.

The IFS Local Check Report shall be uploaded by the certification body/assessment service provider to the IFS Database regardless of the approval status.

7.3 Issuing the IFS Local Check Letter of Confirmation

Based on the outcome of the IFS Local Check, the action plan validation and the report review, the certification body/assessment service provider shall decide on the final status/result of the check and whether to issue an IFS Local Check Letter of Confirmation.

The outcome of the check is defined following the rules outlined in chapter 6.2 and shall only be issued if the check status/result is deemed as approved.

The IFS Local Check Letter of Confirmation template is provided in Annex 3. The IFS Software includes a letter of confirmation format with the minimum required content, but the certification body/assessment service provider may use its own layout, providing that it includes this mandatory information (including the QR-Code) set in Annex 3.

The QR-code is implemented automatically when creating the letter of confirmation via IFS Software. The QR-code embodies a public link to the IFS Website which verifies the authenticity of the letter of confirmation.

The validity of the IFS Local Check Letter of Confirmation starts from the date of its issuance and is calculated automatically following the IFS renewal calculation approach.

When issued, the IFS Local Check Letter of Confirmation shall be uploaded to the IFS Database.

7.4 Post check timeframe

In general, the expected time between the date of the check and the upload of the final report/letter of confirmation is determined as follows:

- Two (2) weeks for the assessor and/or certification body/assessment service provider to send the action plan (with the list of findings and explanations).
- Two (2) weeks for the company to complete the action plan.
- Two (2) weeks for the assessor or a representative of the certification body/assessment service provider to validate and release the proposed action plan and for the certification body/assessment service provider to undertake the report review, decide the final status/result of the check and upload the check report, the action plan and the letter of confirmation to the IFS Database.

In total, no later than eight (8) weeks from the date of the check to uploading the check report, action plan and letter of confirmation to the IFS Database:

- Target time: six (6) weeks.
- Maximum time: eight (8) weeks.

8 Check cycle

The IFS Local Check is an annual check, meaning foundation requirements (and HACCP based and supplementary where applicable/desired) shall be checked every twelve (12) months within the time window automatically calculated and laid down on the letter of confirmation (renewal check timeframe following the IFS approach).

If the renewal check is not scheduled in due time, or if the steps of the check timeframe were not completed in time, a break in the check cycle will occur and a new initial check cycle will be initiated. The previous check report and letter of confirmation shall remain visible in the IFS Database for a further three (3) months (after the end of the letter of confirmation validity).

If the renewal check takes place later than the above-mentioned time window, the check of the company will not be visible anymore and the status of the company will automatically be set to inactive in the IFS Database.



9 Further considerations

9.1 IFS Logos

The conditions of use for the IFS Logo shall be met according to IFS usage rules.

9.2 Distribution and storage of the check report

IFS Local Check Reports shall remain the property of the company and shall not be released, in whole or part, to a third party without the company's prior consent (except where required by law). The consent for distribution of the IFS Local Check Report must be in writing and can be granted by the company vis-a-vis the certification body/assessment service provider and/or vis-a-vis the relevant user.

9.3 Transfer of checks

When IFS Local Check activities are transferred from one certification body/assessment service provider to another, the new certification body/assessment service provider shall verify all current IFS Local Check Report/Letter of Confirmations, in order to decide on further actions.

9.4 Liability

In the event that IFS Management GmbH has good reason to believe that the integrity of the IFS brand and/or program liability are under question, IFS Management GmbH may contact involved parties for clarification statements and definition of potential actions.

9.5 The IFS Software

In order to increase the standardisation of reporting information after the IFS Local Check, an IFS Software has been developed and shall be used to generate the respective report, action plan and letter of confirmation.

Additional information about its use is provided separately in a manual.

9.6 The IFS Database (www.ifs-certification.com)

Every IFS Local Check shall be uploaded in the IFS Database by the certification body/assessment service provider (uploading of the report, action plan and letter of confirmation).

Security of the IFS Database

The security system used for the IFS Database is based on an internationally recognised and commonly used security system.

In general, only the certified/assessed/checked companies and the respective certification body/assessment service provider who performed the audit/assessment/check have access to the full report. The full report is only available to other IFS Database users if the certified/assessed/checked company gives the permission to the respective user.

Data protection

Data protection is an important issue for IFS Management GmbH. IFS fulfils all data protection regulations that are applicable to the company. The data policy of IFS Management GmbH is available on the IFS Website at www.ifs-certification.com.

