IFS Local

IFS LOCAL CHECK GUIDANCE

VERSION 1

ENGLISH

INTRODUCTION

Objective

The purpose of the IFS Local Check Guidance is to help companies and assessors with the interpretation of the IFS Local Check 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. For further information and content interpretation, see IFS Local Check, part 2, chapter 3.

Incompleteness

All information provided in this document is summarised to the best knowledge of the authors, but IFS cannot take any responsibility for mistakes, omissions, or possible misleading information. Legal references are only indications and shall always be double checked. Also, the references are only an introduction to the applicable rules and will be out of date as soon as new versions apply. This is an IFS Local Check Requirements guidance and shall only be understood as such. It is ultimately the assessor's, certification body's and assessment services provider's responsibility to decide on the respective scoring.

Improvements

IFS is dedicated to continuously improve the guidance. Therefore, we want to give the assessors, as well as the certification bodies/ assessment service providers, the opportunity to support IFS through providing comments or ideas related to their own experiences that could help improving the guidance and provide additional support for implementation and assessors.

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

N°	Requirement type	IFS Local Check Requirement	Guidance
1	**Legal compliance**		
1.1	**Foundation**	Are essential food production, food safety and product legal requirements compliant?	**What is to be considered?** • Compliance to respective food, hygiene and product legal requirements/regulation and codes, with consideration to the following topics: – General legal food production requirements (such general principles and requirements of food law). – Food manufacturing/production licenses, according to local legal requirements. – Hygiene and safe production (such as good manufacturing and hygiene legal requirements and codes). – Product related standards (such as product specific schemes – e.g. PDO, PGI, organic). – Traceability. – Microbiological criteria for foodstuffs (such as final product/food safety criteria, process hygiene criteria). – Labelling (including nominal quantity according to legal requirements of the country of destination) and claims. – Allergens. – Contaminants (such as pesticides, heavy metals, mycotoxins, processing contaminants). **(!) Examples on what can be considered critical:** When laws and legal requirements are not being complied with, leading to food safety, product and legality issues. **Background or additional information:** Legal requirement compliance refers to production country regulations/laws and, where applicable, destination countries. This requirement supports food safety awareness within the company.
1.2	**Supplementary**	Is there proper communication to ensure that the company is kept informed of all relevant legal requirements?	**What is to be considered?** • Communication processes, responsible persons and who is informed within the company. • Sources/tools/associations/organisations, etc. which are considered by the company to remain informed and updated on relevant regulation/legal requirements. • Effective communication when there are changes in regulation, resulting in their proper application and employee awareness. **Background or additional information:** This requirement supports food safety awareness within the company.

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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?	**What is to be considered?** • Regarding their respective tasks and jobs, personnel should have the proper education and qualifications to ensure food safety, legal and essential product compliance, by means of: – Previous education and qualification (e.g. education background, qualification certificates, certificates of apprenticeship) or basic instruction prior to first starting work. – Communication/instructions on good manufacturing and hygiene practices. – Trainings and/or on-the-job instructions for specific activities potentially impacting food safety, legal and product compliance (e.g. cleaning and disinfection activities, pest monitoring and control activities, food safety control measures, allergen control). **Note (1):** On-the-job means learning how to do the job (or do the job better) while in the role. • Applicable to: all new employees and all personnel performing work that affects product safety and legality, which includes, but is not limited to: – Operations personnel, food safety and quality personnel. – Full-time, part-time, seasonal, or temporary employees. – Third party service providers (e.g. cleaning and disinfection external company). • Refresher qualification/instruction/trainings based on changes and needs (e.g. good manufacturing practices updates, new regulations/legal requirements, changes in the process and controls). • Evidence of personnel education/qualification, by means of (but not limited to): – Educational background information. – Qualification certificates. – Written communication/instructions. – Records of instructions and/or trainings. **Note (2):** During the IFS Local Check, the assessor will collect objective evidence by interviewing personnel, which demonstrates their respective knowledge. **(!) Examples on what can be considered critical:** A lack of qualification or when employees do not apply their education/qualifications in practice which leads to food safety issues (e.g. non application of essential good manufacturing practices). **Background or additional information:** This requirement supports food safety awareness within the company.

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2.1.2	**Supplementary**	Are training and/or instruction activities performed in accordance with the employee's respective job?	**What is to be considered?** • General trainings and/or instructions to all personnel performing work that affects product safety and legality (e.g. good manufacturing practices, good hygiene practices, legal requirements, personal hygiene, product safety, food safety risk control, recall and withdrawal). • Trainings and/or instructions regarding employee's tasks/jobs which are relevant to food safety, legality and product compliance (e.g. cleaning and disinfection activities, pest monitoring and control activities, food safety control measures, allergen control). • Trainings and/or instructions performed by a qualified trainer/tutor. • Trainings for beginners, food safety and legality essential trainings (e.g. GMPs), trainings to qualify employees on specific topics/ tasks, refresher trainings, etc. • Adequate frequency considering nature and needs of site, products and processes. • Training and/or instruction activities to all new employees and all personnel performing work that affects product safety and legality. • Records should consider: – Name of participants (including their signature). – Date and duration. – Contents or materials. – Name of trainer/tutor/master. • Evidence that the training/instructions have been carried out (e.g. records, attendance lists, sheets, certificates, materials used for the training). • Update/review of training contents based on needs (e.g. new regulations/legal requirements, changes in the process and controls, updates in refresher trainings). **Elements which may enhance implementation:** • Training schedules. • Job descriptions. • On-the-job training (training executing respective activities). • Evidence of trainer/instructor's qualifications. • Detailed written training program (e.g. based on employee's tasks, defined frequencies). • Activities performed to regularly confirm performed trainings and/or instructions were effective (e.g. tests after trainings, quizzes, group activities and discussions, activity performance monitoring to confirm instruction/task/work has been understood, sampling employees and checking their understanding in practice). • Actions to be applied when training and/or instruction programs have been identified as not effective (such as refresher trainings/instructions, changing training/instruction method, inclusion of more quizzes during training, on the job instruction). **Background or additional information:** This requirement supports food safety awareness within the company.

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2.2	**Personal hygiene**		
2.2.1	**Foundation**	Are personal hygiene rules defined, understood and applied by all relevant personnel, contractors and visitors?	**What is to be considered?** • Communication and understanding of the personal hygiene rules by all personnel (including administrative personnel, visitors, external workers, etc., with access to production and storage premises) in order to avoid risks of food contamination. • Implemented and maintained rules related to personal hygiene with consideration to the following areas: – Hair and beards (e.g. mask and hairnet usage). – Protective clothing (including conditions of use, when protective clothing/uniforms need to be changed, usage in staff facilities and areas such as catering, smoking area, outside areas, high risk areas, when applicable). – Gloves usage. – Hand washing, disinfection and hygiene. – Hygiene of footwear and further protective clothing (e.g. smocks, aprons, sleeves), when applicable. – Eating, drinking, smoking/vaping or other use of tobacco (only in designated areas). – Actions to be taken in case of cuts or skin abrasions. – Fingernails, jewellery, false nails/eyelashes and personal belongings (including medicine). – Food and drink from the site's dining room, kitchen or equal spaces and/or brought to work by personnel. – Medicine use in the workplace. – Notification of infectious diseases, injury, health issues and conditions impacting food safety. – Storage of personal belongings. – Access to production and storage premises from changing room and toilets. – Behaviour within the production environment (e.g. sneezing or coughing). • Compliance with respective legal requirements. • Sufficiently educated/qualified employees on personal hygiene. • Personal hygiene rules are adequate and applied according to the nature of the company's products and processes (e.g. usage of gloves to manipulate perishable ready-to-eat products, specific rules for footwear sanitisation to enter high risk products area, specific protective clothing rules for microbiological sensitive zones). **Note (1):** Personal hygiene rules will vary within the different types of local businesses, considering the nature of local suppliers and their respective products and processes. During the IFS Local Check, the assessor is required to check the level of hygiene conditions from the product and process risk perspective. The assessor is additionally requested to interview the responsible person (e.g. owner, master) of the establishment/business who must be able to explain the applied rules and how they are followed in practice. In case deviations are found, the assessor shall check qualification/education materials. **(!) Examples on what can be considered critical:** When no personal hygiene rules are implemented; when there is no awareness and/or application of the personal hygiene rules by employees, visitors, externals, etc.; when there is severe violation of hygiene rules such as no or improper hand-washing rules as expected in food business, smoking or eating in prohibited areas, improper personnel behaviour (e.g. coughing or sneezing upon product), bringing food to the production area, touching floor and then product, etc. which could have a direct impact on food safety; when applicable, legal requirements are not respected.

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			Background or additional information: • Examples of protective clothing: suits, overalls, smocks, jackets, aprons, sleeves, among others. It also includes disposable garments (e.g. shoe covers, coveralls) and personal protective elements (e.g. hard hats, earplugs, face masks with filters, reusable gloves). • Fingernails include the use of varnishes, acrylic or false nails, etc. • Jewellery includes watches, earrings, necklaces, piercings, wedding bands, etc. • Hair includes false eyelashes, hair clips, etc. • Personal belongings include medicines, keys, mobile phone, etc. • Smoking includes electronic cigarettes. This requirement supports food safety awareness within the company.
2.2.2	**Foundation**	Is adequate protective clothing provided and used by each employee?	**What is to be considered?** • Adequate protective clothing by means of: suitable for food production, fitting to business, product and process nature and not posing food safety risks. • Adequate protective clothing/uniforms according to the personal hygiene rules and nature of the company's products and processes. • Clean, available and provided in sufficient quantity for employees. • Adequate to sufficiently protect food and process contamination, avoiding food safety risks (e.g. physical and microbiological contamination). • Rules regarding correct use, changing frequency, areas where it shall be used, situations when external/own clothing use are allowed (based on product risk) and laundering of protective clothing/uniforms. **Note (1):** Protective clothing use rules will vary within the different types of local businesses, considering the nature of local suppliers and their respective products and processes. For example, employees from a local business packing fresh potatoes are likely to be different when compared to an artisanal unpasteurized milk cheese producer, as respective risks are different. During an IFS Local Check, the assessor is required to check if protective clothing/uniforms are suitable according to the product and process risk perspective. In situations where the applied rules are unusual or adapted to the nature of the business, the establishment/business responsible person (e.g. owner, master) must be able to explain how the risk is managed. In case deviations are found, the assessor shall check qualifications/education materials. **(!) Examples on what can be considered critical:** When protective clothing/uniforms are not adequate according to the nature of the product and processes; when protective clothing/uniforms are not used correctly, changed at an adequate frequency or are not in proper condition, impacting food safety; when applicable legal requirements are not respected.

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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?	**What is to be considered?** • Communication and awareness regarding the need to notify relevant staff (e.g. production lead, owner) in case of any injury, health issue or infectious disease that may have an impact on food safety to all personnel (including seasonal/temporary), contractors, visitors, etc. • Responsible person to assess the situation and address actions. • Actions are taken when these issues are notified by the personnel, contractors and/or visitor to prevent/minimise risks (e.g. isolation, medical screening, access restriction). **(!) Examples on what can be considered critical:** When no one is notified in case of any injury, health issue or infectious disease; when personnel are not aware of the importance of notifying relevant persons or when personnel are working with open wounds and direct contact to product or working with clear signs of illness (permanent coughing, sneezing, diarrhea, etc.), impacting on food safety. **Background or additional information:** Restrictions and medical screening procedures shall consider and follow legal requirements in the country of operation.
2.2.4	**Supplementary**	Are personal hygiene rules documented?	**What is to be considered?** • Available documented rules regarding personal hygiene, such as: – Written instructions. – Good manufacturing/hygiene practices manual. – Visual information such as panels, instructions with images, videos, pictograms. – Visitor's forms.
2.2.5	**Supplementary**	Is compliance with personal hygiene rules checked regularly?	**What is to be considered?** • Implementation of consistent personal hygiene compliance checks, such as: – On site visual inspections when the facility is operating, within a defined frequency. – Sampling and employee interviews to check awareness in regards to personal hygiene rules. – Application of forms, questionnaires, etc. to identify level of employee awareness. – Sampling tests (e.g. employee hand swab tests). • Records of site inspection, test results, list of identified failures. • Actions are taken in case the results are not favourable or adequate after being checked (in case checked results conveyed in food safety risks, corrections shall be taken as per required in 2.17.2).

