IFS Progress Food

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Development program for assessing product and process compliance in relation to food safety and quality

VERSION 3

JANUARY 2023

ENGLISH

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

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0 Introduction

0.1 History of International Featured Standards

In 2003, the German retail federation – Handelsverband Deutschland (HDE) – and its French counterpart – Fédération des Entreprises du Commerce et de la Distribution (FCD), drew up a common food safety and quality standard to enable the audit of food suppliers. The audit provided a uniform approach towards food suppliers. This was the first version of the IFS Food Standard, designated to certify suppliers producing private label food products for retail.

IFS Management GmbH stands for International Featured Standards and is a company owned by FCD and HDE. It encompasses a package of global safety and quality standards and programs that provide transparency and comparability along the entire post-farm supply chain. IFS Standards and Programs are applicable to a variety of operations and activities in the food and non-food sector. All IFS Standards and Programs follow a risk-based approach, which gives stakeholders the flexibility to implement the requirements into their business based on the specific risks in regard to the products and processes.

The main emphasis of IFS Standard and Programs is to create confidence in the products and processes, meaning that safety, quality, legality, authenticity, and compliance with specified customer requirements are ensured via an on-site evaluation and documentation review and inspection.

IFS started with the publication of IFS Food and then developed further standards, such as IFS Logistics, IFS Broker, IFS Wholesale/Cash & Carry, IFS PACsecure, IFS Household and Personal Care Products (HPC) and the development programs IFS Progress Food, IFS Progress Logistics, IFS Progress HPC and IFS Progress PACSecure. The IFS Progress Food is a program belonging to the umbrella brand IFS (International Featured Standards).

It will be possible to perform IFS Progress Food v3 Assessments from 1st of July 2023. From 1st of October 2023 IFS Progress Food v3 will be mandatory.

0.2 The IFS Progress Food Program

It is known that the size of the business, the access to and application of technical expertise, difficulties concerning economic and financial resources, the nature of the work and other market factors may result in challenges when implementing a robust and/or certifiable food safety and quality management system and when allowing market access within formal supply chains, where usually entry requirements are high.

Following the needs of developing businesses and the market to set a baseline development program, IFS decided to draw up a standardized, voluntary and non-accredited step-by-step approach called IFS Progress that focusses on capability building, implementation, and assessment.

The IFS Progress Food Program addresses small food manufacturers or different sized food manufacturers with the potential to achieve IFS Certification, to start and/or gradually progress to food safety and quality management, optimized with the introduction of a risk-based, product and process and continuous improvement approach. In addition to assisting the referred developing companies in the supply of safe and high-quality products, the IFS Progress Food also supports

and simplifies the steps towards the IFS Food Standard, for businesses willing to achieve IFS Certification.

Structured in different levels, the IFS Progress Food Program addresses food safety, quality, legal, authenticity and customer related requirements and in addition the current third version has been aligned with the structure of the IFS Food Standard.

0.3 Benefits of the IFS Progress Food Program

The IFS Progress Food Program combines the checklist with the IFS Assessment Protocol, basic requirements for certification bodies / assessment service providers and assessors, as well as with a standardized assessment report. In addition, the IFS Software and the IFS Database guarantees that every assessment report is structured in the same way and uploaded to the IFS Database where any retailer and manufacturer that supports the IFS Progress Program can follow the development of each supplier.

The main advantages of the IFS Progress Food Program are:

- to address small food manufacturers or different sized food manufacturers with the potential to achieve IFS Certification to develop their quality and food safety management using a stepwise development program.
- to assist respective companies with a reference framework for capability building and implementation which further encompasses a standardized IFS Progress Assessment Protocol.
- to allow flexible application of the stepwise approach regarding time, starting point and achievement of the final level.
- to gradually introduce the risk-based and product and process approach as a starting point on the way to a comprehensive, robust and/or certifiable food safety and quality management system.
- to offer a systematic and comparable approach to facilitate and assist businesses willing to achieve IFS Food Standard Certification over a defined period of time.
- to establish a uniform, consistent and differentiated evaluation system.
- to provide an approach for continuous improvement process alongside the IFS Progress Scoring System.
- to work with qualified certification bodies / assessment service providers and assessors.
- to ensure comparability and transparency throughout the entire supply chain.
- to facilitate market access locally and create mutual acceptance along the supply chain.

0.4 Review of the IFS Progress Food Program

The IFS Technical Team and its working groups need to demonstrate control of the content and quality of the IFS Progress Food Program. This includes regular basis reviews to ensure compliance with all relevant requirements. The working members represent all stakeholders involved in the assessment process: retailers, certification bodies / assessment service providers and the food industry, as well as service providers. Besides the regular basis review, the main objective of the working group is to share practical experiences, review changes, address needs for clarification or alignments of the IFS Progress Food Program, and to discuss the requirements of the assessment report and decide on training needs.

PART 1

PART 1
IFS Progress Food Assessment Protocol

0 Purpose and content

This assessment protocol describes the specific requirements for the organisations involved in IFS Progress Food Program Assessments. It also provides guidance for assessment of the basic and intermediate level requirements, also assisting with the process for companies willing to achieve full certification to IFS Food.

The purpose of the protocol is to define the criteria to be followed by a certification body / assessment service provider performing assessments according to the IFS Progress Food Program Requirements as a product and process assessment. It also details the procedures to be observed by the companies being assessed and clarifies the rationale of assessing them.

The IFS Requirements for certification body / assessment service provider and assessors are described in Part 3 of this document.

1 Steps within the IFS Progress Food Program

IFS Progress Food is applicable to food product manufacturers and can only be used for companies processing food products and/or packing loose food products.

The protocol shall be used as user guidance in relation to the following key phases of the IFS Progress Food Program (the possible options to apply the checklists are stated in Annex 1):

(0) Self- or pre-assessment

A voluntary self- or pre-assessment according to the basic or intermediate level checklist is carried out to assess and define the production site's` status and entry level to the program and to prepare the production site for their initial IFS Progress Food Assessment. Subject to the outcome of the pre- or self-assessment (and/or business partner agreements, when applicable), the production site should start from either basic level assessment or intermediate level assessment.

(1) Assessment with certification body / assessment service provider – basic level or basic level + HACCP

A non-accredited assessment of the production site is carried out according to the requirements specified in the basic level checklist. The respective requirements at this level encompass approximately 45% of the key elements of the IFS Food Standard. An overview of which requirements have been included in basic level can be found in Annex 2.

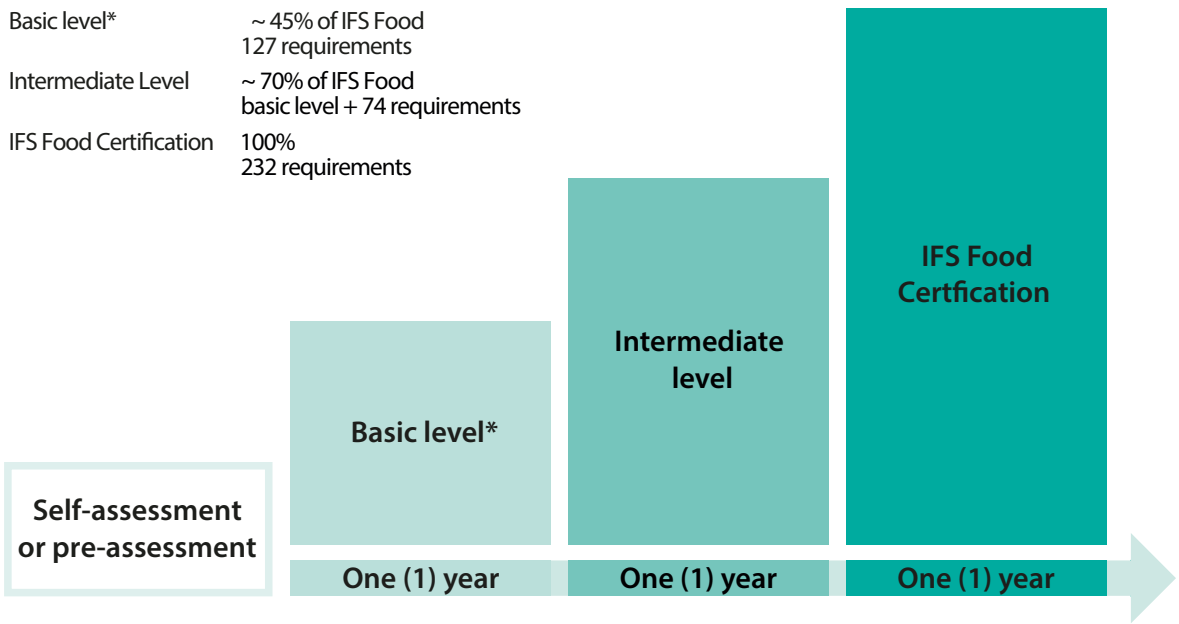
In order to already cover requirements of EU legislation in basic level requirements , or when demanded by business partners, HACCP requirements from intermediate level can be shifted to the basic level checklist. This combined checklist is named basic level + HACCP and its requirements encompass approximately 55% of the key elements of the IFS Food Standard. An overview of which requirements have been shifted from intermediate level to basic level + HACCP level can be found in Annex 2.

(2) Assessment with certification body / assessment service provider – intermediate level:
A non-accredited assessment of the production site is carried out to the intermediate level checklist, which includes all basic level requirements. The respective requirements (basic + intermediate checklist requirements) at this level encompasses approximately 70% of the key elements of the IFS Food Standard. An overview of which requirements have been included at intermediate level can be found in Annex 2.

(3) Certification to the IFS Food Standard by a certification body:
An official accredited certification is carried out to the IFS Food Standard.

As the IFS Progress Programs are oriented on continuous improvement, the duration of each level should not exceed one (1) year as outlined in Image 1, unless a different individual agreement/requirement with business partners or different development goals exist. The assessed companies should be driven to achieve the requirements of the IFS Food Standard within a maximum of three (3) years. Production site performance and the risks related to the products and process should be considered when exceptions are to be granted.

Image 1. IFS Progress Food stepwise process and expected timeframe



*18 HACCP requirements are able be shifted from intermediate level, which together with basic requirements covers ~ 55% of IFS Food.

Note: In case the defined or agreed timeframe is shorter than a year for each level, certification body / assessment service providers shall assist companies regarding the assessment expectation and preparation.

Any production site starting with new operations or moving to a new IFS Progress Food Level shall ensure that all IFS Requirements can be assessed at the time that the initial/renewal assessment is performed. Prior to being assessed, it is recommended that IFS Progress companies have a minimum history of three (3) months operation and comprehensive recorded documentation at the implemented respective level.

Regardless of the defined timeframe, a new IFS Progress Food Assessment (new initial, renewal, follow-up, and extension) shall be performed no earlier than six (6) weeks after the last assessment date.

2 IFS Progress Food Program Assessment Process

IFS Progress Food Program is aimed to develop and assess retailer and wholesaler branded food product manufacturers and other food product manufacturers (e.g. industry suppliers), applicable to food processing companies or companies that pack loose food products. An overview of the IFS Progress Food Assessment Process is outlined in Annex 3.

2.1 Introduction to the product and process-based approach (PPA)

The aim of IFS Assessment is to evaluate whether the processing activities of a manufacturer are able to produce products that are safe, legal and in compliance with customer specifications. Therefore, in addition to an introductory risk-based approach, the IFS Progress Food Assessment is a product and process assessment, where the assessor challenges the assessed companies on the checklist (Part 2), trough product sampling and the assessment trail, to determine the level of compliance of processes and products.

The product and process approach (PPA) implies the assessment of compliance with customer related specification(s) as well as the legal compliance of the products, depending on the countries of production and destination. This ensures the development of high-quality products through correspondingly functioning processes.

To ensure the PPA, IFS Progress Food Assessments are always specific to one production site. Also, all products and processes of the relevant production site shall be included in the scope of the assessment.

During the IFS Progress Food Assessment, the assessor shall collect objective evidence to evaluate compliance with the IFS Progress Food Assessment Requirements (see IFS Progress Food Assessment Checklist Part 2).

2.2 Before the IFS Progress Food Assessment

Companies are required to prepare well in advance for an IFS Progress Food Assessment. Before starting the assessment process, the production site shall read the current version of the IFS Progress Food Program, which can be downloaded free of charge from the IFS Website.

In order to assess and define the production site's status and entry level to the program and to prepare the production site for their initial IFS Progress Food Assessment, a voluntary self- or pre-assessment may be performed. The intention is to allow the site to carry out a gap analysis process and develop a corresponding development or action plan.

In order to undergo an IFS Progress Food Assessment to basic or intermediate level, the company shall appoint a certification body or assessment service provider with the corresponding assessors that meet the criteria of Part 3 of this program. A list of registered certification bodies / assessment service provider that have a valid contract with IFS Management GmbH is available by country on the IFS Website (www.ifs-certification.com).

Therefore, the company shall ensure that the following items are addressed:

2.2.1 Certification body / assessment service provider contractual arrangements

An individual assessment agreement shall exist between the assessed company and the certification body / assessment service provider detailing at a minimum the scope and level of the assessment, the assessment date, duration details and report (including its review) and letter of confirmation details. In general, the agreement shall additionally be in place to:

- authorise the certification body / assessment service provider to assess and inspect products, processes, documents, management elements, systems, facilities, manufacturing sites and practices of the assessed party.
- authorise the certification body / assessment service provider to upload the assessment report in the IFS Database.
- make clear reference about IFS Progress Food Program quality assurance information (see Part 1, chapter 5).
- mention that information about the production site and its employees is stored in the IFS Database in line with the General Data Protection Regulation.

The assessment scope shall be agreed on by both parties before the assessment takes place. It is the responsibility of the assessed production site to have proper communication and provide the certification body / assessment service provider with information concerning the detailed activities of the production site (e.g. products and processes covered by the scope of the IFS Progress Food Assessment, decentralised structures, outsourced processes and products, exported products (including the different destination countries where the products are sold to), any request for exclusions under exceptional circumstances, relevant assessment history in case of certification body / assessment service provider change, etc.).

2.2.2 Notifications to the certification body / assessment service provider

During the assessment cycle, the production site shall ensure that the certification body / assessment service provider is informed in due time about any changes that may affect the production site's ability to conform to the assessment requirements (e.g. recall, alert on products, changes in organisation and management, important modifications to the products and/or the production methods, changes in contact address and production sites, new address of the production site, etc.). The details shall be defined and agreed between both parties. As required in the IFS Progress Food Checklist (Part 2), requirement 1.1.3, some specific situations require notification to the certification body / assessment service provider within three (3) working days.

After receiving such information from the sites (limited to the three (3) specific situations requiring a production site notification within three (3) working days), it's the certification body / assessment service provider's responsibility to investigate each situation and decide any action affecting the IFS Progress Assessment status.

Evidence of the investigation outcome shall be available upon request.

2.2.3 Language of the IFS Progress Food Assessment

The assessment shall preferably be carried out in the working language of the production site. The language of the assessment report shall be agreed on with the business partner, when applicable.

2.3 Scope and realization of the IFS Progress Food Assessment

2.3.1 Coverage of the IFS Progress Food Assessment

The IFS Progress Food Program can only be applied when the product is "processed" or where there is a hazard of product contamination from primary packing.

As a result, the IFS Progress Food Program shall not apply to the following activities:

- importation (offices, e.g., typical broker companies).
- transport, storage and distribution.
- trading (e.g. fully outsourced products).
- any processing activity of packaging materials that may be performed by the food processing production site.

The assessment scope shall be agreed on between both parties before the assessment takes place.

2.3.2 Requirements regarding scope and realization of the IFS Progress Food Assessment

The following scope requirements shall be considered regarding IFS Progress Food Assessment realization:

a- IFS provides product and technology scopes to define the assessment scope of the production site. The selection of the product scope(s) depends on the finished products manufactured by the production site. All applicable scopes shall be indicated in the IFS Progress Food Assessment Report and Letter of Confirmation. The assessment scope shall indicate the assessed product scopes and technology scopes as laid out in Annex 4.

Example: For a production site producing ice cream, as a basis, the assessment scope shall refer to product scope 4 (dairy) and technology scopes B (pasteurisation), D (freezing/cooling) and F (mixing/packing). Depending on the detailed process(es) of the production site, further technology scopes may be added or deleted.

b- the defined planned level and scope of the assessment shall be clearly and unanimously stated in the contract between the assessment body and the assessed company. The attained level and scope of the assessment shall be declared in the assessment report and on the letter of confirmation and it shall be clear and unambiguous.

c- the scope of the assessment shall include the full activities of the production site including all production lines and all products manufactured by the production site (both customer branded products and company's own branded products).

d- the assessment scope notified by the certification body / assessment service provider shall be further reviewed and confirmed by the assessor during the opening meeting of the assessment. In case the assessor identifies divergent scopes during the opening meeting, the certification body / assessment service provider shall be informed accordingly.

e- the schedule and activities undertaken during the assessment shall be reviewed and agreed at the beginning of the assessment. Furthermore, these activities can be modified following a risk assessment by the certification body / assessment service provider (for instance, if a further activity interferes with the one concerned by the assessment scope).

f- the assessment shall take place when products from the defined assessment scope are being processed and/or packed and the production lines shall be operational during the IFS Progress Food Assessment.

If some production lines are not operating during the IFS Progress Assessment and the product scopes and/or technology scopes and/or HACCP plan (especially the CCPs) are different from those in operation, two (2) options are possible:

- the production line(s) can run later during the assessment and are included in the scope of the "main" assessment.
- the production line(s) cannot run later during the assessment and an extension assessment shall be performed. For further information on the extension assessment, see chapter 2.5 types of assessments, Part 1.

g- the exclusion of production process(es), including storage and transport, is not allowed. Exclusions of product(s) is in general are not allowed but may be accepted under exceptional circumstances. If the company decides to exclude specific product(s) from the scope of the assessment, the certification body / assessment service provider may accept this under the following specific conditions:

- the certification body / assessment service provider are required to use the supporting document, IFS Progress Exclusion Orientations / Decision Tree as reference for product exclusions in the assessment scope and to confirm whether an exclusion is possible.
- products are not customer branded products.

- the decision shall be justified and documented by the certification body / assessment service provider and specified in both the assessment report and letter of confirmation.
- the assessor shall check during the assessment if defined exclusions are relevant and in line with the information from the certification body / assessment service provider.

h- the assessment is always site-specific in relation to the actual processing activities of the site. Decentralised structures belonging to the same production site shall be assessed and included in the assessment scope. A decentralised structure is a facility (for example a workshop) owned by the company where part(s) of the processes and operations of the production site take place. When the assessment of the production site is insufficient for gaining a full view of the company's processes, then all other relevant facilities shall also be included in the assessment scope. The scope and full details shall be documented in the assessment overview of the assessment report.

2.3.3 Outsourced processes and IFS Progress Food Assessment Scope

a) Partly outsourced processes

When the assessed site has outsourced part(s) of the production process, control over such processes shall be ensured.

Requirements regarding partly outsourced processes apply to both customer branded products and the company's own branded products.

The following requirements shall apply when a company has partly outsourced process(es):

- certification body / assessment service provider shall be made fully aware of such arrangements.
- the assessor shall check if all partly outsourced processes are identified and are controlled by the company. Verification of the respective documentation shall apply.
- the requirements 4.4.1 (basic level) and 4.4.5 (intermediate level) apply and shall be assessed during the IFS Progress Food Assessment with consideration to the guidance elements, in order to assess if the assessed production site ensures control over such processes. If the requirements for partly outsourced processes are not fulfilled, this may lead to a deviation or a non-conformity for the assessed production site.
- in the assessment report of the assessed production site (assessment overview): a description of the partly outsourced processes shall be provided (including related assessment or certification status of the third-party, when applicable / if there is any: i.e., if the appointed third-party is assessed/certified to IFS or other GFSI recognised food safety schemes. If the appointed third-party is IFS Progress assessed or IFS Food certified, their COID can also be mentioned.
- on the letter of confirmation of the assessed production site, the following sentence shall be added beneath the description of products and processes to the assessment scope: "**Besides own production, the company has partly outsourced processes**."

Note 1: Storage and/or transport activities carried out by a third-party are not part of the defined partly outsourced processes and shall be evaluated according to the relevant chapters of the IFS Progress Food Checklist (4.4, 4.14 and 4.15 respective requirements) as service providers.

Note 2: At IFS, the difference between a raw material and a product coming from a partly outsourced process is based on the ownership:

- A raw material is purchased from a supplier (no ownership and legal responsibility before) and processed (further) by the IFS Progress Food assessed production site.
- A product from a partly outsourced process always belongs to the IFS Progress Food assessed production site.

For the definition of partly outsourced processes, see Glossary.

b) Fully outsourced products and traded products

Fully outsourced products and traded products are, by nature, not covered by the IFS Progress Food Assessment Scope. The following information shall be included:

- in the assessment report of the assessed site (assessment overview): a description of the fully outsourced products and traded products.

For the definition of fully outsourced products and traded products, see Glossary.

2.4 Different types of production sites

The IFS Assessment is production site specific: one production site is subject to one assessment and one letter of confirmation.

Usually, most of IFS Progress assessed companies are known as single production sites.

a) single production site

A single production site is a site which is not centrally managed by a head office / central management, has only one legal entity and no decentralised structure(s). Such sites shall have one assessment, one COID, one report and one letter of confirmation. Nevertheless, depending on their size and nature, a few IFS Progress businesses could also be considered as:

b) multi-location production sites.
c) multi-legal entity production sites.
d) production sites with decentralised structure(s) – see chapter 2.3.2 Part 1.

In order to support certification bodies / assessment service providers to better orient companies and manage the different types of production sites in the IFS Progress Food Assessments, when applicable, further orientations shall be found in the IFS Progress Assessment Supporting Documents.

Additionally, respective definitions can be found in the Glossary.

2.5 Types of assessments

Different types of assessments shall be conducted, depending on the assessment status and cycle of the production site.

An IFS Progress Food Assessment shall always be performed on-site (fully remote assessments are not permitted) and during consecutive working days, for both announced and unannounced assessment options.

2.5.1 Self-assessment

A voluntary self-assessment is conducted by the production site in line with the basic or intermediate level checklist to define their status, decide on an entry level to the program and to prepare the companies for their initial IFS Progress Food Assessment.

2.5.2 Pre-assessment

A voluntary pre-assessment is conducted with the support of an independent consultant or a certification body / assessment service provider in line with the basic or intermediate level checklist to define their status, decide on an entry level to the program and to prepare the production site for their initial IFS Progress Food Assessment.

The assessor who performs the pre-assessment shall be different from the assessor who performs the initial assessment. The pre-assessment cannot be uploaded in the IFS Database.

2.5.3 Initial assessment

A non-accredited scheduled assessment of the production site is carried out to the basic or intermediate level checklist by a certification body / assessment service provider.

a) first initial assessment
The first initial assessment is the very first IFS Progress Food Assessment of a production site, during which all requirements of the IFS Progress Food Checklist shall be assessed by the assessor, according to the respective defined level. This type of assessment is only applicable when there is no previous IFS Progress Food Assessment history available.

b) new initial assessment
The "new" initial assessment in IFS Progress Food is performed:

- after an interruption of the assessment cycle (see chapter 4.4, Part 1).
- after a failed assessment due to one or several Major non-conformity(ies) or a total score <75%, which means no approval at any level in the respective current assessment cycle.
- after a failed follow-up assessment.
- after a failed extension assessment.

Note 1: In the case of a new initial assessment, the following applies:

The assessment report and action plan from the previous IFS Progress Food Assessment shall be reviewed by the assessor to check the implementation and effectiveness of corrections and corrective actions. This applies even if another certification body / assessment service provider issued the assessment report.

For example, if in the actual new initial assessment there are still deviations present from the previous assessment, or if the scorings were lowered, the assessor shall evaluate the situation in accordance with chapter 5.10 of the assessment checklist, Part 2.

Note 2: If an initial IFS Progress Food Assessment is failed, this assessment cannot be considered as a pre-assessment.

2.5.4 Renewal assessment

A non-accredited scheduled assessment of the production site, carried out in line with the basic or intermediate level checklist by a certification body / assessment service provider, after an initial assessment within the relevant assessment cycle.

To maintain the IFS Progress Food approval, the production site shall be assessed every year.

The renewal assessment is the assessment performed to renew the existing IFS Progress Food Assessment. The period in which a renewal assessment shall be performed is shown on the letter of confirmation and the assessment shall be performed during this period in order to maintain the IFS Progress Food approval.

It is the responsibility of the production site to renew their assessment in due time (or requested by the business partner when applicable). Therefore, all IFS Progress companies receive a reminder from the IFS Database three (3) months before the expiration of the letter of confirmation.

If the assessment is not performed in due time, all IFS Database users who have the respective production site in their favourites list will receive an automatic e-mail notification.

A renewal assessment is a full assessment of a production site, during which all IFS Progress Food Checklist Requirements shall be evaluated by the assessor, according to the respective defined level.

Note 1: The assessor shall review the report and action plan from the previous IFS Progress Assessment to check the implementation and effectiveness of corrections and corrective actions. This applies even if another certification body / assessment service provider issued the assessment report.

If the production site changes the certification body / assessment service provider, the production site shall update this information in the IFS Database and inform their new certification body / assessment service providers so that the assessor can check the action plan from the previous assessment.

If, in the actual renewal assessment, deviations are still present from the previous assessment, or if the scorings were lowered, the assessor shall evaluate the situation in accordance with chapter 5.10 of the assessment checklist, Part 2. The link between two (2) consecutive assessments ensures a continuous improvement process.

2.5.5 Follow-up assessment

A follow-up assessment is required in a specific situation where the result from an initial or renewal assessment did not allow for a letter of confirmation to be issued due to one (1) Major non-conformity in basic level requirement and/or in intermediate level requirement and a total score ≥ 75% at respective level(s).

Example: when a production site is assessed at intermediate level and has been scored with one Major in a basic level requirement and additionally one Major in an intermediate level requirement with the total scoring ≥ 75% in both levels, a follow-up assessment is possible considering both Majors, one maximum in each level – see chart 3, Part 1.

The follow-up assessment is focused on the implementation of corrections and corrective actions to solve the Major non-conformity at the respective level(s) and shall comply with the following rules:

Considerations about the follow-up assessments:

- shall be performed on-site, always announced.
- if there is a valid letter of confirmation, the certification body / assessment service provider shall assess, based on the level where the Major was scored and current letter of confirmation status, if the current letter of confirmation shall be withdrawn, and in case necessary it shall be done within (2) working days.
- the production site shall have implemented the corrections and corrective actions mentioned in the action plan for the respective Major non-conformity, prior to requesting the follow-up assessment.
- it shall generally be performed by the same assessor who performed the main (initial or renewal) assessment. During the follow-up assessment, the assessor shall verify if corrections and corrective actions were effectively implemented to solve the Major.
- it shall be performed no earlier than six (6) weeks, and no later than six (6) months after the main assessment. If this deadline is not fulfilled or if the production site decides not to perform a follow-up assessment, then a full new initial assessment (when Major(s) impacts results of both basic and intermediate levels) or a new complete assessment, if continued compliance is desired in case of intermediate level assessment (when Major impacts only intermediate level results) shall be performed.

Possible outcomes of the follow-up assessment:
If the follow-up assessment is successful:

- the Major non-conformity in the respective level requirement **has been solved** by the production site; therefore, the outcome is deemed positive.
- in this case, the site has been approved at the respective level of the IFS Progress. Specific information shall be provided in the assessment report (see Part 4) and the updated report and letter of confirmation (in respective approved level) shall be uploaded to the IFS Database.
- the validity of the letter of confirmation remains in the assessment cycle, as described in chapter 4.4, Part 1).

If the follow-up assessment is failed:

- the Major non-conformity in the respective level requirement **is still not solved** by the production site; therefore, the result is deemed failed.
- the site has been not approved at the respective level of the IFS Progress Assessment, and a full new initial assessment (when Major(s) impacts both basic and intermediate levels results) or a new complete assessment, if continued compliance is desired in case of intermediate level assessment (when Major impacts only intermediate level results) may be scheduled no earlier than six (6) weeks after the follow-up assessment.

A detailed flow chart with all steps can be found in Annex 5.

2.5.6 Extension assessment

An extension assessment is an additional assessment to extend the current assessment scope. This type of assessment shall always be announced and on-site. Furthermore, it shall be performed during the validity period of the existing letter of confirmation in the following situations:

- if some production lines were not running during the main assessment, involving product scopes and/or technology scopes and/or HACCP plan (especially the CCPs) different than the ones assessed during the initial/renewal assessment.
- in case of seasonal products, which could not be assessed while operating during the main assessment. During the following year, there will be one assessment and one extension assessment, in order to cover all products and processes. The main assessment shall always be performed when the most hazardous processing step is carried out.
- if significant changes occur to the production process and/or its environment between the two (2) assessments. This applies, for example, when new processes or products different to those included in the scope of the current letter of confirmation were introduced. In this case the following rules apply:
  - certification body / assessment service provider decides, based on a risk assessment, if an extension assessment is necessary.
  - The risk assessment shall be based on hygiene and safety risks and shall be documented.

The following shall be considered:

- the certification body / assessment service provider is responsible for determining the relevant requirements to be assessed and the respective assessment duration.
- conditions for approval in the extension assessment are the same as for the initial or renewal assessment, but they will only be focused on specific requirements that have been assessed.
- the original assessment score shall not be changed.

The following two (2) outcomes are possible for an extension assessment:

- the extension assessment is successful and the following shall be applied:
  - the letter of confirmation shall be updated with the new scope and shall keep the same expiry date as the letter of confirmation of the main assessment.
  - the updated letter of confirmation and extension assessment report shall be uploaded to the IFS Database.

- the extension assessment is failed in the following situations:
  - in the event of one (1) or more than one Major non-conformity(ies) at each respective level.

When the extension assessment is failed, the following consequences shall be enforced:

- the full assessment (including the main assessment) is failed at the respective level(s) and
- the certification body / assessment service provider shall assess, based on the level where the Major(s) was/were scored and the current letter of confirmation status, if the current letter of confirmation shall be withdrawn.

The extension assessment report shall be provided as an annex to the current assessment report. The upload of an extension assessment is free of charge.

2.6 IFS Progress Food Assessment options

2.6.1 Announced assessment

Usually, the IFS Progress Food Assessments are carried out announced in the respective defined level (basic or intermediate level). The announced assessment is conducted at a time and date agreed between the production site and the selected certification body / assessment service provider and shall be performed on consecutive working days.

An announced renewal assessment shall be scheduled at earliest **eight (8) weeks before the assessment due date and at latest two (2) weeks** after the assessment due date (anniversary date of the initial assessment).

Planning the announced assessment: For an announced assessment, the first assessment day shall be entered by the certification body / assessment service provider into the IFS Database via the diary function at **least two (2) weeks (14 calendar days)** before the first day of the assessment.

2.6.2 Unannounced assessment

The unannounced assessment for IFS Progress Food Assessments is a voluntary option, possible for companies assessed at intermediate level only, as an opportunity to challenge the continuous improvement approach (i.e., when companies remain in more than one assessment cycle at intermediate level).

It does not apply to:

- companies assessed at basic level only (the only possibility to indicate an unannounced assessment in the letter of confirmation for basic level is in cases where the production site was assessed unannounced at intermediate level and was only approved in basic level).
- first initial IFS Progress Food Assessments nor
- extension and follow-up assessments.

The unannounced assessment option could be carried out when a company voluntarily decides to, or when there are agreements with their business partners and the following conditions shall apply:

- the certification body / assessment service provider shall previously inform and agree on the conditions about the unannounced assessment (including name(s) of the on-site person(s) to be contacted on the production site, assessor access conditions and blackout periods).
- it shall be performed within a time window of [– **16 weeks before assessment due date;** + **two (2) weeks after assessment due date**] and shall take place without prior notification of the date to the production site, to ensure the unannounced character of the assessment. The Assessment shall be performed on consecutive working days.
- the assessment report and letter of confirmation shall inform accordingly that the assessment has been performed unannounced.

Planning the unannounced assessment: The certification body / assessment service provider shall be notified of the registration for this assessment by the site at **latest four (4) weeks** before the start of the assessment time window (to allow the certification body / assessment service provider to register it in the IFS Database).

2.7 Planning an IFS Progress Food Assessment

2.7.1 Drawing up an assessment time schedule

The certification body / assessment service provider shall provide the production site with the assessment time schedule, where the assessment duration and activities shall be indicated.

The assessment schedule shall:

- include appropriate details of the assessment scopes.
- specify the complexity of the assessment, production site`s products or product ranges and additional customer requirements (if existing) that are to be assessed.
- be sufficiently flexible to respond to any unexpected events which may arise during the on-site evaluation part.
- take the review of the assessment report and action plan from the previous assessment into consideration, regardless of the date when the previous assessment was performed.
- in case more than one assessor will carry out the assessment, their respective parts in the assessment shall also be described.

For an announced assessment, the assessment schedule shall be sent to the site before the assessment, to ensure the availability of responsible persons on the day of the assessment.

For an unannounced assessment, the assessment schedule shall be shared during the opening meeting. It might also be modified or adapted due to the availability of the participants to be assessed and the current processing times.

2.7.2 Duration of an assessment

An assessment of the complete checklist(s) should typically last four (4) to eight (8) hours according to the respective defined level, however, depending on the size, nature and complexity of the production site and/or business partner's needs, additional time shall be considered.

The certification bodies / assessment service providers shall have an appropriate system for estimating the time needed for an assessment. A number of factors, which are detailed in the contract between the certification body / assessment service provider and the assessed production site, play a role in determining the time required for a comprehensive assessment. These may include:

- the size, age and nature of the site (number of buildings, lines, etc.).
- complexity of the production processes.
- the scope of the assessment (refer to product and technology scopes; number of products or product ranges, etc.).
- total number of employees (i.e. maximum total number of people on-site, including part time workers, shift workers, temporary staff, administrative people, etc.), considering the total possible maximum number of employees over a year.
- the number of deviations and non-conformities from the previous assessment.

Additional considerations for the assessment duration:

- the minimum assessment duration is four (4) hours for basic level and six (6) hours for intermediate level. A two (2) hour reduction is possible at intermediate level when duly decided, justified and documented by certification body / assessment service provider (e.g., for small sized companies).
- at least 50% of the total assessment duration shall be allocated to the on-site evaluation (within the production areas of the production site) in order to allow the assessor to comprehensively assess the products and processes. This can be decreased to 1/3 when duly justified (e.g. if a site has simple processes; when, for example, more documentation checks are required at intermediate level due to complexity of processes, etc.).
- in the event that not everything related to the defined assessment scope has been assessed during the planned assessment duration, additional time is necessary.
- in addition to the estimated assessment duration, preparation of assessment and writing of the assessment report should typically add at a minimum two (2) to three (3) hours.

3 IFS Progress Food Assessment performance

The assessment shall be performed based on the following steps:

- opening meeting.
- evaluation of existing food safety and quality management elements and previous action plan (if applicable).
- on-site evaluation.
- documentation and record review and inspection (based on level of documentation required at each level).
- final conclusions drawn from the assessment.
- closing meeting.

The assessment shall take place at a time when the products included in the assessment scope are being processed and the production lines shall be operational during the assessment.