The IFS Database user groups automatically receive access to the unlocked data by the certified/assessed/checked company after the data has been unlocked. Communication to retailers and other IFS Database user groups is made via a secure Web process which guarantees that only authorised retailers and other users/certified/assessed/checked companies can view specific data of the certified/assessed/checked companies/suppliers. For further information, see the IFS Website.



2



PART 2

LIST OF IFS LOCAL CHECK REQUIREMENTS

1 About the IFS Local Check Requirements

1.1 Essence of the requirements

The IFS Local Check is intended to guide implementation and check how local small-scale food producers ensure food is safe and compliant considering legal requirements, basic good hygiene and manufacturing principles, and additionally where required, the application of proper control measures beyond such principles.

Thus, the IFS Local Check Requirements are laid down to support checking and monitoring:

- Food safety level and how imminent hazards and risks are controlled.
- Legal compliance.
- Essential product compliance (regarding its intrinsic aspects, such as composition, stability, inherent quality, untampered and uncontaminated, properly packed according to its purpose, etc).

The elements listed above are the essential basis and are to be considered in terms of implementation and evaluation of every requirement in order to define the compliance level.

1.2 Considerations for the requirements check

During the check, assessors shall use relevant sampling (representative product sample shall be chosen) along with inspection and document reviewing techniques (where applicable) to establish compliance with IFS Local Check Requirements.

The IFS Local Check shall be focused on products and processes and oriented to the on-site practical application.

The assessor shall consider particularities and factors which characterise the nature of local production, and the existing risks shall be evaluated considering the references (e.g. legal requirements), the level of implementation and the applied controls, resulting in the check of the level of compliance. These particularities and factors include:

- Nature of the activity, product and process (e.g. traditional production methods).
- Product and process risks.
- Type and size of the establishment and its resources (human and financial).
- Structure, equipment and processing aids according to respective processing techniques.
- Applicable regulations and where enforced, respective flexibilities granted to certain food producers based on their nature and size (e.g. derogations, exemptions, adaptations, exclusions, adoption of local/national measures and other considerations that may be applicable based on legal requirements).

- Flexibilities addressed by recognised standards and competent bodies.
- Considerations on the surveillance of competent authorities, in line with respective legal requirements.
- Type and level of documentation required according to the type and objective of the requirement:
 - Considering the nature of the local supplier in terms of available documentation, preexisting/prefixed documentations (e.g. provided by official guidelines, authorities, respective chambers and associations; generic sectorial guides; standard and generic forms, charts, templates and documents from literature, experts, advisors, trainers, competent authority, academia, competent bodies and other reliable sources; supplier documentation) are to be acknowledged as valid evidence.
 - Documented aspects are expected when checking HACCP based and supplementary requirements, since a practical and effective application is expected at foundation level.
 - Further references/information to support in checking the level of compliance: existing recalls and withdrawals, results from authority inspections, critical complaints, existing non-conformities, results on existing controls; explanatory elements and evidence, etc.

Note: Where applicable and enforced by law, flexibility is not intended to reduce the level of hygiene and food safety control, thus it must not compromise food safety.

2 List of IFS Local Check Requirements

Nº	Requirement type	IFS Local Check Requirement
1	Legal compliance	
1.1	Foundation	Are essential food production, food safety and product legal requirements compliant?
1.2	Supplementary	Is there proper communication to ensure that the company is kept informed of all relevant legal requirements?
2	Food safety and product compliance pre-requisites	
2.1	Personnel qualification, training and instruction	
2.1.1	Foundation	Are personnel sufficiently educated/qualified in accordance with their respective jobs?
2.1.2	Supplementary	Are training and/or instruction activities performed in accordance with the employee's respective job?
2.2	Personal hygiene	
2.2.1	Foundation	Are personal hygiene rules defined, understood and applied by all relevant personnel, contractors and visitors?

