



IFS

Processes
Check

IFS SUPPLY CHAIN PROCESSES CHECK

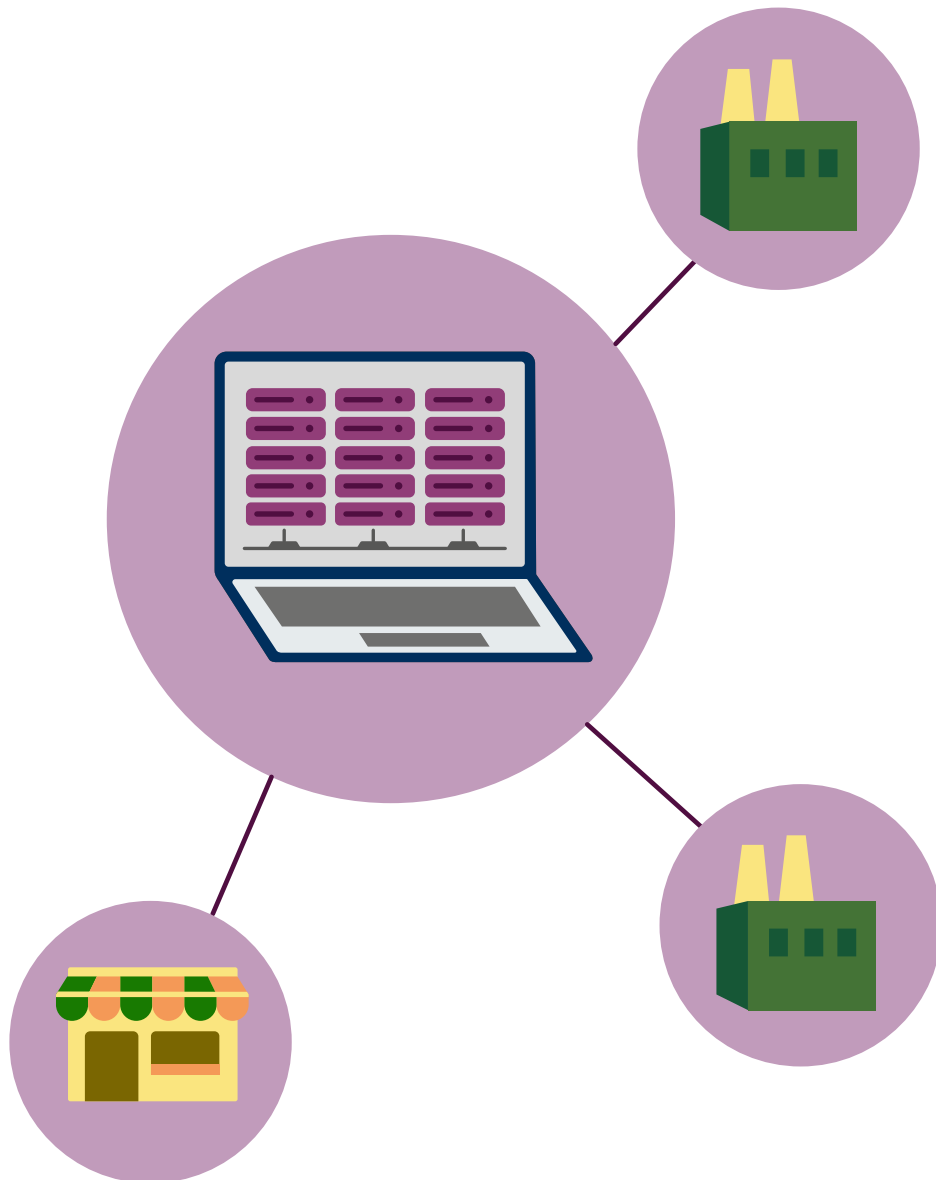
Analysing supply chain partners and
identifying high-risk products



IFS Supply Chain Solutions

Under the name IFS Supply Chain Solutions, IFS offers a portfolio of supply chain management checks and IT tools. These solutions effectively support companies in monitoring and managing risks in their supply chains, such as breaches of Environmental, Social and Governance (ESG) regulations, food fraud, or non-adherence to customer specifications.