All the requirements of the IFS Progress Food Checklist shall be assessed based on the defined level, which could be:

3.1 Assessment according to the defined level

IFS Progress Food Assessments can be conducted according to Annex 1 Part 1, according to the respective defined level:

3.1.1 Basic level or basic level + HACCP assessment

The assessor will carry out a non-accredited assessment against the basic level or basic level + HACCP checklist.

In the event that an assessment according to basic level + HACCP was conducted, the IFS Database shows both assessment results separately. The basic level + HACCP result is calculated from a combination of all basic and additional HACCP requirements (shifted from intermediate level).

3.1.2 Intermediate level assessment

The assessor will carry out a non-accredited assessment in line with the intermediate level checklists (which includes all basic level requirements).

Additionally:

- the production site shall assist and cooperate with the assessor during the IFS Progress Food Assessments.
- during the assessment, the assessor shall make detailed notes regarding all evaluations according to the IFS Progress Food Program, which will be used as the basis for the assessment report.
- at the closing meeting, the assessor shall present and discuss with the production site deviations and (all) non-conformity(ies) which have been identified during the assessment.

Note: As a basis for further supportive information to guide the assessor`s performance, see IFS Good Assessment Practices Guideline.

3.2 IFS Progress Scoring System

In order to determine whether compliance with an IFS Progress Food Requirement has been met, the assessor shall evaluate all requirements of the assessment checklist (Part 2) according to the respective defined level.

The IFS Progress Scoring System covers a scoring range based on the level of compliance of the requirement, from full compliance to a deviation and/or non-conformity.

In the IFS Progress Food Program, there are five (5) scoring possibilities and the option of non-applicability. Points are awarded for each requirement according to the following chart (chart 1):

Chart 1: IFS Progress Scoring System

Result	Explanation	Points
A	**Full compliance** (Full compliance with the requirement / Perfect implementation)	20 points
B (deviation)	**Almost full compliance** (Almost full compliance with the requirement, but a small deviation was found / space for small improvements)	15 points
C (deviation)	**Part of the requirement is not implemented.** (Part of the requirement has not been implemented / Basic implementation, works in daily business but many topics to improve)	5 points
D (deviation)	**The requirement is not implemented.** (Implementation is not sufficient or not done at all)	0 points
Major (non-conformity)	A Major non-conformity can be issued to any requirement. Reasons for Major rating are: • **There is a substantial failure to meet the** requirements of the program, which includes but is not limited to food safety and/or the legal requirements of the production and/or destination countries. • **A process is out of control which might have an impact on food safety.**	Major non-conformity will subtract 10% of the possible total amount; the letter of confirmation cannot be issued.
N/A Not applicable	The requirement is not applicable. N/A can apply to any requirement. The assessor shall provide an explanation in the report.	Not included in the calculation of the total score

If the assessor raises one or several Major non-conformity(ies) and if this is a renewal assessment and the Major (s) impacts the current and valid result at its respective level, its current IFS Progress Letter of Confirmation shall be withdrawn under the following rules:

- it shall be withdrawn in the IFS Database by the certification body / assessment service provider as soon as possible and at latest within two (2) working days of the last assessment day.
- in the IFS Database, the certification body / assessment service provider shall give explanations in English about the reasons for withdrawing the current letter of confirmation, including the requirement number involved in the non-conformity(ies). These explanations shall provide the same details as those described in the action plan.

Note: All IFS Database users with the respective production site in their favourites list will receive an e-mail notification (with explanations about the identified non-conformity/ies) from the IFS Database, informing them that the current letter of confirmation has been withdrawn.

In the event where more than one Major non-conformity has been identified at any level (thus no follow-up assessment is possible), a full new initial assessment (when the Major(s) impacts both basic and intermediate levels results) or a new complete assessment in the case of an intermediate level assessment (when Major impacts only intermediate level results) shall be scheduled no earlier than six (6) weeks after the failed assessment, if continued compliance with IFS Progress Food is desired. More information on failed assessments can be found in chapter 4.3.1.1, Part 1.

Related to the scoring system, the assessor shall provide explanations in the assessment report for:

- requirements defined as compulsory fields, even if the requirements are scored with A.
- all requirements scored with B, C, D.
- Major non-conformity(ies).
- requirements assessed as not applicable.

4 Post assessment actions

4.1 Action plan

The assessor and/or certification body / assessment service provider shall issue the action plan (with the list of findings and explanations) to the company at latest within two (2) weeks of the last assessment date (chapter, 4.3.2, Part 1).

A provisional score and report shall be available upon request.

4.1.1 Company's completion of the action plan

The action plan template shall be used by the company as a basis for drawing up corrections and corrective actions for the issued deviations and non-conformities, (see Annex 7).

Based on the scorings and explanations raised by the assessor during the assessment, the company shall provide the following in the action plan:

- proposed corrections and corrective actions for all deviations (B, C, D) and for all Major non-conformities listed by the assessor.
- responsibilities and implementation deadlines for both corrections and corrective actions shall be clearly stated for deviations scored with C, D and Major non-conformities according to chart 2.

N/A requirements shall not be included in the outlined action plan, but they shall be listed in a separate table in the assessment report.

Chart 2: Timescale for corrections and corrective actions implementation

TIMESCALE	
Corrections	**Corrective actions**
Implemented within three (3) months Shall be implemented as soon as possible. From the development perspective, at least corrections shall be implemented at latest within three (3) months after the assessment as corrections are short term actions.	Implemented within twelve (12) months Relevant for a sustainable and successful implementation according to respective risks. Implemented before the renewal assessment at the latest, as some may have longer implementation timescales depending on the complexity, this needs to be justified by the company.

The company shall forward the completed action plan to the certification body / assessment service provider / assessor within a maximum of two (2) weeks of having received the action plan (see chapter 4.3.2, Part 1).

Note: Alternative processes for outlining the action plan could be agreed with the business partner.

4.1.2 Validation of the action plan

The assessor or a representative of the certification body / assessment service provider shall validate the action plan submitted by the assessed production site considering:

- relevance of the corrections and corrective actions
- relevance of implementation dates

in the allocated columns of the action plan (release and validation date columns, see Annex 7) before the issuance of the final assessment report.

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

4.2 Assessment report

Following each assessment, a written IFS Progress Report shall be completed and prepared by the assessor in the IFS Software (see Part 4 and Annexes 8 and 9).

The report gives an overview of the relevant assessment information and the compliance of the production site providing transparency and confidence.

The complete report shall be reviewed and issued according to the assessment cycle (see chapter 4.3.2, Part 1).

Note: Alternative processes for drawing up the report could be agreed with the business partner.

4.2.1 Report review

A review of the assessment outcomes and report`s consistency shall be conducted by a nominated person(s) from the certification body / assessment service (see Part 3. chapter 1.4) prior to issuing the result.

Note: Alternative processes for the reviewing process could be agreed with the business partner.

4.3 Issuing the letter of confirmation

Based on the outcomes of the assessment and report review, the certification body / assessment service provider shall decide on the final status / result of the assessment and whether to issue an IFS Progress Food Letter of Confirmation or not.

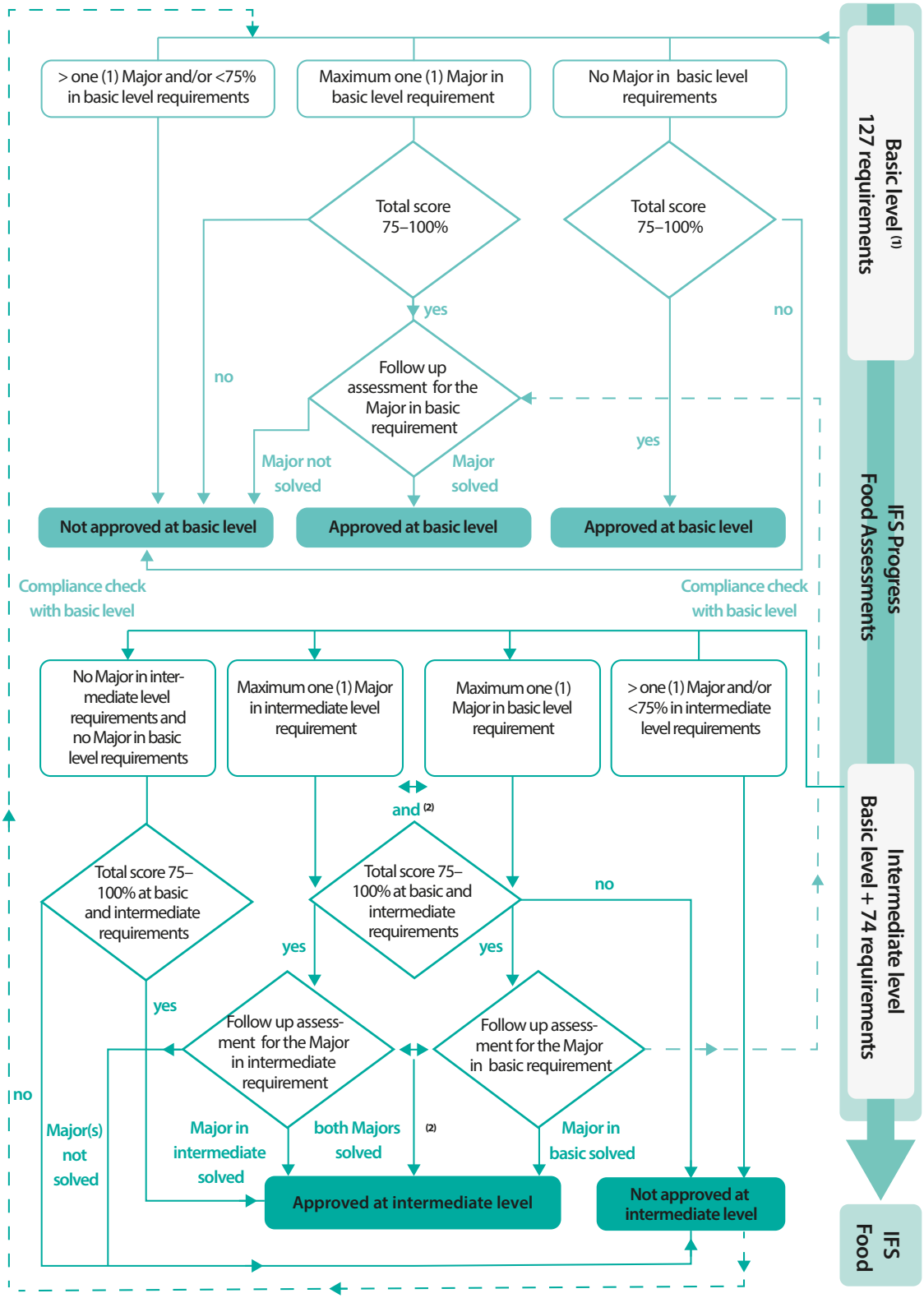
The assessment outcome is defined following the rules outlined in the decision tree (chart 3) and explained in chapter 4.3.1 below.

A letter of confirmation shall only be issued if the assessment status/result is deemed as approved, in the respective format (see Part 4 and Annex 10, from IFS Software), which specifies details of the assessment and the final assessment result.

Both report and the letter of confirmation shall be uploaded to the IFS Database after the assessment within the set timeframe (see chapter 4.3.2, Part 1).

Note: Alternative processes for drawing up the letter of confirmation could be agreed with the business partner.

Chart 3: Decision tree for the assessment results



(1) basic + HACCP assessments follow the same conditions (total number of requirements is 127 from basic level + 18 HACCP requirements).
(2) for companies being assessed at intermediate level, for the cases where one (1) Major non-conformity has been raised in both basic and intermediate level requirement, for intermediate level approval both conditions shall be complied:

- total score 75–100% in basic level and successfully passed in the follow up assessment for the Major in raised in basic level and
- total score 75–100% in intermediate and successfully passed in the follow up assessment for the Major in raised in intermediate level.

Note: For intermediate level approval, approval conditions to basic level shall be complied accordingly.

4.3.1 Scoring and conditions for issuing an assessment report and a letter of confirmation

a) Basic level. The outcome and status/result of the assessment according to basic level can be:

Chart 4: Assessment results in basic level (BL):

Assessment result	Status	Company action	Report form	Assessment frequency	Issuance of letter of confirmation
Total score ≥ 75% in BL and no Major in BL	Approved at basic level	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings For identified deviations in the validated action plan: At least corrections shall be implemented within three (3) months of the assessment. Corrective actions shall be implemented within twelve (12) months	Report including action plan provides status	Twelve (12) months to renewal assessment	Yes, letter of confirmation issued for basic level with 12-month validity. The letter of confirmation shall only be issued when the action plan is validated by CB/ASP*

Assessment result	Status	Company action	Report form	Assessment frequency	Issuance of letter of confirmation
Total score is ≥ 75% in BL and maximum one Major in BL	Not approved at basic level unless further actions are taken and validated after follow-up assessment	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings Follow-up assessment shall be performed within a period no earlier than six (6) weeks and no later than six (6) months after the assessment date to solve the Major. For identified deviations in the validated action plan: At least corrections shall be implemented within three (3) months of the assessment. Corrective actions shall be implemented within twelve (12) months	Report including action plan provides status	**If approved,** twelve (12) months to renewal assessment	Yes, letter of confirmation issued for basic level with 12-month validity. The letter of confirmation shall only be issued when the action plan is validated by CB/ASP* and if the Major non-conformity is effectively solved during the follow-up assessment
> one Major in BL and/or total score is < 75% in BL	Not approved at basic level	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings Actions and new initial assessment to be agreed upon	Report including action plan provides status	no earlier than six (6) weeks after the non approved assessment, if new inital assessment is desired	No
*CB/ASP: certification body / assessment service provider					

The assessment outcome is calculated automatically, and the assessment status is provided according to the rules above.

b) Intermediate level. The outcome and status/result of the assessment according to intermediate level can be:

Chart 5: Assessment results in intermediate level (IL):

Assessment result	Status	Company action	Report form	Assessment frequency	Issuance of letter of confirmation
Total score ≥ 75% in BL and no Major in BL **and** Total score ≥ 75% in IL and no Major in IL	Approved at intermediate level	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings For identified deviations in the validated action plan: At least corrections shall be implemented within three (3) months of the assessment. Corrective actions shall be implemented within twelve (12) months	Report including action plan provides status	Twelve (12) months to renewal assessment	Yes, letter of confirmation issued for intermediate level with 12-month validity. The letter of confirmation shall only be issued when the action plan is validated by CB/ ASP*

Assessment result	Status	Company action	Report form	Assessment frequency	Issuance of letter of confirmation
Total score is ≥ 75% in BL and IL and maximum one Major in BL **and/or** maximum one Major in IL	Not approved at intermediate level unless further actions taken and validated after follow-up assessment for the respective major(s).	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings Follow-up assessment shall be performed within a period no earlier than six (6) weeks and no later than six (6) months after the assessment date to solve the Major(s). For identified deviations in the validated action plan: At least corrections shall be implemented within three (3) months of the assessment. Corrective actions shall be implemented within twelve (12) months **Note:** In case the Major raised in intermediate level is not checked as solved during the follow-up assessment, the scoring and conditions for issuing an assessment report and a letter of confirmation for basic level status apply	Report including action plan provides status	**If approved,** twelve (12) months to renewal assessment	Yes, letter of confirmation issued for intermediate level with 12-month validity. The letter of confirmation shall only be issued when the action plan is validated by CB/ASP and if the Major(s) non-conformity(ies) is/are effectively solved during the follow-up assessment

Assessment result	Status	Company action	Report form	Assessment frequency	Issuance of letter of confirmation
total score ≥ 75% in BL and IL and > one Major in IL (and no Major in BL)	Not approved at intermediate level	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings Actions and new assessment to be agreed upon	Report including action plan provides status	New assessment in intermediate level, if desired	No
	Approved at basic level	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings For identified deviations in the validated action plan: Implement at least corrections within three (3) months after assessment. Corrective actions shall be implemented within twelve (12) months	Report including action plan provides status	Twelve (12) months to renewal assessment	Yes, letter of confirmation issued for basic level with 12-month validity. The letter of confirmation shall only be issued when the action plan is validated by CB/ASP*
> one Major in BL and/or total score is < 75% in BL **and/or** > one Major in IL and/or < 75% in IL	Not approved at intermediate level	Send completed action plan within two (2) weeks of receiving the action plan template with the list of findings Actions and new assessment to be agreed upon	Report including action plan provides status	no earlier than six (6) weeks after the non approved assessment, if new assessment is desired	No
*CB/ASP: certification body / assessment service provider					

The assessment outcome is calculated automatically, and the assessment status is provided according to the rules above.

For both basic and intermediate level, the total score of the assessment is calculated as follows:

Total number of points = (total number of IFS Progress Food Requirements (points) – requirements evaluated as N/A) × twenty (20)

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

4.3.1.1 Specific management of the assessment process in case of one (1) or several Major non-conformity/ies and/or score < 75%

Specific rules shall apply, depending on the type and number of non-conformity(ies) issued and the total score.

If only one Major non-conformity is issued at basic level requirement and/or at intermediate level requirement, with a total score ≥ 75% at respective level(s), a follow-up assessment is possible. More information on follow-up assessments can be found in chapter 2.5.5, Part 1. In case the certification body / assessment service provider evaluates that the Major(s) impact the current and valid letter of confirmation according to its respective level, it shall be withdrawn within (2) two working days.

In all the other situations where the IFS Progress Food Assessment is failed (due to more than one (1) Major and/or total score is <75% at respective levels) and a letter of confirmation will not be issued, the following rules apply:

a) Initial assessment:

- the assessment shall be completed and all requirements shall be evaluated in order to give the company a full overview about its situation.
- the action plan is recommended to be completed for improvement purposes.
- a full new initial assessment shall be performed no earlier than six (6) weeks after the failed assessment.
- the company will not remain visible in IFS Database.

b) Renewal assessment:

- the assessment shall be completed, and all requirements shall be evaluated in order to give the company a full overview about its situation.
- in case the failure impacts the current and valid letter of confirmation according to its respective level, it shall be withdrawn.
- the deadline for withdrawing the current letter of confirmation is:
  - two (2) working days if the assessment is failed due to several Major non-conformities
  - two (2) working days after the assessment decision (final result issue), if the assessment is failed due to a total score < 75% with no non-conformity(ies) raised.
- the action plan is recommended to be completed for improvement purposes.
- a full new initial assessment shall be performed no earlier than six (6) weeks after the failed assessment.

Note 1: In case the production site was assessed at intermediate level and fails, only having basic level approval, then the letter of confirmation shall only be issued for basic level upon validation of the action plan. A new complete assessment at intermediate level shall be conducted for intermediate level approval, if desired.

Note 2: Any failed IFS Progress Food Assessment shall not be considered as a pre-assessment.

More information on failed assessments can be found in chapter 3.2 and a flow chart for the management of failed assessments is outlined in Annexes 5 and 6.

4.3.2 IFS Progress Assessment timeframe

The time between the date of the assessment and the upload of the final report / letter of confirmation is determined as follows:

- two (2) weeks for the assessor and/or certification body / assessment service provider to send the action plan (with the list of findings and explanations).
- two (2) weeks for the company to complete the action plan and respond to the deviations and non-conformity(ies) (draw up the action plan).
- two (2) weeks for the assessor or a representative of the certification body / assessment service provider to validate and release the proposed action plan and for the certification body / assessment service provider to undertake the report review, decide the assessment`s final status/result and upload the assessment report, the action plan and the letter of confirmation to the IFS Database.

In total: between six (6) and eight (8) weeks from the date of the assessment to uploading the assessment report, action plan and letter of confirmation to the IFS Database:

- target time: six (6) weeks
- maximum time: eight (8) weeks

Note: Alternative processes for drawing up report / letter of confirmation and outlining action plan could be agreed with the business partner.

4.4 Assessment cycle

The assessment shall be valid effectively from the date of issue stated on the formal report and the letter of confirmation itself. The validity of the IFS Progress Food Letter of Confirmation is defined as follows:

- It starts from the date of issue of the letter of confirmation
- It ends on the last day of the initial assessment date + eight (8) weeks – one (1) day + one (1) year.

The renewal assessment should be initiated by the assessed production site or business partner.

The time window to schedule the renewal assessment is:

- [– eight (8) weeks; + two (2) weeks] from the assessment due date (assessment due date = the anniversary date of the last day of the initial assessment), for regular announced assessments in basic or intermediate level.
- [–16 weeks; + two (2) weeks] from the assessment due date (assessment due date = the anniversary date of the last day of the initial assessment), when a voluntary unannounced assessment at intermediate level is required.

The date for the renewal assessment is calculated from the date of the initial assessment date and not from the date of issue of the report / letter of confirmation. This allows the letter of confirmation validity to remain the same, even if the renewal assessment date changes every year and does not correspond to the anniversary / due date.

Note: The assessed company receives a reminder from the IFS Database three (3) months before the expiration of the assessment report / letter of confirmation.

If the renewal assessment is not scheduled in due time, or if the steps of the assessment timeframe were not completed in time, a break in the assessment cycle will occur and a new initial assessment cycle will be initiated. Users of the IFS Database, which have the assessed production site in their favourites list will be informed via the IFS Database.

The previous assessment report and letter of confirmation remain visible in the IFS Database for a further three (3) months (after the end of the letter of confirmation validity). If the renewal assessment takes place later than the above-mentioned time window, the assessment of the company will not be visible anymore and the COID will be automatically set to an inactive status in the IFS Database.

4.4.1 Information about the conditions of withdrawal/suspension of the letter of confirmation

An IFS Progress Food Assessment Letter of Confirmation shall be withdrawn by the certification body / assessment service provider in the situations such as:

- when any information indicates that the products/processes may no longer comply with the requirements of the IFS Progress Program, especially in case of non-conformity(ies) identified during the assessment (main or follow-up assessment), assessment fails, or if the production stopped and moved to a new location.
- in case of a cancellation of the assessment contract (between the certification body / assessment service provider and the company).

Note: Concerning the rules described above, it is within the discretion of the certification body / assessment service provider to withdraw letters of confirmation.

An IFS Progress Food Assessment Letter of Confirmation shall be suspended by the certification body / assessment service provider in the situations such as:

- in case of pending investigations by the certification body / assessment service provider, following a food safety incident or other event.
- in case of non-payment of the current assessment by the assessed company.

If the suspension is lifted, the certification body / assessment service provider shall make all necessary modifications/communications.

4.5 Distribution and storage of the assessment report

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

The certification body / assessment service provider shall store safely and securely a copy of the IFS Progress Food Assessment Report and associated documentation for a period of five (5) years. More information on the access conditions for information about assessment reports in the IFS Database can be found in Part 4.

Supplementary action
The decision on the level of supplementary actions required on the basis of the assessment report and letter of confirmation shall be made at the discretion of the individual buying organisation.

5 Quality assurance procedures and monitoring

5.1 Quality assurance complaint-based procedures

Retailers or any other interested parties (including whistle-blowers) have the right to forward any possible complaint or issue to IFS for investigation as part of the IFS Progress Quality Assurance Management. The respective information can be forwarded by e-mail to complaintmanagement@ifs-certification.com or via a complaint form on the IFS Website.

The IFS Offices collect complaints concerning IFS Progress Assessments, reports or other circumstances where the integrity of the IFS brand and program liability have been put in question. All complaints are treated with confidentiality.

The IFS Offices will gather all necessary information in order to neutrally evaluate and investigate the cause of the complaint and to establish if there are deficiencies by the assessed company, certification body / assessment service provider or the assessors in meeting IFS Progress Requirements. Appropriate steps will be taken to investigate a complaint, which may include requesting a certification body / assessment service provider to carry out internal investigations or for involved parties to provide statements on the outcome of the investigations to IFS. If relevant, the complainant will be informed about the result of the analysis.

Additionally, in the event that IFS Management has good reason to believe that investigation results indicate severe impact on the integrity of the IFS brand and program liability against the IFS Progress rules, IFS Management may contact or visit the assessed company as well as the certification body / assessment service provider itself in order to conduct a check.

Based on this investigation, and if deviations are identified, an appropriate action plan shall be required from respective parties.

For certification bodies' / assessment service providers' appeal and complaints procedure, see 1.3 - Part 3.

5.2 Quality assurance monitoring for continuous improvement

In order to set a complaint and risk-based monitoring procedure with the aim to support the continuous improvement process of the quality of operation with respective parties of IFS Progress Programs, IFS Quality Assurance may contact and perform documental desk checks along with certification bodies / assessment service providers in order to verify consistency with the rules of the overall program. Depending on the outcome, an appropriate action plan shall be structured and followed up along with IFS Offices.

6 IFS Logos

The copyright of IFS Progress Food and the registered trademark is fully owned by IFS Management GmbH. The IFS Logos shall be downloaded via the secured section of the IFS Database. Furthermore, the terms and conditions below shall be communicated to the assessed company by the certification body / assessment service provider and checked by the assessor during the IFS Progress Food Assessment. The results of this check shall be described in the company profile of the assessment report as a compulsory field. If the assessor identifies that the company does not fulfil those terms and conditions, IFS Offices shall be informed accordingly.

Terms and conditions for using the IFS Logos and communication about the IFS Progress Food Assessment/Application
These terms and conditions apply for all IFS Logos.

Form, design and colour of the IFS Logos
Only the latest version of the IFS Logos shall be used. When used, the IFS Logo(s) shall comply with the form and colour of the scale drawing. If used in documents, black and white print is also permitted. Companies shall only use the logo of the program(s) they are assessed for. The respective logo can be used from the announcement of the assessment approval via letter of confirmation until the end of the assessment validity.

The general IFS Logo can only be used to express that the certification body / assessment service provider or the IFS Consultant supports IFS Progress assessed companies, or that the certification body / assessment service providers offers assessments for more than one IFS Progress Programs. All other forms of use shall be agreed with IFS.

The IFS Progress Food Logo can be used in print, electronic form and in recorded films, as long as the form and format are fulfilled. The same conditions apply to the use of the logo as a stamp.

Restriction of comments and interpretations
When an IFS Progress Food assessed production site, an IFS Progress Food supporting company or an IFS Progress Food certification body / assessment service provider publishes documents bearing the IFS Logo(s), comments and interpretations referring to IFS shall be clearly identifiable as such.

Use of the IFS Progress Food Logo in promotional material
The IFS Progress Food Logo shall not be displayed on the product itself, packaging of the product, or any kind of advertising document likely to reach the end-consumer (e.g. intercompany sales packaging, public exhibitions for end consumers, product specific brochures for end consumers, etc.). The logo can only appear on a website section related to quality management or to quality and safety in general. It shall not be used for any kind of business-to-consumer marketing. It shall be clear that all information concerning the IFS Progress Food clearly refers to IFS. The IFS Logos shall not be used in presentations that have no clear connection to IFS.

An IFS Progress Food assessed production site, which accepts IFS Letters of Confirmation / Certificates from its suppliers or service providers (brokers, logistics service providers or wholesalers) or an IFS certification body / assessment service provider may use the general IFS Logo for promotional reasons and publish information about IFS Assessments/Certification. If they have no assessment of their own, it shall be clearly stated that the company supports or works with IFS assessed/certified companies. Any kind of use that gives the impression that the company itself is assessed to IFS Progress Food is not accepted.

Further restriction on the use of the IFS Progress Food Logo
The IFS Progress Food Logo shall not be used in any way that may imply that IFS Management GmbH is responsible for the assessment decision. In case of suspension or withdrawal of the IFS Progress Food Letter of Confirmation, the assessed production site and company have to immediately stop including the IFS Logos on their documents and/or website. In case of exclusion regarding the assessment scope, the details about exclusions shall be available upon request. The IFS Progress Food Logo can be used, but the following sentence shall be written at the bottom: "some products are excluded from the scope of the IFS Progress Food Assessment" and exclusion details can be provided upon request".

Additionally, the IFS Progress Program shall not be referred to as a "certification".

Communication of the IFS Progress Food Assessment
All the above-mentioned rules apply to any communication regarding IFS Progress Food. This also means that the use of the wordmarks "IFS", "International Featured Standards", or "IFS Progress Food" or similar are not allowed to be communicated on finished products which are available to the end consumer.

PART 2

PART 2
List of IFS Progress Food Assessment Requirements

0 General clarifications

a) About the guidance for industry and assessors

- The purpose of the guidance is to help companies and assessors with the interpretation of the requirements, thus providing a general approach to what is expected.
- The content is focused on examples of questions 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 site. The interpretation always depends on the situation of each individual company. Additionally, it supports the assessor to achieve a minimum performance for IFS Progress Assessments.
- The IFS Progress Food Assessment is focused on products and processes. Therefore, any objective evidence is closely related to products and processes. The product(s) that the assessor choose(s) for questioning during the assessment are important. If the assessed company can prove with objective evidence that these products – selected by the assessor – are produced according to the agreed specification in a safe manner, it indicates a reliable assessment of the assessed company. The listed typical questions in the guidance are closely linked to checks on products. The assessor shall consider these questions / additional supportive information to get maximum of information on a representative sample of products (e.g retailer branded products) and about the assessed company.
- The guidance establishes examples and provides a minimum survey that should be fulfilled by the assessor; therefore, it is not expected for the assessor to focus only on guidance questions, as the assessor is required to adapt the assessment to the situation of each site on a case by case basis for a fully comprehensive overview. The assessment is not automatically complete if the assessor asks every question from the list.

b) About the requirements

- IFS Progress Food v3 Requirements are based on the respective IFS Certification Standard: IFS Food. Nevertheless, in some cases it has been adapted to the nature of IFS Progress Program and oriented accordingly to a development program. Therefore, variations shall be expected within the requirements, in the level of documentation, in the requirements and chapter numbering and order, in the guidance elements and evidence.
- Requirements with a "*" require compulsory information for IFS Progress Food v3 Assessment Report.
- When a requirement is marked with a hand (☞) it means that additional elements shall also be checked when a requirement is assessed at intermediate level.

c) Additional information to assessors

During an IFS Progress Food Assessment, assessors shall use relevant sampling (a representative product sample shall be chosen for the assessment trail) along with inspection techniques and documentation review to establish compliance with IFS Progress Food Requirements.

The assessor is encouraged to review documents and records within the production area rather than the office.

Note: For further supportive information to support the performance of an IFS Progress Food v3 Assessor, see IFS Good Assessment Practices Guideline.

Assessment checklist and guidance

Preliminary note – guidance includes:

- additional supportive information for requirement comprehensive interpretation, implementation, and assessment support (what to check / what should be asked?).
- examples of evidence to be checked (but not limited to) during IFS Progress Food v3 Assessment.

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
1	**Governance and commitment**		
1.1	**Corporate structure and management responsibility**		
1.1.1	All relevant information related to food safety, product quality and legality shall be communicated effectively and in a timely manner to the relevant personnel.	Basic	• How is relevant information transmitted to the concerned persons? • How are relevant changes which affect food safety, product quality and legality transmitted and managed? **Note 1:** Food safety, product quality and legality relevant elements shall be properly communicated to avoid process and product issues and disruptions within the food safety and quality management. ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of senior management and all employees; generating awareness; open and clear communication; ensuring compliance with relevant regulatory requirements and maintaining integrity within food safety processes.* **Examples of evidence:** posters; distribution of meeting minutes; internal communication; e-mails; on site interviews; etc.

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
1.1.2	The senior management shall provide sufficient and appropriate resources to meet the product and process requirements.	Basic	• How were the necessary and appropriate resources (including investments) defined? • Is there commitment to allocate/provide the appropriate amount of resources to product and processes realization (including customer requirements) and to develop, implement and ensure compliance within food safety and quality management (e.g. in GMPs, HACCP, management of incidents, deviations / non-conformities and corrective action plans, etc.)? • How does the company ensure that all critical functions are covered by competent personnel at all times? **Note 1:** Senior management refers to the executive management within the business (highest level of management with the ability to influence the organization and its operations). **Note 2:** Evidence through comprehensive assessment of the IFS Progress Food v3 Requirements shall demonstrate that product and process requirements are met with appropriate and sufficient resources such as: personnel, training, operational hygiene, equipment, infrastructure, working tools, process inputs/aids, services, expert advice, etc. ***Additional explanation:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of the management; engagement and availability of sufficient resources; ensuring that the appropriate training and supervision are in place for respective relevant personnel.* **Examples of evidence:** budget plan; discussions records; key performance indicators assessment; periodic staff meetings outcomes and follow-up; on-site assessment;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
*1.1.3	The senior management (or designated authorized person) shall ensure that the certification body / assessment service provider is informed of any changes that may affect the company's ability to conform with the assessment requirements. This shall include at a minimum of the following: • any legal entity name change • any production site location change. For the following specific situations: • any product recall • any product recall and/or withdrawal decided by authorities for food safety and/or food fraud reasons • any visit from authorities which has resulted in mandatory action connected to food safety and/or food fraud the certification body / assessment service provider shall be informed within three (3) working days.	Basic	• Has the company undergone any changes to the legal entity name or production site location? • Have there been any regulatory actions against the company? • Has the company experienced product recall? • Has the company experienced product recall and/or product withdrawal decided by authorities and/or mandatory actions issued by authorities as a result of their visits? • In case of the above, did the company inform the certification body / assessment service provider within the respective timeframe? • What is the name of the authority and when was the last visit? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of the senior management and all employees; generating awareness; open and clear communication; maintaining integrity within food safety processes.* **Examples of evidence:** certification body and assessment service providers notifications; RASFF; FDA/USDA recall notification database; company webpage;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
1.1.4	The senior management shall ensure that employees are aware of their responsibilities related to food safety and product quality.	Intermediate	• How is it ensured that employees know their responsibilities? • How does senior management ensure that employees know their responsibilities related to food safety and product quality (including relevant legal requirements)? • Are employees aware of how they contribute to the effectiveness within food safety and quality management? • Who is responsible for food safety and quality? • Are employees aware of the implications of not conforming with product requirements or within food safety and quality management requirements? • How does senior management take accountability for the effectiveness within food safety and quality management? • How is it ensured that employees are undertaking adequate operations regarding their responsibilities (e.g., key employees with responsibility to critical processes such as CCP monitoring; those with influence on product safety and quality requirements)? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of the senior management and all employees; generating awareness; open and clear communication; ensuring that roles and responsibilities are clearly communicated; maintaining integrity within food safety processes and procedures; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** job description; responsibility matrix; qualification/ capabilities evidence; on site interviews with key employees;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
1.1.5	The department responsible for food safety and quality management or the responsible person shall have a reporting relationship to the senior management. An organisational chart, showing the structure of the company, shall be documented and maintained.	Intermediate	• How is the organisation structured? • Is an organisation chart documented and maintained? • Who is the designated person responsible for FS / QM? • Who is(are) the person(s) responsible for reporting on food safety and quality management? • What is the relationship of the food safety and quality management department / responsible person to the senior management? • Is there a direct report to senior management in cases of critical issues to food safety and product compliance (e.g., incidents, recall, withdrawal, critical nonconformities, systemic loss of control, food safety issues, etc.)? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: awareness; commitment of the management and leadership to engagement and open and clear communication.* **Examples of evidence:** organisational chart;
1.1.6	The senior management shall ensure that all processes (documented and undocumented) are known by the relevant personnel and are applied consistently.	Intermediate	• What criteria are used to ensure process control? • What is done to ensure that processes are known to relevant personnel (incl. permanent staff and temporary/ seasonal workers) and are applied consistently? • In case of new procedures/changes to existing procedures, what actions are taken to ensure that processes are known by the relevant personnel? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of the senior management and all employees; generating awareness; open and clear communication; maintaining integrity within food safety processes and procedures; verifying that controls are being performed in a timely and efficient manner and that documentation is up-to-date.* **Examples of evidence:** processes; on site interviews*; *Which may consider, but not limited to food safety and quality assurance personnel, persons responsible for process controls, person responsible for labelling, person responsible for production, person responsible for monitoring CCP´s, etc.