2.2.2	Foundation	Is adequate protective clothing provided and used by each employee?
2.2.3	Foundation	Are employees aware of the necessity to notify in case of any injury, health issue or infectious disease that may have an impact on food safety?
2.2.4	Supplementary	Are personal hygiene rules documented?
2.2.5	Supplementary	Is compliance with personal hygiene rules checked regularly?
2.3	Production site location, environment and exterior	
2.3.1	Foundation	Are external areas of the production site clean, organised, adequate and maintained in a way to prevent contamination?
2.3.2	Foundation	Is the production site located, constructed and maintained in a way that prevents risk of contamination?
2.3.3	Foundation	Are premises where food products are prepared, treated, processed and stored constructed, operated and maintained to ensure food safety?
2.4	Personnel facilities	
2.4.1	Foundation	Where required, are there designated (or adapted) areas and/or structures for employees to change into protective clothing and store belongings?
2.4.2	Foundation	Are suitable, clean, well-maintained toilets available for the employees?
2.4.3	Foundation	Are suitable hand-washing facilities available for the employees?
2.4.4	Foundation	Where required, are cleaning and disinfection facilities available for footwear and further protective clothing?
2.4.5	Supplementary	Where required, are suitable, clean, well maintained changing rooms available for employees?
2.5	Plant layout and process flow	
2.5.1	Foundation	Are the production site premises and process flows laid out in a way that poses no contamination risks?
2.5.2	Supplementary	Is there a documented site plan covering all production site premises and process flows?
2.6	Constructional requirements (production and storage premises)	
2.6.1	Foundation	Are walls adequately constructed and maintained to meet production requirements and to prevent contamination?
2.6.2	Foundation	Are floors adequately constructed and maintained to meet production requirements and to prevent contamination?
2.6.3	Foundation	Are drainage systems, adequately constructed and maintained to meet production requirements and to prevent contamination?

2.6.4	Foundation	Are ceilings and overhead fixtures adequately constructed and maintained to meet production requirements and to prevent contamination?
2.6.5	Foundation	Are windows and other openings adequately constructed and maintained to meet production requirements and to prevent contamination?
2.6.6	Foundation	Are doors, curtains and gates adequately constructed and maintained to meet production requirements and to prevent contamination?
2.6.7	Supplementary	Are there any on-site inspection activities to identify risks of contamination in regard to the facility?
2.7	Equipment	
2.7.1	Foundation	Is equipment located to allow cleaning, disinfection and maintenance and in a condition that does not pose food safety risks?
2.8	Water, ice, steam, gases, air and ventilation	
2.8.1	Foundation	Is the water used in the premises (including recycled water, steam and ice) of potable quality or water that poses no risk of contamination according to applicable legal requirements, at its point of use?
2.8.2	Foundation	Is ventilation, air conditioning and artificially generated airflow equipment maintained in such a way as not to pose a risk to food safety?
2.8.3	Foundation	Are gases or compressed air in direct contact with food or food contact materials adequate in order not to pose a risk to food safety?
2.9	Cleaning and disinfection	
2.9.1	Foundation	Are premises, facilities and equipment clean and is there any form of proof that adequate cleaning and disinfection activities are performed?
2.9.2	Supplementary	Are cleaning and disinfection practices recorded and described in work instructions?
2.9.3	Supplementary	Are there applied controls to ensure cleaning and disinfection activities/methods are adequate?
2.10	Pest monitoring and control	
2.10.1	Foundation	Are there adequate pest monitoring and control activities applied to reduce or eliminate the risk of pest access, harbourage, and infestation, and is there any form of proof of these?
2.10.2	Foundation	Are there measures taken in case of pest incidence and/or infestations?
2.10.3	Supplementary	Are pest monitoring and control activities recorded/documentated?
2.11	Waste management	
2.11.1	Foundation	Is waste properly removed/stored and handled in a way not to accumulate and not to pose contamination risks?
2.12	Maintenance and repair	
2.12.1	Foundation	Are production facilities, storage, equipment and processing tools well maintained?

2.12.2	Foundation	Are chemicals, materials and tools used for maintenance and repair suitable for their intended use and do not present a risk of contamination?
2.12.3	Supplementary	Are maintenance and repair activities applied to prevent or mitigate risks considering critical equipment and production/storage facilities, and is there any form of proof of these?
2.13	Measuring and monitoring devices status	
2.13.1	Foundation	Are the relevant measuring and monitoring devices reliable and compliant to their intended functionality?
2.14	Storage	
2.14.1	Foundation	Are storage conditions adequate and checked?
2.14.2	Foundation	Are there measures to minimise the contamination risks or other negative impacts related to the storage environment and operations?
2.15	Transport	
2.15.1	Foundation	Are transport conditions adequate and checked?
2.16	Traceability	
2.16.1	Foundation	<p>Is the production site able to identify and trace product lots and establish their relation to respective:</p> <ul style="list-style-type: none"> • raw materials • packaging materials • processes <p>at different stages of production until delivery to the customer?</p>
2.16.2	Foundation	Are goods identifiable to ensure they are clearly traceable?
2.16.3	Supplementary	Are there applied checks to ensure traceability is being operated effectively?
2.17	Non-conformities, measures and actions	
2.17.1	Foundation	Is there a check for non-conformities? Are they handled adequately?
2.17.2	Foundation	Where non-conformities are identified, are corrections implemented in due time (considering risks and impacts)?
2.17.3	Supplementary	Where non-conformities are identified, are corrective actions implemented in due time (considering risks and impacts)?
2.18	Product recall, withdrawal, incidents, crisis and critical complaints	
2.18.1	Foundation	Can the production site identify when a product withdrawal or recall is needed and perform it, where necessary?
2.18.2	Foundation	<p>Can the production site provide responses in due time to:</p> <ul style="list-style-type: none"> • incidents • crisis • notifications from authorities • and critical complaints?