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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?	**What is to be considered?** • External areas of the production site are adequate, with consideration to: – Being kept clean, tidy, organised and well maintained. – Grounds and surrounding areas of the production facility being maintained and kept free of waste, pest and its niches, and accumulated debris. – Having adequate drainage. – Outdoor storage not being possible or kept to a minimum (when contamination risks can be controlled). – No contamination risks leading to product food safety and or legal compliance issues exists. – Avoiding animals in the facility adjacent area (e.g. domestic and security animals, wild animals, which could pose food safety risks, for example, spread diseases, pose contamination through contact, its parts, its droppings). **Note (1):** In local supplier premises, it could be common seeing farm animals related to respective product and production within adjacent facility area (e.g. goats external to a facility producing goat cheese, chickens external to an egg packing facility). Thus, it's important to consider that the existence of these animals is not to pose food safety risks (e.g. potential access of animals within the production area of the facility or in areas which could lead to potential contamination risks to the production area such as presence of droppings in access path). **(!) Examples on what can be considered critical:** When external area is completely inadequate and/or when it becomes a contamination risk (e.g. poorly maintained and clean, harbours pests).
2.3.2	**Foundation**	Is the production site located, constructed and maintained in a way that prevents risk of contamination?	**What is to be considered?** • Production site location is adequate, by means of: – Be located, constructed, and maintained to ensure product safety and avoid cross contamination. – Production site location environment does not pose contamination risks or there are controls to minimise risks. **(!) Examples on what can be considered critical:** When the production site location is completely inadequate or its location environment becomes a contamination risk **Background or additional information:** Elements of the production site environment which may pose contamination risks: ground/access, extremely dusty air, transferal of strong smells, water accumulation due to site unevenness, production site surroundings such as presence of external animal primary production facilities, sewer stations, waste sorting facilities, favourable areas for pest activity such as crop fields or preserved areas, forests, gardens.

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2.3.3	**Foundation**	Are premises where food products are prepared, treated, processed and stored constructed, operated and maintained to ensure food safety?	**What is to be considered?** • The design and layout of the premises lends itself to effective maintenance, cleaning and disinfection. • Premises in good condition (clear, organised, well maintained, poses no contamination risks, etc.). • Adequate flows (e.g. no cross contamination possibilities or proper implemented measures to control cross contamination). • Constructed and maintained to ensure product safety and no cross contamination. • Adequate levels of light within the premises. • Adequate levels of ventilation/temperatures, according to nature of product and processes. • No pest and its niches/harbourages/easy access. • No waste/dust/dirt/ debris accumulation. • Adequate waste areas. • No condensation, mold growth, dripping (water, liquid, oil , etc.) which may convey risks of contamination. • Food contact surfaces are in good conditions and do not pose contamination risks. • Facility and equipment constructed and maintained in a way not to convey microbiological, chemical and physical hazards. **(!) Examples on what can be considered critical:** When premises where food products are prepared, treated, processed and stored are not properly constructed, operated and/or maintained, leading to food safety issues (e.g. water condensation in ready-to-eat product area; water dripping from a pipe above the open product production flow; pest harbourages which may lead to critical infestation; equipment oil leakage above production line; installation does not allow proper cleaning of the facility; situations leading to contamination).
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?	**What is to be considered?** • Where applicable and based on business and product and process nature and its related risks, designated (or adapted) areas and/or structures (such as simple lockers, hangers, containers, boxes) are available for employees to change into their protective clothing (in accordance to personal hygiene rules) and to store their personal belongings are adequate, by means of: – Constructed or adapted considering the nature of the business and product and process. – Poses no risk to food and production area. – Considers appropriate means to avoid contamination where higher levels of hygiene are required (e.g. measures/rules to avoid mixing of protective clothing to external clothing and shoes, inclusion of protection elements when separation in space and time is not possible, rules for handling of personal belongings). – When its operation and location do not generate risks (e.g. in regard to its access to the production facilities, correct handling of personal belongings). **Note (1):** Availability of areas and/or structures for personnel to change protective clothing/ uniform and to store personal belongings may vary within the different types of local businesses, considering the nature of local suppliers, respective products and processes and required level of hygiene. It could be possible that some businesses will not have specific areas/ structures or will consider situations where applicability is unusual or adapted. Thus, the responsible person (e.g. owner, master) of the establishment/business must be able to explain how the risk is managed. **(!) Examples on what can be considered critical:** When a contamination risk occurs due to the following: due to the required level of hygiene, the absence and/or deficient operation of areas/structures for the changing of employees protective clothing and belongings storage or when such designated areas are in a condition or operated in a way that leads to food safety issues; when outdoor clothing/ footwear/ personal belongings are not adequately handled or when there is no proper access from the staff facilities to the production facilities (or no measures implemented in specific cases to prevent food safety risks).

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2.4.2	**Foundation**	Are suitable, clean, well-maintained toilets available for the employees?	**What is to be considered?** • Toilets are adequate: – Proportional in size, equipped with proper infrastructure for the number of employees, constructed and controlled to minimise food safety risks. – Clean, maintained and operated in a way to prevent contamination. – Equipped with adequate hand washing facilities. – Proper ventilation (in a way that poses no contamination risks). • Have no direct access nor pose contamination risks to an area where products are handled. **(!) Examples on what can be considered critical:** When toilets are in a condition or operated in a way (e.g. when toilets allow direct access to production facilities; when there is not proper access to toilets) that impacts on food safety.
2.4.3	**Foundation**	Are suitable hand-washing facilities available for the employees?	**What is to be considered?** • Hand-washing facilities are adequate: – Proportional in size, equipped with proper infrastructure for the number of employees, constructed and controlled to minimize food safety risks. – Clean, maintained and operated in a way to prevent contamination. – Adequate number of wash basins. – Suitably located at access points and within production areas where needed (based on product and process nature). – Running potable water (or water that poses no risk of contamination according to applicable legal requirements). – Defined based on the level of hygiene control required. • Signs, pictograms/instructions advising personnel to wash hands in each relevant area. • Adequate means for hand sanitization. • Adequate means for hand drying. • Adequate waste container (when proper paper is used for drying). **(!) Examples on what can be considered critical:** When, according to the nature of the product and process, hand-washing facilities are not adequate, suitably located or insufficient; or when hand-washing facilities are in a condition or operated in such a way to cause food safety issues.
2.4.4	**Foundation**	Where required, are cleaning and disinfection facilities available for footwear and further protective clothing?	**What is to be considered?** • Facilities to be installed for cleaning and disinfecting footwear and further protective clothing (e.g. smocks, aprons, sleeves), considering, for example, the level of hygiene control required (based on the nature of the product and process), process flows and legal requirements (e.g. transition zones from dirty to clean high hygiene areas). **(!) Examples on what can be considered critical:** When there are no cleaning and disinfection facilities for footwear and other protective clothing, but these are necessary due to the nature of the product and process or those are in a condition or operated in a way which leads to food safety issues; when the applicable legal requirements are not met.

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2.4.5	**Supplementary**	Where required, are suitable, clean, well maintained changing rooms available for employees?	**What is to be considered?** • Changing rooms are adequate: – Proportional in size, equipped with proper infrastructure for the number of employees, constructed and controlled to minimise food safety risks. – Clean, maintained and operated in such a way to prevent contamination. • Locker rooms for employees, contractors and visitors, without mixing outdoor and protective clothing (stored separately unless alternative measures are implemented and maintained to prevent contamination risks). • Rules for storage of external clothing, footwear and personal belongings. • Proper access to the facilities (specially in terms of areas where unpacked products are handled). • No food allowed in changing rooms, nor stored in lockers.
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?	**What is to be considered?** • Adequate premises and process flow, from receipt of goods to dispatch with respect to ensuring that the microbiological, chemical and physical contamination risks of raw materials, packaging materials, semi-finished and finished products are minimised. • No crossed flows which may pose food safety risks (e.g. production flows, material flows, from personal facilities such as toilets, from internal laboratories where applicable). • Measures implemented to avoid cross-contamination (including specific measures in areas of high care or high-risk product handling, such as hand and footwear washing/sanitisation to enter specific areas). • "Dirty" and "clean" areas, traffic patterns (e.g. people, materials, waste, semi-finished or final products). • Separate lunch room facilities provided away from production, packaging and storage areas. • No contamination risks from raw materials/food stuffs to semi-finished/finished products (including quarantined products). • Control of rework operations to avoid food safety issues. • Control of waste flow in order not to pose food safety risks to the facilities, personnel, process, materials and products. • Ventilation and/or air flows which may pose contamination risks. **(!) Examples on what can be considered critical:** When situations lead to cross-contamination risks (e.g. crossed flows; when measures are not taken or are insufficient to prevent or reduce contamination risks; when finished/ ready-to-eat products are exposed to food safety hazards due to inadequate layout of premises and process flows such as raw material next to unpacked read to eat products or finished products; allergens being handled close to open production and without labelling indicating respective allergens).

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2.5.2	**Supplementary**	Is there a documented site plan covering all production site premises and process flows?	**What is to be considered?** • Available site plan, map or simple visual diagram covering food handling premises, describing, or indicating the relevant process flows and its interactions with relevant inputs and outputs in consideration to contamination from the food safety perspective. The following are to be considered: – Personnel. – Equipment routes (e.g. forklifts moving from ready-to-eat areas to exposed raw material areas). – Raw material input. – Water and utility inputs (e.g. compressed air, gases, ice, etc. in contact with food). – Packaging material input. – Semi-finished products, including rework. – Finished products. – Waste disposal. **Note (1):** The objective of this requirement is to provide a visual overview of food handling premises, the relevant process flows and their interaction, supporting the mitigation of food safety contamination where relevant. Its application will depend on the complexity of the production site (e.g. number of employees, number of lines, products, raw materials and the business nature and product and process risks) and this aspect should be considered during the evaluation of this requirement.
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?	**What is to be considered?** • Walls are adequately constructed and maintained in a way to prevent contamination, reduce condensation and mold growth, facilitate cleaning, and if necessary, disinfection. • Surfaces of walls are maintained in a way to prevent contamination and are easy to clean, impervious and wear-resistant to minimise product contamination risks. • Junctions between walls, floors and ceilings are designed to facilitate cleaning and if necessary, disinfection. **(!) Examples on what can be considered critical:** When walls are not adequately constructed and properly maintained leading to food safety issues (e.g. there is presence of condensation, mold, flaking paint or when the surface of the wall does not allow for proper cleaning, which may pose contamination risks).
2.6.2	**Foundation**	Are floors adequately constructed and maintained to meet production requirements and to prevent contamination?	**What is to be considered?** • Floors are adequately constructed and maintained in a way to prevent contamination, facilitate cleaning, and if necessary, disinfection. • Surfaces of the floors are maintained in a way to prevent contamination and are easy to clean, impervious and wear-resistant to minimise product contamination risks. **(!) Examples on what can be considered critical:** When floors are not adequately constructed and properly maintained leading to food safety issues (e.g. when surfaces are not adequate and do not allow for proper cleaning or presence of cracks which may harbour pathogenic microorganisms, which may pose contamination risks).

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2.6.3	**Foundation**	Are drainage systems, adequately constructed and maintained to meet production requirements and to prevent contamination?	**What is to be considered?** • Drainage allows hygienic disposal of water, wastewater and other liquids. • Drainage is adequately constructed, designed and maintained in a way to prevent contamination, facilitate cleaning, and if necessary, disinfection. • Drainage systems do not allow entry of pests (e.g. via screen parts), transmission of odour or contaminants. • Stagnation of puddles are avoided. • Water or other liquids reach drainage through appropriate means. • No food/water/dirt accumulation in the drains in a way that poses food safety risks. • Appropriate means for cleaning and unclogging drains in a way that does not pose a risk to food safety (e.g. no unclogging drains with bare hands, no touching food, materials, processing surfaces, etc. while performing these activities, no use of dedicated process equipment or devices to unclog or clean drains posing food safety risk). **(!) Examples on what can be considered critical:** When drains are not adequately constructed, designed and properly maintained or drainage is insufficient leading to food safety issues (e.g. critical food/water/dirt accumulation in the drains or stagnation of puddles in a way that poses contamination risks).
2.6.4	**Foundation**	Are ceilings and overhead fixtures adequately constructed and maintained to meet production requirements and to prevent contamination?	**What is to be considered?** • Ceilings, false ceilings, roof interiors and overhead fixtures (including piping, cableway, lamps etc.) are adequately constructed, accessible and maintained in a way to prevent contamination, minimise accumulation of dirt and condensation, facilitate cleaning, and if necessary, disinfection. • Do not pose any physical, chemical and/or microbiological contamination risks from falling, flacking, dripping, etc. onto product flow/products. **(!) Examples on what can be considered critical:** When ceilings and overhead fixtures are not adequately constructed and properly maintained leading to food safety issues (e.g. when ceilings and overhead fixtures pose food safety risks and no measures are implemented; lamps with no breakage protection or dripping liquids/oils from pipes above open food flow).
2.6.5	**Foundation**	Are windows and other openings adequately constructed and maintained to meet production requirements and to prevent contamination?	**What is to be considered?** • Windows and other openings are adequately constructed, operated and maintained in a way to prevent contamination, minimise dirt accumulation, pest access and facilitate cleaning, and if necessary, disinfection. • Where appropriate, they should be fitted with easy to clean pest screens or other measures should be taken to prevent contamination. • Where appropriate (e.g. where there is a risk of contamination), windows and roof glazing should be closed and secured during production. • Windows should be protected against breakage in areas where unpackaged materials/products are handled. **(!) Examples on what can be considered critical:** When windows and other openings are not adequately constructed and properly maintained leading to food safety issues; when windows and other openings are kept open and/or do not have adequate protection, posing contamination risks to the products.