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
1.1.7	The senior management shall maintain a process to ensure that the company is kept informed of all relevant legislation, scientific and technical developments, industry codes of practice, food safety and product quality issues, and that they are aware of factors that can influence food defence and food fraud risks.	Intermediate	• What kind of sources/tools are considered by the company to stay informed and updated with relevant information? • Which legal and regulatory requirements and/or industry codes of practice are relevant for the company? • How is relevant information transmitted to concerned persons? How does senior management ensure this process? • How is the business aware of food safety and product quality issues, and of factors that can influence food defence and food fraud risks? How is this ensured by senior management? • If changes occur, who checks the implementation of these changes? • How does the senior management ensure that all relevant legal and regulatory requirements are in place and known by the relevant persons? • How does senior management ensure that purchased products, services, and manufactured products comply with all relevant legal and regulatory requirements? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as commitment of the senior management and all employees; generating awareness; open and clear communication; maintaining integrity within food safety processes and procedures; verifying documentation is up-to-date; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** food laws subscription; training; internal communications; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
1.1.8	Based on the nature and size of the food business, senior management shall commit to and support elements of food safety culture implementation and maintenance by means of: • commitment and engagement • awareness to food safety management • open and clear communication • provision of sufficient resources Local food safety culture regulations shall also be complied with.	Intermediate	• Are there local food safety culture regulations? Are they complied with? • Has the company established, maintained, and provided evidence of the implementation of an appropriate food safety culture considering a minimum of the following: a. commitment of the senior management and all employees to the safe product and process realization and distribution of food. b. orientation or leadership towards the production of safe food and to generate engagement of all employees in food safety practices. c. awareness regarding relevant elements of food safety management (e.g., regulations, food safety hazards, hygiene) by all employees. d. open and clear communication regarding relevant elements of food safety management, such as changes, practices, procedures, expectations, deviations, non-conformities, incidents, etc. (within the business, between key employees, between all employees, within an activity and between consecutive activities). e. provision and availability of sufficient resources to ensure the safe and hygienic handling of food along with the realization of product and processes (including food safety customer requirements).

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
			Note 1: Senior management commitment usually relates to: a. ensuring that roles and responsibilities are clearly communicated b. maintaining integrity within food safety management processes and procedures, including when changes are planned and implemented. c. verifying that food safety processes and procedures (e.g. controls) are being performed timely and efficiently and that respective documentation is up to date. d. ensuring that the appropriate training and supervision are in place for respective relevant personnel. e. ensuring compliance with relevant legal and regulatory requirements. f. encouraging food safety processes and procedures of continuous improvement within the business and where appropriate, taking account of (but not limited to): developments in science, technology, best practices, customer requirements, outcomes from internal discussions about the food safety management, review of main key performance indicators and outcomes (e.g. product and process compliance/performance, GMPs checks, HACCP verification results, consumer and customer complaints, incidents, non-compliances, and management of corrections and corrective action, etc.). **Note 2:** Within the IFS Progress Food v3 Assessment, evidence of appropriate implementation of food safety culture shall be collected comprehensively by cross checking with other related assessment requirements (e.g., corporate structure and management responsibility requirements, training requirements in resource management, etc.). ***Additional explanation/information:*** *Supporting Reference: Commission Regulation (EU) 2021/382 of 3rd March 2021.* **Examples of evidence:** trainings; resources; key performance indicators assessment; budget plan; documented discussions/ outcomes; periodic staff meetings follow up; posters; distribution of meeting minutes; internal communication; e-mails; local food safety regulations; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2	**Food safety and quality management**		
2.1	**Quality management**		
2.1.1	**Document management**		
2.1.1.1	A procedure shall be documented, implemented and maintained to control documents and their amendments. All documents which are necessary for compliance with food safety, product quality, legality, authenticity and customer requirements shall be available in their latest version. Any amendments to documents, critical to those requirements, shall be recorded.	Intermediate	• What rules exist regarding document control? • Does the documented procedure address control of documents and their revisions? • Do the documents have an identification code? • How is the identification code structured? • How can a revision be identified? • Who is responsible for changes? • Are changes/amendments and modifications traceable and recorded? • How are document changes communicated to relevant employees? • Are there any distribution lists for documents? • How is document validity identified? • How is it ensured that only valid documents are in circulation? • How is it possible to recognise that documents are valid and up-to-date? **Note 1:** Control of documents involves: distribution, access, retrieval, usage, storage, preservation, control of changes, retention, disposition, and management of obsolete documents to prevent misuse. ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as integrity within food safety processes and procedures; verifying documentation is up to date; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** documents list; procedure for documents; procedure for document control; distribution lists; review of examples;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.1.1.2	All documents shall be legible, unambiguous and comprehensive. They shall be available to the relevant personnel at all times.	Intermediate	• Are there developed and effectively implemented documents for relevant processes and operations that affect food safety, quality, authenticity, legality and customer requirements? • Are all documents legible? • Are documents written in a clear way so that they can be easily understood by staff? • Are the documents unambiguous? • Are the documents stored in the right place and are they available for relevant personnel? Also, after office hours? • How do relevant employees have access to documents? • Are documents comprehensible / in proper language to the staff? **Examples of evidence:** documents; documents list; distribution lists;
2.1.2	**Records and documented information**		
2.1.2.1	Records and documented information shall be legible, properly completed and genuine. They shall be maintained in a way that subsequent revision or amendment is prohibited. If records are documented electronically, a process shall be maintained to ensure that only authorised personnel have access to create or amend those records (e.g. password protection).	Basic	• What records/information exist? • Are records available to support the compliance of the business with processes and products along with the food safety and quality management which includes elements such as all legal, customer, food safety, quality requirements that apply? • Are the records/information complete? • Are the records/information available? • Are records/information plausible? • Are records/information legible? • What kind of assurance is given that records/information cannot be subsequently manipulated? • Are the records/information reviewed by a supervisor or related designated person? • How are corrections (authorized amendments) to records/information carried out when necessary? • Who is authorized to make such corrections? • How are such corrections authorised? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as integrity within food safety processes and procedures; verifying documentation is up-to-date; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.1.2.2	All records and documented information shall be kept in accordance with legal and customer requirements. If no such requirements are defined, records and documented information shall be kept for a minimum of one year after the shelf life. For products which have no shelf life, the duration for which the records and documented information are kept shall be justified and this justification shall be documented.	Basic	• Where are records/information stored? • Who stores records/information? • How long are records/information kept? • Are customer and/or legal requirements defined in relation to record-keeping duration? • On what basis were records/information storage times defined? • How is data-backup carried out? • For products with no shelf life, was the record/ information storage time justified (e.g., solid company experience/history)? • Are records/documented information comprehensible/ in proper language to staff? **Examples of evidence:** record keeping process; customer and legal requirements; recorded/documented justification;
2.1.2.3	Records and documented information shall be securely stored and accessible.	Basic	• How and where are records filed? • Are records securely stored and protected from loss, intentional adulteration and/or misuse? • How is quick access to the records ensured (able to be easily and quickly accessed, even in situations such as incidents, recall & withdrawal, food safety and product issues and during IFS Progress Food v3 Assessments)? **Examples of evidence:** on site observation;
2.2	**Food safety management**		
2.2.1	**HACCP plan**		
2.2.1.1	The basis of the company's food safety management shall be a fully implemented, systematic and comprehensive HACCP based plan, following the Codex Alimentarius principles, good manufacturing practices, good hygiene practices and any legal requirements of the production and destination countries which may go beyond such principles. The HACCP plan shall be specific and implemented at the production site.	Intermediate	• What principles is the company's HACCP plan based on? • Does every site/plant have a separate HACCP plan? • Which specific regulations are taken care of in the HACCP plan? • Are the legal requirements of the production and destination country known, especially the labelling regulations? ***Additional explanation/information:*** *Additional supporting reference: Commission Notice on the implementation of food safety management systems covering prerequisite programs (PRPs) and procedures based on the HACCP principles, including the facilitation/flexibility of the implementation in certain food businesses C/2016/4608.* **Examples of evidence:** HACCP plan;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.2.1.2	The HACCP plan shall cover all raw materials, packaging materials, products or product groups as well as every process from incoming goods up to dispatch of finished products, including product development.	Intermediate	• Does the HACCP plan cover all product groups, processes including product development/modification, outsourced processes and product packaging? • Which processes are performed? **Examples of evidence:** product group overview; flow chart; outsourced processes;
2.2.1.3	The HACCP plan shall be based upon scientific literature or expert advice obtained from other sources, which may include trade and industry associations, independent experts and regulatory authorities. This information shall be maintained in line with any new technical process development.	Intermediate	• Is the HACCP plan based upon scientific literature or technically verified specifications related to the manufactured products and procedures? • How are new technical developments taken care of? • Does the HACCP plan meet all applicable regulatory requirements of the country in which it is established, including the required and applicable risk assessments, and supporting documentation? (where applicable, such regulatory requirements will supersede requirements of the standard. Related to Canadian and US law, certain forms and formats are required.). **Examples of evidence:** references of used literature, etc.;
2.2.1.4	In the event of changes to raw materials, packaging materials, processing methods, infrastructure and/or equipment, the HACCP plan shall be reviewed to ensure that product safety requirements are complied with.	Intermediate	• When was the HACCP last reviewed? • How are product development / product modification and the HACCP interconnected? • Have changes occurred since the last review? If so, what were the changes? • Was the hazard analysis and risk assessment reviewed in alignment with the changes? **Examples of evidence:** HACCP review;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3	**HACCP analysis**		
2.3.1	**HACCP team**		
2.3.1.1	**Assemble HACCP team:** The HACCP team shall have the appropriate specific knowledge and expertise and be a multidisciplinary team which includes operational staff.	Basic	• Who are the members of the HACCP team? • Which departments/functions are included in the HACCP team (multi-disciplinary team which may include food safety/quality, production, engineering, procurement, distribution)? • How was qualification for HACCP team membership verified? • What hazards are connected to the product? • Does a contract / service agreement exist with an external expert (in the case of business contracts with external expertise services)? **Note 1:** Introductory requirement to comprehensive HACCP development. **Examples of evidence:** service contract; evidence for education, advanced training; on site interviews;
2.3.1.2	Those responsible for the development and maintenance of the HACCP plan shall have an internal team leader and shall have received appropriate training in the application of the HACCP principles and specific knowledge of the product and processes.	Intermediate	• Who is the team leader of the HACCP team? • What is the content of a HACCP training course? • When was the last HACCP training course held? • Who participated in the HACCP training course? • Is training documented and managed through a HACCP training program where content, frequency, tasks and evaluation methodology are defined with consideration of business specific issues, food safety, food related legal requirements and product and process modifications? **Examples of evidence:** HACCP training proofs; training proofs; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.2	**Product description**		
2.3.2.1	A full description of the product shall be documented and maintained and shall contain all relevant information on product safety, which includes at minimum: • composition • physical, organoleptic, chemical and microbiological characteristics • legal requirements for the food safety of the product • methods of treatment, packaging, durability (shelf life) • conditions for storage, method of transport and distribution.	Basic	• Does a complete product description exist for each product? • What is included in the product description? **Note 1:** Introductory requirement to comprehensive HACCP development. **Note 2:** Additional relevant considerations for product detailed description, when applicable (but not limited to): Ingredients / raw materials, allergens, packaging type (e.g., food contact), genetically modified materials, intended use / the purpose of the product, shelf life (e.g., conditions after opened), target consumer from the point of view of the end consumer (e.g., baby food, dietary products, nutritional supplements, etc.), sensitive or vulnerable consumer groups, etc. **Examples of evidence:** product description; product specification;
2.3.3	**Identify intended use and users of the product**		
2.3.3.1	The intended use of the product shall be described in relation to the expected use of the product by the end consumer, taking vulnerable groups of consumers into account.	Basic	• What is the intended use of the product? Has potential product misuse that could cause harm to the consumer been identified? • Have vulnerable groups, such as children, infants, the elderly, pregnant women, people with food intolerance, allergies, diabetes etc. been considered? • For which consumer group is the product unsuitable? • Is the product suitable for children, pregnant women, senior persons? **Note 1:** Introductory requirement to comprehensive HACCP development. **Examples of evidence:** product description;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.4	**Construct flow diagram**		
2.3.4.1 (B)	A flow diagram shall be documented and maintained for each product, or product group, and for all variations of the processes and sub-processes (including rework and reprocessing). It shall be dated, and updated, in the event of any changes.	Basic	• Are flow charts available for all products which outline sequences and interactions of the production steps and the respective input and output? Are they accurate and sufficiently detailed? • Are relevant steps, such as the input and output of each process described (e.g., process steps, raw materials, ingredients, food contact materials, packaging material, processing aids, work in progress, rework/reprocessing, utilities (air, water, etc.), nonconforming products, intermediate products, finished products, outsourced processes, waste, etc.)? • Are the flow charts dated and up-to date? **Note 1:** Introductory requirement to comprehensive HACCP development. **Examples of evidence:** flow charts for all products;
2.3.4.1 (I) ☞	The documented flow diagram shall identify every step and each control measure defined for a CCP.	Intermediate	• Are all control measures defined for a CCP identified in the flow chart? • Are all CCPs numbered? • Are all documented flow charts with defined control measures for a CCP dated and up-to date? **Examples of evidence:** flow charts for all products; defined control measures for a CCP;
2.3.5	**On-site confirmation of the flow diagram**		
2.3.5.1	Representatives of the HACCP team shall verify the flow diagram through on-site verifications at all operation stages and shifts. Where appropriate, amendments to the diagram shall be made.	Intermediate	• Is the flow chart verification recorded? • Was the flow chart confirmed during a HACCP meeting? • Are verifications repeated systematically? **Examples of evidence:** flow charts for all products; flow chart verifications reports/ records; meeting minutes; on site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.6	**Conduct a hazard analysis for each step**		
2.3.6.1 (B)	Food Safety hazards shall be identified, documented and controlled through effective practices and measures.	Basic	• Are the physical, chemical (including radiological and allergens) and biological hazards known? How? • Which biological, physical and chemical hazards are expected? • What hazards are connected to the product and processes? • How are hazards controlled to avoid food safety risks (e.g., through good manufacturing practices, good hygiene practices, specific measures, etc.). • How and where are hazards and respective controls listed/documented? **Note 1:** Introductory requirement to comprehensive HACCP development. **Examples of evidence:** food safety hazards; good manufacturing practices, good hygiene practices; measures;

2.3.6.1 (I) ☞	A hazard analysis shall be conducted for all possible and expected physical, chemical (including radiological and allergens) and biological hazards. The analysis shall also include hazards linked to materials in contact with food, packaging materials as well as hazards related to the work environment. The hazard analysis shall consider the likely occurrence of hazards and the severity of their adverse health effects. Consideration shall be given to the specific control measures that shall be applied to control each significant hazard.	Intermediate	• Does a hazard analysis exist for each process step (including product development/modification, outsourced processes) and process inputs such as raw materials, food contact materials, packaging materials and hazards related to the work environment?
			• Is every significant hazard included?
			• Which biological, physical and chemical significant hazards can be expected?
			• Does a risk analysis for all product groups including harm and likelihood exist?
			• Compare information from the plant tour with the hazard analysis
			  ◦ are all observed significant hazards addressed?
			  ◦ are the assigned risk levels appropriate?
			
			Note 1: A minimum of the following shall be addressed: the potential biological, chemical (including allergens and radiological) and physical hazards associated with the production inputs from raw materials and ingredients, water, steam, ice, process aids, food contact materials/ surfaces, utilities (such as gases or compressed air with direct contact with food or food contact materials) and packaging, work environment and processes hazards in each production process step (including rework, product development, etc), etc.
			
			Examples of evidence:
			hazard analysis; risk assessment; product group overview; flow chart; on-site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.7	**Determining critical control points and other control measures**		
2.3.7.1	Determining whether the step at which a control measure is applied is a CCP in the HACCP plan shall be facilitated by the application of a decision tree or other tool(s), which demonstrates a logical reasoned approach.	Intermediate	• Which good manufacturing practices (GMPs) / good hygiene practices (GHPs) are implemented regarding identified significant hazards? • If the hazard analysis indicates any significant hazards not minimised or eliminated by good manufacturing practices (GMPs) / good hygiene practices (GHPs), which are present or likely to be introduced within the food manufacturing process, are control measures determined for critical control points (CCPs) or other control measures (former control points)? facilitated by a decision tree or other tools? • Which CCPs were defined? • How many CCPs exist? • Of the defined CCPs, can the process be influenced in order to prevent, eliminate or reduce a food safety hazard? • Which other control measures have been identified? • Which GMPs/GHPs are documented? • How are the control measures documented (the ones identified and applied as CCP`s and other control measures)? **Note 1:** other control measures are formerly known as control points (CP). **Examples of evidence:** hazard analysis; flow chart; HACCP plan; decision tree / other tools; GMPs/GHPs;
2.3.8	**Establish validated critical limits for each CCP**		
2.3.8.1	For each CCP, critical limits shall be defined and validated to identify when a process is out of control.	Intermediate	• Is a validated critical limit defined for each CCP? • What critical limits are defined? • How were the critical limits determined and validated? **Examples of evidence:** HACCP plan; overview of CCPs with limits; critical limits validation records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.9	**Establish a monitoring system for each CCP**		
*2.3.9.1	Specific monitoring procedures in terms of method, frequency of measurement or observation and recording of results, shall be documented, implemented and maintained for each CCP to detect any loss of control at that CCP. Each defined CCP shall be under control. Evidence of monitoring and control of each CCP shall be demonstrated in the records.	Intermediate	• How are CCPs monitored? • Are the CCPs under control? • Is the person responsible for monitoring aware of the procedure to follow if the limits are not under control? • Is monitoring frequency adequate to ensure that the CCPs remain under control (e.g., in the event that monitoring is not continuous)? • How is the monitoring of each CCP documented? • Who is responsible for documentation? • Are date, time, responsible employee, and result/reading documented? • How long will records be stored for? • Where are records stored? • Is an adequate accuracy of monitoring equipment and methods determined? Are functionality tests of such equipment and methods carried out? What is the frequency? How is it defined? • Are corrections/corrective actions undertaken in case of identification failures and malfunction (e.g., in regard to products and processes)? **Examples of evidence:** CCP records;
2.3.9.2	Records of CCP monitoring shall be verified by a responsible person within the company and maintained for a relevant period.	Intermediate	• Who is responsible for verifying the records of CCP monitoring? • How long are records of CCP monitoring kept for? **Examples of evidence:** CCP verification records;
2.3.9.3	The operative personnel in charge of the monitoring of control measures defined for CCPs and other control measures shall have received specific training/instruction.	Intermediate	• What training has been performed? **Examples of evidence:** review of training records; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.9.4	Control measures, other than those defined for CCPs, shall be monitored, recorded and controlled by measurable or observable criteria.	Intermediate	• How are control measures (other than those defined for CCP`s) monitored? • How is the monitoring of each control measure documented? • Who is responsible for monitoring the records of those control measures? • Is the adequate accuracy of monitoring equipment and methods determined? Are functionality checks of such equipment and methods carried out? What is the frequency? How is it defined? Are corrections/corrective actions undertaken in case of identification failures and malfunction (e.g., in regard to products and processes)? **Note 1:** other control measures are formerly known as control points (CP). **Examples of evidence:** review of records for control measures monitoring (other than those defined for CCP`s);
2.3.10	**Establish corrective actions**		
2.3.10.1	In the event that the monitoring indicates that a particular control measure defined for a CCP or other control measure is not under control, corrective actions shall be documented and implemented. Such corrective actions shall also take any action relating to non-conforming products into account and identify the root cause for the loss of control of CCPs.	Intermediate	• What corrective actions exist for each control measure defined for a CCP or other control measure? • When was a corrective action carried out? • Where are corrective actions documented? • Who documents the taken corrective actions? ***Additional explanation/information:*** *Actions to be taken regarding the potential non-conforming products (e.g. disposition of affected products) usually covers products produced after the last checked conforming monitoring.* **Examples of evidence:** CCP/other control measure records; corrective actions;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.11	**Validate the HACCP plan and establish verification procedures**		
2.3.11.1	Procedures for validation, including revalidation after any modification that can impact food safety have taken place, shall be documented, implemented and maintained to ensure that the HACCP plan is suitable to effectively control the identified hazards.	Intermediate	• How is the comprehensive validation of the HACCP plan conducted? When? • Are control measures to control significant hazards validated? When were they validated? • Are revalidation procedures undertaken after any modifications that can impact food safety? ***Additional explanation/information:*** *HACCP validation* • *validation is carried out before the HACCP plan is fully implemented, at the time the HACCP plan is designed, or when changes indicate the need for re-validation.* • *the HACCP plan validation aims to ensure that its respective relevant elements (such as identifying the hazards, control measures defined for critical control points and other control measures, critical limits, frequency and type of monitoring of CCPs, corrective actions, frequency and type of verification and the type of information to be recorded) are capable of achieving its specified outcome and can ensure the control of identified significant hazards, through the collection and evaluation of scientific, technical and observational information.* *It involves measuring performance against a desired food safety outcome or target, in respect of a required level of hazard control. The following could be considered: review of scientific or technical justification or documented basis (scientific literature, regulation, guidelines, publications, scientific research data, recognized data, plant process history data, authorities or experts documents/guidelines, mathematical models / modelling programs, etc.), conducting validation studies / in-plant studies, measurements, challenge tests, comprehensive analysis plan, process analysis reports, etc.* • *validation of control measures and critical limits (for CCP`s) is part of the HACCP plan validation and is performed during the development of the HACCP plan.* • *the HACCP plan validation methodology varies from company to company.* **Examples of evidence:** validation or re-validation reports;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
2.3.11.2	Verification procedures shall be documented, implemented and maintained to confirm that the HACCP plan is working correctly. Verification activities of the HACCP plan include, for example: • internal audits • testing • sampling • deviations and non-conformities • complaints shall be performed at least once within a 12-month period or whenever significant changes occur. The results of this verification shall be recorded and when needed, incorporated into the HACCP plan.	Intermediate	• Are verification procedures in place to ensure that the HACCP plan is working effectively? • How often is the HACCP plan verified (at least once within a 12-month period or whenever significant changes occur. e.g., product modification or new product development)? • What was the date of the last verification? • What was the result of the last verification? Where is it recorded? • Does the HACCP plan reflect the results of the verification? • On what date was the HACCP plan last changed? ***Additional explanation:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: verification that food safety processes and procedures (e.g., controls) are being performed timely, maintaining integrity within food safety processes.* **Examples of evidence:** data and reports for verification;
2.3.12	**Establish documentation and record keeping**		
2.3.12.1	Documentation and records related to the HACCP plan, for example: • hazard analysis • determination of control measures defined for CCPs and other control measures • determination of critical limits • processes • procedures • outcome of control measures defined for CCPs and other control measures monitoring activities • training records of the personnel in charge of the CCP monitoring • observed deviations and non-conformities and implemented corrective actions shall be available.	Intermediate	• What HACCP plan related documents/records exist? • Do these documents/records include processes, procedures and results? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as integrity within food safety processes and procedures; verifying documentation is up to date; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** inspection plans; records; product descriptions; hazard analysis; risk assessment; CCP, other control measures monitoring; etc.

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3	**Resource management**		
3.1	**Human resources**		
3.1.1	All personnel performing work that affects product safety, quality and legality shall have the required competence appropriate to their role as a result of education, work experience and/or training.	Basic	• How is it assured that new employees and current employees have the right capabilities for the job? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it is related to elements such as: commitment of senior management and all employees; generating awareness; ensuring compliance with relevant regulatory requirements and maintaining the integrity within food safety processes; ensuring that the appropriate training and supervision are in place for respective relevant personnel.* **Examples of evidence:** capability evidence such as training; on site interviews;
3.1.2	The responsibilities, competencies and job descriptions for all job titles, with an impact on food safety and product quality, shall be documented, implemented and maintained.	Intermediate	• For which positions do written job descriptions exist? • What is regulated in the job descriptions? • Who, for example, substitutes the QA manager during their absence? • What is the content of the job descriptions? ***Additional explanation/information:*** *This requirement supports the introduction and implementation to food safety culture as it relates to elements such as: commitment of the senior management and all employees; generating awareness; open and clear communication; ensuring that roles and responsibilities are clearly communicated; maintaining the integrity within food safety processes and procedures; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** responsibility description for important key staff;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.2	**Personal hygiene**		
3.2.1 (B)	Requirements related to personal hygiene shall be documented, implemented and maintained and shall include a minimum of the following areas: • hair and beards • protective clothing (including conditions of use in staff facilities) • hand washing, disinfection and hygiene • eating, drinking, smoking/ vaping or other use of tobacco • actions to be taken in case of cuts or skin abrasions • fingernails, jewellery, false nails/eyelashes and personal belongings (including medicine) • notification of infectious diseases and conditions impacting food safety via a medical screening procedure. Personal hygiene rules shall be compliant with legal requirements.	Basic	• Are personal hygiene rules compliant with legal requirements, if applicable? • What is the policy/rules regarding personal hygiene? • The rules regarding personnel hygiene include hand cleaning, food and beverages, smoking, handling of injuries, fingernails and jewellery, hair, and beards? • Where is smoking permitted? • What kind of protective clothing is used? • Where is the use of protective headgear and/or beard snood / hair restraints (coverings) specified? Where required, is hair covered completely to prevent product contamination? • Regarding headgear; what kind, where and how is used? • Which procedure is an employee required to observe in case of a hand injury? How should lesions be treated/ covered? • Is it permitted to wear jewellery and watches in production areas? • In which production areas is it mandatory to wear gloves? What kinds of gloves are used? When must gloves be changed? **Note 1:** personal hygiene requirements shall consider company, product and process nature. ***Additional explanation/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 usage 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.* **Examples of evidence:** documented personal hygiene rules; visitors/contractors hygiene rules; on site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.2.1 (I) ☞	Requirements relating to personal hygiene shall be risk-based defined.	Intermediate	• Are the personal hygiene rules risk-based defined? ***Additional explanation/information:*** *Examples of resulting personal hygiene rules defined based on risks, but not limited to:* • *if gloves are used then hand disinfection may not be required for low-risk production.* • *where high risk areas exist, specific personal hygiene requirements may be required* • *glove usage rules shall be based on product, process, work areas/activities and respective risks (which could, for example, include gloves coloured differently to the product, frequency of change, etc.).* • *visible jewellery (including piercing) and watches shall not be worn. Any exceptions shall have been assessed according to respective risks and shall be effectively controlled.* • *cuts and skin abrasion rules such as being covered with a plaster/bandage (which shall not pose risks and could for example be waterproof and coloured differently to the product,) and where appropriate and based on the risks: plasters/bandages should contain a metal strip / single use gloves should be worn.* **Examples of evidence:** documented personal hygiene rules; risk assessment; on site observation;
3.2.2	The requirements for personal hygiene shall be understood and applied by all relevant personnel, contractors and visitors.	Basic	• How and when is the hygiene policy/rules communicated? Who verifies records of verification and formal acceptance of hygiene rules when applicable? • How do personnel, contractors and visitors behave and operate in an appropriate manner? Do they maintain an appropriate degree of personal hygiene? What actions are taken in case they are not complying with the rules? • Are personnel hygiene rules also followed by external service provider staff and visitors? • How is it assured that external persons know the relevant hygiene rules? • How is compliance with the requirements observed/ monitored during operations, work, visits, services, etc.? **Examples of evidence:** documented personal hygiene rules; visitors/contractors hygiene rules; on site observation; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.2.3	Compliance with personal hygiene requirements shall be monitored regularly.	Basic	• Is compliance with personal hygiene rules monitored on a regular basis? What is the frequency? • Are there on site personal hygiene compliance checks by monitoring activities/inspections? • How are employees monitored during work? (e.g., by hand swab tests, visual inspections, etc.). • What actions are taken in case checks outcomes are not favourable? **Examples of evidence:** hand swab tests, etc.; minutes of hygiene rules monitoring, activities / on site inspection; list of identified failures and actions; etc.
3.2.4	Adequate protective clothing shall be provided in sufficient quantity for each employee.	Basic	• Are protective clothing/uniforms adequate? • Is there provision of sufficient, appropriate, adequate, clean protective clothing/uniforms? How many protective suits/uniforms are at the disposal of each employee? Are protective clothes adequate to avoid food safety risks (e.g., physical contamination)? • What are the rules regarding protective clothing/ uniforms (including usage rules and/or restrictions defined for areas such as catering, changing rooms, smoking area, toilets, outside areas, high risk areas, etc., when applicable)? • What are the existing rules regarding the laundering of protective clothing/uniforms? • When must protective clothing/uniforms be changed? How often is an employee supposed to change their protective suit/uniform? • Is protective clothing worn only on site? • Are contractors and visitors entering the production area also provided with protective clothing? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of the management; engagement and availability of sufficient resources; maintaining the integrity within food safety processes; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** personal hygiene rules; visitors/contractors hygiene rules; on site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.2.5	In case of any health issue or infectious disease that may have an impact on food safety, actions shall be taken in order to minimise contamination risks.	Basic	• What are the rules regarding notification of infectious diseases and the respective actions to be followed? • Are personnel, contractors and visitors aware of health issues or the notification rules regarding infectious diseases? • How shall personnel, contractors and visitors behave in case of the presence or suspicion of an infectious disease? • How is it ensured that personnel and visitors know the guidelines? • Who is responsible for assessing each situation and deciding/addressing proper actions? • What kind of actions are taken when these issues are notified by the personnel, contractors and/or visitor (isolation, medical examination, access restriction, etc.)? **Note 1:** restrictions and medical screening procedures shall consider and follow legal requirements in the country of operation. **Examples of evidence:** personal hygiene rules; visitors/contractors hygiene rules; health issue or infectious disease rules; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.3	**Training and instruction**		
3.3.1 (B)	Trainings and/or instruction activities shall be implemented with respect to the product and process requirements and the training needs of the employees, based on their job.	Basic	• Do trainings/instruction activities properly address (but not limited to): food safety, product quality, legality, processes, practices and other relevant elements to product and process realization? Do they reflect the business and employee's needs? • How often are training sessions / instruction activities (e.g., on-the-job trainings / workplace trainings) held? Are employee responsibilities considered? • Who is responsible for training? • Who participates in the training sessions / instruction activities? • Is there any evidence of trainings carried out in-house and externally? • Which training courses have been undertaken? • What was the content of the last training session? • Are there any special training courses? • How often are hygiene training sessions held? • What was the content of the last hygiene training session? • How are the instruction necessities for each employee determined? • Have all relevant people received refresher training? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of senior management and all employees; generating awareness; ensuring compliance with relevant regulatory requirements and maintaining the integrity within food safety processes; ensuring that the appropriate training and supervision are in place for respective relevant personnel.* **Examples of evidence:** training proof; training schedule; job descriptions; key roles; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.3.1 (I) ☞	Documented training and/or instruction programs shall be implemented and include: • training contents • training frequency • employee's task • languages • qualified trainer/tutor • training effectiveness.	Intermediate	• Is the training or instruction program documented? How are training needs defined (e.g. based on risk and according to respective jobs)? • What evidence is there of the trainer's qualification? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of senior management and all employees; generating awareness; ensuring compliance with relevant regulatory requirements and maintaining the integrity within food safety processes and procedures; ensuring that the appropriate training and supervision are in place for respective relevant personnel.* **Examples of evidence:** documented training / instructions program; training program; training schedule;
3.3.2	Training and/or instruction shall apply to all personnel, including seasonal and temporary workers and employees from external companies, employed in the respective work area. Upon employment, and before commencing work, they shall be trained/instructed.	Basic	• Have all personnel received proper training/instruction? • Have all new people been effectively trained? Which employees are trained/instructed upon employment? What is the content of these instructions? • Are prospective employees (incl. seasonal and temporary workers) trained/instructed upon employment? • How are foreign employees trained/instructed? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of senior management and all employees; generating awareness; ensuring compliance with relevant regulatory requirements and maintaining the integrity within food safety processes; ensuring that the appropriate training and supervision are in place for respective relevant personnel.* **Examples of evidence:** trainings proofs; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.3.3	Records of all training/ instruction events shall be available, stating: • list of participants (including their signature) • date • duration • contents of training • name of trainer/tutor. A procedure or program shall be documented, implemented and maintained, to prove the effectiveness of the training and/or instruction programs.	Intermediate	• Is there evidence that the training has been carried out? • Are training/instruction programs recorded/ documented? What has been recorded/documented? • Do all records contain all necessary information? • Have participants signed the proof of training? • How is the effectiveness of the training and/or instruction programs checked (e.g., tests, quizzes, performance monitoring, etc.)? • When training and/or instruction programs are not effective, what kind of actions are taken? **Examples of evidence:** training proofs; records of training/instruction events; effectiveness checks; effectiveness procedure; actions;
3.3.4	The contents of training and/ or instruction shall be reviewed and updated when necessary.	Intermediate	• How are training contents reviewed? Who is responsible for it? • Are a minimum of food safety, product quality and legal requirements considered for the contents review (e.g., incidents, non-conforming products and deviations/ non-conformities management, procedures, GMPs, HACCP (including CCP monitoring), cleaning and disinfection, traceability, pest control, chemical handling, etc.)? • Are product, process and procedure modifications considered for the contents review? • When are training contents reviewed? • When did the last update of training content take place? • What was the content of the latest update? • Is feedback considered during the review (e.g., results from training tests, surveys, employee workplace assessments, etc.)? **Examples of evidence:** reviews; tests; assessment results;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.4	**Staff facilities**		
3.4.1	Adequate staff facilities shall be provided, and shall be proportional in size, equipped for the number of personnel, designed and controlled to minimise food safety risks. Such facilities shall be maintained in a way to prevent contamination.	Basic	• How many employees are there? • Are staff facilities appropriate? Is there a sufficient number of these facilities and are they maintained in a manner to prevent contamination? • Do they have access to a cafeteria? Are there locker-rooms? • Where are the restrooms? • Are there bathing facilities? • Are they designed and controlled so to minimise food safety issues? • Are legal requirements respected? **Note 1:** Staff facilities requirements shall consider company, product and process nature. ***Additional explanation/information:*** *Staff facilities examples: changing room, toilets, smoking area, dining room, hand hygiene facilities, etc.* *This requirement supports Food Safety culture introduction and implementation as it relates to elements such as: commitment of the management; engagement and availability of sufficient resources; maintaining the integrity within food safety processes; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** plant lay-out; on site observation;
3.4.2	Product contamination risks by food and drink and/or foreign materials shall be minimised. Consideration shall be given to food and drink from vending machines, canteen and/or brought to work by personnel.	Basic	• Are there separate lunchroom facilities away from production, packaging, and storage areas? Is food from those facilities allowed to be brought in these areas? • How is it ensured that no food from lunchroom facilities is taken to production, packaging, and storage areas? • May employees bring food from home? Where is it stored? • May employees take medicine to their workplace? • Are personal belongings allowed in production, packaging, and storage areas? • Are there risks of foreign materials? What practices/ controls are in place to minimise them? **Examples of evidence:** personal hygiene rules; practices/controls; on site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.4.3	Changing rooms shall be located to allow direct access to the areas where unpacked products are handled. When infrastructure does not allow it, alternative measures shall be implemented and maintained to minimise product contamination risks. Outdoor clothing and protective clothing shall be stored separately unless alternative measures are implemented and maintained to prevent contamination risks.	Basic	• Are there locker rooms for employees and visitors with separation for outdoor and protective clothing? Are shoes/boots separations from clean protective clothing also taken into account? In case this is not possible, are there measures to avoid contamination? • Do changing rooms give direct access to unpacked product handling areas in a way that allows employees already changed into work protective clothing to directly access the facilities with no contamination risk)? If not, are there measures in place to minimize contamination (e.g., in case of a locker room in the facility where employees must partly use an external path to enter the production facility, are there access measures such as shoe protection, washing and sanitizing facilities, etc.)? • How is protective clothing handled during breaks/ intervals? **Examples of evidence:** personal hygiene rules; on site observation;
3.4.4	Toilets shall neither have direct access nor pose contamination risks to an area where products are handled. Toilets shall be equipped with adequate hand washing facilities. The facilities shall have adequate natural or mechanical ventilation. Mechanical airflow from a contaminated area to a clean area shall be avoided.	Basic	• Where are toilets located? Are there hand washing facilities available? • How does the ventilation system in the toilets work? • Do toilets pose any risk to production? • Do toilets open directly into production areas? **Examples of evidence:** on site observation;
3.4.5	Hand hygiene facilities shall be provided and shall address, a minimum of: • adequate number of wash basins • suitably located at access points to and/or within production areas • designated for cleaning hands only.	Basic	• Are there enough hand washing facilities available (e.g., at the entrance to processing areas, social areas, within production areas, transition zones, hygiene barriers)? Are they suitably located and kept in sanitary conditions? • Is there a necessity for similar equipment in further areas (e.g., packing, storage areas)? If so, how is it defined? • Are there signs/pictograms advising personnel to wash hands in each relevant area? **Examples of evidence:** on site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
3.4.6	Hand hygiene facilities shall provide: • running potable water (or water that poses no risk of contamination according to applicable legal requirements), at an adequate temperature • adequate cleaning and disinfection equipment • adequate means for hand drying.	Basic	• Are all hand washing facilities provided with adequate equipment for hand drying, liquid soap and disinfectant? • Are all hand washing facilities provided with running potable quality water (or water use regulated by legal requirements, different from potable standards, that poses no risk of contamination) at an adequate temperature? **Examples of evidence:** on site observation;
3.4.7	Where the processes require a higher hygiene control, the hand washing equipment shall in addition provide: • hand contact-free fittings • hand disinfection • waste container with hand contact-free opening.	Basic	• Are all areas where higher hygiene control is required (e.g., high risk products, highly perishable food products, ready to eat products being handled, etc.) provided with hand contact-free fittings, hand disinfection devices and signs or pictograms? **Examples of evidence:** signs/pictograms; on site observation;
3.4.8	Where needed, cleaning and disinfection facilities shall be available and used for boots, shoes and further protective clothing.	Basic	• Where are cleaning facilities/equipment for boots and protective aprons needed? • How is the need defined (e.g., legal requirements, higher hygiene control required, etc.)? **Examples of evidence:** on site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4	**Operational processes**		
4.1	**Customer focus and contract agreement**		
4.1.1	All requirements related to food safety and product quality, within the customer agreements and any revision of these clauses, shall be communicated to and implemented by each relevant department or responsible staff.	Basic	• Do specific customer requirements for purchased products exist? • Who conducts the review of requirements? • Do written supply agreements with customers exist? • In relation to the defined agreement, how are requirements related to product safety and quality communicated to relevant departments or responsible staff? • What assurances are given that customer requirements and own specifications are in accordance with each other? • Who ensures that the proper raw materials are available whenever needed for product manufacturing? • Are changes to existing contractual agreements recorded and communicated between the contract partners? • How is it ensured that customers are informed about product and process changes? • How is it assured that changes are implemented by all relevant areas or responsible staff? ***Additional explanation/information:*** *Some examples of customer requirements that could be included in agreements are:* • *batched production and product hold / quarantine in stock* • *specific requirements about crisis and incident management* • *specific requirements about raw materials, product formula/configuration, claims, technological requirements, packaging and/or labelling, product validation, outsourced processes, etc.* • *specific product and process parameters to be controlled* • *specific timeframe for traceability* • *etc.* **Examples of evidence:** customer contracts, agreements; agreed specifications/ recipes/formulas; communications e.g. e-mails; communication process evidences;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
*4.1.2	Customer agreements related to the following shall be complied with: • product recipe (including raw materials characteristics) • process • technological requirements • testing and monitoring plans • packaging • labelling	Basic	• What assurance is given that customer specified recipes, processes, technological requirements, testing and monitoring plans, packaging and labelling are adhered to? • In cases where changes in customer specifications/ agreements occur, are modifications promptly implemented? • Are relevant modifications promptly communicated to the customer and internally (e.g. changes in percentage of ingredients, process changes, etc.)? • How are customer compliance agreements checked? • If existing, how are customer agreements and the protection of this information managed (e.g. formulas, technological requirements, etc.)? **Note 1:** If no specific customer agreements are in place (e.g. the formula of the supplier is the basis), in this case the requirement shall be rated with N/A. **Examples of evidence:** formula and recipes; customer labelling and packaging requirements; processes and technologies; customer agreements and requirements; proof of agreements compliance, e.g., production orders to check formula compliance; evidence of communication; customer communication;
4.1.3	In accordance with customer requirements, the senior management (or designated authorized person) shall inform their affected customers of any issue related to product safety or legality, including deviations and non-conformities identified by competent authorities, as soon as possible.	Basic	• Is senior management aware of the communication process? In case senior management has addressed this responsibility, is there an authorized person (by senior management) to proceed with communications, and report directly to senior management? • How is it ensured that senior management informs the affected customers? • How is it ensured that customers are informed about any issue related to product safety or legality? **Examples of evidence:** communications e.g. e-mails;