2.18.3	Supplementary	Are non-conformities, recall, withdrawal, incidents, crisis and critical complaint recorded/documentated?
3	Food safety hazards control	
3.1	Measures to mitigate biological, physical and chemical hazards	
3.1.1	Foundation	Are there sufficient measures in place to control biological hazards?
3.1.2	Foundation	Are there sufficient measures in place to control foreign materials and physical hazards?
3.1.3	Foundation	Are there sufficient measures in place to control chemical hazards?
3.1.4	Foundation	Are allergens properly labelled according to respective legal requirements? Are there sufficient measures in place to mitigate cross-contamination of allergens?
3.1.5	Supplementary	Are the applied essential preventive food safety measures and specific control measures described in work instructions and recorded?
3.2	HACCP based food safety hazards control	
3.2.1	HACCP based	Is there awareness of the basic elements to structure HACCP based activities to support the control of food safety hazards?
3.2.2	HACCP based	Is/are there (a) qualified responsible person(s) for HACCP based activities?
3.2.3	HACCP based	Are preliminary steps of HACCP based activities defined, taking into consideration: <ul style="list-style-type: none"> • product description or specification • identification of intended use and users of the product • documented information regarding process steps?
3.2.4	HACCP based	Are significant hazards analysed?
3.2.5	HACCP based	Are critical control points identified and controlled within defined critical limits? Are actions taken in case a critical control point is out of control?
3.2.6	HACCP based	Is essential HACCP based protocol documentation in place?
4	Process and product compliance	
4.1	Foundation	Are processes and products compliant?
4.2	Supplementary	Are there finished product specifications?
4.3	Supplementary	Are there further controls being performed based on customer specifications or agreements?

3 IFS Local Check Guidance

An additional, separate document is provided alongside the IFS Local Checklist: the IFS Local Check Guidance. The purpose of the document is to help companies and assessors with the interpretation of the requirements, thus providing a common approach to what is expected.

The content is focused on examples of essential elements and additional supportive information for each requirement as the intention is for each company to be able to reflect on the purpose/objective of the requirement and determine how to implement them according to the nature, risks, processes, and products of each production site. The interpretation always depends on the situation of each individual company. Additionally, it supports the assessor to achieve a satisfactory performance for the IFS Local Check, as in general it provides the minimum survey to be fulfilled by the assessor.

A summary of the guidance elements of the requirement and the interpretation of its use is provided in the chart 5.

Chart 5: Requirement's guidance elements and interpretation

Nº	Requirement type	IFS Local Check Requirement	Guidance and its elements explanation		
Number of the IFS Local Check Requirement	Foundation requirement or HACCP based requirement or Supplementary requirement	What is to be considered?	Addresses essential elements and notes to support the implementation of the requirement and to work as a reference to guide assessors on the elements that support a comprehensive and adequate check.	
			(!) Examples on what can be considered critical	Indication of possible situations/examples (but not limited to) where risks to food safety, legal and essential product compliance are conveyed and can lead to a critical scoring in a foundation requirement. The assessor shall check each individual situation.	
			Elements which may enhance implementation	For some specific requirements, further elements are provided so the checked company can consider further enhancing the implementation. The non-implementation of these elements has no impact on the level of compliance of the requirement and the respective scoring.	
			Background or additional information	Supportive information, such as further explanations, definitions, specific examples, relevance of the requirement to creating food safety awareness in the company, and etc.	

The IFS Local Check Guidance is available for download from the IFS Website:
www.ifs-certification.com.

4 Perception of the food safety awareness level and overall check perspectives

The assessor shall collect information during the IFS Local Check to provide a perspective of the level of food safety awareness at the local production site. Such perspectives shall be informed by the IFS Local Check Report in the specified field (company profile):

- Description of the assessor's perceived level of food safety awareness of the company.

In the requirement guidance, information is provided when the nature of the requirement has a direct link to generating food safety awareness within the company.