The checks IFS offers under this portfolio enable companies to provide their stakeholders with validated data on their risk management processes and to comply with regulations such as the EU Corporate Sustainability Due Diligence (CSDDD) and Corporate Sustainability Reporting Directive (CSRD). They also contribute to more transparency, greater credibility, and better cooperation within supply chains. The IFS Supply Chain Processes Check is part of this portfolio.



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INTRODUCTION

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

Today, we see new challenges arising. Customers and other stakeholders expect more transparency within supply chains, be it on a local level or on a complex global scale. Also, governments are initiating more regulations in this field. Many enterprises around the globe face huge challenges in understanding how to best implement risk management in their supply chains in a target-oriented manner.

The IFS Supply Chain Processes Check provides the right solution. The check systematically assesses the supply chain management system and thereby helps the company gain valuable insights and identify commodity-related risks in its supply chain. It also contributes to an active dialogue with its supply chain partners.

The check comprises the following:

- A commodity list that gives an overview of the raw materials/ingredients used by the company, their country of origin, and an associated risk category. This creates a link between these three factors, which are critical to establishing the overall level of risk for supply chain risk management.
- A validation module, where an auditor or assessor assesses whether a company has established and maintained robust processes for effectively managing the risks in its supply chain. Combining this check with the IFS Certification or another audit is possible.

The results of the IFS Supply Chain Processes Check provide the status quo and show in which areas the company could develop further to meet stakeholders' expectations and government regulations.

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

Visit our website to learn more.