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4.2	**Specification and formulas**		
4.2.1	**Specifications**		
*4.2.1.1	Specifications for all finished products shall be documented and implemented. They shall be up-to-date, unambiguous and in compliance with legal and customer requirements.	Basic	• Are specifications available and implemented for all finished products? • What assurance is given that specifications conform with legal requirements and, if existing, with customer requirements? • What assurance is given that specifications are followed? • How is it identifiable that specifications are up-to-date? **Note 1:** Specifications from suppliers can be considered when applicable (e.g., spice mix from supplier) **Examples of evidence:** specifications; supplier specifications; proof of specification compliance, e.g. analysis results, traceable production orders, production controls, etc.; proof of specification compliance, e.g. costumer agreements, legal requirements, etc.;

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4.2.1.2 (B)	A process to control the creation, approval and amendment of specifications shall be implemented and maintained and shall include the acceptance of the customer(s), where required. Where required by customers, product specifications shall be formally agreed. This process shall include the update of finished product specifications in case of any modification related to: • raw materials • formulas/recipes • processes which impact the finished products • packaging materials which impact the finished products.	Basic	• What minimum content has been determined for specifications (e.g., safety, quality, organoleptic, legislative and customer requirements)? • Is there a designated person responsible for controlling specifications (including their distribution)? • Who writes, checks, updates, and approves specifications? • If specifications come from suppliers, is there a competent person who reviews and approves them internally? • How are specifications compiled, checked, updated and approved (process)? • How are up-to-date specifications recognizable? • Do customers require a formal agreement for product specifications? If so, what products are concerned? • How is the information and the changes communicated within the company and, when applicable, to the customer? • Are relevant modifications promptly communicated to the customer (e.g., changes regarding the labelling of allergens or specification parameters)? • Is the communication process implemented and known by employees? • If existing, how are customer specifications and the protection of this information managed? **Examples of evidence:** implemented process to control the creation, approval, and amendment of specifications; communication process; evidence of communication; customer communication when required;
4.2.1.2 (I) ☞	A procedure controlling the creation, approval, update and amendment of specifications shall be documented.	Intermediate	• Is the specification management procedure documented (e.g., documented procedures, process descriptions, work instructions, flowchart, etc.)? **Examples of evidence:** documented procedures; process description; flowcharts; work instructions; records;

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*4.2.1.3	Specifications shall be documented and implemented for all raw materials (ingredients, additives, packaging materials, rework). Specifications shall be up-to-date, unambiguous and in compliance with legal requirements and, if defined, with customer requirements.	Basic	• Are specifications available for all raw materials, ingredients, additives, packaging materials and rework? • What assurance is given that specifications are followed? • What assurance is given that specifications are in conformance with legal requirements and, if existing, with customer requirements? • How is it assured that reworks comply with specifications? • How is it identifiable that specifications are up-to-date? **Note 1:** Specifications from suppliers can be considered when applicable. **Examples of evidence:** specifications; supplier specifications; proof of specification compliance, e.g. analysis results, traceable production orders, production controls, etc.; proof of specification compliance, e.g. costumer agreements, legal requirements, etc.;
4.2.1.4	Specifications and/or their contents shall be available on site for all relevant personnel.	Basic	• How are the specifications shared with the relevant personnel? • Who has access to specifications? • Are specifications available on site for relevant staff? **Examples of evidence:** on site cross check (e.g. approved and last updated specifications are the ones in use on site;

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4.2.1.5	Where products are requested to be labelled and/or promoted with a claim, or where certain methods of treatment or production are excluded, measures shall be implemented to demonstrate compliance with such statement.	Intermediate	• Are there products specifically labelled and/or promoted with claims? • Are there products specifically labelled and/or promoted in cases where certain methods of treatment/production are excluded? • Are there products / raw materials consisting of GMOs, containing GMOs, or produced from GMOs? • Have these specific statements been included in specifications? Who writes, amends, checks, and approves specifications? • Has the company implemented measures to demonstrate compliance with such claims/statements (e.g. specific controls, practices, structure, tests/analysis, confirmation through certificates and/or scientific evidence/studies, etc.)? • Is the clearness, accuracy, and truthfulness of respective claims ensured by means of reliable evidence and the relevant controls? Check glossary for claim definition and examples. **Examples of evidence:** labels; specifications; claims/statements; measures; controls; practices; tests/analysis results; certificates; scientific evidence; controls records; product certification status;
4.2.2	**Formulas/recipes**		
4.2.2.1	Recipes and formulas shall be up-to-date, valid and in line with specifications, and available on site to the relevant personnel.	Basic	• Are formula/recipes in line with specifications? • Who has access to recipes/formulas? • Are recipes/formulas available to relevant staff? • What assurance is given that the specified recipe/ formula is followed? • How is formula/recipe compliance checked? • Are formulas/recipes properly modified when modifications in specifications/process occur? • Are relevant modifications of formulas/recipes properly communicated (including internally)? **Note 1:** Formula and recipes from supplier can be considered when applicable. **Examples of evidence:** formula and recipes; supplier formula/recipes; proof of formula compliance, e.g. production orders; evidence of communication;

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4.3	**Product development / product modification / modification of production processes**		
4.3.1	A process shall be implemented and maintained to ensure that labelling complies with current legislation in the destination country/ies and customer requirements.	Basic	• What are the legal and customer requirements? • Exports go to which countries? • Which countries have special requirements? • Who issues the labels? • Who approves labels? • How is conformity between product and label reviewed? **Examples of evidence:** regulation; specifications; customer requirements;
4.3.2	Shelf-life tests, studies or appropriate validation through microbiological, chemical and organoleptic evaluation, shall be carried out and consideration shall be given to product formulation, packaging, manufacturing and declared conditions. The shelf life shall be defined in accordance with this evaluation and customer and legal requirements.	Basic	• How are shelf lives determined? Is there evidence of shelf-life tests/studies? • Are products submitted to shelf-life tests? • Are organoleptic test results considered for shelf-life determinations when applicable? • Are there specific customer and legal requirements to shelf-life determination (e.g., specific methods or testing conditions, etc.)? • Are the tests/studies (including documental)/ verifications documented/recorded? **Note 1:** When products have no shelf life according to legal requirements, the requirement can be scored as N/A. ***Additional explanation/information:*** *Shelf life can be defined based on product and process characteristics, which shall be aligned with labelling/product information, taking into account elements such as: product and process experience, history, available records which establish scientific basis, scientific data, literature, positive references (correct/valid / reliable sources), legal requirements, customer requirements (e.g. specifically addressed methods for shelf life), comparison through product similarity, microbiological (including from Food Safety perspective based on legal framework, such as pathogens), chemical and organoleptic tests, shelf life determination methods/tests, challenge tests (e.g., optimal conditions versus supply chain conditions for fresh/perishable goods), etc.* **Examples of evidence:** shelf-life test determination methods/studies; test results; documentation;

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4.4	**Purchasing**		
*4.4.1	The company shall set written contractual or service agreements and control purchasing, services and outsourced processes. It shall be ensured that all of the following with an impact on food safety and product quality, will conform to defined and agreed requirements and specifications: • all externally sourced raw materials, semi-finished products, packaging materials • services • outsourced processes	Basic	• Are there written and defined contractual or service agreements for purchased products (externally directly and indirectly sourced raw materials, semi-finished products, packaging materials) and services? • Are there written contractual or service agreements for services (e.g. from third party services providers for cleaning and disinfection, maintenance, etc.)? • Are written contractual or service agreements available for companies providing partly outsourced processes? • Are specifications/requirements / service level defined, agreed upon and reviewed concerning their acceptability before a supply/service agreement is concluded? • Are changes of existing contractual / service agreements/requirements documented and communicated between the contract partners? • How is it ensured that purchased products, services and outsourced processes which have an impact on food safety and product quality, conform to defined requirements, specifications, service level and contractual / service agreements (e.g., incoming goods checks, testing results, controls, etc.)? **Examples of evidence:** specifications; suppliers list; partly outsources processes contracts; contractual agreements, service agreements, written communication (e.g. on specifications, service and processes requirements, quality, food safety and customer requirements, service level confirmation, etc.);

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.4.2	A procedure for the sourcing of raw materials, semi-finished products and packaging materials and the approval and monitoring of suppliers (internal and external) shall be documented, implemented and maintained. This procedure shall contain a minimum of the following: • raw materials and/or supplier risks • required standards (e.g., certification, origin, etc.) • exceptional situations (e.g. emergency purchase) and, based on risks, additional criteria, for example: • audits/assessments performed by an experienced and competent person • testing results • supplier reliability • complaints • supplier questionnaire.	Intermediate	• Does an approval procedure exist for new suppliers? • How was the risk assessment for supplier approval and monitoring performed? • How does the company inform the suppliers about the approval and monitoring requirements? • How are suppliers monitored? • How is supplier qualification guaranteed? (e.g., product entry monitoring, supplier audits/assessments, lab tests, testing results, questionnaires, etc.) • Are suppliers graded? • Have suppliers been barred? How does the company handle the non-approved suppliers and ensure that no goods/services are procured from them? • How is a barred supplier identified? • How often are external audits/assessments made? Are they based on the risk assessment? • Which criteria are considered for supplier assessment? • Which supplier provides testing results? • Are records of supplier approval and effective monitoring kept? • How is supplier reliability assessed and measured (e.g. via supplier related complaints and non-compliances)? • What kind of required standards are checked? • How are exceptional situations managed (e.g. emergency purchase due to supply limitations)? **Examples of evidence:** risk assessment; supplier procedures; supplier list; suppliers certificates; required standards; testing results; external audit/assessment plan; desk assessments; supplier questionnaire; supplier audits/assessments; supplier grading systems; product entry / incoming goods monitoring/checks; incoming product check-list; lab tests; supplier defined controls;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.4.3	The purchased materials shall be assessed, based on risks and suppliers' status, for food safety, product quality, legality, and authenticity. The results shall be the basis for testing and monitoring plans.	Intermediate	• How are purchased materials/products (e.g. raw materials, semi-finished products and packaging materials) evaluated according to the agreed specifications/agreements/requirements? • Does a test schedule exist? • How is sampling and frequency defined? • Is the purchased material evaluation based on risks and supplier status? • Is the evaluation of purchased materials/product results considered as a basis for setting or updating testing and monitoring plans (e.g. do failed results indicate a need to increase or change the sampling/frequency)? **Examples of evidence:** product entry / incoming goods monitoring; evaluation/ test schedule; specifications/requirements; incoming product checklist; product entry monitoring/checks; lab tests; risk assessment;
4.4.4	The purchasing services, which have been shown to have, based on risks, an impact on food safety and product quality shall be evaluated to ensure they comply with defined requirements. This shall take into account a minimum of the following: • the service requirements • the supplier's status (according to its assessment) • the impact of the service on the finished product.	Intermediate	• How are services, which may impact the safety and quality of the product, checked against the contractual/ service agreements and existing specified requirements? How is sampling defined? • Does the control schedule consider service requirements, impact on finished product and supplier status? Is it risk-based? ***Additional explanation/information:*** *Example of purchased services: pest monitoring and control, cleaning and disinfection, calibration and maintenance, storage, transport, order picking, utility services, etc.* **Examples of evidence:** service provider contractual / service agreements; specifications; control schedule; risk assessment;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.4.5	Where a part of the product processing and/or primary packing and/or labelling is outsourced, this shall be documented in the food safety and quality management procedures and such processes shall be controlled to guarantee that food safety, product quality, legality and authenticity are not compromised. Control of such outsourced processes shall be identified and documented. There shall be evidence that customers have been informed and have agreed to such outsourced process.	Intermediate	• Are there any co-packers / suppliers performing partly outsourced processes? How is it ensured that they are fully qualified and how is this monitored (e.g., second party audits, IFS Progress Assessments, supplier questionnaires, controls, etc.)? • Are the partly outsourced processes included in the product safety and quality management procedures? • What risks are identified for the partly outsourced processes? • What specific controls are defined to address each identified risk for the partly outsourced processes? How are controls carried out and documented? • How frequently are the controls for the partly outsourced processes carried out? Who is responsible for controlling this? • Does the company have evidence that customers were informed and have agreed to the partly outsourced processes? **Note 1:** If the company does not have partly outsourced processes, the requirement shall be scored as N/A. **Examples of evidence:** co-packer / partly outsourced suppliers list; risk assessment; supplier procedures; testing results; external audit / assessment plan; supplier questionnaires; supplier audits/ assessments; lab tests; supplier defined controls;
4.4.6	The sourcing of materials and supplier assessments shall be reviewed regularly and the review shall be risk-based. Records of the reviews and the consequential actions of assessment shall be documented.	Intermediate	• Which criteria are consulted for supplier assessment? • Who reviews the results of supplier assessments? • How often are the results of supplier assessments reviewed? • Are the frequency of reviews based on assessed risks? • What actions are taken after the results of supplier assessments are reviewed? • Are the outcomes from the review documented/ recorded? **Examples of evidence:** risk assessment; assessment results; actions;

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4.5	**Product packaging**		
4.5.1	Where required by regulation, for all packaging materials which could have an impact on products, declarations of compliance which attest compliance with legal requirements shall be documented. Otherwise, evidence shall be maintained to ensure packaging materials continuously comply with respective regulations of destination countries and/or are suitable for use. This applies to packaging materials which could have an influence on raw materials, semi-finished and finished products.	Basic	• How is it ensured that packaging materials have no negative effects on the product and are suitable for use? • Are declarations of compliance documented, attesting that packaging materials comply with current relevant legislation, in countries where DoC is enforced by regulation (e.g. EU countries)? Otherwise, is there available evidence to attest packaging materials comply with respective packaging legal requirements of the destination country and/or are suitable for use (e.g., certificates or declarations attesting legal compliance with respective packaging regulations, packaging testing methods and results, methods and test results such as migration tests or chemical profile tests according to packaging specifications provided by packaging suppliers, etc.)? **Note 1:** Packaging supplier evidence shall be considered. **Note 2:** Suitability/influence from packaging materials may be related to safety and quality aspects. ***Additional explanation/information:*** *Supporting reference: IFS Packaging Guideline* **Examples of evidence:** declarations of compliance (e.g. UE countries); test results such as migration tests; supplier certificates/declarations/ test results; packaging regulation;
4.5.2	Used packaging and labelling shall correspond to the product being packed and shall comply with agreed customer product specifications. Labelling information shall be legible and indelible. This shall be monitored regularly and recorded.	Basic	• Are labels legible and indelible? • Which process is in place to ensure conformity? • How are the product packaging and label monitored so that they conform with the product being packed and its specifications? • How is the monitoring frequency defined (e.g. at the start and end of a production run, at product changeover, etc.)? Where is it recorded/documented? • When the presentation of the product does not allow or require complete labelling (unlabelled products such as loose products), how are products identified? Is the proper minimum information regarding the product and its adequate and safe use made available to customer or consumer (e.g., batch, expiration date, storage conditions, ingredient list, allergens)? **Examples of evidence:** product packaging and labelling process; implemented monitoring process to ensure conformity; records of product packaging and labelling conformity monitoring;

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4.5.3	Based on risks and intended use, key parameters for the packaging materials shall be defined in detailed specifications complying with the current relevant legislation and other relevant hazards or risks. Based on the set parameters, the suitability of the food contact packaging materials shall be monitored and demonstrated by test/ analysis, for example: • organoleptic tests • storage tests • chemical analyses • migration test results.	Intermediate	• Are specifications available for all packaging materials in use (including legal requirements)? • Does a risk assessment and intended use determine the key parameters for the packaging materials (including the ones with no direct contact to food)? Which are the key parameters identified? • How is it ensured that packaging materials comply with current relevant legislation and specifications? • How is it ensured that packaging materials have no negative effects on the product? • Based on the set parameters, how is the suitability of food contact packaging materials monitored by the company (e.g., organoleptic tests to check potential odour of packaging prior to use; air leak testing; sealing testing; packaging analysis results from chemical/ migration tests - e.g., packaging supplier chemical and migration test results/certificates)? **Note 1:** Packaging supplier evidence shall be considered. **Note 2:** Suitability/influence from of packaging materials may be related to safety and quality aspects. ***Additional explanation/information:*** *Supporting reference: IFS Packaging Guideline* **Examples of evidence:** risk assessment; key parameters; packaging material specifications; packaging monitoring records/results; tests/ analysis results; supplier certificates/test results;

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4.6	**Factory location**		
4.6.1	Potential adverse impact on food safety and/or product quality from the factory environment (e.g. ground, air) shall be investigated. Where risks have been identified (e.g. extremely dusty air, strong smells), measures shall be implemented, recorded and regularly reviewed for effectiveness.	Basic	• Is the site located, planned, constructed, and maintained to ensure product safety and avoid cross contamination? • Does a location investigation exist? Could the location have a negative influence on food safety and/or product quality? • What measures have been established if potentially damaging materials/substances are nearby? • Is the efficiency of measures regularly reviewed? • Who reviews the efficiency of the established measures? • How is efficiency of established measures reviewed? How is frequency defined? ***Additional explanation/information:*** *Examples of what could be considered grounds for location analysis / assessment / inspection for investigation: ground/ accesses, extremely dusty air, transferral of strong smells, water accumulation due to site unevenness, factory 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, etc.* **Examples of evidence:** on site observation; location analysis/assessment/ inspection; measures; efficiency review; actions;

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4.7	**Factory exterior**		
4.7.1	All external areas of the factory shall be clean, tidy, designed and maintained in a way to prevent contamination. Where natural drainage is inadequate, an adequate drainage system shall be installed.	Basic	• Are factory exteriors clean, tidy and well maintained (e.g., grounds and surrounding areas of the facility maintained and kept free of waste, pest niches, and accumulated debris)? • How is it ensured that external areas of the factory are clean, tidy and in good condition, in order to prevent contamination? Who monitors this? • Are the factory grounds of the premises maintained in a way to prevent contamination? • Is natural drainage sufficient? • If natural drainage is insufficient, has a suitable drainage system been installed? **Examples of evidence:** on site observation;
4.7.2	Outdoor storage shall be kept to a minimum. Where goods are stored outside, it shall be ensured that there are no contamination risks or adverse effects on food safety and quality.	Basic	• Are goods stored outdoors? • What is stored outdoors? • What rules and measures exist for outdoor storage **Examples of evidence:** on site observation; rules and measures;
4.8	**Plant layout and process flow**		
4.8.1	A site plan(s) covering all buildings shall be documented and maintained, and describe the process flow of the following, at minimum: • finished products • semi-finished products, including rework • packaging materials • raw materials • personnel • waste • water.	Basic	• Is there a site plan considering the plant layout and plans indicating/describing the process flows? • Are plant layout and process flow adequate to ensure safety of processes, raw materials, packaging material, semi-finished and finished products? • Is there evidence of crossed flows which poses food safety risks? • How is it ensured that cross-contamination is avoided? **Examples of evidence:** site plan; process flow-diagram; waste elimination plan; personnel flow plan; materials flow plan; process flow plan; utilities plan; hydraulic plan; on site observation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.8.2	The process flow, from receipt of goods to dispatch, shall be implemented, maintained, reviewed and where necessary, modified to ensure that the microbiological, chemical and physical contamination risks of raw materials, packaging materials, semi-finished and finished products are avoided. The cross-contamination risks shall be minimised through the implementation of effective measures.	Basic	• How is cross-contamination avoided on the factory premises? How is control of product contamination monitored? • Has the risk of cross-contamination, mix-ups and mixing been identified on factory premises and in process flows? • How is the risk avoided/minimised on factory premises and in process flows? • What kind of measures has the company implemented to minimise food safety risks? • Are there specific measures in case of high care areas or high-risk product handling? ***Additional explanation/information:*** *Examples of possible elements which could be considered depending on risks:* • *facility's process flow and design, i.e., from receipt to dispatch, ensuring that contamination of raw materials, packaging, semi-processed and finished products is avoided.* • *traffic patterns within the production area and equipment segregation: e.g., people, materials, waste, equipment and the use of dedicated tools, use of dedicated uniforms, tools, and utensils proper use.* • *"dirty" and "clean" areas.* • *sensitive areas and products operations (in case of high care areas / high risk goods).* • *separation of raw from finished or ready to eat products.* • *structural segregation such as physical barriers, walls, and separate buildings.* • *requirements/controls applied within different hygienic zones such as change specified work wear or personal hygiene (e.g., dedicated footwear / shoe covers or foot baths, hand disinfection, etc.).* • *transition zones / Hygiene barriers (e.g., from raw to ready to eat zone).* • *air pressure differentials / air flow.* • *line changeover measures.* • *internal laboratory potential contamination within the facility (e.g. waste water).* **Examples of evidence:** on site observation; measures;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.9	**Production and storage premises**		
4.9.1	**Constructional requirements**		
4.9.1.1	Premises where food products are prepared, treated, processed and stored shall be designed, constructed and maintained to ensure food safety.	Basic	• Does the design and layout of the facility allow effective maintenance, cleaning and disinfection? • Are the premises located, planned, constructed, and maintained to ensure product safety and no cross-contamination? • How is cross-contamination avoided on factory premises? • Are the premises designed and constructed to ensure product safety and product realization? Are legal requirements complied with? • Are the premises in good condition? • Are there "dirty" and "clean" areas? • Are there appropriate storage rooms? ***Additional explanation/information:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of management; engagement and availability of sufficient resources; maintaining the integrity within food safety processes; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** on site observation;
4.9.2	**Walls**		
4.9.2.1	Walls shall be designed and constructed to meet production requirements in a way to prevent contamination, reduce condensation and mould growth, facilitate cleaning, and if necessary, disinfection.	Basic	• Are walls designed and constructed in a way to prevent contamination and facilitate cleaning and disinfection? • Are walls mouldy, dirty? Is there presence of condensation which may pose food safety risks? • How often are walls cleaned? **Examples of evidence:** on site observation; cleaning schedule; cleaning evidence;
4.9.2.2	The surfaces of walls shall be maintained in a way to prevent contamination and be easy to clean; they shall be impervious and wear-resistant to minimise product contamination risks.	Basic	• Are walls easy to clean and disinfect, free from surface cavities, impervious and wear-resistant? **Examples of evidence:** on site observation; cleaning schedule; cleaning evidence;
4.9.2.3	The junctions between walls, floors and ceilings shall be designed to facilitate cleaning and if necessary, disinfection.	Basic	• Are wall to floor junctions and corners rounded? **Examples of evidence:** on site observation;

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4.9.3	**Floors**		
4.9.3.1	Floor covering shall be designed and constructed to meet production requirements and be maintained in a way to prevent contamination and facilitate cleaning and if necessary, disinfection. Surfaces shall be impervious and wear-resistant.	Basic	• Are floors cleanable? • How often are floors cleaned? **Examples of evidence:** on site observation; cleaning schedule; cleaning evidence;
4.9.3.2	The hygienic disposal of water and other liquids shall be ensured. Drainage systems shall be designed, constructed and maintained in a way to minimise product contamination risks (e.g. entry of pests, areas sensitive to transmission of odour or contaminants) and shall be easy to clean.	Basic	• How is waste water disposal ensured? • How often are gullies cleaned? • Is there food/water accumulation in the drains? **Examples of evidence:** on site observation; cleaning evidence; drainage cleaning schedule;
4.9.3.3	In food handling areas, machinery and piping shall be arranged to allow waste water to flow, if possible, directly into a drain. Water or other liquids shall reach drainage using appropriate measures without difficulty. Stagnation of puddles shall be avoided.	Basic	• Are there puddles of water or other liquids on the floors of production areas? • Where is machinery which produces a large amount of waste water located? **Examples of evidence:** on site observation; machinery lay-out;
4.9.4	**Ceilings/overheads**		
4.9.4.1	Ceilings (or, where no ceilings exist, the inside of roofs) and overhead fixtures (including piping, cableway, lamps etc.) shall be designed, constructed and maintained to minimise the accumulation of dirt and condensation and shall not pose any physical and/or microbiological contamination risks.	Basic	• How often are ceilings and overhead fixtures cleaned? **Examples of evidence:** on site observation; cleaning schedule; cleaning evidence;

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4.9.4.2	Where false ceilings are used, access to the vacant area shall be provided in order to facilitate cleaning, maintenance and inspections for pest control.	Basic	• Are false ceilings accessible? **Examples of evidence:** on site observation;
4.9.5	**Windows and other openings**		
4.9.5.1	Windows and other openings shall be designed and constructed to avoid the accumulation of dirt and shall be maintained in a way to prevent contamination.	Basic	• Can dirt accumulate on window sills? **Examples of evidence:** on site observation; cleaning schedule; cleaning evidence;
4.9.5.2	Where there are contamination risks, windows and roof glazing shall remain closed and fixed during production.	Basic	• Are windows kept open? **Examples of evidence:** on site observation;
4.9.5.3	Where windows and roof glazing are designed to be opened for ventilation purposes, they shall be fitted with easy to clean pest screens or other measures to prevent any contamination.	Basic	• Are windows sealed with insect gratings? • Is the integrity of gratings regularly reviewed? **Examples of evidence:** on site observation; integrity schedule checks; pest control schedule; cleaning schedule; cleaning evidence;
4.9.5.4	In areas where unpackaged products are handled, windows shall be protected against breakage.	Basic	• How are windows protected against breakage? **Examples of evidence:** on site observation;
4.9.6	**Doors and gates**		
4.9.6.1	Doors and gates shall be in a way to prevent contamination and be easy to clean. They shall be designed and constructed of non-absorbent materials to avoid: • splintering parts • flaking paint • corrosion.	Basic	• Are doors and gates designed, constructed and maintained in a way to prevent contamination and be easy to clean? • Are doors damaged? **Examples of evidence:** on site observation; cleaning schedule; cleaning evidence;
4.9.6.2	External doors and gates shall be constructed to prevent the access of pests.	Basic	• Are external doors and gates constructed to prevent pest access? • Do outer doors prevent pest entrance into production areas? Do they remain closed? **Examples of evidence:** on site observation;

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4.9.6.3	Plastic strip curtains, separating areas shall be maintained in a way to prevent contamination and be easy to clean.	Basic	• Are plastic curtains maintained in a way to prevent contamination while being easy to clean? • Are curtains damaged? **Examples of evidence:** on site observation; cleaning schedule; cleaning evidence;
4.9.7	**Lighting**		
4.9.7.1	All production, storage, receipt and dispatch areas shall have adequate levels of light.	Basic	• How is it assured that all working areas are adequately illuminated? **Examples of evidence:** on site observation;
4.9.8	**Air conditioning/ventilation**		
4.9.8.1	Adequate natural and/or artificial ventilation shall be designed, constructed and maintained in all areas.	Basic	• Are natural and/or artificial ventilation suitably designed, constructed and maintained? How is the ventilation reviewed? **Examples of evidence:** on site observation;
4.9.8.2	If ventilation equipment is installed, filters and other components shall be easily accessible and monitored, cleaned or replaced, as necessary.	Basic	• How is ventilation equipment cleaned and monitored? • How are air filters maintained and cleaned? • Are filters sufficient and suitable for intended use? **Examples of evidence:** on site observation; maintenance schedule; maintenance documentation; cleaning protocols; cleaning evidence;
4.9.8.3	Air conditioning equipment and artificially generated airflow shall not compromise product safety and quality.	Basic	• How is it ensure that use of air conditioning / air flow does not pose food safety and quality issues? • Are there production areas with under- or over-pressurization? **Examples of evidence:** on site observation;
4.9.8.4	Dust extraction equipment shall be designed, constructed and maintained in areas where considerable amounts of dust are generated.	Basic	• Are there areas where large amounts of dust forms? • Do dust extraction devices exist in these areas? • How often is dust extraction equipment cleaned? **Examples of evidence:** on site observation; cleaning protocols; cleaning evidence;

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4.9.9	**Water**		
*4.9.9.1	Water which is used for hand washing, cleaning and disinfection, or as an ingredient in the production process, shall be of potable quality or pose no risk of contamination according to applicable legal requirements, at the point of use and supplied in sufficient quantity; this also applies to recycled water, steam and ice.	Basic	• Is water (including recycled water), steam or ice used? • Where does the water supply come from? (City supply, well water, tanker.)? • What is water used for in the company (social facilities, cleaning, product ingredient, for washing fruit and vegetables)? • Is water demand always met? • Are water/steam/ice quality control processes in place and monitored by a competent person? • How is it ensured, that water/steam/ice quality conforms to potable water quality or poses no risk of contamination according to applicable legal requirements, and does not compromise food safety and product requirements? **Note 1:** In specific cases where local legal requirements also enforce criteria for water to be of a quality suitable for industrial use (e.g., for cleaning water), different from potable quality standards, product requirements shall be met and quality and food safety shall not be compromised. **Examples of evidence:** water/ice/steam quality monitoring processes; regulation;
4.9.9.2 (B)	The quality of water (including recycled water), steam or ice shall be monitored following a sampling plan.	Basic	• Is water, steam or ice used? Is quality monitoring implemented? How does the company define it (e.g. through official water control reports/results, internal sampling plan, etc.)? • Are local legal requirements on hand? Does analysis frequency comply at least with legal requirements? • Is it analysed according to legal requirements (own water supply, outside supply e.g., ice supplier, external water supply, etc.)? • Do results comply with standards? Who reviews the results and addresses actions? • How is sampling defined? • What kind of piping system exists? (Ring-pipes, water-tanks) • What is piping made from? Do they compromise food safety? **Examples of evidence:** sampling plan; analysis results; maintenance; regulation; on-site inspection e.g. pipes;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.9.9.2 (I) ☞	The sampling plan shall be risk-based.	Intermediate	• Is the analysis and sampling plan based on risks? **Examples of evidence:** risk assessment;
4.9.9.3	Recycled water, which is used in the process, shall not pose a contamination risk.	Basic	• Is water treated on site (water hardness correction, chlorination, sterilization, filtration…)? • How is recycled water quality controlled? • Are local legal requirements on hand? • Is water analysed according to legal requirements? • Do results comply with standards? **Examples of evidence:** several analysis results; regulation;
4.9.9.4	Non-potable water shall be transported using separate, properly marked piping. Such piping shall neither be connected to the potable water system, nor allow the possibility of reflux in order to prevent contamination of potable water sources or factory environment.	Basic	• Is the potable water system completely separated from non-potable water / other types of water (e.g. water of a quality suitable for industrial use different from potable quality standards, which is regulated by legal requirements and poses no risk of contamination) piping? • What other systems are there? (e.g., used water, cooling water, water for firefighting purposes). • Are water systems properly marked and where are they? • Is reflux avoidance equipment installed wherever necessary? **Examples of evidence:** on site observation; hydraulic system lay-out;

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4.10	**Cleaning and disinfection**		
4.10.1 (B)	Cleaning and disinfection schedules shall be validated, documented and implemented. These shall specify: • objectives • responsibilities • the products used and their instructions for use • dosage of cleaning and disinfection chemicals • the areas and timeslots for cleaning and disinfection activities • cleaning and disinfection frequency • Cleaning In Place (CIP) criteria, if applicable • documentation requirements • hazard symbols (if necessary).	Basic	• Is there a systematic/comprehensive cleaning plan in place with comprehensive cleaning instructions, schedule, methods/criteria and records? • What are the methods and criteria used for cleaning and disinfection operations (including specific cleaning methods such as CIP product changeover cleaning, allergen cleaning, etc.)? • Are cleaning and disinfection methods validated? When? • Are cleaning and disinfection operations carried out under controlled conditions to avoid product contamination? • Who is in charge of cleaning and disinfection? • Are suitable cleaning and disinfection agents used? • What kind of cleaning products and disinfectants are used? Are there instructions for use in place? Are used chemicals approved / Is the chemical purchasing controlled? • What shall be observed when using different/changing cleaning products and disinfectants? • What areas are cleaned and disinfected? • How often are areas cleaned and disinfected? What are the timeslots for cleaning and disinfection? • Is the dosage of cleaning and disinfection chemicals defined and controlled? • Where are cleaning and disinfection activities documented/recorded? • Do hazard symbols exist? • Does a contractual/service agreement exist for external service providers (when third party services providers are responsible for cleaning and disinfection activities)? Has the company defined the requirements for the third-party service provider? Are the relevant IFS Progress Food cleaning and disinfection requirements (including own personnel capability) included and fulfilled?