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2.6.6	**Foundation**	Are doors, curtains and gates adequately constructed and maintained to meet production requirements and to prevent contamination?	**What is to be considered?** • Doors, curtains and gates should be adequately constructed, operated and maintained to prevent contamination, facilitate cleaning, and if necessary, disinfection. • Constructed of suitable materials (to avoid splintering parts, peeling paint, corrosion, etc.). • Constructed and maintained to prevent access/shelter for pests and animals. • Doors and gates to be kept closed when required. • External doors and gates do not open directly into open product or production areas (including packing areas). **(!) Examples on what can be considered critical:** When floors, doors, curtains and gates are not adequately constructed and properly maintained, leading to food safety issues; when doors and gates are not kept closed posing contamination risks to areas where product/materials/structures are exposed.
2.6.7	**Supplementary**	Are there any on-site inspection activities to identify risks of contamination in regard to the facility?	**What is to be considered?** • Implementation of consistent on-site inspections (e.g. via monitoring or checking activities), which may consider: – On-site visual inspections when the facility is in operation, at a defined frequency. – Interviews with employees to check awareness of personal hygiene rules. – Constructional status of production and storage facilities and identification of potential risks related to the product protection (e.g. potential microbiological, physical and chemical risks that are likely to be introduced to the product/process). – Verification of external areas. • Records of on-site inspection, list of identified failures. • Actions to be taken in case of severe findings (in case checked results conveyed in food safety risks, corrections shall be taken as per required in 2.17.2).
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?	**What is to be considered?** • Equipment installed/placed allowing for proper inspection, cleaning and maintenance activities. • Equipment in condition that do not compromise food safety and product compliance. **(!) Examples on what can be considered critical:** When equipment is unsuitable or in a condition which may cause potential food safety issues. **Elements which may enhance implementation:** • Food contact conformity certificates, declaration of compliance, technical specifications, manufacturer's self-declaration to demonstrate that they are suitable for the intended use.

N°	Requirement type	IFS Local Check Requirement	Guidance
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?	**What is to be considered?** • Water used on the premises, with consideration to: – Water used for hand washing. – Water used for cleaning and disinfection (e.g. to clean surfaces of equipment in contact with food). – Water used as an ingredient or used the production process, including recycled water, steam and ice (e.g. water added to the product, steam in contact with food, water used for washing fruit, ice used for product preservation, water used for boiling process). • Water is of a potable quality in compliance with legal requirements or water of specific quality standards, which according with legal requirements is suitable for industrial and production use and does not compromise food safety, and poses no risk of contamination to the processes and products. • Water is reliable and from adequate/reliable sources (examples of water sources: wells, external supply, water tanks, deposits). • Water adequate supply, posing no risk of contamination (e.g. suitable pipes, no contaminated wells, water tanks). • Monitoring of water potability/quality according to legal requirements, considering: – Local legal requirements. – Water sampling and analysis results (such as: results from internal analysis, official water control reports, municipality analysis/reports). – Sampling at points of use and within frequency established by legal requirements. – Review of the analysis results and actions in case of deviation of critical parameters. • Adequate water transportation in order to prevent contamination of its sources or the production site environment (e.g. adequate means to collect and transport water, including pipes/containers/ buckets/ equipment, separate transportation of non-potable water, no water reflux which may pose risk of contamination to potable sources). • Where used/applicable, water tanks/deposits are to be cleaned and disinfected, considering respective legal requirements and contamination risks. **(!) Examples on what can be considered critical:** When legal requirements are not met (e.g. critical parameters are not analysed or met; analysis frequency in not adequate; unsatisfactory results and no actions are taken); when water (including recycled water, steam and ice) source is not adequate and/or water quality is not guaranteed, affecting food safety; when water supply is not adequate posing potential contamination risks.

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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?	**What is to be considered?** • Ventilation, air conditioning and artificially generated airflow equipment is adequate, well maintained and do not pose contamination risks (e.g. no crossed air flows allowing product/line contamination). • Filters and other components are accessible, clean or replaced, as necessary. • Air flows do not compromise food safety (e.g. air flow from the raw material area to the ready-to-eat product area which may pose a risk of contamination, different pressurisation areas should not pose risk of contamination). • Adequate, properly cleaned and maintained dust extraction equipment in areas where considerable amounts of dust are generated in order not to pose contamination risks. **(!) Examples on what can be considered critical:** When ventilation, air conditioning and artificially generated airflow equipment are not adequate and well maintained or when air flows are not adequate, compromising 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?	**What is to be considered?** • Compressed air that comes in direct contact with food or food contact materials (e.g. food contact surfaces, food contact containers and packaging) provided in adequate quality in order not to pose contamination risks. • Adequate equipment maintenance (e.g. filter changes, food grade lubricant used in the compressor, no compressor oil contamination). • Gases that come in direct contact with food, food contact materials and food contact packaging materials are adequate for the intended use, not posing food safety risks (e.g. use of food-grade gases). **(!) Examples on what can be considered critical:** When gases/compressed air and its equipment compromise food safety (e.g. no filter changes, compressor oil contamination).
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?	**What is to be considered?** • Facilities effectively maintained, cleaned, and disinfected (where disinfection methods are necessary and applicable) to prevent physical, chemical and microbiological product contamination risks. • Premises, facilities and equipment must be sufficiently cleaned and disinfected which includes, but is not limited to: installations, equipment and their parts, auxiliary production material and utensils, surfaces, food contact surfaces, junctions, blind spots, storage and transport areas and devices, drains, utilities devices and tanks, internal and external areas, fixtures, overheads, cleaning equipment, waste containers, water source installations such as tanks/deposits, hygiene stations (used for hand cleaning and disinfection and, where applicable for cleaning and disinfecting footwear before entering production and as part of transition zones), etc., thus providing a hygienic environment for the production of safe and legal food. • Adequate cleaning and disinfection operations and methods, implemented correctly, performed at the expected frequency, determined according to the nature of the site, operational processes and type of products. • Awareness of cleaning and disinfection activities carried out in a way that does not pose a risk to food safety/contamination (including practices to mitigate food safety risks during operation). • Suitable materials, items, utensils, instruments, and equipment for cleaning and disinfection.

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			• Adequate use of cleaning and disinfection devices, auxiliary materials, utensils, and equipment according to the intended need. Used, cleaned, and stored in a manner that avoids contamination (e.g. utensils used for cleaning drains should be specific to this intended used and not stored with others and properly handled in terms of cleaning and disinfection to avoid contamination, use of appropriate cleaning cloths). • Suitable chemicals for the intended production and risks of the product and processes. • Use of legally approved agents, appropriate concentrations, available safety data sheets and hazard symbols (if necessary), clearly labelled chemicals, controlled and stored in a way to ensure product and personnel safety (e.g. information from chemical supplier and/or third party provider). • Sufficiently educated/qualified employees, responsible and capable of performing/supervising cleaning and disinfection activities. • Designated person to check cleaning and disinfection has been properly performed and if not, to set adequate measures **Note (1):** Checking cleanliness together with the elements listed above is essential to evaluate whether the cleaning and disinfection activities applied are adequate for the intended production. Taking into account the risks and complexity of the production site, product and process, throughout the IFS Local Check, the assessor is required to collect further evidence proving that the cleaning and disinfection activities are sufficient (e.g. in case there are critical potential uncontrolled risks, the assessor is required to investigate further elements in more depth). **Note (2):** If the company uses a third-party service provider to perform cleaning and disinfection activities, the production site being checked is responsible for addressing a minimum of the points mentioned above, ensuring good manufacturing practices and reducing food safety risks. **(!) Examples on what can be considered critical:** Food safety is at risk due to: • Unhygienic environment due to lack of or inadequate cleaning and disinfection activities/methods. • Unclean surfaces with direct contact to product. • Presence of dirt, condensation, mold, dust, and so on in places/areas/surfaces/parts can lead to product contamination. • Accumulation of dirt, organic material etc. on equipment in contact with food. • Inadequate cleaning and disinfection methods according to nature of product and process. • Evidence of potential contamination due to improper handling of cleaning and disinfection chemicals, utensils, cloths, equipment, devices etc. • Objective evidence that cleaning and disinfection activities are not suitable or adequate according to the risks of the product and processes, and/or poorly performed and or not performed at all. **Elements which may enhance implementation:** • Development of a cleaning and disinfection schedule (cleaning and disinfection schedules for third-party suppliers can also be considered). **Background or additional information:** Examples of contamination mitigation: cleaning and disinfection operations preferably carried out during non-production periods or under specific controlled operation when this is not possible, use of high-pressure water hoses on the floor to be avoided, isolation of equipment when cleaning is carried out, controlled mixing of cleaning utensils, proper cleaning of utensils according to intended use).

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2.9.2	**Supplementary**	Are cleaning and disinfection practices recorded and described in work instructions?	**What is to be considered?** • Records of cleaning and disinfection activities (e.g. on-site tables, written evidence) indicating, at minimum, that it has been carried out, where, concentrations when applicable, by whom and when. • Written up-to-date work instructions on cleaning and disinfection, indicating the appropriate applied methods, considering: – What is to be cleaned, how (appropriate method) and how often (considering housekeeping needs, site, product, and nature of processes, intended purpose of cleaning and so on). – Description of the cleaning method (this includes specific cleaning methods, such as CIP for closed systems, allergen changeover cleaning). – Approved and safe to use chemicals according to intended use, their safety data sheets and hazard symbols (if necessary). – Respective chemical dosage/concentrations according to defined method. – Instructions to minimise contamination risks. **Note (1):** Instructions of the chemical or equipment supplier are to be considered as cleaning and disinfection work instructions.
2.9.3	**Supplementary**	Are there applied controls to ensure cleaning and disinfection activities/ methods are adequate?	**What is to be considered?** • Checking of proof/records of cleaning and disinfection activities to ensure it has been performed properly. • Criteria indicating the acceptable level of cleanliness. • Based on the nature of the product and process (or even where required by law), adequate control methods, within satisfactory frequency to check that cleaning and disinfection activities are effective for the intended objective, considering possible techniques such as: – Visual inspection. – Rapid/analytical testing (e.g. ATP testing, allergen protein tests results). – Checks of chemical concentration, chemical mass balance, etc. – Checks of specific cleaning methods (e.g. residues in rinsing water for closed systems CIP cleaning). – Microbiological testing (e.g. counts of microbiological organisms from different cycles of cleaning and disinfection). • Application of actions in case results are not satisfactory (in case checked results conveyed in food safety risks, corrections shall be taken as per required in 2.17.2). • Improvements/modifications to the method in case cleaning and disinfection method needs to be adjusted. **Note (1):** These checks must reflect the nature of the cleaning and disinfection method based on the process and product (e.g. product risks), thus the use of one, multiple or other possible controls/checks will vary.

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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?	**What is to be considered?** • No indication of pest presence (pest, its parts, droppings, nesting, etc.), activity, shelter, etc. which poses a risk to food safety, legal and product compliance. • Adequate, well maintained, and clean premises, facilities, roof, ceilings, cellars, pipes, corners storage, transport equipment, pallets, production equipment, waste areas, containers, utilities areas/devices, external areas, storage areas etc., to prevent pest access, harbourage, and infestation as pests may be a relevant source of microbiological contamination. • Maintenance of adequate conditions where pests cannot enter, be attracted to, live, thrive, reproduce, take refuge and feed within the production environment, storage facility and its surroundings. • Apply preventive measures to minimise pest access and infestation with consideration to the following, but not limited to: – Site inspection at proper defined frequency to identify potential pest activities or conditions which will likely contribute to pest infestation in the production environment (e.g. access, harbour, food availability). – Checks of incoming raw-materials, products, packaging, etc. (including transport, pallets, and so on) to minimise pest introduction and infestation. – Protected windows, doors and gates. – Doors and windows are to be kept closed whenever possible and not allowing for gaps that would permit access. – Proper waste handling and cleaning and disinfection activities. – Pest monitoring and control, with consideration to: - identification of potential and target pests. - type of raw material/finished products. - monitoring and control practices regarding potential target pests (baits, traps, attraction devices, insect exterminators, chemical applications, etc.). - defined frequency of monitoring and control activities. - fully functioning bait/devices, sufficient in number, numbered/identified (and laid down on a map, where applicable based on the site's size/complexity), well maintained and placed in a suitable location. - when chemical treatment is used: use of legally approved agents, adequate concentrations, available safety data sheets and hazard symbols (if necessary), chemicals clearly labelled, controlled and stored in a way to ensure product and personnel safety (e.g. information from chemical supplier and/or third party provider). • Contamination and negative influence prevented when baits/traps/insect exterminators and chemicals are used (e.g. no insect exterminators such as electric fly killers installed in areas which may contaminate an unpackaged material/products). • Sufficiently educated/qualified employees, responsible and capable to carry out/supervise pest monitoring and control activities. • Compliance with local legal requirements for pest monitoring and control. **Note (1):** During the IFS Local Check, in case the assessor identifies the presence of pests or evidence of their presence (pests, parts, droppings, nesting, etc.), pest activity, shelter, etc. and/or conditions favourable to pest access, multiplication, etc., such situations need to be evaluated based on the risk to processes and products.