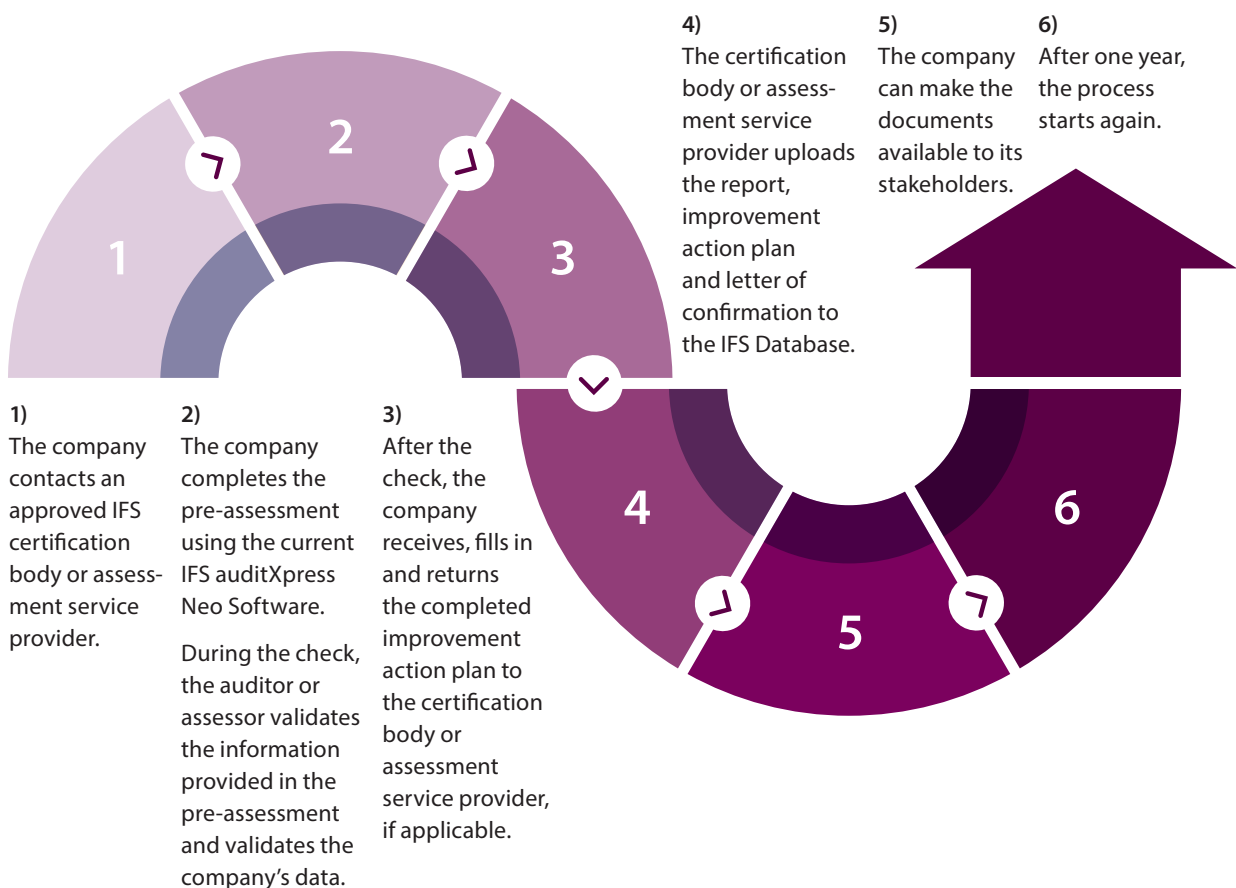
GOALS AND PATH OF THE SUPPLY CHAIN PROCESSES CHECK

The Supply Chain Processes Check assesses a company’s general supply chain management system. It is a basic annual assessment to evaluate whether the company has established and maintained effective processes to analyse and identify commodity-related risks in its supply chain.

The check comprises sixteen (16) requirements and the commodity list for identifying high-risk raw materials. The company provides the information for the commodity list in a pre-assessment. As a next step, an auditor or assessor will validate this information on-site or remotely.

The auditor or assessor can conduct this check as an add-on to an IFS Audit, IFS Progress Assessment, or an audit for another GFSI benchmarked food safety standard. It is also possible to perform it as a standalone evaluation.

After the check, the company receives a report of the results, an improvement action plan and a letter of confirmation from its certification body. With these documents, the company can present its stakeholders with validated check results.



PART 1: IFS SUPPLY CHAIN PROCESSES PROTOCOL

1 | Scope

The Supply Chain Processes Check can be applicable for companies which are already IFS certified, while also being applicable as a “standalone” check for companies, which are not IFS certified.

This check can be organised as part of an IFS Audit (e.g. IFS Food, PACsecure or HPC), IFS Progress Assessment or can be performed later. Independent of the chosen option, the check shall be performed on site or remotely using ICT (Information and Communication Technologies).

The IFS Supply Chain Processes Check is in principle an annual validation check, but the frequency could be increased during the year to demonstrate further progress.

The result of the IFS Supply Chain Processes Check does not impact the result of any other IFS Certificate the company might have.

2 | Types of checks

- Initial check
- Renewal check

The initial check refers to the first IFS Supply Chain Processes Check of a production site during which all the requirements of the IFS Supply Chain Processes Check checklist shall be audited by the auditor or assessor.

To maintain the IFS Supply Chain Processes Check approval, the production site shall be assessed every year.

The renewal check is the check performed to renew the existing IFS Supply Chain Processes Check.

The period in which a renewal check shall be performed is shown on the letter of confirmation and the check shall be performed during this period in order to maintain approval. It is the responsibility of the production site to renew their check in due time. Therefore, all IFS Supply Chain Processes Check companies receive a reminder from the IFS Database three (3) months before the expiration of the letter of confirmation.

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

During the renewal check, all checklist requirements shall be evaluated by the auditor or assessor. In addition, the auditor or assessor shall review the report and improvement action plan from the previous IFS Supply Chain Processes Check to check the implementation and effectiveness of improvement actions.

This applies even if another certification body or assessment service provider issued the report.

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

3 | Duration

The duration of the check should be a minimum of two (2) to four (4) hours. If the check is done as part of an IFS Audit or IFS Progress Assessment, it should be incorporated when auditing the company's traceability processes.

Please note, the certification body or assessment service provider needs to consider that in certain cases more time is needed to present documents using remote techniques (e.g. switching of pages, returning to previous documents for cross-checks, internet connection, etc.).

The calculated duration does not include time for preparation and reporting, which shall take a minimum of:

- one (1) hour for preparation
- one and a half (1.5) hours for report writing.

4 | Pre-assessment

The commodity list is done as a pre-assessment and is an integral part of the IFS Supply Chain Processes Check. It is the result of the risk management activities of the company, showing which high-risk materials and ingredients have been identified in their supply chain. The attributes chosen to reflect this risk are individual and can range from risks associated with the country of origin of the material, such as political tension or natural disasters or issues attached to the material itself, for example historical cases of food fraud or labour law problems at the sourcing stage of the material.

The company fills in the commodity list before the check takes place, either as part of an audit, assessment or stand-alone.

- The commodity list is available in the IFS auditXpress Neo Software.
- Companies can download the software in the IFS Database Login area.
- Access to the IFS Database is via the IFS Website: www.ifs-certification.com.