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.10.1 (B)			***Additional explanation/information:*** *(1) Cleaning schedules can include SSOP's* *(2) Cleaning and disinfection validation:* • is understood as documented activity(is) which determines if a cleaning and disinfection standardized operation / method / process / procedure is capable, when properly followed, to generate expected defined results and meet cleaning and disinfection targets regarding product quality and food safety thus ensuring effectiveness. • is a previous step to cleaning/ disinfection monitoring and verification activities. • the methodology varies from company to company. • methods or combined methods may apply considering elements such as (but not limited to): recognized literature / references / standards; legal requirements; product and process characteristics and specifications; standardized procedures; cleaning and disinfection targets; variables of methods; prediction and repetition methods; comprehensive sampling based tests (e.g. visual inspection, ATP, allergen protein tests results, counts of microbiological organisms, ATP from different cycles of cleaning etc.). **Examples of evidence:** cleaning and disinfection schedule; up-to-date cleaning products and disinfectant list; product instructions; cleaning and disinfection documentation such as instructions/methods/criteria/processes/SSOP`s/records; cleaning records; external services contractual/service agreement; cleaning and disinfection methods validation;
4.10.1 (I) ☞	Cleaning and disinfection schedules shall be risk-based and documented.	Intermediate	• Are the implemented cleaning and disinfection schedules risk-based? • Are cleaning and disinfection procedures documented (e.g. documented procedures, process description, flowcharts, work instructions, etc.). **Examples of evidence:** cleaning and disinfection procedures; process description; flowcharts; work instructions; records; risk assessment;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.10.2	Cleaning and disinfection activities shall be implemented and shall result in effectively cleaned premises, facilities and equipment.	Basic	• Are cleaning methods properly implemented? • Are premises, facilities and equipment sufficiently cleaned, thus conveying a hygienic environment for the manufacturing of safe food? • Are cleaning activities recorded? • Is product contamination mitigation considered in cleaning and disinfection activities/methods/ instructions? ***Additional explanation/information:*** *Examples of product contamination mitigation: cleaning and disinfection operations carried out preferably in periods of non-production or under specific controlled operation when not possible, use of high-pressure water hose on the floor to be avoided, isolation of equipment when cleaning is performed; mixing of cleaning utensils is controlled; proper cleaning of utensils according to intended use), etc.* **Examples of evidence:** on site observation/inspection; cleaning and disinfection records;
4.10.3	Cleaning and disinfection activities shall be documented and such records shall be verified by a responsible designated person in the company.	Basic	• Are cleaning and disinfection activities performed according to specified methods/instructions/processes/ outcomes? • How are cleaning and disinfection activities documented? • Who verifies the records of cleaning and disinfection activities? **Examples of evidence:** monitoring records; cleaning and disinfection records;
4.10.4	Only competent personnel shall perform cleaning and disinfection activities. The personnel shall be trained and retrained to carry out the cleaning and disinfection schedules.	Basic	• Are cleaning personnel qualified (which includes third party service provider personnel, when applicable)? • Do personnel have sufficient knowledge in regard to proper cleaning and disinfection? • Are personnel performing the cleaning and disinfecting activities aware of their responsibility? • How often are they trained? • Who trains them? • Are these trainings recorded/documented? **Note 1:** Expertise may also be transferred from third party cleaning and disinfection/chemical service provider trainings, when applicable. **Examples of evidence:** training proof; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.10.5	The intended use of cleaning and disinfection equipment shall be clearly specified. It shall be used and stored in a way to avoid contamination.	Basic	• Are suitable cleaning and disinfection materials, items, utensils, instruments and equipment used? Is their intended use identified/specified? • Are they properly stored/segregated/controlled in a way to avoid contamination? • How are cleaning utensils recognizable/identified according to their intended use (e.g., by colour, tags, marked, labelled, physical segregation, etc.)? **Examples of evidence:** on site observation;
4.10.6	Safety Data Sheets and instructions for use shall be available on-site for cleaning and disinfection chemicals. Personnel responsible for cleaning and disinfection activities shall be able to demonstrate their knowledge of such instructions.	Basic	• Are safety data sheets/instructions (e.g. product data sheets) available for all cleaning chemicals? • Is it safe and proper handling of these chemicals communicated and the steps to take in the event of accidental exposure? • Are these no more than two years old? • Are cleaning chemical safety data sheets/instructions up-to-date? • How are instructions transmitted to personnel in charge of cleaning methods (including personnel from third party service providers in case applicable)? • Where and when can the safety data sheets/instructions be inspected? **Examples of evidence:** data sheets and instructions; on site interviews;
4.10.7 (B)	The effectiveness of the cleaning and disinfection measures shall be verified. The verification shall rely on an appropriate sampling schedule, considering one or several actions, such as for example: • visual inspection • rapid testing • analytical testing methods Resultant actions shall be documented.	Basic	• How are cleaning and disinfection controls/verification performed? • Who performs the controls/verification? • How often are cleaning and disinfection controls/ verification performed? • Where are cleaning and disinfection controls/verification documented? • When are actions executed? • Who executes actions? • Who reviews effectiveness of actions? • Where are actions documented? **Examples of evidence:** cleaning and disinfection controls/verification results; actions;
4.10.7 (I) ☞	The effectiveness verification shall rely on a risk-based sampling schedule.	Intermediate	• Is the sampling schedule to verify effectiveness of cleaning and disinfection risk-based? **Examples of evidence:** risk assessment;

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4.10.8	Cleaning and disinfection schedules shall be reviewed and modified, in the event that changes occur to products, processes or cleaning and disinfection equipment, if necessary.	Basic	• Who adapts cleaning and disinfection documentation such as instructions/methods/processes/SSOP`s, etc.? • How often are cleaning and disinfection schedules reviewed/changed? • Do changes reflect in revalidation, when applicable?  **Examples of evidence:** cleaning and disinfection documentation such as instructions/methods/criteria/processes/SSOP`s;
4.11	**Waste management**		
4.11.1 (B)	A waste management **process** shall be implemented and maintained to prevent cross contamination.	Basic	• What kind of waste exists (food, packaging, chemicals, laboratory, etc.)? • What are the controls defined to manage the waste and avoid cross-contamination? if the lab is on-site, can lab waste dirty/contaminate the production premises? • How is the waste collected and stored? • How is waste material disposed of? Is it done in a manner to avoid negatively influencing food? • Are waste collection rooms kept clean? • Are waste collection rooms protected from pests? • Are waste containers only used for the storage of waste? • What kind of waste disposal records exist? • How does the company manage and control the disposal and/or destruction of trademark materials/ products? Does the process comply with legal requirements and customer agreements? **Examples of evidence:** waste management process; waste disposal records; on-site observation/inspection;
4.11.1 (I) ☞	A waste management procedure shall be documented.	Intermediate	• Are waste management procedures documented (e.g. documented procedures, process description, flowcharts, work instructions, etc.)? **Examples of evidence:** waste management procedures; process description; flowcharts; records; work instructions;
4.11.2	All local legal requirements for waste disposal shall be met.	Basic	• How is it ensured that current local legal waste disposal requirements are met? • How is waste material disposed of? • How are chemicals disposed of? **Examples of evidence:** local legal requirements;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.11.3	Food waste and other waste shall be removed as quickly as possible from areas where food is handled. The accumulation of waste shall be avoided.	Basic	• Is it ensured that waste is handled correctly so that it doesn't accumulate and become a source of contamination or shelter for pests? • How often is food waste and other waste removed from food handling areas? • Who is responsible for waste removal? **Examples of evidence:** on site observation/inspection;
4.11.4	Waste collection containers shall be marked, suitably designed and maintained, easy to clean, and where necessary, disinfected.	Basic	• Are waste containers suitably designed and well maintained? • Are waste containers covered or kept closed (as appropriate)? • What waste is collected in separate containers? • How are waste containers marked/identified? • Can waste containers be easily cleaned and disinfected? • How often are waste containers cleaned and disinfected? **Examples of evidence:** cleaning protocol; cleaning records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.12	**Foreign material and chemical risk mitigation**		
*4.12.1 (B)	**Measures** shall be documented, implemented and maintained to prevent contamination with foreign materials. Contaminated products shall be treated as non-conforming products.	Basic	• What kinds of foreign bodies may be found (i.e., from personnel, uniforms, facility process flow and design, raw materials, packaging materials, packaging aids, utensils, cutting devices, tools, environment, construction, machine/equipment components, hazardous chemicals, maintenance practices, etc.) • How is foreign material contamination avoided? How is product contamination control monitored? Are measures monitored by a competent person? Are controls documented/recoded? • Are there measures in place to prevent and/or control and/or detect contamination? How is cross-contamination avoided within factory premises? How are they monitored? • Are the devices used to detect/retain/separate/eliminate foreign material to ensure product safety (e.g., magnet bars, metal detectors, x-rays, etc.) installed and monitored/maintained to ensure maximum operational efficiency according to product and process characteristics (e.g. taking into consideration test pieces characteristics, effects of the type, shape, position of foreign materials in the detection, product characteristics effects in the detection, equipment functionality, etc.)? Where are the devices installed? • Are staples/clips used? How are knives and cutting devices controlled? • Is the use of wood/glass and/or brittle materials excluded in raw materials, semi-finished and finished product handling areas? In case its use cannot be avoided, what measures are in place to avoid food safety issues? • How is contamination from glass/brittle materials avoided? How is glass/brittle material protected from breakage? • How is it ensured that pallets do not pose a food safety risk? • What shall be considered when glass fixtures are replaced? • How are contaminated products handled? • How are potentially/contaminated products handled? • Who may handle/access isolated products? • How are isolated products identified/checked? What actions are taken regarding the product?

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
*4.12.1 (B)			***Additional explanation/information:*** *Examples of measures to prevent and/or control and/or detect foreign material contamination: glass/brittle measures (including glass inventory and checks, breakage policy, handling of packaging made of glass); cut devices/tools/aids/ loose parts control; detection devices (e.g., metal detector / x-rays; retention/separation/elimination devices (e.g., sieves, magnet bars, etc.); line protections; visual inspection; handling of packaging/containers: turn over, blow, rinse; wood materials control, pallet inspections/protections, maintenance tool reconciliation, protection during maintenance activities, etc.).* ***Supporting reference:*** *IFS Guideline for an Effective Foreign Body Management.* **Examples of evidence:** on site observation; foreign material mitigation measures; glass inventory and checks; segregation records; non-conforming products list; isolation protocol; actions; records;
4.12.1 (I) ☞	Procedure(s) to prevent contamination with foreign materials shall be defined based on risks and documented.	Intermediate	• Were sources of foreign bodies identified through risk assessment? Are implemented procedures to prevent contamination based on risk assessment? • Are foreign material risk mitigation procedures documented (e.g. documented procedures, process description, flowcharts, work instructions, etc.)? **Examples of evidence:** risk assessment; foreign material mitigation procedures (e.g., glass handling, breakage procedures, etc.); process description; flowcharts; work instructions; records;

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4.12.2	The products being processed shall be protected against physical contamination.	Basic	• Are products being processed protected against physical contamination? ***Additional explanation/information:*** *Examples of potential foreign material contamination risks:* • *environmental contaminants (ground, air, dust, etc.).* • *hazardous chemicals, oils or dripping liquids from machinery (e.g., maintenance lubricants, compressed air oil)* • *dust spills* • *equipment, machine components, equipment parts (such as screws, nuts, bolts, etc.), tools (e.g., cutting devices, maintenance tools, etc.), aids and utensils (e.g., clamps, sampling devices, monitoring devices, etc.).* • *facility structure (such as pipes, walkways, platforms, ladders, walls, overheads, extraction equipment, light fixtures, brittle material panels, glass windows, etc.).* **Examples of evidence:** on site observation;
4.12.3	All chemicals within the facility shall be fit for purpose, labelled, stored and handled in a way not to pose contamination risks.	Basic	• What chemicals are used in the facility (e.g. for cleaning and disinfection, maintenance and repair activities, pest control, etc.)? • Are chemicals labelled? • How are chemicals recognizable? Are containers properly labelled? • How and where are chemicals stored? How is access to chemical agents controlled? Are they stored separately to food products? • Who uses chemicals and takes them out of storage? • Are chemicals properly handled (e.g., in a way to: minimise risk of reaction with other chemicals, avoid misuse, avoid contamination of product, ingredients or equipment, not pose risks to product, process and people, avoid leakage, etc.)? • Are chemical users instructed regarding the handling of these chemicals? • Are chemicals stored/segregated/controlled properly in a way to avoid contamination? **Examples of evidence:** on site observation/inspection; chemicals storage list; chemicals labels;

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4.12.4	**Measures** shall be documented, implemented and maintained in case of glass breakage and/or brittle materials. Such measures shall include; identifying the scope of goods to be isolated, specifying authorised personnel, cleaning and if necessary, disinfection of the production environment and releasing the production line for continued production.	Basic	• What measures are taken in case of glass breakage? • What should be taken into account? • Who cleans the production environment? • Who assess potential product contamination? Are contaminated products isolated? • Who permits production continuation? **Examples of evidence:** glass handling processes/instructions/workflows, measures; glass breakage prevention processes; glass breakage documentation/records; glass register;
4.12.5	Breakages of glass and brittle material shall be recorded. Exceptions shall be justified and documented.	Basic	• Is every glass breakage documented/recorded? • Where is glass breakage documented/recorded? • Are there exceptions to documentation? Are exceptions justified? **Examples of evidence:** glass breakage registry; glass register; breakage records; justifications;
4.13	**Pest monitoring and control**		
4.13.1	Site premises and equipment shall be designed, built and maintained to prevent pest infestation.	Basic	• Is there evidence of potential favourable pest infestation conditions? ***Additional explanation/information:*** *Examples of relevant elements related to potential pest access/activity/nesting/harbourage/refuge and infestations:* • *constructional/infrastructure (such as external area, doors, windows, ceilings, drainage, equipment design, waste rooms and bins, storage area, transport, pallet storage, etc.).* • *factory exterior conditions (idle equipment, construction debris and any other redundant materials stored close to the site, accumulated waste).* • *favourable conditions (such as water and food availability due site operations/infrastructure such as unclean or poorly cleaned areas, food and water accumulation on drains, materials and waste accumulation as harbourages, etc.).* • *equipment design* • *operations: unloading and loading (e.g., opened doors/ gates), waste removal (e.g., frequency), returning goods process, external maintenance operations, incoming materials checks, cleaning activities, etc.* **Examples of evidence:** on site observation/inspection;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
*4.13.2 (B)	Pest control measures shall be documented, implemented and maintained. They shall comply with local legal requirements and take a minimum of the following into account: • factory environment (potential and targeted pests) • type of raw material/ finished products • site plan with area for application (bait map) • constructional designs susceptible to pest activity, for example, ceilings, cellars, pipes, corners • identification of the baits on site • responsibilities, in-house/ external • agents used and instructions for use and safety • frequency of inspections • rented storage, if applicable.	Basic	• Is there effective preventive pest monitoring and control activities that will minimise the risk of infestation? • Is there evidence of pest activity/infestation (live or dead pests from different stages in their life cycle, droppings, pest parts, etc.)? • Is there evidence of animals on site (e.g., birds, dogs, cats, etc.)? • How is pest control organised? Are monitoring and control activities identified, planned, carried out and recorded? Which pests are controlled (potential and target pests)? • Which kinds of baits/traps/devices are used? • What kind of chemical applications/agents are used? Are they legally approved, labelled and properly handled and controlled? Is use specified and recorded? Are instructions / Safety Data Sheets available? • Is product contamination being prevented when baits/ traps/insect exterminators and chemical agents are used (no negative influence)? • Is there a map which shows all pest monitoring / control stations / devices, each of which should be numbered and regularly monitored? • In case of the identification of pest activity, what were the corrective actions? • Who is responsible for pest control? Is pest control executed by own staff members? Who is responsible for the monitoring and verification activities? • What is the inspection/activities schedule? Is it documented? Is frequency of inspection/activities properly defined? • What kind of training does the responsible person have (including personnel from third party service providers, in case applicable)? • Is pest control executed by an external service provider? • Does a written contractual/service agreement exist between the service provider and the company? Does it include the provider`s relevant documentation (including legal, such as licenses, etc.)?

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
*4.13.2 (B)			• What is the content of the contractual/service agreement? Has the company defined the requirements for the third-party service provider? Are the relevant IFS Progress Food pest monitoring and control requirements (including own personnel capability) included and fulfilled? • What kind of training does the external service provider have? **Note 1:** Even if the pest monitoring and control is performed by service providers, the assessed company has responsibility for the supervision of pest control activities. ***Additional explanation/information:*** *Supporting reference: IFS Pest Control Guideline* **Examples of evidence:** pest control documentation/measures; pest control chemicals list; Safety Data Sheets and instructions; bait map; inspection results; training evidence; external services contractual / service agreement; external service provider documentation / legal documentation; corrective actions; on site interviews; records;
4.13.2 (I) ☞	Pest control measures shall be risk-based and documented.	Intermediate	• Are implemented measures defined based on risks? • Are pest monitoring and control procedures documented (e.g., documented procedures, process description, flowcharts, work instructions, etc.)? **Examples of evidence:** pest control documented procedures; process description; flowcharts; work instructions; records; risk assessment; records;
4.13.3	Pest control inspections and resulting actions shall be documented/recorded. Implementation of actions shall be monitored and recorded. Any infestation shall be documented and control measures taken.	Basic	• Where are inspections and resulting actions documented/recorded? • Are documents signed and dated by both parties (in case pest monitoring and control is undertaken by external service provider)? • Which actions were executed lately? • Are the personnel aware of the need to report any evidence of pests to the responsible person? • What control measures are taken in case an infestation occurs? **Examples of evidence:** inspection results; measures; actions; records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.13.4	Baits, traps and insect exterminators shall be fully functioning, sufficient in number, designed for purpose, placed in appropriate positions and used in a way to avoid contamination.	Basic	• Are pest monitoring and control devices (e.g., bait boxes, cockroach- and moth traps, electronic fly killers, rodent catch traps, pheromone traps / fly repellents) well maintained and placed in a suitable location (in a way they won't pose contamination)? • Are the devices fully functioning, sufficient in number and properly designed for the purpose? • Where are electrical fly killers installed? • Are all fly killers connected and properly functioning? **Examples of evidence:** bait/trap map; fly killer map; on site observation;
4.13.5	The effectiveness of the pest control measures shall be monitored including data analysis, to allow timely appropriate actions. Records of this monitoring shall be available.	Basic	• How is the effectiveness of pest control measures monitored? • Are pest monitoring and control outcomes / data analysed with aims to allow appropriate actions/ improvements? ***Additional explanation/information:*** *Examples of data analysis: pest monitoring and control data analysis (reports, charts, statistics, trends, critical findings, devices consumptions/trapping etc.), pest monitoring and control trend analysis from third party service providers, thresholds/limits comparison, etc.* **Examples of evidence:** pest monitoring and control data analysis; trend analysis; thresholds;
4.14	**Receipt and storage of goods**		
4.14.1 (B)	All incoming goods, including packaging materials and labels, shall be checked for compliance with specifications and a defined monitoring plan. Records of those inspections shall be available.	Basic	• What goods (incl. semi-finished products) are inspected when received? • What is checked when received (e.g., product temperature, product conditions, presence of pests, label information and condition, product specification parameters, product shelf life, etc.)? • Who is responsible for the checks? • Is receipt documented/recorded? **Examples of evidence:** receipt checks; incoming goods check list; records;
4.14.1 (I) ☞	The monitoring plan of incoming goods shall be risk-based.	Intermediate	• Is the monitoring plan risk-based? **Examples of evidence:** risk assessment;

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4.14.2	A process shall be implemented and maintained to ensure storage conditions of raw materials, semi-finished, finished products and packaging materials correspond to product specifications and do not have any negative impact on other products.	Basic	• Where are raw materials, semi- finished products and packaging materials stored? • Are adequate conditions provided for the storage of food, raw materials, semi-finished and packaging material (e.g., easy to clean, in good conditions, goods properly spaced, allows pest inspections, conditions according product specification such as temperature, humidity, etc.)? • Are storage facilities adequate according to product specification? (e.g., dry storage, frozen storage, cold storage, etc.) • What are the implemented processes to ensure the storage conditions according to product specification (e.g., temperature control)? Are controls in place to ensure proper storage conditions? • Are use by/expire dates controlled? (e.g., via inventory controls, application of "FIFO" - First In / First Out or "FEFO" - First Expired / First Out methods). • Does a contractual/service agreement exist for external service providers (when third party services providers are responsible for storage activities)? Has the company defined the requirements for the third-party service provider? Are the relevant IFS Progress Food storage requirements (including own personnel capability) included and fulfilled? **Examples of evidence:** storage conditions control process; specifications; storage plan; external services contractual / service agreement; on site observation; control records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.14.3	Raw materials, packaging materials, semi-processed and finished products shall be stored to minimise the contamination risks or other negative impacts.	Basic	• Where are raw materials, semi-finished products and packaging materials stored? • Where and how is packaging material and equipment stored? • What kind of storage regulations exist? • How is cross-contamination / negative impacts avoided (e.g., goods mixing, allergens, good stored in the floor, raw food, smell transferring, chemicals, etc.)? • How is cross-contamination / negative impacts through packaging materials avoided? • How is return of packaging materials to the storeroom regulated? • Are pests considered during storage? • Are pallets located approximately 1m from walls? • Are there baits laid out in storage rooms? • Are sensitive products stored there? • What kinds of measures are in place for these goods (in order to minimize contamination / negative effects)? **Examples of evidence:** on site observation; measures; pest control schedule; plant inspection protocol; materials flow-diagram; product flow plan;
4.14.4	Adequate storage facilities shall be available for the management and storage of working materials, process aids, and additives.	Basic	• How are working materials, process aids, and additives stored? **Examples of evidence:** on site observation;
4.15	**Transport**		
4.15.1	The conditions inside the vehicles, related to absence of, for example: • strange smells • high dust load • adverse humidity • pests • mould shall be checked before loading and documented to ensure compliance with the defined conditions.	Basic	• Transport vehicles are suitable for intended purposes? • What is checked before loading? • Where is inspection documented/recorded? • What actions are taken in case of deviations/ non-conformity? **Examples of evidence:** loading/expedition inspection checks; inspection records; actions; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.15.2	Where goods are transported at certain temperatures, the temperature inside the vehicles shall be checked and documented before loading.	Basic	• Are products which require a certain temperature being loaded? • Is vehicle temperature checked and documented/ recorded before loading? • What is the process when vehicle temperature is not according to specifications? • Does a contractual/service agreement exist for external service providers (when third party service providers are responsible for transport activities)? Has the company defined the requirements for the third-party service provider? Are the relevant IFS Progress Food transport requirements (including own personnel capability) included and fulfilled? **Examples of evidence:** loading/expedition inspection checks/records; external services contractual / service agreement; on site interviews;
4.15.3	Processes to prevent contamination during transport, including loading and unloading, shall be implemented and maintained. Different categories of goods (food / non-food) shall be taken into consideration, if applicable.	Basic	• Are goods allowed to be transported alongside non-food products? • Are different categories of goods (food / non-food) taken into consideration when applicable? • How is cross-contamination prevented? **Examples of evidence:** transport, loading/expedition rules/checks; inspection records;
4.15.4	Hygiene requirements for all transport vehicles and equipment used for loading/ unloading (e.g., hoses of silo installations) shall be implemented. Measures taken shall be recorded.	Basic	• Are transport vehicles cleaned? • Where are cleaning and if necessary, disinfection activities documented? • What actions are taken in case hygiene requirements are not met? **Examples of evidence:** cleaning and disinfection protocol;

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4.15.5	The loading/unloading area shall be appropriate for intended use. It shall be constructed in a way that: • the risks of pest intake is mitigated • products are protected from adverse weather conditions • accumulation of waste is avoided • condensation and growth of mould are prevented • cleaning and if necessary, disinfection can be easily undertaken.	Basic	• Are loading and unloading areas appropriately constructed for intended use? • How is the goods receipt organised? • How is loading/unloading organised? ***Additional explanation/information:*** *Examples of external influences: pollen, climate, adverse temperature conditions, etc.* **Examples of evidence:** on site observation/inspection; on site interviews;
4.15.6	Where goods are transported at certain temperatures, maintaining the appropriate range of temperature during transport shall be ensured.	Intermediate	• How does the company ensure the product remains within the specified temperature during transport? • Are vehicles equipped with thermostats and registering devices? • How is it ensured that products reach their destination at the specified temperature? What evidence is provided (including when transportation is performed by a service provider)? **Examples of evidence:** registering devices; temperature data; temperature indicator occasionally placed in products;
4.16	**Maintenance and repair**		
4.16.1	All materials used for maintenance and repair shall be fit for intended use and shall not pose a contamination risk.	Basic	• How is it ensured that materials used in maintenance or repair work are fit for intended use and do not pose a contamination risk (e.g., food grade oils, non-toxic paints, steam boiler chemicals, etc.)? • What kinds of grease/lubricants/oils are used? • Are the instructions for use in place? Are used chemicals approved / Is the chemical purchasing controlled? Are instructions / Safety data sheets available? **Examples of evidence:** chemicals list; Safety Data Sheets and instructions;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.16.2	A maintenance plan shall be documented, implemented and maintained covering production and storage premises and all critical equipment (including transport) to ensure food safety, product quality and legality. This applies both to internal maintenance activities and service providers. The plan shall include responsibilities, priorities and due dates.	Intermediate	• How is maintenance organised? Is a preventative maintenance plan (based on maintenance activities, inspections and repairs before a food safety, quality and legality failure occurs) taken into consideration? • Is maintenance work on production and storage premises/equipment conducted regularly? • Were new equipment promptly acknowledged in the maintenance plan? • Where are maintenance activities documented/ recorded? • Are all critical equipment covered? • Which equipment is subject to external maintenance? • How are idle equipment identified/stored? • Does the company follow specific data to ensure effectiveness of maintenance (e.g., no delays in repairs, etc.)? • Does a contractual / service agreement exist for external service providers (when third party services providers are responsible for maintenance activities)? Has the company defined the requirements for the third-party service provider? Are the relevant IFS Progress Food maintenance and repair requirements (including own personnel capability) included and fulfilled? **Examples of evidence:** maintenance plan/schedule; inspection findings; on-site inspection; external services contractual / service agreement;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.16.3	Food safety, product quality and legality shall be ensured during and after maintenance and repair work. Records of maintenance and repair work shall be kept.	Intermediate	• How is it ensured that maintenance and repair work do not affect product food safety, quality and legality? • What measures are taken when maintenance/repair work is undertaken in place/production area (e.g., isolation, personnel traffic control, line protection, control of generated residues/particles, tool/part reconciliation, line stop, etc.)? • Are maintenance and repair working tools in good condition and handled and controlled properly to avoid contamination (e.g., no tools on the floor, tool sanitization when used to repair food contact zone, etc.)? • How are lighting fixtures repaired? • In case temporary repairs are allowed, how is it planned and ensured that they are fixed as soon as possible and controlled to avoid contamination risks? • Where are maintenance and repair works documented? • What rules are in place to reactivate equipment / equipment clearance once the maintenance / repair work is completed (e.g., equipment cleaning, disinfection, inspection, calibration, verification/testing, etc.)? • Are any actions necessary following repair work? **Examples of evidence:** examples for repair works and maintenance; actions; on site observation/inspection; records;
4.16.4	Failures and malfunctions on premises and of equipment (including transport) that are essential for food safety and product quality, shall be identified, documented and reviewed to enable prompt actions and to improve the maintenance plan.	Intermediate	• What actions are taken in case of occurred failures and malfunctions on the premises and of equipment (including transport) that are essential for food safety and product quality? • Are processing interruptions documented? • Are processing interruptions considered in maintenance planning? **Examples of evidence:** processing interruptions; actions; records;
4.17	**Equipment**		
4.17.1	Equipment shall be located to allow effective cleaning, disinfection, inspection and maintenance operations.	Basic	• Is equipment installed/placed allowing proper inspection, cleaning and maintenance activities? **Examples of evidence:** on site observation/inspection;
4.17.2	All product equipment shall be in a condition that does not compromise food safety and product quality.	Basic	• Is the condition of equipment adequate to avoid compromising food safety and product quality? **Examples of evidence:** on site observation/inspection;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.17.3	Equipment shall be suitably designed and defined for intended use. Before commissioning new equipment, it shall be ensured that food safety, product quality, legality and customer requirements are complied with.	Intermediate	• Is equipment suitably designed/defined according to intended use? • What rules exist for commissioning/starting up new equipment (equipment commissioning)? Is equipment checked to ensure food safety, product quality, legality and customer requirements are complied with? • What is considered regarding equipment installation? **Examples of evidence:** start-up / installation protocol;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.18	**Traceability**		
*4.18.1 (B)	A traceability process shall be implemented and maintained that enables the identification of product lots and their relation to batches of raw materials and food contact packaging materials and/or materials carrying legal and/or relevant food safety information. The traceability process shall incorporate all relevant records of: • receipt • processing at all steps • use of rework • work in progress • distribution. Traceability shall be ensured and recorded until delivery to the customer.	Basic	• How is traceability ensured? • Does the company ensure traceability through different stages of production until delivery to the customer? • Does traceability enable the continuous identification of product lots and their relation to batches of raw materials and food contact packaging materials/labels and retrieve respective relevant data involved? • What products come from which supplier? • Is there a list available with all current suppliers? • Is the supplier of each raw material and food contact packaging material/labels used to produce each of their products known and traceable (including the ones with same specification and multiple suppliers such as grains and milk for example)? • Is the customer of each product including the amount traceable? • Is traceability properly recorded or comprehensibly proved (by e.g., receipt and delivery notes)? • How is the effectiveness of the traceability process proven (e.g., process comprehensible evidence and records, traceable controls, product identification, mass balance, etc.)? • Is the frequency of traceability record keeping appropriate? • Are records enabling product identification available throughout the different production stages until delivery to the customer, in connection to its related relevant processes and records? • Are regulatory and customer requirements considered? • Have intermediate products (such as work in progress), manufactured at the own site, been labelled sufficiently, and managed accordingly to be completely traceable? Do they receive a specific labelling/identification with minimum information (e.g., production date, batch number, best before, allergens, etc.)? • Is there evidence that traceability is assured at all stages? • Can rework/reprocessing be completely traced? How are combinations of products controlled? How is rework/reprocessing documented? • Are outsourced processes considered? • Do dispatch records include finished product codes?