Additionally, as the IFS Local Check supports implementation, the local company undergoing the check should receive advice and be informed about the assessor's overall perspective of compliance (points of attention, needed improvements, positive aspects, indication of identified improvements from one check to another, etc.).

Such information and perspectives can be found in the specified field (company profile) of the IFS Local Check Report:

- Description of points of attention observed by the assessor.
- Description of positive aspects/improved points observed by the assessor.

Annexes



ANNEX 1

IFS LOCAL CHECK ACTION PLAN

N° of requirement	IFS Local Check Requirement	Evaluation	Explanation (by the assessor)	Correction (by the company)	Responsibility (by the company)	Date (by the company)	Status of implementation (by the company)	Corrective action (by the company)	Responsibility (by the company)	Date (by the company)	Status of implementation (by the company)	Release (by the assessor)	Validation date (by the assessor)
2.2.1	Are personal hygiene rules defined, understood and applied by all relevant personnel, contractors and visitors?	D (Non-conform -Critical)	...	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
2.2.5	Is compliance with personal hygiene rules checked regularly?	B (Partly conform)	...	(1)	(1)	(1)	(1)	(2)	(2)	(2)	(2)

Based on explanations in chapter 7.1 as a matter of exemplification:

- (1) Mandatory
- (2) Desired/Recommended

ANNEX 2

IFS LOCAL CHECK REPORT

Cover page

<p>Logo of the certification body/ assessment service provider</p>  <p>IFS Local</p> <p>IFS Local Check Version 1 January, 2026</p> <p>Checked for: [foundation/ HACCP based/supplementary] requirements</p> <p>Result: [Approved/Not approved] at foundation check [Approved/Not approved] at HACCP based check [Approved/Not approved] at supplementary check</p> <p>Final IFS Local Check Report</p> <p>Checked company: "Fruits and Vegetables GmbH"</p> <p>[GS1 GLN(s) when available and where applicable and sanitary legal authorisation number]</p> <p>Date of check: (dd.mm.yyyy)</p> <p>Name and address of certification body/assessment service provider:</p>

<p style="text-align: center;">Check overview</p> <p style="text-align: center;">IFS Local Check Version 1, January 2026</p>					
<p>Check details</p>					
Lead assessor: Max Mustermann date/time:	Date/time of current check: dd.mm.yyyy (xx:xx–xx:xx)	Date/time of previous check: dd.mm.yyyy (xx:xx–xx:xx)			
Co-assessor: date/time:	(In case a re-check takes place, the date of the re-check shall be additionally specified.)		Certification body/assessment service provider and assessor of previous check:		
Trainee:					
Reviewer:					
Name and address of the company: Fruits and Vegetables AG Example street 12345 Example City Germany		Name and address of the checked site: Fruits and Vegetables GmbH Musterstraße 12346 Berlin Germany			
		COID: Contact person in case of emergency (e.g. recall): [Name, e-mail and phone number, at a minimum]:			
Phone: 0 12 34 56	Fax: 0 12 34 56 78 9	Phone: 0 12 34 57	Fax: 0 12 34 56 78 8		
Website: www.fruitsandvegetables.com	E-mail: info@fruitsandvegetables.com	Website: www.fruitsandvegetables.com	E-mail: info@fruitsandvegetables.com		
<p>Scope of the IFS Local Check</p>					
<p style="text-align: center;">Production of frozen strawberries in PET bags.</p> <p style="text-align: center;">(Mandatory translation of the check scope into English)</p>					
<p style="text-align: center;">Product scope(s): 5</p> <p style="text-align: center;">Technology scope(s): D, F</p>					
<p>Scope additional information</p>					
<p>Final result of the IFS Local Check</p>					
<p>[Approved/Not approved] at foundation check/ score of XX%</p> <p>[Approved/Not approved] at HACCP based check/ score of XX%</p> <p>[Approved/Not approved] at supplementary check/ score of XX%.</p>		Renewal check between XX.XX.XXXX and XX.XX.XXXX.			
<p>Observations regarding requirements scored with a "non-conform - critical (D)":</p>					