Once completed, the commodity list is saved by the company as an IFS auditXpress Neo file and reviewed by the auditor or assessor during the check. The certification body or assessment service provider will upload the commodity list, checklist and report to the IFS Database after the check is completed.

5 | Check performance and operational language

The IFS Supply Chain Processes Check shall be carried out in the working language of the site. The use of English is allowed in cases where it is necessary for better comprehension among the participants.

If the IFS Supply Chain Processes Check is assessed as an add-on to an IFS Audit or IFS Progress Assessment, it is best placed to be audited while reviewing the traceability chapter of the IFS Standard/IFS Program.

If the IFS Supply Chain Processes Check is assessed as a stand-alone option, the check shall be structured based on the following steps:

- Short opening meeting.
- Evaluation of documents related to the specific criteria. Interviews with relevant personnel. Documentation and record review/inspection connected with the information provided within the commodity list.
- Final conclusions drawn from the verification check/wrap up.
- Closing meeting: end of the check.

At the opening and closing meetings, a person with sufficient authority within the company to initiate relevant actions shall be present so that any findings discovered during the check can be discussed.

As part of good auditing practices, the certification body or assessment services provider shall review the report and improvement plan before uploading it to the IFS Database.

6 | Scoring system

The scoring system covers a scoring range based on the level of compliance of the requirement, from full compliance to non-implementation of the requirement. When evaluating each requirement, the auditor or assessor shall evaluate if the requirement is met. In doing so, the auditor or assessor shall also evaluate the effectiveness of the measures taken by the company to implement a requirement.

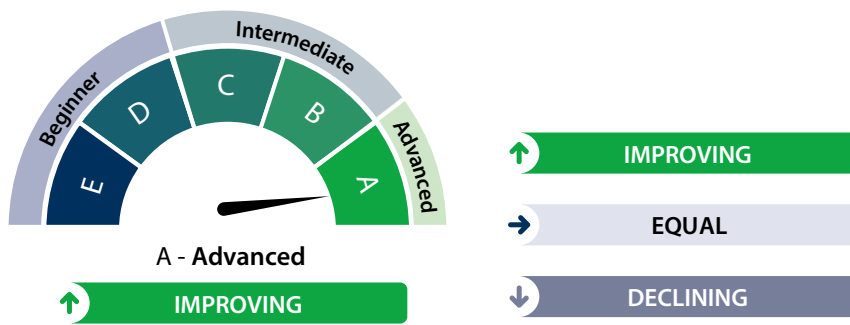
In the IFS Supply Chain Processes Check process, there are four (4) scoring possibilities and the option of non-applicability. Points are awarded for each requirement according to the following chart (chart 1):

Chart 1: IFS Supply Chain Processes Check scoring system

Result	Explanation	Points
A	Full compliance.	20 points
B	Almost full compliance.	15 points
C	Part of the requirement is not implemented.	5 points
D	The requirement is not implemented.	0 points
N/A	The requirement is not applicable. N/A can only apply to the following requirements: No. 4.4, 6.1 and 6.2. The auditor or assessor shall provide an explanation in the report.	Not included in the calculation of the total score.

7 | Final results

The total amount of points will generate a final scale which goes from A to E giving a final result of advanced – intermediate – beginner



This system encourages the continuous improvement process by giving the company the opportunity to improve their results year by year.

The final result is stated in the letter of confirmation.

The result of IFS Supply Chain Processes Check shall not have an impact on any current IFS Certificate or IFS Progress Letter of confirmation.



8 | Deadlines for issuing the letter of confirmation

The report, the improvement action plan and the letter of confirmation shall be uploaded to the IFS Database between six (6) weeks (target time) and eight (8) weeks (maximum time) from the last assessment day, based on the following timeframe:

- Auditor or assessor sending to the company the improvement action plan: maximum two (2) weeks from the last day of the check
- Company completing the improvement action plan and providing evidence of improvements: maximum four (4) weeks
- Certification body or assessment service provider performing the technical review, issuing the report, the improvement action plan and letter of confirmation and to upload them to the IFS Database: maximum two (2) weeks.

9 | Check cycle

The validity of the 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 check date + eight (8) weeks – 1 day + 1 year.