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
*4.18.1 (B)			**Note 1:** Traceability is in general defined as the ability to trace by means of implementing liable processes based on legal and consumer requirements, which shall be feasible to: • track the source of food components (such as raw materials and food contact packaging materials) • follow the movement and allow identification of food (including its components) throughout the specified stage(s) of production, processing, and distribution • the capacity to retrieve its related production, processing, and distribution history data in suitable timeframes (quantities, status, identification in the supply chain, downstream and upstream information, etc.). **Note 2:** during IFS Progress Food v3 Assessment, the assessor is required to challenge how the traceability processes are implemented, operated, and registered, considering regulatory and customer requirements, by means of checking that upstream and downstream traceability is effectively implemented, how it connects to relevant processes and products (aligned to IFS Assessments product and process approach, product sampling and assessment trail) and the companies' capacity to retrieve traceability data. This exercise shall always be based on samples chosen by the assessor. **Note 3:** Traceability processes are different from stock management / controlling inventory. These are usually related as additional support for the effectiveness of traceability processes. **Examples of evidence:** implemented traceability process; records; supplier list; customer agreements; regulation; assessment sampled products and trail;
4.18.1 (I) ☞	The traceability system shall be documented.	Intermediate	• Are the systematic interrelated traceability procedures documented (e.g., documented procedures, process descriptions, work instructions, flowchart, etc.)? **Note 1:** A traceability system may be supported by technological systems such as computer programs, systems, and specific tools, however this is not mandatory as traceability system refers to systematic interrelated and documented traceability processes. **Examples of evidence:** documented procedures; process description; flowcharts; records; work instructions, etc..;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.18.2	Labelling/identification of semi-finished or finished product batches/lot shall be made at the time when the goods are directly packed to ensure clear traceability of goods. Where goods are labelled at a later time, the temporarily stored goods shall have a specific batch/lot labelling. Shelf life (e.g., best before date) of labelled goods shall be defined using the original production batch/lot.	Basic	• When are labels applied to product units? • When is batch/lot labelling done? • What is the batch/lot labelling code? • How is shelf-life established to be labelled on the product (e.g., best before date calculation from the original production batch)? • What is the identification process for goods that are labelled at a later time? **Note 1:** Identification during process could be made possible by using labelling/identification on products or on specific containers (e.g., for semi-finished products). **Examples of evidence:** implemented identification/labelling process; lot labelling example; shelf-life example; product shelf-life list; on site observation;
*4.18.3	The traceability system, including mass balance, shall be tested at least once within a 12-month period or whenever significant changes occur. The test samples shall verify the complexity of the company´s product range. The test records shall demonstrate upstream and downstream traceability (from delivered products to raw materials, and vice versa).	Intermediate	• Which traceability tests have been performed by the company? • When was the last traceability test in both directions carried out? • How are sampled products chosen for the test? Do they verify the complexity of the system versus the company´s product range? • Is documented information about mass balance available? • What was the result from the review of the traceability test? • What percentage of the total amount was traced? • How big is a lot? Do lot sizes and traceability processes enable a quick response to product quarantine or a recall/withdrawal? • Are records from those tests available? **Examples of evidence:** records of traceability test; mass balance;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.18.4	Test results, including the timeframe for obtaining the information, shall be recorded and where necessary improvements/actions shall be taken. Timeframe objectives shall be defined and comply with legal and customer requirements.	Intermediate	• Are there legal and customer requirements defined for the timeframe? If not, are set timeframes suitable/ reasonable to the system effective and in operation, also considering the capacity to support a response to incident management, product recall and withdrawal? • Have timeframes been respected during own traceability exercises? • Have improvements and actions been taken according to the test results? Does the company take the results into consideration and challenge the processes for improvement (including timeframe objectives)? ***Additional explanation/information:*** *Supporting reference: for IFS Food Certification, traceability from the finished products to the raw materials and to the customers shall be performed within four (4) hours maximum.* **Examples of evidence:** records of traceability exercises; timeframe records; documented results and actions; customer agreements; regulation;
4.18.5	If required by the customer, identified representative samples of the manufacturing lot or batch number shall be stored appropriately and kept until expiration of the "Use by" or "Best before" date of the finished product and if necessary, for a determined period beyond this date.	Intermediate	• Are there customer requirements for samples? • Are samples taken? • Are samples stored in accordance with product specifications? **Examples of evidence:** customer requirements; representative samples; specifications;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.19	**Allergen risk mitigation**		
4.19.1	For all raw materials, the company shall identify allergens requiring declarations, including unintentional or technically unavoidable cross-contaminations of legally declared allergens and traces. This information shall be available and relevant to the country/ies of sale of the finished products and shall be documented and maintained for all raw materials. A continuously up-to-date listing of all raw materials containing allergens used on the premises shall be maintained. This shall also identify all blends and formulas to which such raw materials containing allergens are added.	Basic	• Are allergens identified? How? Does it consider all raw materials? Does a list exist that covers allergens in use? • Is there available and documented information about allergens for all raw materials (e.g. via data sheets, specifications, questionnaires, complementary declarations, allergen matrices, etc.)? Does it also consider unintentional or technically unavoidable allergen cross-contaminations? • Does it include an allergen list (including its traces) for all raw materials (which includes aromas, additives, coadjutants/processing aids, etc.) and blends and formulas to which such raw materials containing allergens are added? **Note 1:** Declaration of allergens and traces acknowledges legal requirements, customer requirements, raw material allergens, unintentional or technically unavoidable cross-contaminations. **Examples of evidence:** allergen list; specifications; allergen documented information; blends and formulas; regulation;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
*4.19.2	Measures shall be documented, implemented and maintained from receipt to dispatch, to ensure that potential cross contamination of products by allergens is minimised. The potential cross contamination risks shall be considered in a minimum of the following areas: • processing • environment • transport • storage • raw materials • personnel (including contractors and visitors) Implemented measures shall be monitored.	Basic	• Are allergens that are present on the site, whether as an ingredient or through process cross-contamination, identified, mitigated, and controlled? What measures are implemented and documented? • How is contamination of allergen free products avoided? Do customers demand that certain allergens are not included in the product? • How are these measures monitored and recorded/ documented? • Are regulations and appropriate customer requirements addressed in the development of the allergen risk mitigation processes? ***Additional explanation/information:*** *Examples of measures (but not limited to):* • *physical or time segregation while allergen-containing materials/products are being unloaded, stored, processed, packed, loaded (e.g., production sequencing).* • *the use of identified, dedicated equipment/utensils for processing, handling, sampling, cleaning, etc.* • *personnel hygiene rules, personnel flow.* • *policy 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.* • *facility environment such as air flow control.* • *supplier management.* • *process flows controls.* • rework/reprocessing operations control/rework/ reprocessing allergen compatibility. **Examples of evidence:** allergen risk mitigation processes; documented measures; on site observation; records; monitoring records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.19.3	Finished products containing allergens that require declaration shall be declared in accordance with legal requirements. Unintentional or technically unavoidable cross-contamination of legally declared allergens and traces shall be labelled. The potential cross-contamination with allergens from raw materials processed in the company shall also be taken into account on the product label.	Basic	• How is allergen (including its traces) labelling defined? • Has allergen status been documented (e.g. in specifications, allergen matrixes, etc.)? • Is potential cross-contamination considered for labelling purposes? How? • Is labelling declaration in accordance with the legal requirements of the country of sale? Are customer requirements also considered? **Examples of evidence:** finished product specifications; legal and customer requirements; allergen risk mitigation processes; documented measures; allergen matrix; on site observation; labelling process;
4.19.4	Identification of allergens requiring declarations for all raw materials, measures to ensure that potential cross contamination of products by allergens is minimised and labelling decisions of finish products in regard to allergens shall be risk-based.	Intermediate	• Has a risk assessment been performed to identify allergens/traces in all raw materials? • Has a risk assessment been carried out to define measures to mitigate the risk of cross contamination of products by allergens? • Has a risk assessment been carried out to decide on labelling of allergens/traces for finished products? ***Additional explanation/information:*** *For the unintentional or technically unavoidable presence, the labelling of legally declared allergens and traces shall be based on risks. In the risk assessment of the introduction of unintentional allergens, not only the risk from the declarable allergens processed in the company but also the unintentional allergen introduction from raw materials shall be taken into account with regard to the labelling of the end product.* **Examples of evidence:** risk assessment; allergen risk mitigation processes/ procedures; allergen labelling procedures; documented measures;

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4.20	**Food fraud**		
4.20.1	A food fraud vulnerability assessment, including assessment criteria, shall be documented, implemented and maintained. The scope of the assessment shall cover all raw materials, ingredients, packaging materials and outsourced processes, to determine the risks of fraudulent activity.	Intermediate	• Which is the defined vulnerability assessment methodology? • Does it consider risks in relation to substitution, mislabelling, adulteration, or counterfeiting? • Which criteria are defined for the vulnerability assessment? • Are all raw materials, ingredients, packaging, and processes (including internal processes and partly outsourced) subject to vulnerability assessment? Which risk factors are defined? • How often are vulnerability assessments undertaken? Has a vulnerability assessment been undertaken on all new raw materials, ingredients and packaging as well as the suppliers of these product? • Are weak points where fraud is more likely to occur taken into consideration? • Are all materials and connected risks regarding fraud known (history, economic factors, geographical origins, physical state, emerging issues)? • Are suppliers (manufacturer, broker, history) and the relevant supply chain known (length, complexity, supply & demand arrangements, ease of access)? • How often is the assessment reviewed? What criteria does the company consider when determining the frequency to perform an assessment, if it is not done once within a 12-month period (e.g. whenever significant changes occur, increased risks, etc.)? ***Additional explanation/information:*** *Supporting reference: IFS Guideline Product Fraud Mitigation* **Examples of evidence:** fraud risk factors/sources; current controls; list of raw materials, ingredients and packaging and their suppliers; vulnerability assessment, matrix;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.20.2	A food fraud mitigation plan shall be documented, implemented and maintained, with reference to the vulnerability assessment, and shall include the testing and monitoring methods.	Intermediate	• What are the controls (e.g. testing and monitoring methods) applied to mitigate the vulnerabilities of potential product fraud activity? Is it related to/within the vulnerability assessment? • Are they appropriately and consistently applied in accordance with identified vulnerabilities? • Who monitors (and where necessary takes action) the issues identified resulting from the applied controls? • Are the controls regularly reviewed for suitability and effectiveness? • Are measures modified, if applicable, in the event of changes within the supply chain? • Is the mitigation plan reviewed according to the vulnerability assessment review? ***Additional explanation/information:*** *Supporting reference: IFS Guideline Product Fraud Mitigation* **Examples of evidence:** food fraud mitigation plan, matrix; controls, testing, monitoring records;
4.21	**Food defence**		
4.21.1	The responsibilities for food defence shall be defined. The responsible person(s) shall have the appropriate specific knowledge and training.	Intermediate	• Who is accountable for food defence? • What are the competences and qualifications demonstrated for the person(s) responsible for food defence? • Where are the responsibilities defined? • Was this communicated to the members of the company? How? ***Additional explanation/information:*** *Supporting reference: IFS Food Defence Guideline* **Examples of evidence:** job description; training records; on-site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.21.2	A food defence procedure and plan shall be developed to identify potential threats and define food defence measures. This shall include a minimum of: • legal and customer requirements • identification of critical areas and/or practices and policy of access by employees • visitors and contractors • any other appropriate control measures.	Intermediate	• What are the legal/customer food defence requirements applicable to the company? • How can the company demonstrate compliance with such requirements? • What is the process/procedure used to perform an assessment of threats? Is it in line with legal and/or customer needs and/or expectations? • How do the systems assist the company to identify critical or high-risk areas? • Based on the assessment of threats, what areas have been identified as critical? • What other food defence measures are in place in relation to the assessed threats (see relevant considerations bellow)? • How does the company maintain control over who enters to the premises and critical areas? • What measures are in place in order to control entrance to those critical areas? • How is the company alerted of any food defence breach? • What criteria does the company consider in order to determine the frequency to perform the threat assessment, if not at least once within a 12-month period (e.g. whenever significant changes occur, increased risks)? • Are food defence procedures and plan documented?

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.21.2			***Additional explanation/information:*** • *food defence procedures and plan are implemented to ensure the protection of food, manufacturing, and their supply chain from malicious and ideologically motivated threats.* • *threats to food defence may occur at any level in the business's food-supply chain, where prevention is the key element.* • *the comprehensive assessment and implementation of food defence measures shall be appropriate to the business, the site, and the country, which may consider (but not limited to):* · *malicious, ideologically motivated threats, deliberate acts of sabotage (e.g., deliberate contamination of food by bacterial agents, toxins, chemicals, radiation, or a physical object).* · *intentional product tampering which may include acts of sabotage, vandalism, or terrorism.* · *personnel awareness (e.g., by training).* · *facility physical security (e.g., access conditions, gates, lighting, camera systems, etc.).* · *policies and practices for recording and controlling access to areas of the facility by employees, temporary employees, contractors, and visitors.* · *procedures for secure storage and transportation of raw materials, equipment, packaging material, hazardous chemicals and finished food products.* · *design of packaging material in terms of potential product tampering.*

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
4.21.2			· *physical restriction of access, which may be through the use of locks, electronic key card or other appropriate systems.* · *control measures shall consider, (but not limited to): product, process, utilities, personnel, temporary employees, contractors, visitors, employees, carrier drivers, security, and systems and where applicable, storage and transportation.* · *employee/contractor / temporary employees termination impacts to food defence.* · *system/data protection and cyber-attacks.* · *personal belongings rules in the facility.* · *reporting procedures.* · *measures shall address identifying the incident, identifying, and assessing potentially affected material, isolation and quarantine of the potentially affected material and appropriate disposition based on the safety of the product.* *Supporting reference: IFS Food Defence Guideline* **Examples of evidence:** food defence procedures and plan; threat assessment; measures; meeting minutes; on site observation;
4.21.3	The food defence plan shall be tested for effectiveness.	Intermediate	• Is the effectiveness of the food defence plan tested (e.g., by on site checks, inspections, assessments, records verification, challenge tests, etc.)? • How does the company evaluate the effectiveness of the product defence plan? • How often is effectiveness of the product defence plan tested? • Are actions taken in case the product defence plan is not effective? • How often is a review of the food defence procedures and plan performed, if not at least once within a 12-month period (e.g. whenever significant changes occur, increased risks)? Are the food defence procedures and plan updated accordingly? **Examples of evidence:** report on effectiveness check, such as inspections; meeting minutes; actions;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5	**Measurements, analyses, improvements**		
5.1	**Site factory inspections**		
5.1.1	Site and factory inspections shall be planned and carried out for certain topics, like for example: • constructional status of production and storage premises • external areas • product control during processing • product protection • hygiene during processing and within the infrastructure • foreign material hazards • personnel hygiene. The frequency of inspections shall be determined based on risks and on the history of previous results.	Intermediate	• How often are site inspections carried out and who performs them? • How is frequency defined (e.g. by risk, history, etc.)? • What is reviewed during site inspections? • For which areas/processes do site inspections exist? • Is product protection from contamination (Physical, Chemical and Microbiological) checked? • Are actions documented in case of deviations? • Are all required areas covered? ***Additional explanation:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: Verifying that food safety processes and procedures (e.g. controls) are being performed timely, maintaining integrity within food safety processes.* **Examples of evidence:** site inspections protocol/scope; risk assessment/history; records/reports/actions;
5.2	**Process control**		
5.2.1	The criteria for process control shall be defined.	Intermediate	• Which process parameters are defined (e.g., for pasteurization, sterilization, cold chain parameters relevant to meet product specifications, rework conditions, etc.)? **Examples of evidence:** process parameters;
5.2.2	Process parameters (temperature, time, pressure, chemical properties, etc.) which are essential to ensure food safety and product quality shall be monitored and recorded continuously and/or at appropriate intervals.	Intermediate	• How are they controlled? • How are temperatures (e.g., heating, cooking, baking, freezing, cooling, intermediate cooling), pressure, time etc. monitored? • Where is it recorded? • How is it ensured that only responsible persons are allowed to set up/change process parameters? **Examples of evidence:** printed measurement data; controls; monitoring records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.3	**Calibration, adjustment and checking of measuring and monitoring devices**		
5.3.1	Measuring and monitoring devices required to ensure compliance with food safety and product quality requirements shall be identified and recorded. Their calibration status shall be recorded. Measuring and monitoring devices shall be legally approved if required by current relevant legislation.	Basic	• What kinds of measuring and monitoring devices exist (e.g., Thermometers, Metal detectors, X-Ray units, checkweigher, pH and water activity meters, scales, oven speeds and other important processing measuring and monitoring units)? • What is demanded of measuring and monitoring devices? • What monitoring device is adequate for which kind of measurement? • How are measuring and monitoring devices identified (e.g., identification stickers on monitoring devices) and recorded? • Do calibrated devices exist? • How is the calibration status of a measuring/monitoring device identified? • Are measuring and monitoring devices to ensure food safety, quality and regulatory requirements reliability compliant? • Are measuring and monitoring devices in use legally approved, when required by law? **Examples of evidence:** monitoring devices list; identification stickers on monitoring devices; identification stickers; records;
5.3.2	All measuring and monitoring devices shall be checked, monitored, adjusted and calibrated at defined intervals in accordance with recognised standard/ methods and within relevant limits of the process parameter values. The results shall be documented.	Intermediate	• When it comes to measuring and monitoring devices,is there a calibration process/procedure for checking, monitoring and adjusting them? • Are measuring and monitoring devices identified, calibrated and traceable to recognised standards? • How are measuring/monitoring devices monitoring/ adjustments organised? How are intervals defined? • Who is responsible for calibration? • Are measuring/monitoring devices regularly calibrated? How are intervals defined? • How is calibration done? • Where is it documented? • What actions are taken when a tolerance deviation (results outside of defined limits) is found? • Is calibration up-to-date? **Examples of evidence:** calibration and monitoring processes/procedures; calibration protocol; calibration records; actions; calibration certificate; recorded checks, adjustments and calibration results; records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.3.3	All measuring and monitoring devices shall be used exclusively for their defined purpose. Where the results of measurements or the status of the device indicate a malfunction, the device in question shall be immediately repaired or replaced. Where a malfunction has been identified, the impact on processes and products shall be assessed to identify whether non-conforming products have been processed.	Intermediate	• Are measuring and monitoring devices used exclusively for their defined purpose (e.g., specified thermometers/ humidity measuring devices used for respective defined processes and products according to specified aimed measuring ranges/metal detectors calibrated to specified product and process characteristics, etc.)? • What actions are taken when measurement results are uncertain or the status of device indicates malfunction? (e.g., malfunction of a CCP monitoring device, thermal process devices, etc.). • Are devices immediately repaired or replaced? • Is product and process impact assessed (e.g. food safety impact such as thermal process failure)? • According to the assessment, are necessary actions on processes and products carried out? • How are embargoed measuring/monitoring devices identified? ***Additional explanation/information:*** *Where malfunctions occur with an impact on food safety, actions to be taken regarding the potential non-conforming products (e.g., disposition of affected product) usually cover products produced after the last checked conforming calibration.* **Examples of evidence:** actions; identification stickers; recorded checks, adjustments and calibration results;
5.4	**Quantity control monitoring**		
5.4.1	Compliance criteria to control lot quantity shall be defined. The frequency and methodology for quantity control shall be implemented and maintained to meet the legal requirements of the destination country/ies and customer specifications.	Basic	• How is it ensured that legal requirements and customer specification for weight/quantity are met? • What is the defined process/methodology/frequency to weight/quantity control for product compliance? **Examples of evidence:** regulation; specifications; customer requirements; weight/ quantity control process and methods;
5.4.2	Quantity control monitoring shall be implemented and recorded, according to a sampling plan which ensures a proper representation of the manufacturing lot. The results from the monitoring shall be compliant with defined criteria for all products ready to be delivered.	Basic	• Are there records available regarding weight/quantity checks based on the defined sampling plan? • Is it applicable for retail branded products and other products/labels? **Examples of evidence:** weight/quantity monitoring plan; sampling plan; records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.5	**Product testing and environment monitoring**		
5.5.1 (B)	Testing and monitoring plans for internal and external analysis shall be implemented to ensure that product safety, quality, legality and specific customer requirements are met. The plans shall cover a minimum of: • raw materials • semi-finished products (if applicable) • finished products • packaging materials • contact surfaces and environmental tests All test results shall be recorded.	Basic	• Does a testing/monitoring plan exist? • Are consistent lab analysis/tests implemented to ensure that product safety, quality, legal and specific customer requirements are met? • Who organizes the testing/monitoring plan? • How is sampling defined? • Which products are covered under the testing plan (raw materials, half-finished and finished products, packaging materials, surfaces, and environmental tests?) • Where are the test results documented? • Which physical, chemical, or microbiological analyses are made or subcontracted? • Which analyses are performed by the company's own laboratory and which by external? And how frequently? • Are results of analysis achieved via recognized and valid methods? • Are tests carried out to produce credible and accurate results? • Are analyses/controls carried out in a way to avoid having an affect on product safety (e.g., cross contamination from sampling, product contamination, etc.)? • How often is the testing/monitoring plan reviewed? **Note 1:** Environmental tests may be determined based on legal requirements, product and process characteristics and potential food safety risks (e.g., pathogen monitoring for high perishable ready to eat foods). **Examples of evidence:** testing plan; lab analysis; test results;
5.5.1 (I) ☞	Testing and monitoring plans for internal and external analyses shall be risk-based.	Intermediate	• Is the testing/monitoring plan defined based on assessment of risks? • Does the testing and monitoring plan consider authenticity risks (e.g. food fraud tests)? **Examples of evidence:** risk assessment; testing plan; lab analysis; test results;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.5.2	Analyses, which are relevant for food safety, shall preferably be performed by laboratories with appropriate accredited programs/ methods (ISO/IEC 17025). If the analyses are performed internally or by a laboratory without the appropriate accredited programs/ methods, the results shall be cross-checked on a regular basis with test results from laboratories accredited to these programs/methods (ISO/IEC 17025).	Intermediate	• Which external laboratories are used? Are these accredited to ISO 17025? • Is there an analytical laboratory on site? Is it accredited to ISO 17025? • If not, are internal laboratory results cross checked on a regular basis / when significant changes occur with test results from an accredited laboratory? **Examples of evidence:** accreditation evidence; results from cross check tests;
5.5.3	Procedures shall be documented, implemented and maintained to ensure the reliability of the results from internal analyses, based on officially recognised analysis methods. This shall be demonstrated by ring tests or other proficiency tests.	Intermediate	• Is there a laboratory on site? • How is it ensured that internal analytical methods are appropriate? Are they based on officially recognised analysis methods? • Are ring tests or proficiency tests performed? **Examples of evidence:** procedures; ring test / proficiency tests performance evidence;
5.5.4	Results of analyses shall be evaluated in a timely manner by competent personnel. Immediate corrections shall be implemented for any unsatisfactory results. The analytical results shall be comprehensively and regularly reviewed. When unsatisfactory results are identified, the impact on processes and products as well as the need for actions shall be assessed.	Basic	• Who reviews analytical results (e.g., responsible person from the quality team, responsible site veterinarian, quality technician, etc.)? • How are analytical results verified? • Are immediate corrections introduced when results are unsatisfactory? • Does the company regularly perform a comprehensive review of analysis results to identify needs of improvements/review/actions? • When unsatisfactory results are identified, is the impact on processes and products and need for actions assessed? **Examples of evidence:** analytical results; corrections; results review;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.6	**Product release**		
5.6.1 (B)	A process for product release/ quarantine (blocking/hold) shall be implemented and maintained to ensure that only raw materials, semi-finished, finished products and packaging materials complying with food safety, product quality, legality and customer requirements are processed and dispatched.	Basic	• Does the company have a product quarantine and release process? Does it consider raw materials, semi-finished and finished products and packaging materials (including labels) as conforming to specifications and food safety, product quality, legality and customer requirements? • Who quarantines or releases products? • What are the criteria for product release/quarantine? • How are released and quarantined products identified? • Which measures are in place to promptly block/hold goods? **Examples of evidence:** implemented product release/quarantine process; quarantine tickets; records; specifications; identified process; quarantine area; job description; records;
5.6.1 (I) ☞	A procedure for product release/quarantine (blocking/ hold) shall be documented.	Intermediate	• Are product release/quarantine procedures documented (e.g., documented procedures, process descriptions, work instructions, flowchart)? Does it take authenticity requirements into consideration? **Examples of evidence:** implemented product release/quarantine process; procedures; documented procedures process description; flowcharts; records of controls; work instructions, etc.; records; specifications;
5.7	**Management of complaints from authorities and customers**		
5.7.1 (B)	A process shall be implemented and maintained for the management of product complaints and of any written notification from the competent authorities – within the framework of official controls-, any ordering action or measure to be taken when non-compliance is identified.	Basic	• How are complaints from customers and consumers handled? • Does the process consider a minimum of receipt of complaints, communication, evaluation, recording, investigation, resolving (including corrections/corrective actions when necessary) and data analysis to avoid reoccurrence? • How are notifications/complaints from competent authorities handled? • What is the range or indicator of complaints (classification) raised by consumers, retailers, and authorities? **Examples of evidence:** complaint handling implemented process; data; records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.7.1 (I) ☞	A procedure for management of product complaints and of any written notification from the competent authorities shall be documented.	Intermediate	• Are management of product complaints and notification from competent authorities procedures documented (e.g., documented procedures, process descriptions, work instructions, flowchart)? **Examples of evidence:** documented procedures; process description; flowcharts; work instructions, etc.; records;
5.7.2	All complaints shall be recorded, be readily available and assessed by competent staff. Where it is justified, actions shall be taken immediately.	Basic	• How are complaints received, and by whom? • Who evaluates and ponders complaint significance? Is the complaint assessment recorded/documented? • Does the company investigate the causes for complaints? • Who defines and communicates the actions to be taken? • Within what time frame must actions be taken? • Who is responsible for providing consumers, customers and authorities with a response, when applicable? • Are the competent staff aware of their responsibilities for handling the complaints and investigations? • How are complaints recorded? **Examples of evidence:** sample of records of complaints to compare them against the process from receipt to resolution;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.7.3	Complaints shall be analysed with a view to implementing actions to avoid the recurrence of the deviations and or non-conformities.	Basic	• Is data controlled and managed to ensure that actions and improvements are addressed for legal and quality conformity and that food safety issues are identified from complaints, to avoid recurrence? • How are complaints analysed? • Has the company defined proper methods for the analysis of complaint data for its intended aims (e.g., by sources, causes, criticality, charts, statistics, trends, etc.)? • Who manages complaint data? • How often is complaint data compiled? • What actions are taken to avoid recurrence? **Note 1:** Complaints shall be analysed as indicator for implementation of appropriate actions for legal, quality conformity and food safety issues and moreover, the identification of improvement opportunities. Therefore, proper complaint data analysis method shall be defined by the company for the intended aims. Examples of complaint data analysis may include (but is not limited to): • classification charts (by sources, business partner - e.g., retailer, causes, lots, number of complaints, rate by produced volume/by product, complaint criticality, action priority based on impact – e.g., food safety issues, etc.), • complaints charts and tables (e.g., pie charts) • ppm complaint rate (e.g., parts per million to track quality compliance), • statistics • trend analysis • thresholds • etc. **Examples of evidence:** complaint data;
5.7.4	The results of complaint data analysis shall be made available to the relevant responsible persons.	Basic	• Does appropriate internal communication take place regarding complaint data analysis? • To whom is complaint data presented (e.g., senior management, operations, maintenance, continuous improvement etc.)? **Examples of evidence:** complaint data communication;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.8	**Management of product recalls, product withdrawals and incidents**		
*5.8.1	The company shall demonstrate the ability to withdraw and recall affected products, contact relevant parties and keep records of these incidents.	Basic	• When recall and/or withdrawal are required? • Is there a process defined, implemented, and maintained for product recall and withdrawal? Does it consider legal and customer aspects? • Can the company withdraw and recall affected products? Do the processes assure prompt return of supplied products? • To what extent is distribution involved with recall/ withdrawal? • Is the company able to communicate and contact affected and relevant parties (e.g., internal contacts, suppliers, customers, consumers, authorities)? • Is there an updated alert/emergency contact list (with information such as names and phone numbers of internal contacts, suppliers, customers, and competent authorities, for example)? • Is the responsible staff for product recall and withdrawal trained and prepared? • Is there a defined person at the business, with the authority to initiate the recall and withdrawal process, who is permanently available? • Are records of product recall and withdrawal maintained? **Note 1:** An implemented and effective traceability process is a key element for product recall and withdrawal. **Examples of evidence:** recall and withdrawal implemented processes; emergency/ alarm contact list; communication process; traceability process; on-site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.8.2	An effective procedure shall be documented, implemented and maintained for the management of recalls, withdrawals, incidents and potential emergency situations with an impact on food safety, product quality, legality and authenticity. It shall include a minimum of: • the assignment of responsibilities • the training of responsible persons • the decision-making process • the nomination of a person, authorised by the company and permanently available, to initiate the necessary process in a timely manner • an up/to/date alert contact list including customer information, sources of legal advice, contacts availability • a communication plan including customers, authorities, and where applicable, consumers.	Intermediate	• What is an incident? What characterizes an incident? E.g.: pandemic situations, critical resources / services disruption which impacts business continuity, food safety and quality (e.g., power outage), natural disasters, loss, emergency situations, crisis, unsafe or non-conforming products, product and process nonconformities and situations which impact food safety, quality and legality, etc. • How are incidents assessed and managed? What is the decision-making process? What are the steps to be taken to manage a crisis? • To what extent is distribution involved with recall/ withdrawal/incident management? • Has the company implemented a recall/withdrawal/ incident management procedure? • Are recall/withdrawal/incident management procedures documented (e.g., documented procedures, process descriptions, work instructions, flowchart)? • How does the company define product recall/product withdrawal needs? • Which are the actions defined in case of a recall/ withdrawal/incident? • Are the responsibilities clearly defined within the defined actions? • Who informs the customer and when? • Is there a nominated person in the business who is permanently available and has the authority to initiate the necessary processes? How are potential absences covered (vacations, sick leave, etc.)? • Are involved persons trained according to procedure? • Who is informed when an incident occurs? How is internal and external communication managed? • How can incidents and emergency situations be detected by the company?

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.8.2			• What are the sources of information to be aware/alert of new potential emergencies/incidents? • What is the defined level of risk of those incidents and emergencies regarding product and process compliance and regarding operational and business continuity? • Who is informed when a crisis occurs? • Does the company have an internal/external communication plan? Who is responsible for communication with customers, press/media, and authorities, for example? • Is an emergency/alarm list of important telephone numbers available? Does it consider relevant contacts such as internal contacts, supplier list with contacts, customer information, sources of legal advice, contacts availability, etc.? • When are the media involved? • What plan and actions are defined to recover, resume, and restore the activities in case the emergency/ incidents described by the company occurs? • Are the responsibilities clearly defined within the defined actions? • Are records of incident management maintained? **Note 1:** A withdrawal/recall management procedure alone is not sufficient to define a comprehensive incident management procedure (is a potential consequence/action of incident management). ***Additional explanation/information:*** *Regarding management of incidents, is important for the company to consider the impact on products, consumers and customers, and the impact on the relationship with other stakeholders, such as reputation, confidence gained, corporate image, and business continuity.* **Examples of evidence:** team training evidences / responsibility matrix; product recall and withdrawal procedures; incident/crisis management procedures; documented procedures; process description; flowcharts; work instructions, etc.; records; emergency plan; alarm plan; emergency/alarm contact list; communication plan; traceability process; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.8.3	The procedure shall be subject to internal testing for recall/withdrawal, by covering the end-to-end process. This activity shall be planned within a 12 month period and its execution shall not exceed 15 months. The outcome of the test shall be reviewed for continuous improvement.	Intermediate	• How does the company evaluate that the withdrawal/ recall procedures and its relevant steps are effective (end-to-end process)? • How often is effectiveness of the procedures tested? • Is the update of the emergency/alarm contact list checked? • Is the test recorded/documented? • Are actions taken in case the procedures are not effective or if improvement needs are identified? Are procedures reviewed accordingly? **Note 1:** In case the company has faced a recall/withdrawal within the due testing timeframe – it is to be checked in the current IFS Progress Food v3 Assessment whether the company Recall/Withdrawal procedure was comprehensively and effectively operated and documented (end-to-end), reviewed with means to identify respective improvements, and therefore it can be considered as positive evidence for requirement 5.8.3 assessment. ***Additional explanation/information:*** *For withdrawal and recall documented testing in line with the defined procedure, the company will test the ability of the business to withdraw and recall affected products:* • *any measure aimed at preventing the distribution, display and offer of an out-of-specification product and/or of a product that may be dangerous to the consumer* **(withdrawal)**. • *• 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* **(recall)**.

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.8.3			*Testing shall consider a minimum of, (but not limited to):* • *assessment of the risk level and its impact (e.g., to what extent does it affect products, the business, etc.?).* • *assessment of extent of the distribution of impacted products (along with traceability).* • *definition of the measures and actions based on the risk level, legal and consumer requirements* • *procedure feasibility, effectiveness, and timeliness (e.g., communication, product status identification, data retrieval, time for procedure completion and percentage of product traced according to internal, legal and customer requirements, etc.).* • *documenting the recall and withdrawal process* **Examples of evidence:** withdrawal/recall procedures test results/records; emergency/alarm contact list; on site interviews;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.9	**Management of non-conforming products**		
5.9.1 (B)	A process shall be implemented and maintained for the management of all non-conforming raw materials, semi-finished products, finished products, processing equipment and packaging materials. This shall include a minimum of: • defined responsibilities • isolation/quarantine processes • identification including labelling • decision about the further usage like release, rework/ reprocessing, blocking, quarantine, rejection/ disposal.	Basic	• What processes exist for the management of non-conforming products? • Are the process responsibilities clearly defined? • How are non-conforming products identified and controlled? Does the company ensure that any product which does not conform to requirements is clearly identified and controlled to prevent unintended use or delivery? • What rules exist for product isolation/quarantine? • How is the isolation/quarantine area(s) identified on-site? • Who decides about non-conforming products? • Based on which criteria is the decision made about further usage of non-conforming products? • What kind of actions and measures are in place to avoid misuse of non-conforming products? • What kind of actions and measures has the company implemented to prevent cross-contamination with isolation/quarantine area(s)? (e.g., between products with/without allergens compounds; between contaminated product destinated to disposal and the one intended for rework, etc.)? ***Additional explanation/information:*** *Examples of situations related to non-conforming products: raw material out of specification in incoming goods checks; product checked as out of specifications / shelf life; product analysis with unsatisfactory results; process deviation; CCP out of control; pest infestation; food safety incidents; tampered products; recall/withdrawal; returned products; etc.)* **Examples of evidence:** management of non-conforming products process; measures; isolation/quarantine processes; non-conforming products identification; responsibility matrix; quarantine tickets; evidences of decision making; non-conforming products controls; on site observation; on site interviews; records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.9.1 (I) ☞	A procedure for the management of all non-conforming raw materials, semi-finished products, finished products, processing equipment and packaging material shall be documented (including risk assessments, when applicable).	Intermediate	• Is the management of non-conforming raw materials, semi-finished products, finished products, processing equipment and packaging materials procedures documented (e.g., documented procedures, process descriptions, work instructions, flowchart)? • When applicable, are risk assessments documented? **Examples of evidence:** management of non-conforming products procedure; documented procedures; process description; flowcharts; work instructions, etc.; records; risk assessments;
5.9.2	The process for the management of non-conforming products shall be understood and applied by all relevant employees.	Basic	• Are relevant employees aware of the process or the management of non-conforming products? • Who is responsible for putting non-conforming products into quarantine? • Who may release quarantined products? • How is it ensured that only authorized persons release quarantined products? **Examples of evidence:** quarantine tickets; job description; on site interviews;
5.9.3	Where non-conforming products are identified, immediate actions shall be taken to ensure that food safety and product quality requirements are complied with.	Basic	• What actions are taken when non-conforming products are identified in order to ensure that food safety and product quality requirements are complied with? **Examples of evidence:** quarantine tickets;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.10	**Management of deviations, non-conformities, corrections and corrective actions**		
5.10.1 (B)	A process for the management of corrections and corrective actions shall be implemented and maintained for the recording, analysis and communication to the relevant persons of deviations, non-conformities and non-conforming products with the objective to close the non-compliances and avoid recurrences by corrections and/or corrective actions. This shall include a root cause analysis for at least the deviations and non-conformities related to safety and legality.	Basic	• How are deviations, non-conformities and non-conforming products managed (e.g. product out of specification, food safety incidents, process control loss, site internal inspection deviations, product quality issues, etc.)? • What are the implemented correction and/or corrective action processes (for deviations, non-conformities and non-conforming products)? • Who is informed in case of deviations, non-conformities and non-conforming products? • Is there a responsible person for analysing, investigating, communicating and recording deviations, non-conformities and non-conforming products to establish the process to address actions (corrective and/or corrections) in order to avoid reoccurrence? • What corrections and/or corrective actions are taken? • Are documented root cause analysis available for at least deviations and non-conformities related to safety and legality? • Are records related to analysis and communication of deviations, non-conformities, non-conforming products and its respective actions in place? ***Additional explanation:*** *This requirement supports food safety culture introduction and implementation as it relates to elements such as: commitment of the management; engagement and availability of sufficient resources; generating awareness; open and clear communication; ensuring that roles and responsibilities are clearly communicated; maintaining the integrity within food safety processes; ensuring compliance with relevant regulatory requirements.* **Examples of evidence:** management of deviations, non-conformities and non-conforming products process; corrections and/or corrective actions; on site interviews; records;

Ref.	IFS Progress Food v3 Requirement	Level	IFS Progress Food v3 Guidance
5.10.1 (I) ☞	The procedure for the management of corrections and corrective actions shall be documented.	Intermediate	• Are procedures for the management of corrections and corrective actions for the recording, analysis and communication to the relevant persons of deviations, non-conformities and non-conforming products with the objective to close the non-compliances and avoid recurrences by corrections and/or corrective actions documented (e.g. documented procedures, process descriptions, work instructions, flowchart)? **Examples of evidence:** management of corrections and corrective actions procedure; documented procedures; process description; flowcharts; work instructions, etc..; records; risk assessments; applicable documented root cause analysis; risk assessment; corrections and/or corrective actions;
5.10.2	Where deviations and non-conformities are identified, corrections shall be implemented.	Basic	• Are corrections implemented in case of deviations and non-conformities? What evidence is available of its implementation? **Examples of evidence:** corrections; evidences; records;
5.10.3	Corrective actions shall be clearly formulated, recorded and implemented as soon as possible to avoid the further occurrence of deviations and non-conformities. The responsibilities and the timescales for corrective actions shall be defined.	Basic	• Which corrective actions were implemented? Are responsibilities and time scales clearly defined? • Where are corrective actions documented/recorded? • Who is responsible for corrective actions? • How long may it take to implement corrective actions? Are defined timescales suitable/sustainable? • Are time scales suitable to solve and prevent recurrence of deviations and non-conformities? **Examples of evidence:** model corrective action records; on site interviews;
5.10.4	The effectiveness of the implemented corrections and corrective actions shall be assessed and the results of the assessment documented.	Basic	• Who is responsible for monitoring and assessing the effectiveness of the implemented corrections and corrective actions? • How are corrective actions verified? • Are the results of the verification documented? **Examples of evidence:** model correction / corrective action records; model with verified corrective action;

PART 3

PART 3
Requirements for certification bodies, assessment service providers and assessors

0 Introduction

The IFS Progress Food Program includes a product and process assessment. All bodies involved shall comply with the international rules and IFS specific requirements described in this document. Part 3 of the IFS Progress Food Program mainly deals with certification bodies, assessment service providers and assessors.