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			Note (2): Checking pest monitoring and control together with the elements listed above is essential to evaluate whether the applied pest monitoring and controls are suitable for the intended production. Considering the risks and complexity of the production site, product and process, throughout the IFS Local Check, the assessor is required to collect further evidence to demonstrate adequate pest monitoring and control (e.g. in case there are potential critical uncontrolled risks, the assessor is required to investigate further elements in more depth). **Note (3):** In case the company uses a third-party service provider to perform pest monitoring and control activities, the production site being checked is responsible for addressing a minimum of the points mentioned above, ensuring good manufacturing practices and mitigation of food safety risks. **(!) Examples on what can be considered critical:** When food safety is at risk (e.g. evidence of pest infestation or presence of pests; when critical favourable conditions exist to allow pest entry, harbourage, and infestation; when pest monitoring and control activities are not implemented or are not implemented sufficiently; when pest monitoring and control devices/chemical applications are potentially susceptible to causing contamination/negative influence) and pest monitoring and control failures leads to product and/or legal compliance issues (e.g. presence of storage pests). **Elements which may enhance implementation:** • Development of a pest monitoring and control schedule (pest monitoring and control schedules from third-party suppliers can also be considered).
2.10.2	**Foundation**	Are there measures taken in case of pest incidence and/or infestations?	**What is to be considered?** • Adequate measures in case of: – Any indication of pest activities which are likely to pose a risk to product compliance. – Pest incidence reaching or exceeding expected level. – Pest incidence potentially leading to a critical situation. – Any pest infestation. • Follow up on the resulting measures/actions from inspection and pest monitoring and control activities. **(!) Examples on what can be considered critical:** When there are no measures/actions taken when pest incidence levels are not acceptable and/or infestations are likely to or have occurred; posing risks to the product.

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2.10.3	**Supplementary**	Are pest monitoring and control activities recorded/ documented?	**What is to be considered?** • Up-to-date pest monitoring and control documents indicating preventive controls and appropriate measures/actions applied in case of pest incidence and/or infestations (which may include third-party documentation on pest control). • Evidence of pest monitoring and control activities being performed (such as site inspection reports, chemical application controls, records, monitoring devices controls, tables in place, written evidence) indicating at a minimum that it has been performed, by whom, when and the chemical application concentrations (where applicable). • Record of any case of critical pest occurrence and/or infestation, indicating measures/actions taken. • Measures/actions resulting from pest inspection, monitoring and control activities. • Pest monitoring and control reports from third-party service provider, where applicable. **Elements which may enhance implementation:** • Analysis of results and outcomes of pest monitoring and control activities in order to define improvements. • Written work instructions for pest monitoring and control. Examples of data analysis: analysis of pest monitoring and control data (for example, reports, charts, statistics, trends, critical findings, devices consumptions/trapping), analysis of pest monitoring and control trends from third party service providers, comparison of thresholds/limits, etc.
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?	**What is to be considered?** • Adequate arrangements in place for the storage and removal of waste (such as food, packaging, chemicals, production outputs, laboratory residues, waste from employee facilities). • Adequate, meaning to be suitably located, well maintained, cleaned (and disinfected where appropriate), used only for the specified purpose and clearly identifiable waste containers and storage areas (e.g. by colour, marks/codes, visual sign, written identification). • Where there is a risk of contamination and/or enforced by law, waste bins/containers and storage areas must be suitably operated in order to minimise risks (e.g. properly covered and kept closed, as appropriate, fitted with hands-free contact devices, specific bins for each type of waste). • Cleaning (and disinfection, where appropriate) of waste containers and storage areas, with consideration of mitigation practices in regard to contamination risks (e.g. not using/storing the same cleaning tools for food contact containers and waste containers). • No waste accumulation in food handling, food storage, other working areas and in external areas, in order not to become a source of contamination or harbourage for pests. • Waste must be removed at an adequate frequency and as quickly as possible from areas where unpackaged food is handled. • Waste must be handled and removed in an appropriate manner and following an appropriate path so as not to adversely affect food and become a source of cross-contamination for products, raw materials, equipment, facilities, etc. • Compliance with local legal requirements for waste handling and disposal.

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			(!) Examples on what can be considered critical: When waste is not handled, removed and stored in an appropriate manner thus posing risks to food safety (e.g. critical accumulation of waste that becomes a source of contamination or a harbourage for pests; inadequate method or route for removing waste from production which poses cross-contamination risks; when there is no clear differentiation between waste containers and other containers used in the production process or when waster container and storage areas are not adequate); when applicable legal requirements are not respected. **Elements which may enhance implementation:** • Written instructions for waste handling.
2.12	**Maintenance and repair**		
2.12.1	**Foundation**	Are production facilities, storage, equipment and processing tools well maintained?	**What is to be considered?** • Production facilities, storage, equipment and parts (including rented equipment) and processing tools in good condition and suitable for the production of safe, legal and compliant food. • No conditions which could pose risks to process, food safety, legality and product compliance (e.g. oils or liquids dripping from machinery, uncontrolled temporary repairs, splintering parts, corrosion, peeling paint, residues from maintenance and repair activities which may cause contamination, potential contamination during maintenance activities). • Adequate and immediate measures when failures and malfunctions occur in facilities and equipment (including transport) leading to a risk to food safety, product, and legal compliance (considering also the impact on products and processes). **(!) Examples on what can be considered critical:** When insufficient, non-existent or inadequate maintenance and repair activities lead to food safety issues (e.g. when structure and equipment are not well maintained; when there is no consideration to risk mitigation in maintenance and repair activities, posing contamination risks; when no measures are taken in regards to products and processes due to malfunctioning facilities and equipment); when lack of maintenance leads to product and/or legal compliance issues.
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?	**What is to be considered?** • The materials, chemicals and tools used in maintenance or repair work are fit for their intended use, stored and controlled properly, and do not pose any compliance risks or risks of microbiological, physical or chemical contamination, being used in accordance with good manufacturing and hygiene practices. • Use of approved and/or legally authorised chemicals, available safety data sheets (e.g. information from chemical supplier and/or third party provider) and hazard symbols (if necessary), clearly labelled chemicals, controlled, and stored in such a way to ensure product and personnel safety (examples of chemicals: food grade greases/lubricants/oils, non-toxic paints). • Use of appropriate materials/tools/devices and in safe and hygienic conditions in order not to pose a risk of contamination (e.g. adequately cleaned and sanitised tools for repairing parts in contact with food, different from tools used to repair drains, avoid use of materials which could lead to physical contamination). • Handling and control of chemicals/materials/tools/devices so that they do not become sources of contamination (e.g. use of appropriate routes to access/exit maintenance and repair machines/devices/tool containers within the production area, counting tools after work and proper storage of repair tools so that none are missing, control of chemical spills/dripping/ leakage, not using compressed air directly to clean production zones of open products after maintenance and repair activities to avoid spreading residues/particles). **(!) Examples on what can be considered critical:** When materials, chemicals and tools used in maintenance or repair work are not fit for their intended use or are used/handled/ stored in a way that jeopardises food safety.

N°	Requirement type	IFS Local Check Requirement	Guidance
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?	**What is to be considered?** • Suitable maintenance and repair activities applied to prevent or mitigate risks to food safety, product compliance and legality regarding: – Preventing (i.e. before critical product failures occur) or correcting malfunctions of critical equipment and devices (including transport). – Maintaining safe and hygienic production levels in production and storage facilities/premises. • Maintenance and repair activities carried out with satisfactory frequency, following good manufacturing and hygiene practices. • Measures taken in consideration to risk control in terms of maintenance/repair work, such as: – Isolation/segregation. – Protection of product and production area. – Mitigation of potential sources of chemical, microbiological and physical contamination (e.g. no tools on the floor, tool sanitisation when used to repair areas in contact with food, control of disassembled parts and maintenance tools, avoidance of chemical spilling/leakage). • Adequate cleaning and disinfection (where applicable) of equipment/devices/areas after maintenance and repair activities. • Proof of maintenance and repair activities, such as instructions, records, invoices, tables in place, written evidence, indicating at minimum where, by whom and when it has been performed. • Sufficiently educated/qualified employees, responsible and capable to perform/supervise maintenance and repair activities. • Adequate and prompt measures when failures and malfunctions occur on the premises and equipment (including transport) leading to food safety, product, and legal compliance risks (considering also the impact on products and processes). **Note (1):** If the company uses a third-party service provider to perform maintenance and repair activities, the production site being checked is responsible for addressing a minimum of the points mentioned above ensuring good manufacturing practices and mitigation of food safety risks. **Elements which may enhance implementation:** • Written work instructions for maintenance and repair activities. • Development of a maintenance and repair schedule.

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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?	**What is to be considered?** • Reliable, relevant and essential measuring and monitoring devices for food safety, product compliance and legality, functioning properly for its intended use (considering product and process), used, handled and kept within the defined functionality status based on the equipment/device supplier's instructions or legal requirements, and in good conditions. For example: – Scales (e.g. to control product weight, weigh controlled ingredients which may impact food safety). – Thermometers (e.g. for cold or frozen storage, devices used in thermal processes to control a step relevant to food safety). – Foreign material detection/separation devices where applicable (e.g. metal detectors, magnet bars). – Process devices (e.g. devices used for thermal processes, storage and transport devices for temperature and humidity). – Internal analysis devices (e.g. pH and water activity meters relevant to food safety). • Proof that measuring and monitoring devices relevant to food safety, product compliance and legality are in good working order and activities are implemented, such as: – Adequate checking, monitoring, adjusting and calibration activities. – Evidencing equipment and devices reports/documents from their own suppliers. – Functionality tests, evidence of checks by regulatory bodies such as reports, seals. Such activities should be performed at an adequate frequency to ensure devices are functioning correctly and providing the expected results. • Legal approval or checking of measuring and monitoring devices when required by the current and relevant legislation (usually performed by a representative of a regulatory body). • When measurement results or the status of the device indicate a malfunction, the device in question must be repaired or replaced in due time. • Appropriate and prompt measures shall be taken when the functionality of measuring and monitoring devices is inadequate or out of date and/or when failures and malfunctions of measuring and monitoring devices occur leading to food safety, product, and legal compliance risks (considering also the impact on products and processes). • Measuring and monitoring devices must be used exclusively for their intended purpose and are not to be used in a way that poses a risk of contamination. **Note (1):** When malfunctions occur that impact food safety, the actions to be taken regarding potentially non-conforming products (e.g. disposition of affected product) usually covers products produced after the last checking of the device's status as reliable. **(!) Examples on what can be considered critical:** When there are situations/scenarios leading to food safety, product, and legal compliance issues, such as: • The functionality status of measuring and monitoring devices is not adequate/current. • Measuring and monitoring devices are not being used according to their intended use or in a way that poses contamination risks. • When devices require legal approval and their approval status is missing, leading for example to food safety and severe compliance risks. • When no measures are taken in regard to products and process due to malfunctioning or inadequate condition of devices and food is at risk.

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			Elements which may enhance implementation: • Identification/list of measuring and monitoring devices that are relevant and essential to food safety, product compliance and legality. • Development of a plan/schedule for measuring and monitoring activities (such as appropriate checking, monitoring, adjustment and calibration).
2.14	**Storage**		
2.14.1	**Foundation**	Are storage conditions adequate and checked?	**What is to be considered?** • Adequate storage conditions, areas (including picking area, loading area, area prior to loading and unloading areas, where applicable) and practices, following good manufacturing and hygiene practices, with consideration, but not limited to: – Raw materials, packaging materials, semi-finished and finished products. – Working materials, auxiliary materials, devices, additives, chemicals. – Cleaning and disinfection utensils. – Obsolete/idle materials/equipment/devices. – Storage conditions, hygiene and maintenance. • Adequate storage conditions to ensure food safety, product compliance and legality (e.g. dry conditions, cooling and freezing temperatures, humidity), according to product/materials characteristics and control of the respective parameters, when applicable (such as temperature and humidity). • Clear identification of raw materials, packaging materials, semi-finished and finished products, ensuring: – Traceability. – Proper control of use by dates/expiry dates. – No mix-ups/contamination when there are food safety risks. • Where applicable, conditions to handling/control of open/used materials (e.g. ingredient which have not been fully used and will be returned to the storage area). • Additionally and where applicable, considerations to physical separation/spacing of materials/products (e.g. raw materials containing allergens, raw materials and ready-to-eat products) in order to avoid contamination risks. **Note (1):** If the company uses a third-party service provider for storage services, the production site being checked is responsible for addressing a minimum of the points mentioned above, ensuring good manufacturing practices and mitigation of food safety risks. **(!) Examples on what can be considered critical:** When storage conditions, loading/unloading areas and practices are inadequate, leading to food safety and product compliance issues (e.g. when storage conditions do not follow proper GMP's posing food safety risks; storage temperature does not correspond to temperature required for the product; storage temperature is not controlled).