The time window to schedule the renewal check is calculated as follows: [- eight (8) weeks; + two (2) weeks] from the last day of the initial check. Same rules apply as defined in the IFS Standards.

10 | Auditor or assessor competency

These are the minimum pre-requirements that an auditor or assessor must have to perform the IFS Supply Chain Processes Check:

- 1) Auditors approved for IFS Standards
- 2) Auditors approved for another GFSI benchmarked Standard
- 3) Assessors approved for IFS Progress Programs

To receive final approval and conduct this type of check, auditors or assessors shall participate in training (e-learning) provided by IFS Management GmbH. The certification body or assessment service provider is responsible for ensuring that the auditor or assessor has the competence to understand the company's main activities.

11 | Reporting and translation

- The certification body shall issue a reviewed report plus an improvement action plan stating the remote technique used in case the check has been performed remotely, and the date(s) of the IFS Supply Chain Processes Check.
- The certification body or assessment service provider shall complete the letter of confirmation – companies are to receive the document.
- Please note, additional handwritten notes shall be taken by the auditor or assessor and be available on request.

Translations into English are not mandatory but are possible for the explanations of all requirements in the IFS Report.

12 | Improvement action plan

The intention of the improvement action plan is for the company to strive for continuous improvement.

The improvement action plan template shall be used by the company as a basis for drawing up improvements for the score listed by the auditor or assessor (with B, C and D). The implementation of the improvement actions shall be checked during the next scheduled IFS Supply Chain Processes Check.

The company shall forward the completed improvement action plan to the auditor or assessor within a maximum four (4) weeks of having received the improvement action plan template.

The auditor or assessor or a representative of the certification body or assessment service provider shall validate:

- the improvement actions,
- dates of implementation

in the allocated column of the improvement action plan, before issuing the final report.

PART 2

List of Supply Chain Processes Check requirements



PART 2: LIST OF SUPPLY CHAIN PROCESSES CHECK REQUIREMENTS

1 Governance and commitment

- 1.1 The senior management has included a framework for supply chain risk management in the corporate policy.
- 1.2 The supply chain risk management policy is known to employees in the relevant departments and is broken down into measurable objectives for the respective departments.

2 Communication of code of conduct

- 2.1 The company has developed a code of conduct for partners in the supply chain, which is based on the 10 principles of the UN Global Compact.
- 2.2 The code of conduct is communicated to relevant employees and supply chain partners and confirmed by the supply chain partners.

3 Overview of the supply chain

- 3.1 An up-to-date and systematic supply chain analysis is available for the company, which shows the company's position in this chain.
- 3.2 The supply chain analysis is risk-based in order to identify partners in the supply chain who are involved in the manufacture and distribution of the products.

4 Risk based analysis of the supply chain

- 4.1 The company has a system in place to identify potential risks within its own supply chain.
- 4.2 A hazard analysis shall be conducted for all possible and expected hazards and the identified risks shall be documented.
- 4.3 A revalidation, taking into account current developments and legal regulations, is carried out at least once within a 12-month period or whenever significant changes occur.

- 4.4 The company shall fill in the pre-assessment commodity list, using the pre-defined list of critical raw materials, as applicable.

5 Compliance of supply chain partners

- 5.1 Supply chain partners are informed about the legal provisions to be complied with (e.g., CSDDD).
- 5.2 The company has introduced a system to monitor supply chain partners with regard to compliance with customer requirements. The selection of partners and the frequency of monitoring is risk-based.
- 5.3 The company has implemented a notification mechanism and complaints procedure to record non-compliance by supply chain partners.

6 Claims management

- 6.1 The company has carried out a risk assessment for the claims used.
- 6.2 Based on the risk assessment, the company has introduced a system that verifies the claims used.

7 Data management in the supply chain

- 7.1 An effective data management system shall be in place that ensures that the data for vertical systems, which is transmitted both electronically and manually, is reliable.

ANNEXES



Annex 1 – Commodity List

N°	Ingredient	Country	Province	Supplier description	Risk Category/ Description	Auditor/ Assessor Comment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Annex 2 – IFS Supply Chain Processes Check – Improvement action plan

Supply Chain Process Check Requirement number	Requirement	Score	Explanation by the auditor/assessor	Improvement action (company)	Responsibility, date and status of implementation (company)	Release by and release date (auditor/assessor)
1.1						
1.2						

Annex 3 – Letter of confirmation

Logo of the CB/ASP



Letter of confirmation

We,

Name of the certification body/assessment service provider

confirm that we have performed a verification assessment according to the requirements set out in the IFS Supply Chain Processes Check Protocol at

Name of the company

Address of the company
IFS COID

The IFS Supply Chain Processes Check comprises a general process check of risk management in supply chains, it ensures continuous improvement for supply chain partners and safeguards the company by providing validated data for internal purposes and external stakeholders.