1 Requirements for certification bodies / assessment service providers

Certification bodies and assessment service providers intending to perform IFS Progress Food Assessments shall comply with the following rules.

1.1 Certification bodies

The certification body shall be accredited to ISO 17065 and/or ISO 17021 for the certification of food safety scheme(s) by an IAF or EA recognised accreditation body. For affiliates performing IFS Progress Assessments the respective head office could also be the owner of the accreditation as long respective affiliate operations are performed under quality management procedures.

Certification bodies shall have signed a separate IFS Progress Agreement with IFS Management GmbH. The agreement includes the acceptance of the rules of the IFS Progress Program and enables access to the IFS Database.

Note: If the Certification body has already signed an agreement with IFS Management GmbH for IFS Certification Standards, a separate IFS Progress Agreement is still required.

1.2 Assessment service providers

The assessment service provider shall have experience of second party audits, of the operations performed under quality management procedures, and shall provide written evidence of their involvement in, and agreement to the assessment process on behalf of the retailer or business partner.

The assessment service provider shall have signed an IFS Progress Agreement with IFS Management GmbH. The agreement includes the acceptance of the rules of the IFS Progress Programs and enables access to the IFS Database.

IFS Progress Agreement requests shall be addressed via:
certificationbodymanagement@ifs-certification.com

1.3 Certification body / assessment service provider appeal and complaints procedure

The certification body / assessment service provider shall have documented procedures for the consideration and resolution of appeals against the results of an IFS Progress Assessment. These procedures shall be independent of the individual assessor and will be considered by senior management of the certification body / assessment service provider. Appeals shall be finalised within twenty (20) working days of receiving the information from the assessed company.

The certification body / assessment service provider shall have documented procedures for handling complaints received from the companies and/or other relevant parties. A letter confirming receipt of the complaint shall be issued within a maximum of five (5) working days. An initial response shall be given within ten (10) working days of receiving the complaint. A full written response will be given after the completion of a full and thorough investigation into a complaint.

The basis for the handling of complaints received by the IFS Offices shall be as follows:

- if the complaint relates to the quality of IFS Assessments or the content of IFS Assessment Reports, the IFS Offices require the certification body / assessment service provider to provide a statement on the cause and the measures identified to rectify the problem within ten (10) working days.
- if the complaint relates to administrative errors, e.g., in the IFS Progress Assessment report, IFS Letters of Confirmation or in the IFS Database, the IFS Offices ask the certification body / assessment service provider to provide a statement and rectify the problem within five (5) working days. The statement shall be issued in writing, by e-mail or post.

For the handling of complaints received by the IFS Offices, actions by IFS Quality Assurance are foreseen in the IFS Progress Framework agreement with certification bodies / assessment service providers.

1.4 Approval decision and issuing the letter of confirmation

The certification body / assessment service provider is responsible for the decision on the final assessment result and whether the letter of confirmation will be issued.

The decision shall consider the outcomes of the assessment report review carried out by a nominated person(s) from the certification body / assessment service provider, other than those who have carried out the assessment, which could be:

- IFS Food Auditor or IFS Pure Reviewer or
- IFS Progress Food Assessor or
- certification body or assessment service provider designated IFS responsible person (complying with at least same IFS Progress Food Assessor Requirements – see chapter 2.2, Part 3).

Evidence of the IFS Assessment Report review shall be available upon request.

Note: Alternative processes for the reviewing process could be agreed with a business partner.

1.5 Transfer of assessments

When the assessment activities are transferred from one certification body / assessment service provider to another, the new certification body / assessment service provider shall verify all current IFS Assessment Report / Letter of Confirmations, in order to decide if further actions (e.g., withdrawal of recent IFS Assessment Report / Letter of Confirmations or additional IFS Progress Food Renewal Assessments) will be necessary.

1.6 Certification bodies' / assessment service providers' responsibilities for IFS Progress Food

It is the responsibility of the certification body / assessment service provider to ensure that processes are in place to monitor and maintain the competencies of all assessors to the level required by the IFS Progress Food Program. Therefore, certification bodies / assessment service providers have the following responsibilities:

- to ensure that all assessors have a valid contract with them, which includes the following:
  a) compliance with all rules defined by the certification body / assessment service provider, including confidentiality and independence from commercial and other interests.
  b) absence of conflicts of interest, including a declaration in case of any association currently or within the last two (2) years to the company being assessed.
- to ensure the assessor is familiar with the risk-based and product and process approach and qualified to the full scope of the assessment.
  Note: For the qualification check in regard to the scope experience, it is recommended that certification body / assessment service provider considers the assessor scope background in respect, but not limited to: professional experience in industry (including as consultant), assessments/audits (as lead or co-auditor/assessor or trainee), trainings, etc.
- to ensure the assessor is able to access and apply relevant laws, regulations, IFS Requirements and those of the certification body / assessment service provider.
- to ensure the assessor has knowledge in food safety and hygiene practices.
- to ensure the assessment is conducted in an independent way by an impartial assessor.
- to ensure that no assessor (lead and co-assessor) shall perform more than three (3) consecutive IFS Progress Food Assessments at the same production site (this does not apply for assessments that have been observed as a trainee nor for follow up assessments or extension assessments).
  Note: In case after three (3) consecutive IFS Progress Assessment, the following assessment is undertaken against accredited certification standard (e.g., IFS Food), it is recommended that certification body arranges for the initial IFS Certification Audit to be performed by a different auditor.
- to organise a minimum of eight (8) hours in-house training session for IFS Progress Food Program Assessors once per year as a face-to-face meeting or remotely via online session(s). The session shall be dedicated to the IFS Progress Food Program only. Evidence shall be available upon request.
  Note: The session shall be organized with the purpose of sharing experience with the program, calibration and updating knowledge of relevant legal requirements (which may consider, not limited to: regulation updates, hazard trends, program requirements, assessment practices, failures in reports and findings, exercises to calibrate criteria in IFS Progress Scoring System, customer requirements, etc.). IFS designated training materials shall be used as reference.

If assessors are already IFS Food approved auditors, they are exempt from the yearly in-house training on IFS Progress Food.

- to ensure the assessment report and associated documentation including assessor's notes are safely and securely stored for a period of five (5) years and shall be available on request.
- evidence of the assessor's competences are maintained.

The certification body /assessment service provider is responsible for choosing an assessor with proper qualification for the corresponding scope(s), language, competence(s), etc. for each IFS Progress Food Assessment.

2 Requirements for IFS Progress Food Assessors

2.1 General requirements

IFS Progress Food Assessors shall meet the following requirements:

- they shall have signed a contract with the certification body / assessment service provider.
- they shall have submitted all relevant information about their qualification and competence to the certification body / assessment service provider.
- they shall clearly communicate to the certification body / assessment service provider, if the necessary impartiality might not be guaranteed.
- they shall communicate with the certification body / assessment service provider regarding assessment history to facilitate compliance with the three (3) consecutive assessments rule.

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

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

2.2 Requirements for IFS Progress Food Assessors

2.2.1 Requirements on assessors for initial application

IFS Progress Assessors start as exclusive assessors, as certification bodies / assessment service providers are responsible for preliminary confirming the assessor`s qualifications and competence to perform the intended assessments under the respective scopes. Nevertheless, after initial IFS Assessor approval and in case assessors do not have signed exclusivity agreements with respective certification body / assessment service provider, an assessor is allowed to perform IFS Progress Assessments for a different certification body / assessment service provider, on the condition of further verification of qualifications and competence for the intended assessment scopes by the different certification body / assessment service provider.

Candidates applying for the approval as IFS Progress Food Program Assessor shall meet the following minimum requirements:

Chart 1: General candidates experience

Education	Work experience	Additional requirements
Candidate with a food-related or bioscience degree (minimum a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education.	Two (2) years of professional full-time experience in the food industry including the following functions: functions related to food production activities (e.g., quality assurance, food safety, R & D) in the food industry or in retail; food safety auditing/ assessing and/or food safety inspection or enforcement. **Note:** Experience from consultancy in relation to food production activities may be recognised as a maximum of one year towards the work experience.	• To pass a food hygiene (including HACCP) training on the basis of the Codex General Principles for Food Hygiene. • Have knowledge of local and, if applicable, of the destination country legislation for the defined assessment scope. • Have detailed risk-based and product and process approach knowledge. • Have knowledge of the local language. If the assessor wishes to perform assessments in language(s) different from their native language, he/she shall be able to provide evidence for speaking other language(s) fluently. • Successfully completed the IFS Progress Food Assessor Course (see chapter 2.3 point (b), part 3). • In case the candidate does not have assessment or audit experience, the candidate shall have participated in at least (2) two IFS Progress Food Assessments and/or second-party / third-party food safety assessments/audits in total, as observer or as a trainee.

2.2.2 Requirements for already approved IFS Auditors

IFS Food auditors automatically have the right to conduct IFS Progress Food Assessments in the scopes confirmed by the respective certification body of the IFS Food approved auditors and are exempt from the IFS Progress Food Assessor Course (which could be performed as good practice).

2.3 Application considerations

a) prior to performing IFS Progress Assessments, assessor registration shall be managed by the certification body / assessment service provider and respective assessor via the IFS Auditor Portal for IFS activation. Approved IFS Food Auditors are automatically activated for IFS Progress Food Assessments (certification body shall ensure 2.2.2 is complied with).

Inquiries related to the activation of IFS Progress Assessors shall be addressed to: auditor@ifs-certification.com

b) the IFS Progress Food Assessor Course (see chapter 2.2.1 chart 1, Part 3) is provided by IFS Management GmbH and held by IFS via IFS Academy or by an IFS designated representative for a minimum duration of eight (8) hours. Nevertheless, it can be conducted exclusively to assessors internally at a certification body and given by the IFS approved Train the Trainer or approved IFS Food Auditor with IFS Progress experience. In exceptional cases, IFS shall assess the possibility of a special permit.

c) the IFS Progress Food Assessor Course material is provided by IFS Management GmbH and can be found in the certification body designated area after activation.

d) in the event that the IFS Progress Assessor Course is conducted internally by the certification body, the assessor shall have a contract to execute assessments with the certification body providing the training.

e) proof of IFS Progress Food Assessor Course attendance shall be uploaded to the IFS Auditor Portal, otherwise, the assessor will not be activated in the IFS Database.

f) the IFS Progress Food Assessor Course can either be performed face-to-face or in a remote manner.

2.4 Maintenance of assessor competences and qualification

The certification body / assessment service provider shall maintain continuous appropriate analysis of assessor competences and ensure assessor qualifications are continuously maintained and improved via training, supervision, and monitoring activities, which include a minimum of:

- consistently maintaining assessor requirements (see chapter 2, Part 3).
  It is recommended that a review examining compliance of the assessor`s overall requirements to IFS Progress takes place at least every 3 years (or in case of any changes). In case a new IFS Progress version is enforced, assessor competence and qualifications shall be reviewed and ensured according to the respective program requirements.
- IFS Progress In-house Training (see chapter 1.6, Part 3) and other internal relevant trainings to improve an assessors' technical capabilities.
- monitoring assessment execution by on-site witness assessment/audit (except for already approved IFS Food Auditors).
- it is recommended that an assessor witness assessment/audit in IFS Progress Assessments or second-party / third-party food safety assessments / audits be performed at least once within a 3 year period.

The certification body / assessment service provider is responsible for ensuring the assessor maintains their approval according to IFS Progress Program Requirements. In case the assessor does no longer comply with the IFS Progress Program Requirements, the certification body / assessment service provider shall manage the withdrawal of the assessor`s approval accordingly.

PART 4

PART 4
Reporting, the IFS Software and the IFS Database

0 Introduction

Following the performance of an IFS Progress Food Assessment, a detailed and well-structured assessment report shall be completed. In general, the language of the report shall be the working language of the company. In special cases defined by the certification bodies / assessment service provider where the native language of the retailers or purchasers is different to the working language of the company, an English version of the report can also be prepared.

If the report is written in a different language to English, the assessment scope shall be translated in English.

The IFS Progress Food Assessment report shall be prepared according to the following format:

- the assessment overview (Part 4, chapter 1.1)
- the main content (Part 4, chapter 1.2).

1 Reporting

1.1 Minimum requirements for the IFS Progress Food Assessment Report: assessment overview (see Annex 8)

Cover page

The cover page of the IFS Progress Food Assessment report shall include:

- name and/or its logo and address of certification body / assessment service.
- current IFS Progress Food Logo.
- result and assessment level (mandatory translation of the assessment level and result into English).
- name of the assessed site and sanitary legal authorisation number, if applicable.
- If available, GS1 GLN(s) (Global Location Numbers) related to the site(s) that has/ve been covered during the assessment. For more information about the Global Location Number of GS1 (GLN), see Glossary.
- date(s) of the assessment.
- announced or unannounced assessment status.

Assessment overview

The assessment overview shall include the following mandatory information:

Assessment details:

- name of the lead assessor, reviewer (person in charge of the report review), co-assessor and trainee, if applicable.
- assessment date(s) (in case of a follow-up assessment, the date of the follow-up assessment shall additionally be specified).
- duration of the assessment (start and end time for each assessment day).
- previous assessment dates (start and end time for each assessment day).
- name of the certification body / assessment service provider and the assessor who performed the previous assessment.
- name and address of the assessed site.
- name and address of the company (or head office/central management).
- COID (IFS Identification Code Number) as defined in the IFS Database.
- details of the contact person in case of emergency (e.g. recall): name, e-mail and phone number at minimum.
- version of the program.

Assessment scope:

- detailed description of processes and products (mandatory translation of the assessment scope into English).
- codes/numbers of product scopes and technology scopes.

Additional information:

- description of exclusions, if applicable.
- description of partly outsourced processes (explanations, number of subcontractors, description including name, address, and assessment or certification status (including COID(s), if IFS, when applicable / if existing), if applicable.
- description of decentralised structure(s), if applicable, and off-site warehouse(s) (name the location):
  - if IFS Progress Logistics assessed or certified for IFS Logistics, provide the COID.
- description of multi-location production sites, if applicable, see chapter 2.4, Part 1.

Final assessment result

- final assessment result with level (Basic, Basic + HACCP or Intermediate) and percentage (in the case of a follow-up assessment, specify that a follow-up assessment has taken place and that the Major(s) non-conformity(ies) in respective level(s) has/have been solved).
- timeframe in which the renewal assessment shall be performed.

Observations regarding non-conformities (Majors)

- overview regarding Major non-conformity(ies) - (mandatory translation of Major(s) non-conformity(ies) information into English).
- in the case of a follow-up assessment, additional explanations shall be provided on the requirement for which the Major(s) non-conformity(ies) has/have been solved.

Comments concerning follow-up of corrections and corrective actions

- description of corrections and corrective actions from the previous assessment (both that have been sustainably and efficiently implemented or not).

Company profile

The company profile requires compulsory information on the company's structure and activities and is divided into two (2) standardized sections: company data and assessment data. This allows readers to have a clear understanding of the company's structure, organisation, production, processes etc. In addition to the required compulsory information, further information can be added by the assessor for each section.

1.2 Minimum requirements for the IFS Progress Food Assessment Report: main content (Annex 9)

The main content of the IFS Progress Assessment Report is structured as follows:

- overview of the assessment outcomes/results.
- general summary in a tabular format for all chapters, listing the number of assessed requirements per scoring for each chapter and the result (in percentage) per chapter.
- overall summary: table of compulsory fields for specific IFS Progress Food Assessment Requirements. For those specific requirements, the assessor shall provide additional justifications and/or further background information, even in case of an A scoring. This leads to a more significant and descriptive report, even if the assessed site almost fulfils all IFS Progress Food Requirements, and it also adds value for the user/reader.
- list of all identified deviations and non-conformities for each requirement per chapter.
- list (including explanations) of all requirements evaluated as N/A (not applicable).
- detailed assessment report (checklist).
- annex of the assessment report, including:
  - assessment participants' list: list of key personnel present during the assessment
  - IFS Progress Scoring System

1.3 The action plan (Annex 7)

For each assessment requirement, the assessor shall describe and explain all identified deviations and non-conformities (Majors) in the action plan, which has a specified format. For additional information, see also chapter 4, Part 1.

1.4 Minimum requirements for the IFS Letter of Confirmation (Annex 10)

After successful completion of the IFS Progress Food Assessment process, the certification body / assessment service provider shall issue a letter of confirmation, when the assessment status/result is deemed as approved, which shall include, at a minimum:

- name and/or its logo and address of the certification body / assessment service provider.
- name and address of the assessed site.
- COID (IFS Identification Number) as defined in the IFS Database.
- sanitary legal authorisation number, if applicable.
- GS1 GLN(s) related to the site(s) that has/ve been covered during the assessment (including off-site warehouse(s), if available).
- in case of multi-location production sites: name and address of the site`s head office / central management, if applicable.
- description of the assessment scope, which shall always be translated into English.
- description of processes/products.
- name and number of product and technology scope(s).
- in case of partly outsourced processes, addition of the following sentence: "Besides own production, the company has partly outsourced processes".
- description of product exclusions, if applicable.
- level achieved.
- assessment score in percentage.
- announced or unannounced assessment information.
- assessment date(s) and time.
- follow-up assessment date, if relevant.
- next assessment time period (renewal assessment) for announced assessment and in case of voluntary unannounced assessment in intermediate level.
- letter of confirmation issue date.
- expiry date of the letter of confirmation (letter of confirmation validity shall remain the same each year, as described in Part 1).
- name and signature of the responsible person at the certification body / assessment service provider.
- place and date of signature.
- current IFS Progress Food Logo.
- QR-code with a verification link to the IFS Website.

Note: The IFS Software includes a letter of confirmation format with the minimum required content, but certification body / assessment service provider may use its own layout, providing that it includes this mandatory information.

1.4.1 QR-code on the IFS Letter of Confirmation

QR-code on the letter of confirmation via IFS Software

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

QR-code for creating a letter of confirmation without the use of the IFS Software

For certification bodies / assessment service providers that do not use the IFS Software to generate letters of confirmation, there is an area in the IFS Database where a QR-code for the respective COID can be downloaded.

Position on the IFS Progress Food Letter of Confirmation

The QR-code shall either be in the top right corner or on the bottom of the IFS Progress Food Letter of Confirmation and shall be of a suitable size to be scanned.

2 The IFS Software

In order to increase the standardisation of reporting information after the IFS Progress Assessment, an IFS Software has been developed and shall be used to generate the IFS Progress Food Assessment Report.

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

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

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

There are six (6) IFS Database user groups who can have access to the IFS Database:

- certified and IFS Progress assessed companies/suppliers
- certification bodies / assessment service providers
- auditors/ assessors
- retailers
- verified authorities
- consultants (special access).

In general, only the certified/assessed companies and the respective certification body / assessment service provider who performed the audit/assessment have access to the full report.

All other user groups can only see the certification/assessment status of certified/assessed companies and use the following functions:

- search for certified/assessed companies
- manage their certified/assessed companies using a "favourites" option via "Supplier management"
- see the upcoming audit/assessment date of a company
- receive important notifications and relevant lists that can be set individually

The full report is only available if the certified/assessed company gives the permission to the respective user.

Security of the IFS Database

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

Data protection

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

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

Tool "Supplier management"

The tool "Supplier management" enables retailers, authorities and assessed/certified companies to select their favourites from all certified/assessed companies that are listed in the IFS Database and to store them in a separate list.

For each certified/assessed site listed as a favourite under "Supplier management "the user can pre-set e-mail notifications.

IFS
Progress
Food

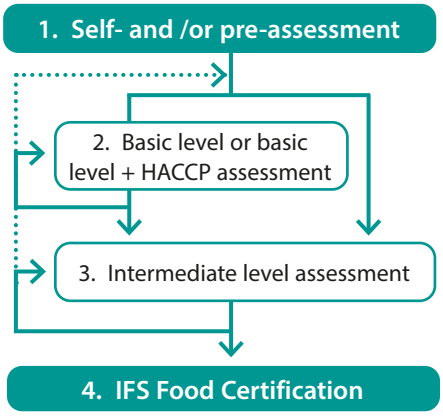
ANNEXES

ANNEX 1: Application of checklists

There are possible alternatives to apply basic (or basic level + HACCP) and intermediate level checklists.

As the IFS Progress Programs are oriented on continuous improvement, the duration of each level should not exceed one (1) year, unless a different individual agreement/requirement with business partners or different development goals exist. Ideally no fall back to a previous level should occur.

Note: Different application of checklists and timeframe shall be agreed between the business partners.

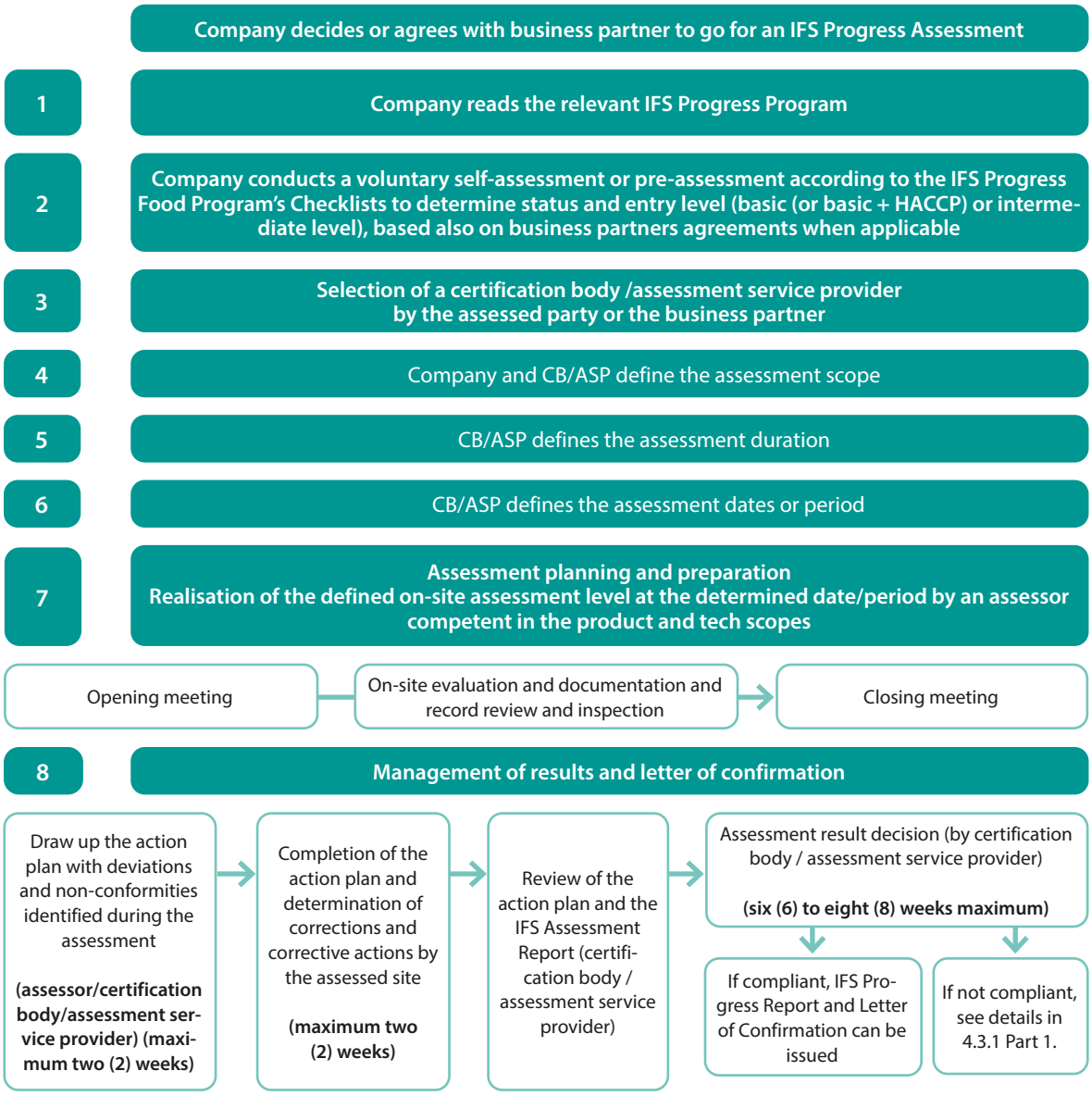


ANNEX 2: Overview of basic (or basic + HACCP) and intermediate levels

Basic		+ HACCP (which also includes all basic level requirements)		Intermediate (which also includes basic level requirements)	
Chapter 1: Governance and commitment					
Corporate structure and management responsibility	3			Corporate structure and management responsibility	8
Chapter 2: Food safety and quality management					
				Document management	2
Records and documented information	3			Records and documented information	3
		HACCP plan	4	HACCP plan	4
HACCP analysis	5	HACCP analysis	14	HACCP analysis	19
Chapter 3: Resource management					
Human resources	1			Human resources	2
Personal hygiene	5			Personal hygiene	6
Training and instruction	2			Training and instruction	5
Staff facilities	8			Staff facilities	8
Chapter 4: Operational processes					
Customer focus and contract agreement	3			Customer focus and contract agreement	3
Specification and formulas	5			Specification and formulas	7
Product development / product modification / modification of production processes	2			Product development / product modification / modification of production processes	2
Purchasing	1			Purchasing	6
Product packaging	2			Product packaging	3
Factory location	1			Factory location	1
Factory exterior	2			Factory exterior	2
Plant layout and process flow	2			Plant layout and process flow	2
Production and storage premises	25			Production and storage premises	26
Cleaning and disinfection	8			Cleaning and disinfection	10
Waste management	4			Waste management	5
Foreign material and chemical risk mitigation	5			Foreign material and chemical risk mitigation	6
Pest monitoring and control	5			Pest monitoring and control	6
Receipt and storage of goods	4			Receipt and storage of goods	5
Transport	5			Transport	6

Basic		+ HACCP (which also includes all basic level requirements)	Intermediate (which also includes basic level requirements)	
Chapter 4: Operational processes				
Maintenance and repair	1		Maintenance and repair	4
Equipment	2		Equipment	3
Traceability	2		Traceability	6
Allergen risk mitigation	3		Allergen risk mitigation	4
			Food fraud	2
			Food defence	3
Chapter 5: Measurements, analyses, improvements				
			Site factory inspections	1
			Process control	2
Calibration, adjustment and checking of measuring and monitoring devices	1		Calibration, adjustment and checking of measuring and monitoring devices	3
Quantity control monitoring	2		Quantity control monitoring	2
Product testing and environment monitoring	2		Product testing and environment monitoring	5
Product release	1		Product release	2
Management of complaints from authorities and customers	4		Management of complaints from authorities and customers	5
Management of product recalls, product withdrawals and incidents	1		Management of product recalls, product withdrawals and incidents	3
Management of non-conforming products	3		Management of non-conforming products	4
Management of deviations, non-conformities, corrections and corrective actions	4		Management of deviations, non-conformities, corrections and corrective actions	5

ANNEX 3: Assessment process



ANNEX 4: Product and technology scopes

In IFS Progress Food, all activities of the company are an association of product scope(s) and technology scope(s).

Product scopes

IFS Progress Food Product Scopes	
1.	Red and white meat, poultry and meat products
2.	Fish and fish products
3.	Egg and egg products
4.	Dairy products
5.	Fruit and vegetables
6.	Grain products, cereals, industrial bakery and pastry, confectionary, snacks
7.	Combined products
8.	Beverages
9.	Oils and fats
10.	Dry goods, other ingredients and supplements
11.	Pet food

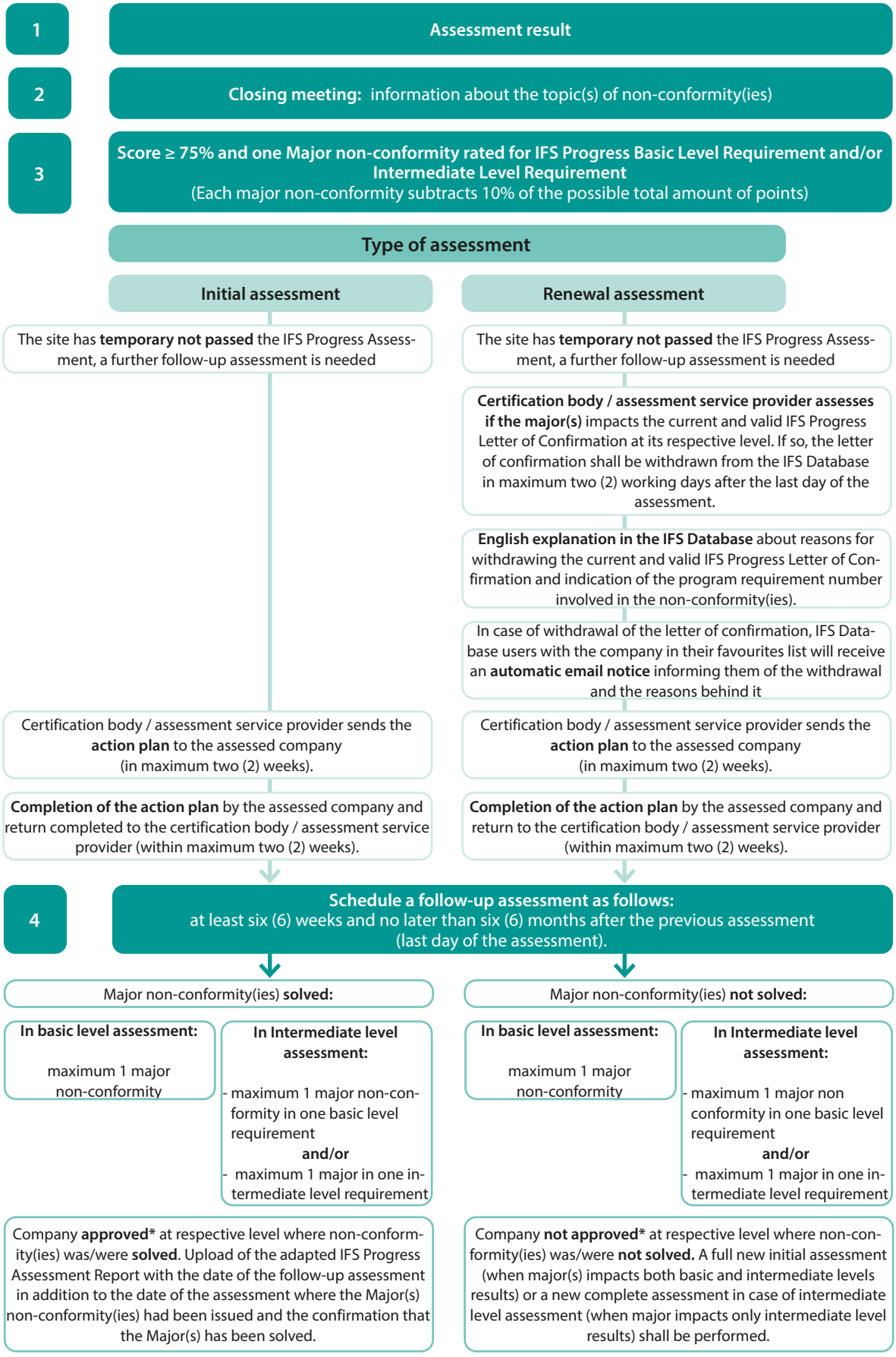
Technology scopes

IFS Tech Scope	Technology oriented classification which takes also into consideration product risks	
A	Sterilisation (e.g. cans)	**Sterilisation (in final packaging) with the purpose to destroy pathogens** Sterilised (e.g. autoclaved) products in final packaging.
B	Thermal pasteurisation, UHT/aseptic filling, hot filling Other pasteurisation techniques e.g. high pressure pasteurisation, microwave	**Any heat treatment (or high pressure) with the purpose to reduce food safety hazards .**
C	Irradiation of food	**Processed products: treatment with purpose to modify product and/or extend the shelf life and/or reduce food safety hazards by preservation techniques and other processing techniques** **Exception:** Irradiation is attributed to this category although aimed at the destruction of microorganisms.
	Preserving: salting, marinating, sugaring, acidifying/pickling, curing, smoking, fermenting, etc.	
	Evaporation/dehydration, vacuum filtration, freeze drying, microfiltration (less than 10 µ mesh size)	

IFS Tech Scope	Technology oriented classification which takes also into consideration product risks	
D	Freezing (at least –18 °C/0 °F) including storage quick freezing, cooling, chilling processes and respective cool storing	**Systems, treatments to maintain product integrity and/or safety** Treatment with purpose to maintain the quality and/or integrity of the products including treatments to remove contamination and/or prevent contamination.
	Antimicrobial dipping/spraying, fumigation	
E	Packing MAP, packing under vacuum	**Systems, treatments to prevent product contamination** * Applicable in any case when there are at least 2 procedures/methods implemented in a company to guarantee product safety/product hygiene e.g.: • disinfection of equipment + chilled room temperature (e.g. dissection of meat) • disinfection + special hygiene equipment for employees (e.g. hygiene sluice) • room with over-pressure + special hygiene equipment for employees (e.g. hygiene sluice), • air filtration + room with over-pressure.
	*Processes to prevent product contamination especially microbiological contamination, by means of high hygiene control and specific infrastructure during handling, treatment and/or processing e.g. clean room technology, „white room", controlled working room temperature for food safety purpose, disinfection after cleaning, positive air pressure systems (e.g. filtration below 10 µ)	
	Specific separation techniques: e.g. filtration like reverse osmoses, use of active charcoal	
F	Cooking, baking, bottling, brewing, fermentation (e.g. wine), drying, frying, roasting, extrusion, churning	**Any other manipulation, treatment, processing not being listed in A, B, C, D, E.**
	Coating, breading, battering, cutting, slicing, dicing, dismembering, mixing/ blending, stuffing, slaughtering, sorting, manipulation, packing, storing under controlled conditions (atmosphere) except temperature, labelling	
	Distillation, purification, steaming, damping, hydrogenating, milling	

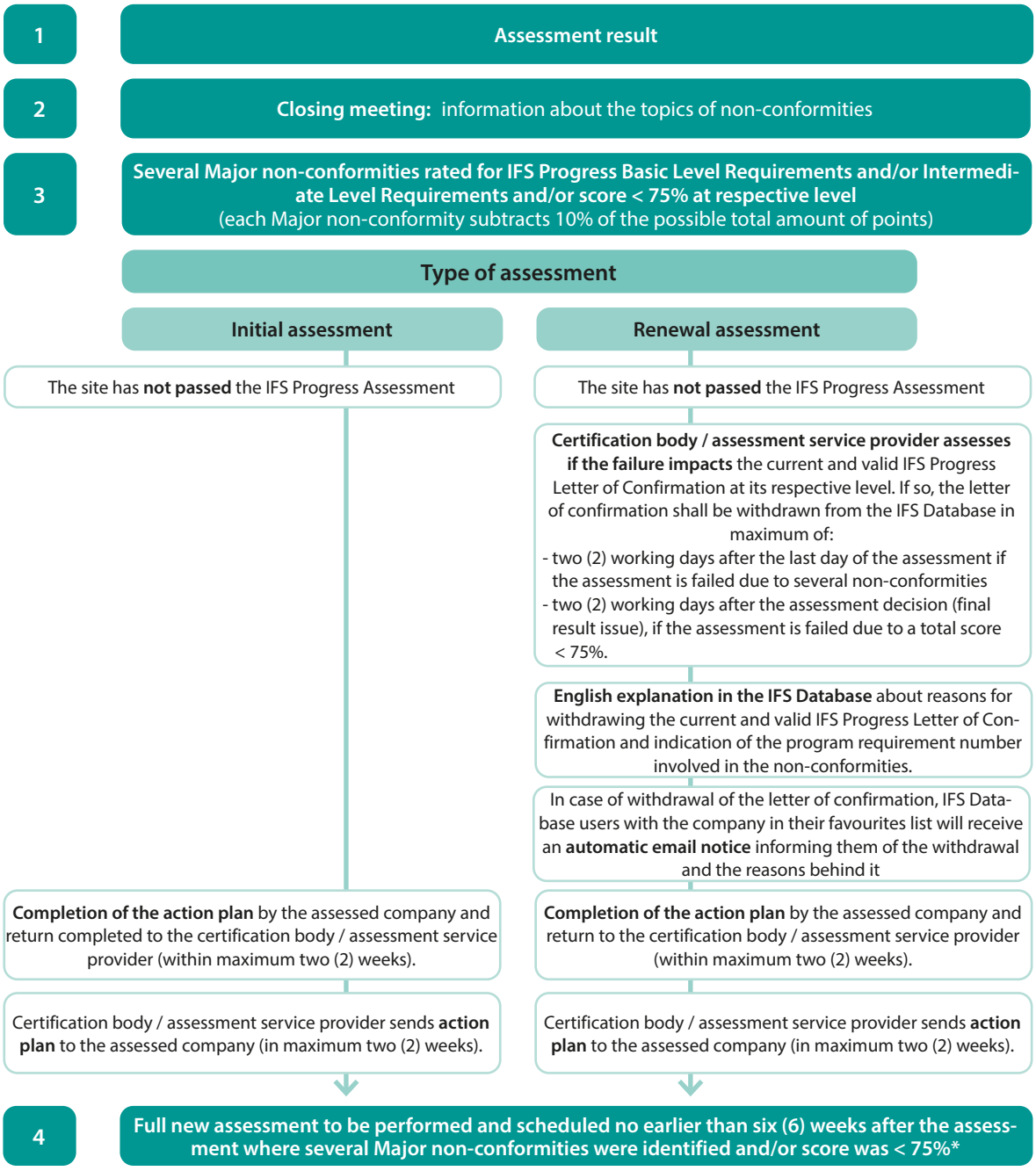
Note: Technology scopes (from A to F) are used for IFS Progress Food assessor competencies and the assessment scope.

