

# Unannounced IFS Assessments (Audits)

NEW

## What is new?

At least one every third IFS Certification Assessment shall be performed unannounced. Applicable for IFS Food, Logistics and PACsecure only.



## When is the new rule applicable?

This rule is applicable for all relevant IFS Certification Standards starting from 1<sup>st</sup> January 2021.



## What to do?

### 1. Review the applicable rules for unannounced assessment

- > The rules can be found in each relevant IFS Standard and the related doctrine.

### 2. Decide when to plan an unannounced IFS Assessment

- > When it is agreed with the customer and/or when the "every 3<sup>rd</sup> IFS Certification Assessment" rule is due.
- > Your certification body shall discuss assessment options on the "every 3<sup>rd</sup> IFS Certification Assessment" rule with you sufficiently early and inform you when the unannounced assessment will take place. Keep your certification body informed about your assessment/audit history with any other GFSI recognised standard in the same scope.
- > Agree with your certification body on the unannounced assessment sufficiently early, before the registration deadline (see relevant IFS Standard). The IFS Unannounced Audit Calculator could be a help [here](#).

### 3. Be prepared for your unannounced assessment

- > Relevant staff must be aware of the time window during which the unannounced assessment will be performed and how it will be carried out on-site.

### 4. Go through your unannounced assessment

- > If some lines that involve different hazard analysis/risk assessments, and/or different scopes of product are not operating during the assessment, then an extension assessment of the lines in full operation is mandatory. The extension assessment will be performed on an announced basis.

### 5. After the assessment, complete the action plan sent by the auditor

- > In cases where a Major and total score  $\geq 75\%$  has been rated during an unannounced assessment, the follow-up assessment shall be announced, but the certificate and report can state "unannounced assessment".
- > In case the assessment is failed, the following assessment shall be "announced" unless it is the third IFS Assessment, and an unannounced assessment is due or if it is requested by the customer.

### 6. Information in the report and on the certificate

#### Specific information about the unannounced assessment in the report will be:

- > "Unannounced assessment" mentioned on the cover page and on the assessment overview of the report.
- > On the assessment overview, next assessment to be performed within the time period: (Recertification assessment between DD.MM. and DD.MM. in case of announced assessment and between DD.MM. and DD.MM. in case of unannounced assessment).

#### Specific information about the unannounced assessment on the certificate will be:

- > Last unannounced assessment date (last day of the assessment): DD.MM.YYYY
- > If no unannounced IFS Assessment has been conducted for the respective COID yet, the certificate will indicate the following: "Last assessment conducted unannounced: N/A".
- > Next assessment to be performed within the time period: (Recertification assessment between DD.MM. and DD.MM. in case of announced assessment and between DD.MM. and DD.MM. in the case of an unannounced assessment).