Company profile
Company data
Year of construction/reconstruction of the checked site:
Area of the production site:
Description of the production floor(s) and production line(s):
Maximum number of employees at peak season within a calendar year and explanation:
Does the company produce private label products? If "yes", provide information (brand information is not allowed):
Detailed description of product groups and products per scope produced in the company. Summary of the company's on-site processes (from raw material receipt to finished products):
When was the last regulatory body/authority visit/inspection/surveillance performed? (Summary of relevant details to the IFS Local Check):
Description of any history of recall, withdrawal and/or any visit from authorities which has resulted in mandatory action connected to food safety and/or legality:
Does the checked site have seasonal production/seasonal production breaks? If "yes", provide description:
Does the company fulfil the requirements about the use of the IFS Local Check Logo?
Working language of the production site:
Additional information:
Check data
Check overview (check general summary):
Language in which the IFS Local Check was conducted:
Check duration:
Which products were produced, and which processes have been running during the on-site check?
Description of the perceived level of food safety awareness of the company:
Description of points of attention observed by the assessor:
Description of positive aspects/improved points observed by the assessor:
Follow-up on corrections and, where applicable, corrective actions from last check:
Additional information:

Check report main content

IFS Local Check Version 1, January 2026

Checked for: [foundation/HACCP based/supplementary] requirements

[Approved/Not approved] at foundation check/score of XX%

[Approved/Not approved] at HACCP based check/score of XX%

[Approved/Not approved] at supplementary check/score of XX%.

Number of critical non-conforming requirements at foundation check: X

Summary table of all chapters and result (in percentage) per chapter

Chapter	1	2	3	4
Check type	Legal compliance	Food safety and product compliance pre-requisites	Food safety hazards control	Process and product compliance
Foundation	0	0	0	0
HACCP based	/	/	0	/
Supplementary	0	0	0	0

Summary table of scoring per type of check

Scoring	Conform (A)	Partly conform (B)	Non-conform (C)	Non-conform critical (D)
Foundation	0	0	0	0
HACCP based	0	0	0	Not possible
Supplementary	0	0	0	Not possible

Summary of all requirements scored with a “non-conform – critical (D)” (by chapter):

Nº	Reference	IFS Local Check Requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

Summary of the N/A evaluations:

Nº	Reference	IFS Local Check Requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

Detailed IFS Local Check Report:

Nº	Reference	IFS Local Check Requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

ANNEX to the IFS Local Check Report

List of key participants:

Check participants				
Name	Position	Opening meeting	Check	Closing meeting
Mr. Quality		X	X	X
Mr. Owner		X		X
Mr. Interpreter		X	X	X

IFS Local Check Scoring System

Result		Explanation	Points
Conform	A	Requirement is compliant. Full compliance or solid implementation with small space for improvements.	4 points
Partly conform	B	Requirement is partly implemented or there is a very baseline implementation with improvements needed, without impact on food safety, essential product and legal compliance .	2 points
Non-conform	C	Requirement is not implemented or improperly/unsatisfactorily implemented, without impact on food safety, essential product and legal compliance .	0 points
	D	<p>Critical: When food safety and/or essential product and/or legal compliance are affected due to critical non-conformities, substantial failures, lack of controls, leading to unsafe and/or non-compliant products.</p> <p>Note: A "D" can be scored only for foundation requirements, as those requirements are the fundamental part of the IFS Local Check.</p>	Will subtract 10% of the possible total amount of points and the letter of confirmation cannot be issued.
N/A		When requirement is not applicable, proper justification shall be given. It cannot be applied where food safety, essential product and legal compliance check are affected.	Not included in the calculation of the total score.

ANNEX 3

IFS LOCAL CHECK LETTER OF CONFIRMATION

Letter of Confirmation



Herewith the certification body/assessment service provider

Name of the certification body/assessment service provider

having signed an agreement with IFS Management GmbH, confirms that the
processing activities of

Name of the checked company
Address

(GS1 GLN(s) when available and where applicable, sanitary legal authorisation number), COID,

for the check scope:

(detailed descriptions of process(es)/product(s)/scope – mandatory translation to English)

Number and name of the product scope(s), number of the technology scope(s)
has been checked for (foundation/ HACCP based/supplementary) requirements of the

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and achieved the following result(s):

[Approved] at foundation check/score of XX%
[Approved] at HACCP based check/score of XX%
[Approved] at supplementary check/score of XX%.

Check date (if relevant, plus date of the re-check):

Letter of confirmation issue date:

Date of expiration of the letter of confirmation: (the letter of confirmation validity shall remain
the same each year)

Next check to be performed within the time period: (renewal check between XX.XX and XX.XX)

Date and place:

Name and signature of the responsible person
at the certification body/assessment service provider:

Address of the certification body/assessment service provider:

Name and/or logo of the
certification body/assessment
service provider



ANNEX 4

GLOSSARY

The glossary addresses related, essential and relevant food safety and product compliance definitions which are used throughout the IFS Local Check protocol, checklist and guidance document.