ANNEX 5: Flow chart for management of one (1) Major non-conformity in basic level requirement and/or in intermediate level requirement and a total score ≥ 75% in respective level



* See charts 3, 4 and 5 for possible assessment outcomes according to each level

ANNEX 6: Flow chart for management of several Major non-conformities and/or total score < 75%



Note: In case the production site was assessed at intermediate level and fails (e.g <75% in intermediate level requirements), only having basic level approval, then the letter of confirmation shall only be issued for basic level upon validation of the action plan. A new complete assessment at intermediate level shall be conducted for intermediate level approval, if desired.

* See charts 3, 4 and 5 for possible assessment outcomes according to each level

ANNEX 7: Action plan

N° of the requirement	IFS Progress Food Requirement	Evaluation	Explanation (by the assessor)	Correction (by the company)	Responsibility (by the company)	Date (by the company)	Status of implementation (by the company)	Corrective action (by the company)	Responsibility (by the company)	Date (by the company)	Status of implementation (by the company)	Release (by the assessor)	Validation date (by the assessor)
2.3.8.1	For each CCP, critical limits shall be defined…	Major											
3.2.4	Adequate protective clothing shall be provided in sufficient…	C											
4.2.1.1	Specifications for all finished products shall be …	B			*	*	*		*	*	*		
5.1.1	Site and factory inspections shall be planned …	D											
(*) Not mandatory for B scoring													

ANNEX 8: IFS Progress Food Assessment Report: assessment overview

Cover page

Logo of the certification body / assessment service provider

IFS Progress Food

IFS Progress Food version 3
January, 2023

Level [approved / not approved]

Final IFS Progress Food Assessment Report
(announced/unannounced)

Assessed company: "Fruits and Vegetables GmbH"
[GS1 GLN(s) when available and sanitary legal authorisation number]

Date of assessment: dd.mm/dd.mm.yyyy

Name and address of certification body / assessment service provider:

Assessment overview
IFS Progress Food version 3, January 2023

Assessment details

Lead assessor: Max Mustermann date/time: **Co-assessor:** date/time: **Trainee:** **Reviewer:**	**Date/time of current assessment:** 02.11.2023 (09:00–18:00) 03.11.2023 (08:30–12:30) (in case of a follow-up assessment, the date of the follow-up assessment shall additionally be specified)	**Date/time of previous assessment:** 09.11.2022 (09:00–18:00) 10.11.2022 (08:30–12:30) **Certification body / assessment service provider and assessor of previous assessment:** TEST GmbH/Frank Test

Name and address of the company (or head office): Fruits and Vegetables AG Example street 12345 Witzenhausen Germany		**Name and address of the assessed site:** Fruits and Vegetables GmbH Musterstraße 12346 Berlin Germany	
		COID:	
		Contact person in case of emergency (e.g. recall): **[Name, e-mail and phone number at a minimum]:**	
Phone: 0 1 2 3 4 5 6	Fax: 01 23 45 67 89	Phone: 0 1 2 3 4 5 7	Fax: 01 23 45 67 88
Website: www.fruitsandvegetables.com	E-mail: info@fruitsandvegetables.com	Website: www.fruitsandvegetables.com	E-mail: info@fruitsandvegetables.de

Scope of the assessment

Production of frozen strawberries in PET bags and raspberry puree in UHT pouches.
(Mandatory translation of the assessment scope into English)

Product scope(s): 5
Technology scope(s): B, D, F

Additional information

Exclusions: [yes/no] and [description]
Partly outsourced processes: [yes/no] and [description]
Decentralised structure(s): [yes/no] and [description]
Multi-location production sites: [yes/no] and [description]

Final result of the assessment

As a result of the assessment performed on 02.11. and 03.11.2023, "xyz" found that the processing activities of Fruits and Vegetables GmbH for the above-mentioned scope of assessment comply with the requirements set out in the IFS Progress Food program version 3, at (**Basic, Basic + HACCP or Intermediate) level**, with a **score of XX%.**	Renewal assessment between XX. XX and XX. XX in case of announced assessment and between XX.XX and XX.XX in case of voluntary unannounced assessment in intermediate level.

Observations regarding non-conformities (Majors):

Description of follow-up on corrections and corrective actions from previous assessment

Company profile
Company data
Year of construction of the assessed site(s):
If the site was fully reconstructed, enter the year:
Area of the production site:
Number and description of buildings, floors and production lines (including decentralised structure(s), if applicable):
Maximum number of employees at peak season within a calendar year and explanation:
Detailed description of product groups and products per scope produced in the company. Summary of the company's on-site processes (from raw materials receipt to finished products):
Does the assessed site have seasonal production? If "yes", provide description:
If there are seasonal breaks in the production process for more than one week, specify the timeframe and provide explanation:
Does the assessed site have fully outsourced products in addition to the main processes/products? If "yes": specify these products:
Does the assessed site have traded products in addition to main processes/products? If "yes": specify these products:
Description about key investments made by the company related to the production and product safety and quality in the last 12 months (construction changes, machinery, etc.):
Does the company fulfil the requirements about the use of the IFS Progress Food Logo, as defined in the IFS Progress Food Assessment Protocol (Part 1)? If "no", provide explanation:
Working language of the site and language in which the food safety and quality management is written:
If the site is certified for other standards, specify the name(s) of the standard(s):
Additional information:
Assessment data
Assessment overview (assessment general summary):
Language in which the IFS Progress Food Assessment was conducted:
Assessment duration:
In case of reduction (only for Intermediate level)/extension of assessment duration, justify:
Which products were produced, and which processes have been running during the on-site evaluation?
Additional information:

ANNEX 9: IFS Progress Food Assessment Report: main content

IFS Progress Food
version 3, JANUARY 2023

Level [approved / not approved]

IFS Progress Assessment Report

Overview of the assessment outcomes/results

Number of Major non-conformities in basic level requirements: _____

Number of Major non-conformities in intermediate level requirements: _____

Total score: _____%

Result: _____

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

		Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5
	LEVEL	Governance & commitment	Food safety and quality management	Resource management	Operational processes	Measure-ments, analyses, improvements
Major non-con-formities	B	0	0	0	0	0
	I	0	0	0	0	0
A	B	0	0	0	0	0
	I	0	0	0	0	0
B	B	0	0	0	0	0
	I	0	0	0	0	0
C	B	0	0	0	0	0
	I	0	0	0	0	0
D	B	0	0	0	0	0
	I	0	0	0	0	0
N/A	B	0	0	0	0	0
	I	0	0	0	0	0
Result per chapter (%)	B	0	0	0	0	0
	I	0	0	0	0	0
(B) = Basic and (I) = Intermediate						

Charts:

- **Percent per chapter versus level**
- **Scoring percent per chapter versus level**

Note: In case company is assessed in Basic + HACCP, respective outcomes, charts, and summary table are also set in respective report template in the IFS Software.

Overall summary: Table of compulsory fields for specific defined IFS Progress Food Assessment Requirements and key elements

Part of the IFS Progress Food Assessment Report	IFS Progress Food v3 Require-ment	Compulsory information to be added
Corporate structure and management Responsibility	1.1.3	• Name of the competent authorities: [name] • Last visit of the competent authorities (even if it occurred more than 12 months ago): [date] • Have there been any mandatory actions connected to food safety, food fraud and/or legality of the product(s)? [yes/no]

HACCP analysis	2.3.9.1	• The following different CCPs [listing of all CCPs] are implemented
		  • process step: [information]
		  • control method: [information]
		  • critical limit(s): [information]
		  • control frequency: [information]
		In case of N/A evaluation, provide explanations.

Customer focus and contract agreement	4.1.2	• Which of the following 6 types is the customer agreement related to [tickbox]: • recipe • process • technological requirements • testing and monitoring plans • packaging • labelling **Note:** In case no customer agreements have been defined, N/A evaluation is possible.
Specifications/ finished products	4.2.1.1	• The following finished product specifications have been reviewed during the evaluation: [product / last date of update] • The finished product specification(s) for retail brands which have been reviewed during the evaluation have been agreed with the customers: [yes/no]
Specifications/ raw materials	4.2.1.3	• The following raw material specifications have been reviewed during the evaluation: [add material and last date of update].
Purchasing	4.4.1	• Only if applicable, description of the purchased services in regard to 4.10 (cleaning and disinfection), 4.13 (pest monitoring and control), 4.14 (receipt and storage of goods) 4.15 (transport) and 4.16 (maintenance and repair).

Part of the IFS Progress Food Assessment Report	IFS Progress Food v3 Require-ment	Compulsory information to be added
Water supply	4.9.9.1	• Origin of the potable water/used water: • Own source: [yes/no] • Local water supplier: [yes/no] • Internal laboratory: [yes/no] • External laboratory: [yes/no] • Frequency of water analyses: [information] • Performed analyses: • Summary of parameters [list]
Risks of foreign materials	4.12.1 (B)	• To control and mitigate the risk of foreign material contamination, the company uses the following equipment and methods: [list of equipment and location] • [If no foreign material detection equipment is available] • The following measures to mitigate the risk of foreign material contamination have been implemented: [list]
Pest monitoring/ pest control	4.13.2 (B)	• External service provider: [yes/no] • Pest monitoring activities are carried out internally by own employees: [yes/no] • Frequency: [daily, weekly, monthly] • Inspections include: [target organisms] • Last inspection: [date] • The inspection reports show no particular pest activities inside the facilities since the last IFS Progress Assessment. [or] • The inspection reports show pest activities inside facilities since the last IFS Progress Assessment with the following actions: [kind of action(s)]
Traceability	4.18.1 (B)	• Description of the traceability process and documentation for traceability in the company. • List of product(s) sampled for the traceability check/assessment trail during the IFS Progress Assessment ➔ Finished product: [article no./ product/batch no./best before date/production date] • Details of raw materials, ingredients, additives, rework, food contact packaging materials and/or materials carrying legal and/or relevant food safety information, mass balance and relevant retrieved data which were checked to assess companies' traceability process implementation.
	4.18.3	• Date and chosen product(s) of the companies' last traceability test.: [test date/ article no./product/batch no./best before date/production date] • Summary of test outcomes.
Allergens risk mitigation	4.19.2	• Allergens present at the site: [list] • Summary of mitigation measures in place: [list]

Part of the IFS Progress Food Assessment Report	IFS Progress Food v3 Require-ment	Compulsory information to be added
Withdrawal, recall, incidents	5.8.1	• How many withdrawals have been performed since the last assess-ment? • How many recalls have been performed since the last assessment? • Description of the cause of withdrawals. • Description of the food safety issue in the case of recalls.
Note: Additional information can also be given for requirements not listed as a compulsory field or any other assessor remark.		

Summary of all deviations and non-conformities found for each chapter and requirement:

N°	Reference	IFS Requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

Summary of all requirements considered as not-applicable (N/A)

N°	Reference	IFS Requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

Detailed IFS Progress Food Assessment Report:

N°	Reference	IFS Requirement	Evaluation	Explanation
1.	1.1.1			
2.	1.1.2			

Annex to the IFS Assessment Report

List of key participants:

Assessment participants					
Name	**Position**	**Opening meeting**	**On-site evaluation**	**Documen-tation review**	**Closing meeting**
Mr. Quality	Quality Manager	X	X	X	X
Mr. Manager	General Manager	X			X
Mr. Interpreter	Interpreter	X	X	X	X

IFS Progress Scoring System (based on chart 1, Part 1)

ANNEX 10: IFS Progress Food – Letter of Confirmation

Letter of confirmation

IFS Progress Food

Herewith the certification body / assessment service provider

Name of the certification body / assessment service provider

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

Name of the assessed company

Address

(GS1 GLN(s) if available and where applicable, sanitary legal authorisation number), COID,
(head office, name and address, if applicable)
for the assessment scope:
(detailed descriptions of process(es)/product(s)),
additional information:

If there are partly outsourced processes, the following sentence shall be added:
"Besides own production, the company has partly outsourced processes"

description of product exclusions, if applicable,

Number and name of the product scope(s), number of the technology scope(s)
meet the requirements set out in the

IFS Progress Food version 3, January 2023

at Basic / Basic + HACCP / Intermediate level
with a score of XX%

Assessment performed (announced / unannounced)
Assessment date (if relevant: plus date of the follow-up assessment):
Letter of confirmation issue date:
Date of expiration of the letter of confirmation (the letter of confirmation validity shall remain the same each year as described in the IFS Progress Food Assessment Protocol, Part 1):

Next assessment to be performed within the time period: (renewal assessment between XX.XX and XX.XX in case of announced assessment or between XX.XX and XX.XX in case of voluntary unannounced assessment for intermediate level).

Date and place:

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

Address of the certification body /
assessment service provider

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

ANNEX 11: Glossary

Allergen (EU)	Food causing an adverse reaction that is mediated by an immunological response. Defined allergens are: • Cereals containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridised strains) and products thereof • Crustaceans and products thereof • Eggs and products thereof • Fish and products thereof • Peanuts and products thereof • Soybeans and products thereof • Milk and products thereof (including lactose) • Nuts i.e. Almond (Amygdalus communis L.), Hazelnut (Corylus avellana), Walnut (Juglans regia), Cashew (Anacardium occidentale), Pecan nut (Carya illinoiesis (Wangenh.) K. Koch), Brazil nut (Bertholletia excelsa), Pistachio nut (Pistacia vera), Macadamia nut and Queensland nut (Macadamia ternifolia) and products thereof • Celery and products thereof • Lupin and products thereof • Molluscs and products thereof • Mustard and products thereof • Sesame seeds and products thereof • Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/liter expressed as SO_2. Regulation (EU) N° 1169/2011 of the European Parliament and of the Council.
Allergen (US)	There are 9 major allergens recognised in the United States according to the 2009 U.S. Food and Drug Administration (FDA) Model Food Code, Definitions section, page 12 and the FASTER Act, 2023. (1) "Major food allergen "means: (a) Milk, egg, fish (such as bass, flounder, cod, and including crustacean shellfish such as crab, lobster, or shrimp), tree nuts (such as almonds, pecans, or walnuts), wheat, peanuts, sesame and soybeans (b) A Food ingredient that contains protein derived from a food, as specified in subparagraph (1) (a) of this definition. (2) "Major food allergen" does not include: (a) Any highly refined oil derived from a food specified in subparagraph (a) of this definition and any ingredient derived from such highly refined oil or (b) Any ingredient that is exempt under the petition or notification process specified in the Food Allergen Labelling and Consumer Protection Act of 2004 (Public Law 108–282).
Assessed company	The supplier/processing company (or companies that pack loose food products) to be assessed under IFS Progress Food.

Assessment	Process for obtaining relevant information about an object of conformity assessment and evaluating it objectively to determine the extent to which specified requirements are fulfilled. It includes any applicable evaluation activity, such as inspection, testing and documentation and record review, performed at an assessed company under the terms of an individual assessment agreement. The assessment requirements are described in Part 2 of IFS Progress Food.
Assessment service provider (ASP)	These are organisations not accredited to ISO 17065 and/or ISO 17021 for the certification of food safety scheme(s) but qualified to perform second-party assessments. Within the IFS Progress Food Program, they are allowed to conduct the assessment if they comply to the rules mentioned in Part 3 of this document. Assessments shall be performed by an impartial assessor and in an independent manner.
Batch number	Designation that is printed on a label that allows the history of production to be traced.
Business partner	Representatives from the supply chain (such as retailers and industries) which request its suppliers to be assessed under IFS Progress.
Calibration	Set of operations that establish, under specified conditions, the relationship between values of quantities indicated by a measuring instrument or measuring system, or values represented by a material measure or a reference material and the corresponding values realised by standards.
CCP (Critical Control Point)	A step at which a control measure or control measures, essential to control a significant hazard, is/are applied in a HACCP system.
Certification body (CB)	These are organisations accredited to ISO 17065 and/or ISO 17021 for the certification of a food safety scheme(s) conducting audits in regard to food safety (and quality) with the issue of an accredited certificate if the audit passes successfully (3rd party audits). Within the scope of the IFS Progress Food Program and under non accredited procedures, certification bodies can be in charge of the assessment without the issuing of an accredited certificate. Assessments shall be performed by an impartial person and in an independent manner.

Claim	Any message or representation, including pictorial, graphic or symbolic representation, in any form (product label, packaging, advertisement, specifications, product inserts), which states, suggests or implies that the product has particular characteristic(s) or effect(s) that is/are not inherent to the product and/or is not generally present in similar products. The following list of examples of the particular characteristic(s) and/or effects does not claim to be exhaustive: • nature or composition (e.g. organic, "natural", "free from", "source of", "reduced", etc.). • standards of identity for products (e.g. meat products, specific labels, etc.). • origin or provenance (e.g. "made in …", "product of …", PDO/PGI, etc.). • methods of production/processing (e.g. fair-trade, religious claims, etc.). • specific properties, structure and/or function related to a risk reduction for customers and/or consumers (e.g. related to prevent or minimise the risk of health diseases, prevent the contamination by spoilage or pathogen microorganisms, etc.). • specific properties, benefits and/or effects for customers and/or consumers due to the usage of the product (e.g. anti-aging effect in cosmetics, extend shelf life of food in packaging, improving or modifying a physiological function or biological activity associated with health in food, etc.). Claims linked to the product can be declared only if: • evidential support is available to demonstrate their accuracy, honesty, fairness and legal compliance. • are approved to be used by the relevant authority, when applicable. • clear and understandable information is provided to the users (customer, consumer and/or end-user, as applicable) about the particular characteristic(s) and/or effect(s) declared in regard to the intended use of the product.
Company	Any establishment which can be constituted by one or several production sites in which any stage of production and distribution of food is carried out. The company can have one or several legal entities registered and/or approved by the relevant authority on behalf of the food business operator.
Consultants	Consultants are persons, independent of the assessed production site or relevant certification body / assessment service provider who provide professional or expert advice in regard to the IFS Progress Program. They support the assessed party in their practical implementation of the IFS Progress Food Requirements. Within the scope of the IFS Progress Food Program, consultants do not conduct assessments, besides the pre-assessment.
Contamination	Introduction or occurrence of a contaminant in food or food environment. A contaminant can be any biological, chemical or agent, physical agent, foreign material, or any other substances not intentionally added to food that may compromise food safety or suitability. Contamination can also mean correlation of packages among themselves.
Contractor	A company or person who is contracted by the company to carry out work for the site.
Control measure	Any action or activity that can be used to prevent or eliminate a hazard or reduce it to an acceptable level.

Correction	Action to eliminate a detected deviation and/or non-conformity. For the action plan of the IFS Progress Food Assessment, the correction shall be implemented, at latest, within three (3) months.
Corrective action	Action to eliminate the cause of a detected deviation and/or non- conformity. For the action plan of the IFS Progress Food Assessment, the corrective action shall be implemented, at latest, before the renewal assessment.
Customer	A customer is a business company or person to whom products are sold either as a finished product or as a semi-finished part of the finished product.
Customer agreement	A negotiated and usually legally enforceable understanding between a customer and the company.
Customer branded product	A product which is manufactured by the production site and sold under the brand name of its customer (e.g. private label).
Decentralised structure	Off-site facility (for example a workshop) owned by the company where part(s) of the processes and operations of the production site take place.
Deviation	In the IFS Progress Program: Non-compliance with a requirement without any impact on food safety related to products and processes. Deviations are requirements scored with a B, C or D.
Equipment	Machines, instruments, apparatus, utensils or appliances used or intended to be used in or in connection with food handling and includes equipment used or intended to be used to clean and disinfect food premises or equipment.
Factory inspection	Factory inspection covers specific subjects and can be carried out by any appropriate person. That means regular visits to any areas, for any purposes, to check the conformity (hygiene, pest control, product control, fabrication, foreign material hazards, surrounding control, etc.).
Flow diagram	A systematic representation of the sequence of steps used in the production or manufacture of food.
Food authenticity	The characteristic of a food in relation to its origin, and/or process of production and/or its inherent properties (e.g. organoleptic or chemical).
Food contact packaging materials	Materials that: • are intended to be brought into contact with food or • are already in contact with food and were intended for that purpose or • can be expected to be brought into contact with food or to transfer their constituents to food under normal or foreseeable conditions of use.
Food defence	Procedures implemented to ensure the protection of food and their supply chain from malicious and ideologically motivated threats.
Food fraud	The intentional substitution, mislabelling, adulteration or counterfeiting of food, raw materials or packaging materials placed upon the market for economic gain. This definition also applies to outsourced processes.

Food fraud mitigation plan	A process that defines the requirements on when, where and how to mitigate fraudulent activities, identified by a food fraud vulnerability assessment. The resulting plan will define the measures and checks that are required to be in place to effectively mitigate the identified risks. The measures required to be put into place may vary according to the nature of: • the food fraud (substitution, mislabelling, adulteration or counterfeiting) • detection methodology • type of surveillance (e.g inspection, audit, analytical, product certification) • source of the raw materials and packaging materials.
Food fraud vulnerability assessment	A documented form of assessment to identify the risks of possible food fraud activity within the supply chain (including all raw materials, food, packaging materials, processes and outsourced processes). The method of risk assessment may vary from company to company, however, the food fraud vulnerability assessment method should include, at a minimum: • The identification of potential food fraud activities, using known and • reliable data sources. • The evaluation of the level of risk, both product and supply source. • The evaluation for the need for additional measures. • The development and implementation of the food fraud mitigation plan, using the results of the vulnerability assessment. The criteria used to evaluate the level of risk should be, for example: • History of food fraud incidents • Economic factors • Ease of fraudulent activity • Supply chain complexity • Currently implemented measures • Supplier confidence.
Food safety culture	Shared values, beliefs and norms that affect mindset and behaviour toward food safety in, across and throughout an organisation. Elements of food safety culture are those elements of the food safety management which the senior management of a company may use to drive the food safety culture within the company.
Formula/recipes	Exhaustive description of quantity and quality of raw materials to be used to process the products, as required in customer specifications. Formula can also include technological parameters and specific "know-how" on the process.
Fully outsourced products	Products that are manufactured, packed and labelled under the own brand or customer brand by a different production site than the one being assessed.
Global Location Number of GS1 (GLN)	The GLN is the Global Location Number of GS1 which is used to clearly identify the IFS assessed site in the electronic communications in the supply chain. If available, GLNs are informed in the IFS Progress Assessment Report, on the IFS Progress Letter of Confirmation and in the IFS Database for each assessed site(s). GLN number is not mandatory for IFS Progress assessed sites.

GMO	Genetically modified organism: an organism, with the exception of human beings, in which the genetic material has been modified using different means to natural multiplication or natural recombination.
HACCP	Hazard analysis and critical control points: a system which identifies, evaluates and controls hazards which are significant for food safety.
HACCP plan	Documentation or set of documents, prepared in accordance with the principles of HACCP, to ensure control of significant hazards in the food business.
Hazard	A biological, chemical or physical agent in food with the potential to cause an adverse health effect.
Hazard analysis	The process of collecting and evaluating information on hazards identified in raw materials and other ingredients, the environment, in the processing of or in the food, and conditions leading to their presence, to decide whether or not they are significant hazards.
Individual assessment agreement	An individual agreement between the certification body / assessment service provider and the assessed production site, under which the certification body / assessment service provider shall provide the assessment.
Incident	A situation within the supply chain where there are possible and/or confirmed risks associated with product safety, quality, legality and authenticity; or any force majeure event (e.g. critical resources/ services disruption, natural disasters, loss, emergency situations, crisis, etc.) with a direct impact on delivering trusted products.
Ingredient	Any substance, including food additives, used in the manufacturing or preparation of a food which remains in the finished product, even in the modified form.
Inspection	Examination of a process/product or installation and determination of its conformity with specific requirements or, on the basis of professional judgement, with general requirements. Inspection of a process includes inspection of product characteristics, customer requirements, persons, facilities, technology and methodology.
Instruction program	A defined program designed to provide clear and concise instructions to personnel to meet food safety and quality objectives.
Legal entity	A legal entity is the registered office of the food business where, according to agreement, the food business operator has its administrative centre. It generally identifies the place where the administrative organisation of the company is located.
Letter of confirmation	Final written statement made by the certification body /assessment service provider, confirming that a production site has successfully passed the assessment.
Location	One physical address where the production site(s) is/are situated.
Lot number	Combination of numerical digits that are given to a group of products manufactured in the same batch/production unit.
Mass balance	Test performed to measure the input quantity of ingredients and outputs of finished products during a traceability exercise/test.

Monitoring	Determining the status of a system, a process, a product, a service or an activity. For control measures defined for a CCP and other control measures: the act of conducting a planned sequence of observations or measurements of control parameters to assess whether control measures defined for a CCP and other control measures are under control.
Multi-location production sites	It refers to a company with multiple production sites at different locations, which may have a head office/central management.
Multi-legal entity production site	It refers to a production site which has multiple legal entities at one physical location with the same scope or a production site which has multiple legal entities at one physical location, but with different scopes.
Non-conformity	In the IFS Progress Food Program, defined non-conformities are Major non-conformities. Non-fulfilment of a specified requirement. Non-conformity can be given to any requirement in case of: • non-respect of legislation, • food safety issues, • internal dysfunctions, and • customer issues.
On-site evaluation	Inspection and assessment of the production area of the production site, which includes the following areas: • production processes, • receipt, storage and dispatch areas, • good Manufacturing Practices (GMPs), including maintenance, hygiene, pest control and cleaning and disinfection activities, • on-site laboratory, • maintenance facilities, • staff and sanitary facilities, • external areas.
Partly outsourced process	Production step(s) or part(s) of production process carried out off-site by a third-party on behalf of the IFS Progress Food assessed production site. This includes processes which are partly outsourced by a sister company within the same company group and applies to both customer branded products and the company's own branded products. In the IFS Progress Food Program, primary packing and labelling are also considered as production steps: if they are outsourced, these shall be considered as partly outsourced processes.
Pasteurisation	Heat treatment designed to reduce the number of pathogenic and spoilage microorganisms which is consistent with minimal chemical, physical and organoleptic changes in the product (e.g. UHT process, high pressure pasteurisation). It is used in combination with other factors to make food safe over a designated shelf life (pH, a_w, chilled storage).
Potable water	Water fit for human or animal consumption (e.g. drinking, cooking and food preparation) that in principle must be free from microorganisms and other contaminants that may endanger public health.
Product	Result of a process or activities for transforming inputs into outputs. It comprises packaging.

Product recall	Any measure aimed at achieving the return of a dangerous product that has already been supplied or made available to consumers by the producer or distributor.
Product withdrawal	Any measure aimed at preventing the distribution, display and offer of an out-of-specification product and/or of a product that may be dangerous to the consumer.
Production area	Part of the production site which includes: • production processes, • receipt, storage and dispatch areas, • good Manufacturing Practices (GMPs), including maintenance, hygiene, pest control and cleaning and disinfection activities, • on-site laboratory, • maintenance facilities, • staff and sanitary facilities, • external areas.
Production site or site	An establishment in a specific physical location where the IFS Progress Food Assessment is conducted in which any stage of production and distribution of food can be carried out. It can also include facilities (for example workshop or warehouse) owned by the company where part(s) of the processes and operations take place.
Protective clothing	Clothing provided by the company (which includes footwear and gloves) which are worn by employees, contractors and visitors to protect the food from contamination.
Raw materials	A base material used for the manufacture of a product (ingredients, additives, packaging materials, rework).
Resources	A stock or supply of money, materials, staff, and other assets that can be drawn on by the company in order to function effectively and continuously achieve objectives.
Rework	The process of re-utilisation of food, ingredients, raw materials or packaging materials.
Risk	A function of the probability of an adverse health effect and the severity of that effect, consequential to (a) hazard(s) in food.
Root cause analysis	Process or procedure that helps to understand the initiating causes of a problem, in order to identify the proper corrective action that will prevent a recurrence.
Safety Data Sheets (SDS)	Safety data sheets (SDS) are safety instructions for handling dangerous substances, they are principally intended for use by professional users and must enable them to take the necessary measures in regard to the protection of health, safety and the environment at the place of work. The safety data sheet may be supplied on paper or electronically, provided that the addressee has the necessary means of receiving it.
Seasonal products	Products which are processed at a specific time in the year, or processes which are used at a specific time in the year, for getting new/different products than those processed all year long.
Senior management	Executive management.

Service provider	Organisation that provides services to another company, for example, transport, storage, order picking, pest control, cleaning and disinfection, etc.
Staff facilities	Areas within a site, other than food handling areas, that are used by personnel, e.g. cloakrooms, toilets, canteens and restrooms.
Sterilisation	Heat treatment applied to a product in final packaging, designed to destroy pathogens and produce commercially sterile products with an extended (long) shelf life under ambient temperature (e.g. autoclave for products canned). The main concern is inactivation of the most heat resistant pathogenic spore, namely C. botulinum.
Suspension (of IFS Progress Letter of Confirmation)	Applies when the intention is to reinstate the exact same letter of confirmation (with same validity, etc.) in case the suspension is lifted. Examples: pending payment of assessment fee; pending investigation following a food safety incident, etc.
System	Set of interrelated or interacting elements. A system is a planned, sustainable structured course of action. Depending on the complexity, documentation is recommended. A system includes: documentation, procedure description, control/monitoring, corrective action, site plan.
Traceability	Ability to trace and follow a food, feed, food-producing animal or substance intended to be, or expected to be incorporated into a food or feed, through all stages of production and distribution.
Traded products	Products manufactured, packed and labelled by and under a different company name to the production site being IFS Progress Food assessed and which are not customer branded products.
Validation	Confirmation, through the provision of objective evidence, that the requirements for a specific intended use or application have been fulfilled. Validation of control measures defined for CCPs and other control measures is obtaining evidence that a control measure or combination of control measures, if properly implemented, is capable of controlling the hazard to a specified outcome. **Note:** For pre-existing HACCP plans, continuously conducted and documented verification procedures may act as validation.
Verification	Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled. The verification of control measures defined for CCPs and other control measures is the application of methods, procedures, tests and other evaluations, in addition to monitoring, to determine whether a control measure is or has been operating as intended.
Withdrawal (of IFS Progress Letter of Confirmation)	Applies when it is neither intended nor possible to reinstate the exact same letter of confirmation (with same validity, etc.). Examples: cancellation of the assessment contract with immediate effect; when Major non-conformity(ies) is/ are issued (whenever impacting the existing letter of confirmation), etc.

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