N°	Requirement type	IFS Local Check Requirement	Guidance
2.14.2	**Foundation**	Are there measures to minimise the contamination risks or other negative impacts related to the storage environment and operations?	**What is to be considered?** • Appropriate storage measures/practices, following good manufacturing and hygiene practices applied to minimise the contamination risks or other negative impacts related to the environment and storage operations, such as: – No goods stored directly on the floor. – No conditions to allow access and harbourage for pests. – Doors closed when necessary and possible, according to the operation, to ensure storage conditions are maintained (e.g. cold storage rooms). – Proper spacing of pallets (including from pallet to wall), in order to avoid accumulation of dirt, possible pest harbourage and so on. – Control of mixing of goods and practices to prevent contamination or negative impacts (such as separation, isolation and/or protection of food items and chemicals; cleaning and disinfection utensils separated according to their intended use, raw materials carrying allergens properly separated). – Avoid outdoor storage (in case this is not possible, adequate measures to mitigate risks). – Eliminate risk of odour transferring. – Measures applied with consideration to nature of products/materials and to prevent mixing, contamination or negative impacts (e.g. consideration of allergens, GMO's, sensitive goods, raw food, quarantined products). **(!) Examples on what can be considered critical:** When uncontrolled conditions in storage premises and operations are leading to contamination risks or generating negative impacts that affect food safety and product compliance.
2.15	**Transport**		
2.15.1	**Foundation**	Are transport conditions adequate and checked?	**What is to be considered?** • Adequate transport conditions, operations (including unloading and loading), vehicles and transport related equipment (e.g. hoses), following good manufacturing and hygiene practices with consideration, but not limited to: – Conditions, hygiene, and maintenance of vehicles and equipment. – Absence of strange smells, high dust load, adverse humidity/condensation, pests, mold, etc. – Where applicable and with consideration to existing risks, appropriate loading/unloading operations and areas according to the intended use (e.g. risks of pest entry is mitigated, protection of products from adverse weather conditions, prevention of waste accumulation, docks to be closed when necessary and possible according to operation). – Minimisation of contamination risks or other negative impacts related to the conditions and transport operations (e.g. different categories of goods, such as food/non-food, consideration of products with allergens, GMOs, sensitive goods, raw food). • Adequate minimal initial transport conditions to ensure food safety, product compliance and legality prior to loading (e.g. cleanliness, vehicle conditions and inside temperatures), according to characteristics of product/materials and control of respective parameters, where applicable. • Adequate minimal transport conditions to ensure food safety, product compliance and legality upon reception and delivery of goods (e.g. no pests, no contamination sources, vehicle inside temperatures), according to product/materials characteristics and control of relevant parameters, where applicable. • Sufficient means to ensure transport is adequate so that conditions are maintained in accordance with the characteristics of the product/materials, ensuring food safety, product compliance and legality (e.g. temperatures, humidity).

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			Note (1): Transport requirements are eligible and applicable to different materials and products (with consideration to the risks involved) the production site receives and dispatches (e.g. raw materials, packaging materials, finished products). **Note (2):** If the company uses a third-party service provider for transport, the production site being checked is responsible for addressing a minimum of the points mentioned above, ensuring good manufacturing practices and the mitigation of food safety risks. **(!) Examples on what can be considered critical:** When transport conditions, areas and practices are not adequate, leading to food safety and product compliance issues (e.g. when, where required, transport conditions are not adequate and/or controlled; when the temperature inside the transport vehicle does not correspond to the product temperature; when uncontrolled conditions inside the transport, its equipment and operations are leading to potential contamination risks or generating negative impacts).
2.16	**Traceability**		
2.16.1	**Foundation**	Is the production site able to identify and trace product lots and establish their relation to respective: • raw materials • packaging materials • processes at different stages of production until delivery to the customer?	**What is to be considered?** • Production site capable of identifying, tracking/following and continuously linking relevant variables for production, based on legal requirements, where applicable, through liable traceability, by means of: – Tracking and identifying the source of food components in a batch of manufactured products (such as raw materials and packaging materials in contact with food and/or materials carrying legal and/or relevant food safety information, for example, labels), with consideration to the respective supplier, dates of receipt, quantities of sourced food components and respective batch information (e.g. production and expiration date), used quantities and relevant production data. – Retrieving data about the origin, source, receipt, use and processing of all materials at all steps (including rework/ reprocessing, semi-finished or intermediate/work in progress products), in addition to processing and customer distribution history relevant data, within suitable timeframes (e.g. quantities, statuses, identification/codification within the source, production process and supply chain). – Following the movement and allow identification of food (including its components) throughout the specified stage(s) of processing, and distribution. – Track and identify where final product lots were delivered to, with consideration to customer data, product data (e.g. quantities, types of products) and shipping dates. – Label, visually identify, and codification of raw materials, packaging materials, rework/reprocessing goods, batches/lots of semi-finished and finished product in a timely manner to allow tracing and linking of applicable elements/processes and ensuring their respective traceability. – Allowing measures/actions in due time to address and respond to incidents and crises, which may result in product withdrawal and recall. • Available proof of applied traceability, such as records, receipt and dispatch controls, delivery, and expedition invoices, product codification/labelling, etc. **Note (1):** Traceability processes are different from stock management/ inventory control. These are usually related as additional support. **Note (2):** During the IFS Local Check, based on samples chosen, the assessor is required to evaluate whether traceability is properly implemented and operated, by means of checking whether upstream and downstream traceability works, how it connects to relevant processes and products and the companies' capacity to retrieve relevant data.

N°	Requirement type	IFS Local Check Requirement	Guidance
			(!) Examples on what can be considered critical: When traceability is not implemented at all or is not adequate or compatible with the complexity of the production site; when production site fails to continuously identify, trace, track and link the variables relevant to production (including due to insufficient proof) indicating non-functional traceability; when the company systemically fails to provide and link data with respect to source of materials, production components and customer delivery; when legal requirements are not respected. **Elements which may enhance implementation:** • Written work instruction explaining how traceability and identification works.
2.16.2	**Foundation**	Are goods identifiable to ensure they are clearly traceable?	**What is to be considered?** • Labelling, visual identification or codification of raw materials, packaging materials, reworked/reprocessed goods, semi-finished and finished product batches/lot must be carried out in due time to ensure they are traceable (e.g. final products directly packed, proper codification of goods which will be packed and labelled at a later stage, such as semi-finished products). • Codification with consideration to: – Batch/lot number. – Manufacturing/production date, where applicable. – Shelf-life (e.g. expiration date, use by, best before date), defined using the original production batch/lot. **Note (1):** Identification during the process could be made possible by using labelling/identification of products or on specific containers (e.g. for semi-finished products). **(!) Examples on what can be considered critical:** When the labelling, visual identification, and codification of raw materials, packaging materials, reworked/reprocessed goods, semi-finished and finished product batches/lots are not carried out, not carried out in due time, or adequately, impacting traceability or allowing mixing or misuse of materials and products, leading to food safety and product issues; when identification/codification does not respect legal requirements.
2.16.3	**Supplementary**	Are there applied checks to ensure traceability is being operated effectively?	**What is to be considered?** • The application of means to check traceability is being operated effectively, such as: – Checks of traceability proof/records to ensure functionality. – Mass balance exercises. – Critical analysis. – Exercises to retrieve date within defined timeframe. – Traceability tests. • Adequate frequency (recommended at least once every 12 months or whenever relevant changes occur). • Implementation of actions in case the results are not satisfactory (in case checked results conveyed in food safety risks, corrections shall be taken as per required in 2.17.2). • Improvements and/or modification to traceability, if necessary.

N°	Requirement type	IFS Local Check Requirement	Guidance
			Background or additional information: Example of essential elements which could be considered for internal traceability check: • Which raw materials and respective batches were used in the product. • Which food contact packaging materials/labels batches were used. • Information about which other products these raw materials were incorporated into. • Information on to whom and where these products were delivered. • Information on the quantity produced (piece, weight, packs, etc.) and shipped (mass balance). • Collection of available documents for the products produced (e.g. delivery notes for the raw materials, delivery notes to customers, records on raw materials/materials used, relevant documents from production and product controls). • Checking that relevant process and product controls were complete and within the specified values (e.g. cooking temperatures, cold storage temperatures, food safety controls). • Time taken to retrieve all data (and challenge this recuperation time as matter of improvement).
2.17	**Non-conformities, measures and actions**		
2.17.1	**Foundation**	Is there a check for non-conformities? Are they handled adequately?	**What is to be considered?** • The company is able to identify and address/handle critical non-conformities which impact (or are highly likely to pose risks to) food safety, legal and essential product compliance, such as (but not limited to): – Non-conforming raw materials, packaging materials, intermediate products and final products. – Non-compliance with legal requirements. – Process deviations. – Process and product non-conformities. – Failures, malfunctions or unsuitable conditions of facilities, processing equipment and measuring and monitoring devices (e.g. when devices related to controlling thermal processes to ensure food safety are unreliable or do not function properly). – Failures in implemented food safety measures and controls (e.g. when controlled temperatures in thermal processes essential to ensure food safety are not achieved). – Physical, microbiological and chemical contamination (e.g. when there is peeling paint above open products/production or even a machine allowing physical contamination of the product). – Pest infestation. – Unsatisfactory analytical controls, where applicable, which impact food safety and legality. – Critical findings during internal inspections. – Non-conformities related to critical complaints about food safety, legality and essential product compliance. – Non-conformities identified from official controls and surveillance. – Food safety incidents.

N°	Requirement type	IFS Local Check Requirement	Guidance
			• Where applicable and where non-compliant raw materials, packaging materials, intermediate products and final products: – Adequate means to avoid contamination, mixing, processing or dispatch of non-conform goods (e.g. identification, segregation/isolation, colour coding, stock counting). – Adequate means to define their status (e.g. product on hold/quarantined, under analysis/check, not approved, failed), also considering information on respective batches and quantities. – Who is responsible and how decisions are taken regarding further use, such as release, rework/reprocessing, blocking, quarantine, rejection/disposal. • Appropriate and immediate measures when non-conformities occur leading to food safety, product, and legal compliance risks, considering also the impact on products and processes. • Adequate and sufficient means to prove critical non-conformities with food safety, legal and essential product compliance are identified, addressed and properly handled and controlled (e.g. list of non-conformities, identification and/or isolation of products on hold, list of products on hold, evidence of non-conformity status, non-conformity forms, records, internal communications, information from responsible persons and owner). **Note (1):** For some local production sites, quarantine areas (where non-conforming materials, intermediate and finish products, etc. remain on hold until further status is defined) may not exist due to the nature and size of the site. Thus, it is sufficient that the elements listed above are addressed and controlled. **Note (2):** During the IFS Local Check, the assessor is required to cross check the information collected from the applied sampling of product and processes (e.g. failed outcomes from controls and measures implemented) with the evidence on how the site deals with non-conformities. **(!) Examples on what can be considered critical:** When there are situations/scenarios leading to food safety, product, and legal compliance issues, such as: • When the company does not know how to identify, address and properly handle and control non-conformities. • When there is no awareness and adequate means to handle and control non-conformities and non-conforming products and materials. • When products/materials on hold/under quarantine are not properly controlled, potentially conveying risks of contamination, mixing, processing and dispatch. • When due to critical non-conformities, no prompt measures are taken, posing risks to processes and products. **Elements which may enhance implementation:** • Written work instructions explaining the handling and control of non-conformities. **Background or additional information:** This requirement supports food safety awareness within the company.