Allergen (EU)	<p>Food causing an adverse reaction that is mediated by an immunological response. Defined allergens are:</p> <ul style="list-style-type: none">• Cereals containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridized strains) and products thereof• Crustaceans and products thereof• Eggs and products thereof• Fish and products thereof• Peanuts and products thereof• Soybeans and products thereof• Milk and products thereof (including lactose)• Nuts i.e. Almond (<i>Amygdalus communis</i> L.), Hazelnut (<i>Corylus avellana</i>), Walnut (<i>Juglans regia</i>), Cashew (<i>Anacardium occidentale</i>), Pecan nut (<i>Carya illinoensis</i> (Wangenh.) K. Koch), Brazil nut (<i>Bertholletia excelsa</i>), Pistachio nut (<i>Pistacia vera</i>), Macadamia nut and Queensland nut (<i>Macadamia ternifolia</i>) and products thereof• Celery and products thereof• Lupin and products thereof• Molluscs and products thereof• Mustard and products thereof• Sesame seeds and products thereof• Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO₂. <p>Regulation (EU) N° 1169/2011 of the European Parliament and of the Council.</p>
Batch number	Designation that is printed on a label that allows the history of production to be traced.
Calibration	Set of operations that establish, under specified conditions, the relationship between values of quantities indicated by a measuring instrument or measuring system, or values represented by a material measure or a reference material and the corresponding values realised by standards.
CCP (Critical Control Point)	A step at which a control measure or control measures, essential to control a significant hazard, is/are applied in the HACCP.

Claim	<p>Any message or representation, including pictorial, graphic or symbolic representation, in any form (product label, packaging, advertisement, specifications, product inserts), which states, suggests or implies that the product has particular characteristic(s) or effect(s) that is/are not inherent to the product and/or is not generally present in similar products.</p> <p>The following list of examples of the particular characteristic(s) and/or effects does not claim to be exhaustive:</p> <ul style="list-style-type: none"> • Nature or composition (e.g. organic, "natural", "free from", "source of", "reduced", etc.). • Standards of identity for products (e.g. meat products, specific labels, etc.). • Origin or provenance (e.g. "made in ...", "product of ...", PDO/PGI, etc.). • Methods of production/processing (e.g. fair-trade, religious claims, etc.). • Specific properties, structure and/or function related to a risk reduction for customers and/or consumers (e.g. related to prevent or minimize the risk of health diseases, prevent the contamination by spoilage or pathogen microorganisms, etc.). • Specific properties, benefits and/or effects for customers and/or consumers due to the usage of the product (e.g. anti-aging effect in cosmetics, extend shelf life of food in packaging, improving or modifying a physio- logical function or biological activity associated with health in food, etc.). <p>Claims linked to the product can only be declared if:</p> <ul style="list-style-type: none"> • Evidential support is available to demonstrate their accuracy, honesty, fairness and legal compliance. • Are approved to be used by the relevant authority, when applicable. • Clear and understandable information is provided to the users (customer, consumer and/or end-user, as applicable) about the particular characteristic(s) and/or effect(s) declared in regard to the intended use of the product.
Contamination	<p>Introduction or occurrence of a contaminant in food or the food environment. A contaminant can be any biological, chemical or agent, physical agent, foreign material, or any other substances not intentionally added to food that may compromise food safety or suitability. Contamination can also mean correlation of packages among themselves.</p>
Contractor	<p>A company or person who is contracted by the company to carry out work for the site.</p>
Control measure	<p>Any action or activity that can be used to prevent or eliminate a hazard or reduce it to an acceptable level.</p>
Correction	<p>Action to eliminate a non-conformity.</p> <p>Additionally, in the IFS Local Check, corrections are mandatorily required actions as part of the check's action plan. It applies where certain level(s) of non-conformance has/ have been identified and requirements are scored as partly conforming (B) and non-conforming (C and D).</p>
Corrective action	<p>Action to eliminate the cause of a detected non-conformity.</p> <p>Additionally, in the IFS Local Check, corrective actions are mandatorily required actions as part of the check's action plan where critical non-conformances have been identified and requirements are scored as non-conforming (D). For requirements scored with a B and C, corrective actions are not mandatory to conclude the check (but desirable and recommended).</p>