Name of the company has achieved the following result:

**Score A/B/C/D/E (beginner/intermediate/advanced)
for the IFS Supply Chain Processes Check**

Date of the check:

Letter of confirmation issue date:

Date of expiration of the letter of confirmation:

Name and signature of the responsible person,
address of the certification body/assessment service provider

Annex 4

Logo of the certification
body/assessment service provider



Report IFS Supply Chain Processes Check Version 1

(January 2025)

Checked company: "XXX"

Date of check: XX.XX.XXXX

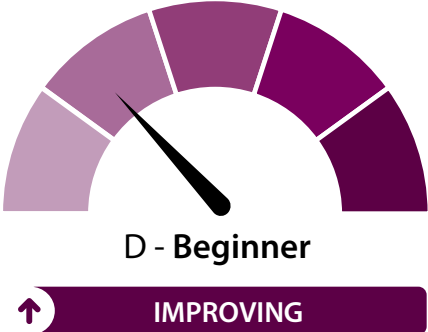
Name and address of certification body/ASP

Accreditation details of certification body

Overview

IFS Supply Chain Processes Check

Final result



D - Beginner

↑ IMPROVING

Total score: 140/320

Previous result:

Date of previous check:

Next check between
XX. XX and XX. XX

Scope of the Supply Chain Processes Check

Implementation of a risk analysis approach for supply chain management, identifying risks within supply chains, monitoring high-risk commodities within supply chains.

Check details

Lead auditor/ assessor: Co-auditor/ assessor: Date/time: Reviewer:	Date/time of current check: XXX	Date of previous check: XXX
Name and address of the company (or head office): Phone: 0 12 34 56 8 E-mail: Website	Name and address of the audited site: COID: Contact person: (Name, e-mail and phone number at a minimum):	
	Phone: 0 12 34 56 8 E-mail: Website	

Details of the IFS Supply Chain Processes Check

List of requirements

Report IFS Supply Chain Processes Check Version 1
Checked company: Company name

1	Governance and commitment	Scoring	Explanations
1.1	The senior management has included a framework for supply chain risk management in the corporate policy.		
1.2	The supply chain risk management policy is known to employees in the relevant departments and is broken down into measurable objectives for the respective departments.		
2	Communication of code of conduct		
2.1	The company has developed a code of conduct for partners in the supply chain, which is based on the 10 principles of the UN Global Compact.		
2.2	The code of conduct is communicated to relevant employees and supply chain partners and confirmed by the supply chain partners.		
3	Overview of the supply chain		
3.1	An up-to-date and systematic supply chain analysis is available for the company, which shows the company's position in this chain.		
3.2	The supply chain analysis is risk-based in order to identify partners in the supply chain who are involved in the manufacture and distribution of the products.		
4	Risk-based analysis of the supply chain		
4.1	The company has a system in place to identify potential risks within its own supply chain.		
4.2	A hazard analysis shall be conducted for all possible and expected hazards and the identified risks shall be documented.		

4.3	A revalidation, taking into account current developments and legal regulations, is carried out at least once within a 12-month period or whenever significant changes occur.		
4.4	The company shall fill in the pre-assessment commodity list, using the pre-defined list of critical raw materials, as applicable.		
5	Compliance of supply chain partners		
5.1	Supply chain partners are informed about the legal provisions to be complied with (e.g. CSDDD).		
5.2	The company has introduced a system to monitor supply chain partners with regard to compliance with customer requirements. The selection of partners and the frequency of monitoring is risk-based.		
5.3	The company has implemented a notification mechanism and complaints procedure to record non-compliance by supply chain partners.		
6	Claims management		
6.1	The company has carried out a risk assessment for the claims used.		
6.2	Based on the risk assessment, the company has introduced a system that verifies the claims used.		
7	Data management in the supply chain		
7.1	An effective data management system shall be in place that ensures that the data for vertical systems, which is transmitted both electronically and manually, is reliable.		

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