N°	Requirement type	IFS Local Check Requirement	Guidance
2.17.2	**Foundation**	Where non-conformities are identified, are corrections implemented in due time (considering risks and impacts)?	**What is to be considered?** • Appropriate actions to eliminate detected critical non-conformities related to food safety, legality and essential product compliance, by means of: – Corrections implemented in due time, considering risks and impacts. – Corrections sufficient to eliminate the non-conformity, and mitigate/control risks. • Prompt actions when non-conformities occur leading to food safety, product, and legal compliance risks, thus considering also the impact on products and processes (e.g. when failures or malfunctions occur on the premises, to measuring devices or equipment, impacting food safety, legality and essential product compliance, immediate corrections are to be taken, including measures to avoid further impact on production processes and products). • Adequate and sufficient means to prove that corrections have been made in the case of critical non-conformities related to food safety, legal and essential product compliance (e.g. on site evidence, photos, records, action tables, observed and/or recorded measures, non-conformity/actions/measures statuses evidence or forms, internal communications, information from responsible persons and the owner, invoices, supplier information/documents). **(!) Examples on what can be considered critical:** When no corrections are taken or corrections are inadequate, insufficient or not implemented in due time or when critical non-conformities are recurrent due to no actions being implemented. **Elements which may enhance implementation:** • Development of a list with all corrections, responsibilities, dates and status. **Background or additional information:** Corrections: action to eliminate a detected non-conformity. This requirement supports food safety awareness within the company. In due time, implementation is considered at the appropriate; right; relevant; adequate time.
2.17.3	**Supplementary**	Where non-conformities are identified, are corrective actions implemented in due time (considering risks and impacts)?	**What is to be considered?** • Adequate actions to eliminate the cause of a detected critical non-conformity related to food safety, legality and essential product compliance, by means of: – To perform root cause analysis for non-conformities related to food safety and legal compliance issues. – Corrective actions implemented in due time considering risks and impacts. – Corrective actions sufficient to eliminate the cause of the non-conformity, control risks and avoid recurrences. **Elements which may enhance implementation:** • Development of a documented action plan, considering corrections, corrective actions, responsibilities, level of risk, dates and status. **Background or additional information:** Corrective actions: action to eliminate the cause of a detected non-conformity. This requirement supports food safety awareness within the company. In due time, implementation is considered at the appropriate; right; relevant; adequate time.

N°	Requirement type	IFS Local Check Requirement	Guidance
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?	**What is to be considered?** • The company must demonstrate the ability to withdraw and/or recall affected products in due time (considering risks, urgency, impacts, no delays and legal requirements) in the cases where (but not limited to): – Manufactured products are unsafe (or highly likely to be unsafe), posing a risk to the consumer, due to, for example: - critical failures in the production processes. - produced with non-compliant raw materials packaging materials, intermediate products. - products affected by a food safety incident. - severe microbiological contamination (e.g. presence of pathogenic bacteria likely to cause illness) of the final products. - final products with contaminants above the expected legal limits. - mislabelling. - actions required by the authorities after inspections and tests. – There are non-compliances with the law, for example, label that do not comply with legal required information. – There are critical non-compliances which are highly likely or proven to affect the safety, stability and integrity of the product, for example, packaging defects, products infested with pests, products labelled with inadequate storage instructions. • Awareness, consideration and application of the following: – Involvement of the business owner. – Identify the source of the problem (e.g. products manufactured with a contaminated ingredient, so traceability to the material source, batches and respective supplier are to be considered, check internal controls to identify the source of the failure within the production stages of the product). – Decision on what should be withdrawn and/or recalled. – Traceability to identify which batches of semi-finished and finished products and respective quantities are affected, where are the affected products and to which buying customers they were supplied to. – Communicate with material suppliers (e.g. if the reason for non-conforming products is due to non-conforming raw materials, packaging materials). – Effective means of communication (e.g. available contact information). – Communicate in due time (considering urgency and impact) to buying customers. – Communicate in due time to respective authorities, where required by law. – Where applicable, communicate to consumers (e.g. public communication of a dangerous product which has been already offered to consumers). – Where applicable, return of non-conforming products and means to avoid cross contamination. • Compliance with respective legal requirements. • Awareness of the steps to conduct product recall and withdrawal by the owner and responsible employees. **Note (1):** Traceability is a key element for product withdrawal and recall. **Note (2):** If the company has faced a real withdrawal and/or recall situation, proof of how it was handled can be provided as evidence.

N°	Requirement type	IFS Local Check Requirement	Guidance
			Note (3): If the production site being checked faces an actual product recall and withdrawal, the respective certification body or assessment provider responsible for the IFS Local Check must be contacted to define the respective impact on the currently valid check. **(!) Examples on what can be considered critical:** When the company does not know how to identify the need for a product recall and withdrawal; when there is no awareness and proper means to perform a product withdrawal and/or recall and provide respective communication, allowing non-conforming or dangerous products to remain available to buying partners and/or consumers. **Elements which may enhance implementation:** • Written work instructions explaining the steps for product withdrawal and recall. **Background or additional information:** This requirement supports food safety awareness within the company. Product withdrawal: any measure aimed at preventing the distribution, display and offer of a non-compliant product. 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.
2.18.2	**Foundation**	Can the production site provide responses in due time to: • incidents • crisis • notifications from authorities • and critical complaints?	**What is to be considered?** • The company must demonstrate the ability to identify, address, communicate and respond to incidents, crises, notifications from authorities and critical complaints, with consideration to food safety, legality and essential product compliance risks, for example: – Occurrence of food safety incidents, such as contamination of products, utilities and lines. – Products confirmed as non-conforming, unsafe or critical. – Confirmation of the presence of pathogenic bacteria in the products or in critical areas and surfaces. – Severe situations impacting food safety (e.g. power outage, floodings, water leakage or chemical spills on open products/line, impacting products). – Systemic pest infestation putting product in risk. – Presence of legally undeclared allergen. – Scenario of one or more critical complaints received from customers, authorities and/or consumers related to product food safety, legality and essential product compliance risks (e.g. complaint about the presence of glass in the product, authority addressing the complaint/penalty/actions as outcomes from surveillance checks related to sanitary inspections, border checks or product testing). – Unfavourable results from customer testing and checks of essential food safety parameters. – Occurrence of situations and emergencies which pose or are highly likely to pose a risk to food safety, legality and essential product compliance. • Assess and address, as applicable to each situation and not limited to: – Impact on products, the company, consumers and customers. – Handling and follow-up of complaints (including responses). – Handling and actions in case of non-conformity of product and process (in accordance with requirements referred in 2.17 and 2.18).

N°	Requirement type	IFS Local Check Requirement	Guidance
			– Retention, contention and quarantine of materials, semi-finished products, intermediate products and final products. – Product withdrawal and recall. – Restoration of production conditions so that products are safe and legally compliant. • Awareness of the need for and steps to be taken to respond to emergencies, incidents and critical complaints by the owner and responsible employees. **(!) Examples on what can be considered critical:** When the company does not know how to address emergencies, incidents and critical complaints, or when there is no awareness and proper means to identify, communicate, control, respond and react to emergencies, leading to food safety, product, and legal compliance issues. **Background or additional information:** This requirement supports food safety awareness within the company. In due time, implementation is considered at the appropriate; right; relevant; adequate time.
2.18.3	**Supplementary**	Are non-conformities, recall, withdrawal, incidents, crisis and critical complaint recorded/documented?	**What is to be considered?** • Records/documents (such as controls sheets, tables, lists, written evidence, e-mails) of non-conformities, recalls, withdrawals, incidents, crises and critical complaints, indicating: – What happened and when. – Impacted materials and products. – Resulting measures/actions (how it was handled/solved).
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?	**What is to be considered?** • In local production sites, production processes are typically less complex and involve fewer variables. Thus, considering the complexity of the product and process, the risks and the nature of the local production sites: – good manufacturing and good hygiene practices – essential prerequisites – preventive and simpler control measures are likely to be sufficient when applied to prevent, mitigate, eliminate, control or reduce possible and expected biological hazards to an acceptable level. Where applicable, the flexibilities applied must also rely on respective legal requirements. Examples of biological hazards (among others): bacteria, pathogenic bacteria, yeasts, toxins from microorganisms, viruses, parasites. • Based on the elements cited above, it is important that the company understands the existing biological hazards that may arise during food processing and mitigate/control them appropriately by implementing certain risk-reducing activities, for example (but not limited to): – Properly implemented good manufacturing and good hygiene practices (e.g. personnel hygiene, cleaning and disinfection operations, pest monitoring and control) based on the process and nature of the product and the level of hygiene required.

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			– Compliance with microbiological parameters for water potability and proper handling of utilities (e.g. air conditioning, air flows, compressed air, gases). – Mitigation of cross contamination of facilities and their operations (e.g. water leakage from pipes, condensation in walls and surfaces, air flow), personnel, raw materials, semi-finished products, finished products, reprocessing and rework operations materials, equipment, devices, animals, pests, maintenance and repair tools. – Purchase of materials from reliable suppliers and brokers (e.g. own supplied materials, suppliers with register/approval number where subjected to official controls checked, origin and history information, authentic materials supply, suppliers enabled to inform basic traceability and food safety information). – Checking incoming materials based on, for example, potential biological sources of contamination, presence of potential biological hazards and product characteristics relevant to avoid microbiological growth (e.g. presence of pests, inspecting presence of parasites, checking temperatures of raw material).In addition, based on product risks, nature of the company, legal requirements and supplier reliability, requesting certificates of analysis from suppliers, where critical. – Implement specific hygiene practices for high-risk products (e.g. higher frequency of hand washing, use of gloves and masks, dedicated utensils, high risk zone segregation). – Processing steps and compliance with relevant process parameters to control/eliminate/reduce microorganisms (e.g. cooling, refrigeration, freezing, thermal processes). – Other specific control measures, where applicable. • Where required and applicable, awareness of and conformity to respective criteria imposed by legal requirements. • Where required and applicable, definition of shelf-life considering food safety criteria according to respective risks. • When the food safety risk is critical and/or when legal requirements are applicable, be aware of the critical microbiological criteria for the product and process and carry out reliable microbiological analysis tests, where required and/or applicable, such as raw materials, final products, surfaces, hand-swabs, air monitoring, etc, and have means of proving their compliance. The nature of the company and the reliability of the supplier, where applicable, must be considered. • Means to prove that biological hazards are controlled, such as (but not limited to): on site observation, explanations, production personnel behaviour, hygiene and maintenance level, compliance to GMP and GHP, applied processing steps, applied controls, preventive measures and control measures, compliance to process parameters, analysis results, records, supplier analysis certificates, awareness of microbiological criteria. • Awareness of communicating food safety issues to the person responsible for production or food safety, when measures fail to prevent, mitigate, eliminate, control or reduce respective hazards to an acceptable level and proper handling of non-conforming materials, products and so on. • Employees awareness of the importance of preventing intentional contamination/tampering of products and production environment. **Note (1):** In order to support the evaluation of the adequacy of applied practices, measures and controls, additionally the inspection reports from authorities, food safety related complaints and other relevant information should be considered by the assessor. **Note (2):** For a Codex Alimentarius based HACCP implementation, compliance with legal requirements (considering applied flexibilities, where applicable) and the complexity of the product and process, the risks and nature of local production sites shall be considered. Based on these elements, HACCP based requirements (Chapter 3.2 from this checklist) can be additionally added to the IFS Local Check as support towards the implementation of this framework.

N°	Requirement type	IFS Local Check Requirement	Guidance
			(!) Examples on what can be considered critical: When the production site is not aware of the possible and expected biological hazards related to its products and processes; when relevant, critical and legal microbiological criteria are unknown (e.g. about pathogen bacteria); when practices, measures or controls are not applied or are applied insufficiently or inadequately to avoid, mitigate, eliminate, control or reduce biological hazards to an acceptable level; when products and processes are clearly subject to food safety risks due to biological hazards; when legal requirements are not respected. **Background or additional information:** This requirement supports awareness of food safety within the company.
3.1.2	**Foundation**	Are there sufficient measures in place to control foreign materials and physical hazards?	**What is to be considered?** • In local production sites, production processes are typically less complex and involve fewer variables. Thus, considering the complexity of the product and process, the risks and the nature of the local production sites: – good manufacturing and good hygiene practices – essential prerequisites – preventive and simpler control measures are likely to be sufficient when applied to prevent, mitigate, eliminate, control or reduce possible and expected foreign materials and physical hazards to an acceptable level. Where applicable, the flexibilities applied must also rely on respective legal requirements. Examples of physical hazards (but not limited to): glass, brittle materials, wood, metal, bones, stones, plastic, nutshells, strings, clips, paper and cardboard (which may arise, for example, from ingredients, from production infrastructure, parts/pieces of equipment/surfaces/devices, from packaging). • Based on the above, it is important that the company understands that existing foreign materials and physical hazards that may arise during food processing and mitigate/control them appropriately by implementing certain risk-reducing activities, for example (but not limited to): – Properly implemented good manufacturing and good hygiene practices. – Products being processed are protected from physical contamination (e.g. from environmental contaminants, from personnel uniforms, from process, equipment and machine components/parts (such as screws, nuts, bolts), tools (e.g. cutting devices, maintenance tools), utensils (e.g. clamps, sampling devices, monitoring devices), from facility structure (such as pipes, walkways, platforms, ladders, walls, overheads, extraction equipment, light fixtures, brittle material panels, glass windows), hazardous chemicals, oils or dripping liquids from machinery (e.g. maintenance lubricants, compressed air oil). – Control of glass and and/or brittle materials and measures applied in case of breakage of those materials (by means of informing responsible person, isolating impacted products and retrieve safe process and product conditions to start production again, etc.). – Control of cutting devices, sharp cutters, staples/clips and so on. – Mitigation of cross contamination of facilities and their operations (e.g. personnel, uniforms, facility process flow and design, raw materials, packaging materials, packaging parts, utensils, cutting devices, process devices, monitoring devices, tools, environment, construction, machine/equipment components, pest control devices, cleaning and disinfection and maintenance operations, reprocessing and rework operations).