Customer	A customer is a business, company or person to whom products are sold either as a finished product or as a semi-finished part of the finished product.
Equipment	Machines, instruments, apparatus, utensils or appliances used or intended to be used in or in connection with food handling and includes equipment used or intended to be used to clean and disinfect food premises or equipment.
Flow diagram	A systematic representation of the sequence of steps used in the production or manufacture of food.
Food contact packaging materials	Materials that: <ul style="list-style-type: none"> • Are intended to be brought into contact with food or • Are already in contact with food and were intended for that purpose or • Can be expected to be brought into contact with food or to transfer their constituents to food under normal or foreseeable conditions of use.
GMO	Genetically modified organism: an organism, with the exception of human beings, in which the genetic material has been modified using different means to natural multiplication or natural recombination.
HACCP	Hazard analysis and critical control points: a system which identifies, evaluates and controls hazards which are significant for food safety.
HACCP plan	Documentation or a set of documents, prepared in accordance with the principles of HACCP, to ensure control of significant hazards in the food business.
Hazard	A biological, chemical or physical agent in food with the potential to cause an adverse health effect.
Hazard analysis	The process of collecting and evaluating information on hazards identified in raw materials and other ingredients, the environment, in the processing of or in the food, and conditions leading to their presence, to decide whether or not they are significant hazards.
Incident	A situation within the supply chain where there are possible and/or confirmed risks associated with product safety, quality, legality and authenticity; or any force majeure event (e.g. critical resources/services disruption, natural disasters, loss, emergency situations, crisis, etc.) with a direct impact on delivering trusted products.
Ingredient	Any substance, including food additives, used in the production, manufacturing or preparation of a food which remains in the finished product, even in the modified form.
Letter of confirmation	Final written statement made by the certification body/assessment service provider, confirming that a production site has successfully passed the assessment/check.
Lot number	Combination of numerical digits that are given to a group of products manufactured in the same batch/production unit.
Mass balance	Test performed to measure the input quantity of ingredients and outputs of finished products.
Non-conformity	Non-fulfilment/non-conformance of a specified standard, process, procedure, requirement, with impact in food safety, legality and essential product compliance.

On-site check	Inspection and assessment of the production area of the production site, which includes the following areas: <ul style="list-style-type: none"> • Production processes, • Receipt, storage and dispatch areas, • Good Manufacturing and Hygiene Practices (GMPs and GHPs), including maintenance, hygiene, pest control and cleaning and disinfection activities, • On-site laboratory, • Maintenance facilities, • Staff and sanitary facilities, • External areas.
Potable water	Water fit for human or animal consumption (e.g. drinking, cooking and food preparation) that in principle must be free from microorganisms and other contaminants that may endanger public health.
Product	Result of a process or activities for transforming inputs into outputs. It comprises packaging.
Product recall	Any measure aimed at achieving the return of a dangerous product that has already been supplied or made available to consumers by the producer or distributor.
Product withdrawal	Any measure aimed at preventing the distribution, display and offer of an out-of-specification product and/or of a product that may be dangerous to the consumer.
Production area	Part of the production site which includes: <ul style="list-style-type: none"> • Production processes, • Receipt, storage and dispatch areas, • Good Manufacturing and Good Hygiene Practices (GMPs and GHPs), including maintenance, hygiene, pest control and cleaning and disinfection activities, • On-site laboratory, • Maintenance facilities, • Staff and sanitary facilities, • External areas.
Production site or site	An establishment in a specific physical location where the IFS Local Check is conducted in which any stage of production and distribution of food can be carried out.
Protective clothing	Clothing provided by the company (which includes footwear and gloves) which are worn by employees, contractors and visitors to protect the food from contamination.
Raw materials	A base material used for the production/manufacture of a product (ingredients, additives, packaging materials, rework).
Rework	The process of reutilisation of food, ingredients, raw materials or packaging materials.
Risk	A function of the probability of an adverse health effect and the severity of that effect, consequential to (a) hazard(s) in food.
Root cause analysis	Process that helps to understand the initiating causes of a problem, in order to identify the proper corrective action that will prevent a recurrence.

Safety Data Sheets (SDS)	Safety data sheets (SDS) are safety instructions for handling dangerous substances. They are principally intended for use by professional users and must enable them to take the necessary measures in regard to the protection of health, safety and the environment at the place of work. The safety data sheet may be supplied on paper or electronically, providing that the addressee has the necessary means of receiving it.
Service provider	Organisation that provides services to another company, for example, transport, storage, order picking, pest control, cleaning and disinfection, etc.
Staff facilities	Areas within a site, other than food handling areas, that are used by personnel, e.g. cloakrooms, toilets, canteens and restrooms.
Traceability	Ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production and distribution.

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