N°	Requirement type	IFS Local Check Requirement	Guidance
			– Controlled use of wood (e.g. wooden surfaces, wooden pallets), where it cannot be eliminated or where necessary due to use, considering respective processing and nature of product (e.g. traditional products). – Purchase of materials from reliable suppliers and brokers (e.g. own supplied materials, suppliers with registration/approval numbers subject to official controls, information on origin and history, supply of authentic materials, suppliers capable of providing basic traceability and food safety information). – Check incoming materials based on potential sources of foreign materials or physical hazards (e.g. presence of stones, bones). In addition, based on product risks, nature of the company, legal requirements and supplier reliability, requesting certificates of analysis from suppliers where critical. – Based on process and product risks, the nature company and legal requirements, be aware of critical criteria for the product and process in terms of foreign materials and physical hazards. – Processing steps, use of specific devices/equipment or applied measures, and compliance with process parameters that are relevant to prevent/control/eliminate/reduce foreign materials and physical hazards (e.g. retention/ separation/ elimination steps with devices such as proper sieves, functioning magnet bars, use of line protections, visual inspection, handling of packaging/containers: turn over, blow, rinse, wood materials control, pallet inspections/protections, adequately functioning detection devices such as metal detector/ x-rays). – Other specific control measures, where applicable. • Where the food safety risk is critical and/or where legal requirements apply, be aware of critical criteria for product and process contaminants. The nature of the company and the supplier reliability, where applicable must be considered. • Where required and applicable, awareness of and compliance with the respective criteria enforced by legal requirements. • Means to prove foreign materials and physical hazard are controlled, such as (but not limited to): on site observation, explanations, behaviour of production personnel, hygiene, maintenance and product protection level, compliance with GMP and GHP, applied processing steps, applied controls, preventive measures and control measures, compliance with process parameters, analysis results, use of control/elimination/separation devices for foreign materials, records, supplier analysis certificates, awareness of criteria relating to foreign materials and physical hazards. • Employees awareness of the importance of preventing intentional contamination/tampering of products and production environment. • Awareness of the importance of communicating food safety issues to the responsible person for production or food safety when measures fail to avoid, mitigate, eliminate, control or reduce to an acceptable level respective hazards and proper handling of non-conforming materials, products and so on. **Note (1):** In order to support the evaluation of the adequacy of applied practices, measures and controls, additionally the inspection reports from authorities, food safety related complaints and other relevant information should be considered by the assessor. **Note (2):** For a Codex Alimentarius based HACCP implementation, compliance with legal requirements (considering applied flexibilities, where applicable) and the complexity of the product and process, the risks and nature of local production sites shall be considered. Based on these elements, HACCP based requirements (Chapter 3.2 from this checklist) can be additionally added to the IFS Local Check as support towards the implementation of this framework.

N°	Requirement type	IFS Local Check Requirement	Guidance
			(!) Examples on what can be considered critical: When the production site is not aware of possible and expected foreign materials and physical hazards related to their products and processes; when relevant critical and legal criteria related to foreign material and physical hazards, are unknown; when practices, measures or controls are not applied or are insufficiently applied or not properly handled to avoid, mitigate, eliminate, control or reduce to an acceptable level foreign materials and physical hazards; when products and processes are clearly subject to food safety risks due to contamination or presence of foreign materials and physical hazards; when legal requirements are not respected. **Background or additional information:** Reference: IFS Guideline for an Effective Foreign Body Management. This requirement supports food safety awareness within the company.
3.1.3	**Foundation**	Are there sufficient measures in place to control chemical hazards?	**What is to be considered?** • In local production sites, production processes are typically less complex and involve fewer variables. Thus, considering the complexity of the product and process, the risks and the nature of the local production sites: – good manufacturing and good hygiene practices – essential prerequisites – preventive and simpler control measures are likely to be sufficient when applied to prevent, mitigate, eliminate, control or reduce possible and expected chemical hazards to an acceptable level. Where applicable, the flexibilities applied must also rely on respective legal requirements. Example of chemical hazards: chemical agents (e.g. used for cleaning and disinfection, maintenance pest control), chemical elements from water, food additives, mycotoxins, heavy metals, environment and process contaminants (e.g. acrylamide), prohibited substances for example in animals, fish, and seafood, pesticides, veterinary drugs and animal growth compounds, food contact material contaminants (e.g. compounds which may migrate from packaging), metabolites resulted from microbiological enzymatic activities (e.g. histamine). Allergens are also considered chemical hazards, but are addressed in a separate requirement in this checklist. • Based on the above, it is important that the company understands that existing chemical hazards that may arise during food processing and mitigate/control them appropriately by implementing certain risk-reducing activities, for example (but not limited to): – Properly implemented good manufacturing and good hygiene practices (e.g. control and proper storage of chemical products, avoiding chemical products splashing/dripping/scaping onto open product, use of food grade chemicals, labelled chemical products, product protection, proper chemical removal from cleaning operations, cross contamination mitigation from facility and its operations). – Compliance with chemical parameters for water potability and proper handling of utilities (e.g. compressed air can be contaminated with oil). – Control of product additives and processing aids according to legal requirements and food safety limits. – Packing materials in contact with food in compliance to legal and essential product requirements. – Control of chemical hazards/risks from packaging which may migrate or affect food safety (e.g. packaging purchasing from reliable sources, packaging supplier certificate of analysis/migration certificates). – Materials purchased from reliable suppliers and brokers (e.g. own supplied materials, suppliers with register/approval number where subjected to official controls checked, origin and history information, authentic materials supply, suppliers enabled to inform basic traceability and food safety information).

N°	Requirement type	IFS Local Check Requirement	Guidance
3.1.3			– Check incoming materials based on potential chemical hazards. In addition, based on product risks, nature of the company, legal requirements and supplier reliability, requesting certificates of analysis from suppliers where critical. – Processing steps or applied measures, and compliance to process parameters which are relevant to control/eliminate/ reduce chemical hazards. – Other specific control measures, where applicable. • Where food safety risk is critical and/or where legal requirements are enforced, be aware of critical criteria for product and process contaminants (e.g. mycotoxins, heavy metals, environment and process contaminants, prohibited substances for example in animals, fish, and seafood, pesticides, veterinary drugs and animal growth compounds, food contact material contaminants, metabolites resulted from microbiological enzymatic activities) and have means to prove compliance. Company nature and supplier reliability, where applicable must be considered. • Where required and applicable, awareness and conformity of respective criteria enforced by legal requirements. • Means to prove chemical hazards are controlled, such as (but not limited to): on site observations, explanations, behaviour of production personnel, level of maintenance and protection of product, compliance with GMP and GHP, applied processing steps, applied controls, preventive measures and control measures, compliance to process parameters, analysis results, records, supplier certificates of analysis, awareness of chemical hazard criteria. • Employees awareness of the importance of preventing intentional contamination/tampering of products and production environment. • Awareness of communicating food safety issues to responsible person for production or food safety when measures fail to avoid, mitigate, eliminate, control or reduce to an acceptable level respective hazards and proper handling of non-conforming materials, products and so on. **Note (1):** In order to support the evaluation of the adequacy of applied practices, measures and controls, additionally the inspection reports from authorities, food safety related complaints and other relevant information should be considered by the assessor. **Note (2):** For a Codex Alimentarius based HACCP implementation, compliance with legal requirements (considering applied flexibilities, where applicable) and the complexity of the product and process, the risks and nature of local production sites shall be considered. Based on these elements, HACCP based requirements (chapter 3.2 from this checklist) can be additionally added to the IFS Local Check as support towards the implementation of this framework. **(!) Examples on what can be considered critical:** When production site is not aware about possible and expected chemical hazards related to their products and processes; when chemical hazards relevant, critical and legal criteria are unknown; when practices, measures or controls are not applied or are insufficiently applied or not properly handled to avoid, mitigate, eliminate, control or reduce to an acceptable level chemical hazards; when products and processes are clearly under food safety risks due to contamination or presence of chemical hazards; when legal requirements are not respected. **Background or additional information:** This requirement supports food safety awareness within the company.

N°	Requirement type	IFS Local Check Requirement	Guidance
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?	**What is to be considered?** • Compliance with allergen labelling and control according to legal requirements with reference to laws and regulations of the production and, where applicable, destination countries. • Identification of allergens requiring declarations, including unintentional or technically unavoidable cross-contaminations of legally declared allergens and traces in all raw materials (with consideration to blends and formulas to which such raw materials containing allergens are added in order to trace/identify in which semi-finished/finished products the allergens might be present). Depending on complexity of product formula, this identification may be supported by means of (but not limited to): lists, data sheets, materials specifications, questionnaires, complementary declarations, allergen matrices). • Good manufacturing and good hygiene practices, prerequisite essential elements, preventive measures and specific control measures implemented to ensure that potential cross contamination of products by allergens are minimised/ controlled, with consideration to potential risks involving a minimum of: – Steps from receipt to dispatch. – Processing/ reprocessing/ rework. – Environment. – Transport. – Storage. – Raw materials. – Personnel (including contractors and visitors). • Appropriate allergen labelling declaration of finished products according to respective applicable legal requirements, considering: – Allergens inherent in raw materials and the product. – Potential cross-contamination with allergens from raw materials. – Unintentional or technically unavoidable cross-contamination of legally declared allergens and traces. • Means to prove allergens are controlled, such as (but not limited to): on site observation, explanations, production personnel behaviour, product protection level, compliance to GMP and GHP, applied processing steps, applied controls, preventive measures and control measures, compliance to process parameters and analysis results, records, supplier information, awareness on allergen criteria, product labels, raw material information. • Awareness on communicating food safety issues to production responsible person when measures fail to avoid, mitigate, eliminate, control or reduce to an acceptable level, respective hazards and proper handling of non-conforming materials, products and so on. **Note (1):** The declaration of allergens and traces acknowledges legal requirements, raw material (which including aromas, additives, coadjutants/processing aids, etc.), blends and formulas allergens and unintentional or technically unavoidable cross-contaminations. **Note (2):** In order to support the evaluation of applied practices, measures and controls as sufficient, authorities' inspection reports, food safety related complaints and other relevant information are to be considered by the assessor. **Note (3):** For a Codex Alimentarius based HACCP implementation, enforcement of legal requirements (considering applied flexibilities, where applicable) and product and process complexity, risks and local production sites nature shall be considered. Based on such elements, HACCP based requirements (chapter 3.2 from this checklist) are to be additionally added in the IFS Local Check as support towards this structure implementation.

N°	Requirement type	IFS Local Check Requirement	Guidance
3.1.4			**(!) Examples on what can be considered critical:** When production site is not aware about possible and expected allergen or its traces related to their products and processes; when allergen relevant, critical and legal criteria are unknown; when practices, measures or controls are not applied or are insufficiently applied or not properly handled to avoid, mitigate, and control allergen/ traces cross contamination; when products and processes are clearly under food safety risks due to contamination or presence of unknown, undeclared allergens/ traces; when there is no allergen /traces declaration on the product label according to respective legal requirements or when there is allergen mislabelling; when legal requirements are not respected. **Background or additional information:** Considering nature of product and process, risks and complexity and where applicable, examples of measures could be (but not limited to): • Physical or time segregation while allergen-containing materials/products are being unloaded, stored, processed, packed, loaded (e.g. production sequencing, products segregation). • Possible segregation, identification, dedicated equipment/utensils for processing, handling, sampling, cleaning. • Personnel hygiene rules, personnel flow. • Instructions for all food brought on site by personnel, contractors, and visitors. • The identification/labelling of raw material, ingredients and semi-finished products known to contain or potentially contain allergens. • Proper cleaning and sanitisation program is effective to remove all potential allergens from product contact surfaces (e.g. to have contamination of allergen free products avoided). • Facility environment such as air flow control. • Adequate information from raw-material suppliers. • Process flows controls. • Rework/reprocessing operations control/ rework/reprocessing allergen compatibility. This requirement supports food safety awareness within the company.
3.1.5	**Supplementary**	Are the applied essential preventive food safety measures and specific control measures described in work instructions and recorded?	**What is to be considered?** • Written up-to-date food safety essential preventive measures and specific control measures work instructions (e.g. glass and brittle materials controls, allergen cross-contamination measures, foreign material measures, process parameters controlling, specific applied GMPs and GHPs). • Where required, food safety essential preventive measures and specific control measures records (e.g. inspections, checks, controls, process controls, certificates of analysis).

N°	Requirement type	IFS Local Check Requirement	Guidance
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?	**What is to be considered?** IFS Local HACCP based requirements are simplified requirements based on official references to support local small-scale food producers in improving their implementation and compliance with food safety requirements and/or to support those on the path and reference to an HACCP based or a comprehensive HACCP Codex Alimentarius implementation (where for example, enforced by legal requirements or where the local production process conveys different complexity such as aseptic filling, but still under local supplier production nature). Where applicable, accepted flexibilities regarding implementation and compliance must rely on respective legal requirements/ official guidelines (including at a national level). • HACCP based activities cover all product groups and processes from incoming goods up to dispatch of finished products, including rework and reprocessing operations. • Basis of HACCP based activities are well implemented good manufacturing practices, good hygiene practices and control of food safety hazards (e.g. trough preventive and control measures). • Legal requirements of the production and destination. • Knowledge of Codex Alimentarius principles is recommended. • Application based of the following (but not limited to): company history, proven expertise in production of traditional products, comparison, literature, expert advice, information from regulatory authorities. • Identification of need to update HACCP based activities whenever significant changes occur (e.g. changes in the processing parameters, inclusion of new allergens, changes to packaging material). **Note (1):** Food Safety hazards need to be identified and controlled through effective practices (good hygiene and manufacturing practices) and control measures (regardless if defined as preventive measures, simple control measures, other control measures, control measures defined as critical control points, etc.). Thus, in case food safety is not ensured in case biological, chemical, or physical hazards are not under control, criticality must be addressed through respective scoring in 3.1 requirement at foundation check. **Note (2):** Allergens are considered a chemical hazard, nevertheless some methods treat allergens as a fourth hazard during hazard analysis. **Note (3):** In order to address the nature of a local supplier in terms of available HACCP based documentation, preexisting/ prefixed documentations (e.g. provided by official guidelines, authorities, competent bodies, respective chambers and association, standard forms, charts, templates and documents, adapted HACCP plans from literature, academia, from experts, advisors, trainers and other reliable sources, supplier documentation, business partner documentation) are to be accepted as valid evidence according to each individual circumstance. **Background or additional information:** All IFS Local Check HACCP based requirements support food safety awareness within the company. References: EU Commission Notice on the implementation of food safety management systems covering Good Hygiene Practices and procedures based on the HACCP principles, including the facilitation/flexibility of the implementation in certain food businesses and Codex Alimentarius.

N°	Requirement type	IFS Local Check Requirement	Guidance
3.2.2	**HACCP based**	Is/are there (a) qualified responsible person(s) for HACCP based activities?	**What is to be considered?** • Responsibility defined by the implementation and maintenance of HACCP based protocols, which may include (but are not limited to): – A person responsible for food safety within the company. – A group of persons responsible different areas such as food safety and production. – Internal person who is (temporarily or regularly) assisted by external experts. – External expert responsible for implementing/ instructing the food safety in companies. – Person with technical responsibility for food safety on site (e.g. veterinarian). – The owner of the company or an artisan/craftsman with sufficient qualification/education. • At least the main responsible person for the HACCP based implementation must be sufficiently qualified (e.g. proper education, background, expertise, trainings, seminars, practical experience). **Elements which may enhance implementation:** • Training on HACCP based on principles of Codex Alimentarius.
3.2.3	**HACCP based**	Are preliminary steps of HACCP based activities defined, taking into consideration: • product description or specification • identification of intended use and users of the product • documented information regarding process steps?	**What is to be considered?** • Available information/description/specification of finished products (which may include supplier specification, where applicable)/product group, documenting (but not limited to): – Relevant food safety information (e.g. thermal treated products such as pasteurized foods, allergens, ready-to-eat or products that require cooking prior to consumption). – Relevant processing and product information (e.g. heating, freezing, drying, salting, smoking, pasteurization, sterilization). – Composition and shelf-life/storage and transportation conditions. – Relevant physical, chemical, microbiological characteristics/criteria to food safety, legal and essential product compliance (e.g. moisture content, pH, water activity, microbiological and chemical criteria). – Type and characteristics of packaging in contact with food. – Relevant characteristics of product according to legal requirements. – Description of the reasonably foreseeable use of the product by intended consumer. – Identification of target groups taking vulnerable groups of consumers into account (e.g. children, infants, the elderly, pregnant women, people with food intolerance, allergies, diabetes). • Documented information on all steps of the process (e.g. representation of the process flow, description, diagram, simple visual scheme, preexisting documents on default processes) for each product, or product group where applicable, considering: – Sequence of all process steps (processes and sub-processes, including rework and reprocessing). – Relevant inputs (e.g. water, food contact air, ice, gases) and outputs (by-products critical to food safety). – Indication of the steps (or indication of the respective control values) where a control measure is applied as a critical control measure. **Elements which may enhance implementation:** • Documented confirmation of the flow diagram via on-site inspection.

N°	Requirement type	IFS Local Check Requirement	Guidance
3.2.4	**HACCP based**	Are significant hazards analysed?	**What is to be considered?** • A hazard is a biological, chemical or physical agent present in food with the potential to cause adverse health effects. Therefore, the relevant potential biological, chemical or physical hazards expected to occur in a process/product must be identified, taking into account: – All stages of the production process from incoming goods to dispatch (including rework and reprocessing). – Characteristics of products or product groups. – Raw materials/ingredients/additives. – Water, steam, ice, gases and air in contact with food. – Materials in contact with food. – Packaging materials in contact with food. – Hazards related to the production environment (e.g. personnel, pest, water, maintenance, infrastructure). • Identification of where these identified potential hazards are reasonably likely to occur at each stage of the process. • Analyse which identified hazards are significant to be prevented, eliminated or reduced to acceptable levels, since their control is essential for the safe production of food, taking into account: – Existing applied practices (such as good hygiene and manufacturing practices). – Information on acceptable levels of hazards in food. – Likelihood of occurrence of hazards. – Severity adverse health effects of hazards. • Address significant hazards that must be further controlled by specific control measures (actions and activities that can be used to prevent hazards, eliminate or reduce them to acceptable levels) and differentiate these measures from critical control point (CCP) to other control measures. **Note (1):** Hazards could be grouped if they are controlled in a similar way. In addition, similar products can be grouped together if they are produced in the same way and share common hazards.

N°	Requirement type	IFS Local Check Requirement	Guidance
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?	**What is to be considered?** • Control measures are any actions or activities that can be used to prevent or eliminate a hazard or reduce it to an acceptable level. A critical control point is a step at which a control measure or control measures, essential to control a significant hazard, is/are applied, and when not controlled, food safety is at high risk. • If the hazard analysis indicates that any significant hazards are not prevented, minimised or eliminated by good manufacturing practices (GMPs) / good hygiene practices (GHPs), which are present or likely to be introduced within the food production process, either control measures must be defined for critical control points (CCPs) or other control measures (formerly known as control points). • Determination of whether the step at which a control measure is applied is a critical control point (CCP). The identification of critical control points supported by a logical approach (which can be facilitated by the use of a decision tree or other methods, according to available knowledge/ experience). • Determination of critical limits for each critical control point. Critical limits correspond to the extreme values acceptable regarding product safety and are set to separate acceptability from unacceptability. • Critical limits defined for observable or measurable parameters which ensure that the critical control point is within critical limits and controlled (e.g. temperature, time, pH, moisture content, sensory parameters). • Critical limits accurately defined based on (but not limited to): history/process expertise and practice, comparison, literature, scientific data, advice, legal requirements, codes of practice. • Each defined critical control point under control (considering established method, critical limits, adequate frequency of measurement or observation). • Immediate actions when any loss of control is detected at critical control points and/or when CCP controlling devices are identified as faulty and/or malfunctioning (what to do with product? how to reset process? what was the cause? How to avoid recurrence?). • Actions taken in relation to potentially non-conforming products usually encompasses all goods produced since the last conforming monitoring check. • Persons sufficiently qualified to control CCPs (awareness of the control applied and its importance). **Note (1):** In case food safety is not ensured because biological, chemical, or physical hazards are not under control, and/or actions are not taken when a control measure is out of control, criticality must be addressed through respective scoring in 2.17 or 3.1 requirements at foundation check. **Note (2):** Other control measures, which are not defined as critical control points must also be controlled, ensuring that biological, chemical, or physical hazards are properly controlled, as defined in 3.1 requirements at foundation check.
3.2.6	**HACCP based**	Is essential HACCP based protocol documentation in place?	**What is to be considered?** • Establish essential HACCP based activities and up-to-date documentation and records, with consideration to: – Preliminary steps documents (e.g. product description/specification, identification of intended use and users of the product, flow chart). – List of hazards/ hazards analysis. – Determination of critical control points and control records. – Information on critical limits. – Measures when a critical control point is out of control.

N°	Requirement type	IFS Local Check Requirement	Guidance
4	**Process and product compliance**		
4.1	**Foundation**	Are processes and products compliant?	**What is to be considered?** • Compliant processes and products, ensuring products are safe, legal and compliant with considerations to: – Food safety hazards under control. – Compliant with intrinsic characteristics (stable under specified conditions, not tampered with, true to stated claim, etc.). – Processes and their relevant parameters under control (including rework/reprocessing operations), for example: cooling, defrosting, freezing, heating, cooking, acidifying, packing, storage and transport, according to the specified conditions (e.g. temperature, humidity, pH). – Raw materials, ingredients, processing aids comply with legal requirements, are received and handled/used/maintained with consideration to their specified conditions (e.g. in good condition, no pest infestation, adequate temperature and humidity, processing conditions) and do not pose food safety risks. – Packaging fit for purpose (appropriate to product characteristics, purchased from reliable source, compliant to legal requirements, accompanied by conformity certificates or supplier declarations where applicable and necessary, such as food contact packaging materials). – Where enforced by legal requirements or where critical to product safety, compliant analysis results. – Product weight in conformity to legal requirements. – Adequate labelling and claims use, according to legal requirements. – Adequately defined shelf-life, where applicable (with consideration to product nature, but specifically to respective food safety risks, for example, ready to eat products). **Note (1):** Possible forms of checks: • Evidence/observations that indicate conformity to good hygiene and manufacturing practices, with controlled processes and with applied controls/measures. • Additionally (and where applicable): compliant results from incoming checks, certificate of analysis, supplier documents and certificates, analysis results (including the ones demanded by authorities, derived from critical complaints, food safety incidents), etc. **Note (2):** Shelf-life can be defined based on product and process characteristics and product risks, which shall be aligned with labelling/product information, taking into account elements such as: • Product and process experience, history. • Available information which establish scientific basis, scientific data, literature, positive references (correct/valid / reliable sources). • Legal requirements. • Comparison through product similarity. • Microbiological (including from food safety perspective based on legal framework, such as pathogen microorganisms), chemical and organoleptic tests. • Shelf-life determination methods/tests and challenge tests (e.g. optimal conditions versus supply chain conditions for fresh/perishable goods). The assessor shall evaluate if information on shelf-life definition is sufficient based on product risk.

N°	Requirement type	IFS Local Check Requirement	Guidance
4.2	**Supplementary**	Are there finished product specifications?	**What is to be considered?** • Up-to-date specifications available for finished products, with consideration to: – Product description/processing and product relevant information/ relevant information on food safety. – Composition. – Shelf-life/ storage and transportation conditions. – Relevant product characteristics according to legal requirements. – Physical, chemical, microbiological characteristics/criteria relevant to food safety, legal and essential product compliance (e.g. moisture content, pH, water activity, microbiological and chemical criteria). – Type and characteristics of food contact packaging. – Allergens list. – Relevant product use instructions. – Description of the reasonably foreseeable use of the product by intended consumer. – Label according to legal requirements. – Product weight/quantity. • Notification to production and operational personnel whenever product specification changes occur. **Note (1):** Where applicable and considering each individual circumstance, the supplier's specifications are to be accepted as valid evidence (except in cases where there is a specification agreed with the business partner, such as for a private label product).
4.3	**Supplementary**	Are there further controls being performed based on customer specifications or agreements?	**What is to be considered?** • Processes and products further controlled, within a determined frequency, based on analysed risks or needs defined by the customer/business partner and aligned to their specifications or agreed topics, such as: – Analysis/tests of product/process characteristics. – Foreign material analysis/tests (e.g. macroscopy analysis). – Microbiological analysis/tests considering where applicable: raw materials, final products, surfaces/environment, hand-swabbing, air monitoring, etc. – Contaminants analysis/tests (e.g. mycotoxins, heavy metals, environment and process contaminants, prohibited substances for example in animals, fish, and seafood, pesticides, veterinary drugs and animal growth compounds, food contact material contaminants, toxins and metabolites resulted from microbiological activities). – Allergens related specific analysis/tests (e.g. final products, surface tests). – Claim related analysis/tests (e.g. GMO free). – Analysis/tests related to product stability (e.g. microbiological count for highly perishable products). – Others where applicable. **Note (1):** Analysis performed according to reliable/known methods and preferably in ISO 17025 accredited laboratories according to criticality/analysis complexity (e.g. microbiological analysis). In case company owns an internal laboratory, cross contamination to production processes/products must be controlled and a comparison with an accredited laboratory must be provided according to criticality and analysis complexity to ensure results are reliable. **Elements which may enhance implementation:** • Development of a comprehensive analysis/testing plan considering frequencies, method, parameters and achieved results.

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