CHAPTER 11
IFS FOOD INSPECTION REGULATION

1. SCOPE AND APPLICABILITY

a) The IFS Inspection regulation is applicable to all modules within the scope of IFS.
b) The following documents are applicable for certification programs, these are mentioned below:
   - IFS Food Standard
   - Doctrina IFS Food

   Current versions of these documents can be found on the IFS website; https://www.ifs-certification.com/index.php/en/

2. DEFINITIONS

- IFS: International Featured Standards
- COID (IFS Identification Code): defined in the IFS Database.
- GS1 GLN: number related to the site covered during the assessment.
- Production site: An establishment in a specific physical location where the IFS Food Assessment is carried out in which any stage of food production and distribution can be carried out.
  It may also include facilities (e.g., a production area or warehouse) owned by the company where part(s) of the processes and operations take place.
- Failed evaluation: this is when the site obtains a total score < 75% or a higher non-conformity or at least a KO requirement scored with D.

3. TYPES OF PRODUCTION SITE

3.1. SINGLE PRODUCTION SITE

A single production site is a site that is not centrally managed by a central office/central management, which has a single legal entity and no decentralized structures. This site will have an Assessment, a COID and a certificate.

3.2. MULTI-LOCATION PRODUCTION SITES:

Multi-location production sites refer to a company with several production sites in different locations, which may have a central office/centralized management. In these two (2) cases the following rules apply:

a) Company with headquarters / centralized management
   a1) A company with central office/centralized management and additional processing activities will be evaluated and will have its own IFS Food Certificate and Evaluation report.
   a2) If the central office/centralized management has no processing activities and is not evaluated, the company will ensure that all necessary information and responsible staff of the central office/centralized management is available
b) Company without headquarters / centralized management
   If a company has several independent production sites in different physical locations, without central office / centralized management, each production site will have an Assessment, a report and a certificate.

3.3. PRODUCTION SITE WITH MULTIPLE LEGAL ENTITIES:

a) If a production site has multiple legal entities in a physical location with the same scope, a single Assessment will be conducted. Each legal entity will have its own COID and the certificate and report will be duplicated for each legal entity. The COIDs of each legal entity will be linked in the IFS Database.
b) If a production site has several legal entities with different scopes in a physical location, each legal entity will have its own COID, report, and certificate. If there is a contractual relationship, the COIDs of each legal entity will be linked in the IFS Database.

3.4. PRODUCTION SITE DECENTRALIZED STRUCTURES:

A decentralized structure is a company-owned facility where part(s) of the production site's processes and operations are carried out. Where the Production Site Assessment is insufficient to obtain a complete view of the company's processes, all other facilities involved shall also be included in the Assessment. The scope and full details will be documented in the Evaluation summary of the Evaluation report.
If the decentralized structure is a warehouse with logistics activities located in the same location as the production site, the company has the option of including it in the scope of the IFS Food Assessment or performing a combined IFS Food/IFS Logistics Assessment.

4. EVALUATION OPTIONS

4.1. Announced: It takes place at a time and date agreed between the company and CUP and will be held on consecutive days. It is scheduled at the earliest (8) weeks before the expiration date and at most (2) weeks after the expiration date of the evaluation (initial evaluation anniversary date).

4.2. Unannounced: This option only applies to Initial and Recertification Assessments and not to Extension or Follow-up Assessments. The "unannounced" option will be mandatory at least once every three IFS Certification Assessments. This rule must be adhered to even if the company changes OC; it is important to know the certification history.
Note: If the certification cycle is interrupted when the deadline for the unannounced assessment has passed, the next certification assessment (=initial) must be performed Unannounced.

5. EVALUATION PROCEDURE

5.1. CONTRACTING

The applicant will coordinate the entire recruitment process directly with CUP or with the local CU office on behalf of CUP.
During this stage, the type of site will be determined, the type of evaluation that corresponds to the operator's certification history and the evaluation option.
Likewise, knowledge will be taken of the language in which the evaluation will be carried out and the need for an interpreter.
The contract includes knowledge about the IFS Integrity Programme and the Data Protection Statement.

5.2. PLANNING

After receiving payment of the fee for the inspection and certification service, CUP will plan the inspection visit, taking into consideration the type of site, type of evaluation and evaluation option.
A qualified auditor (audit team) will be planned to carry out the evaluation process.

5.3. TYPES OF EVALUATION

5.3.1. Initial evaluation

It is a complete and comprehensive assessment of a production site. During the Assessment, the auditor will evaluate all IFS Food requirements.
An initial evaluation can be:

- the first IFS Food Assessment of a production site
- the Assessment made after an interruption in the certification cycle
- the Assessment made after a failed Recertification Assessment due to an Assessment D of a KO (Knock Out Non-Conformity) requirement
- the Assessment made after a failed Recertification Assessment due to a total score < 75%.

Note: If an initial IFS Food Assessment is not passed due to an Assessment D in a KO requirement and/or more than one Major Non-Conformity, the IFS Food Assessment report will be uploaded to the IFS Database and this Assessment cannot be considered as a Prior Assessment.

5.3.2. Recertification evaluation

It is the Evaluation carried out to renew the existing IFS Food Certification. The period in which a Recertification Assessment will be conducted is shown on the certificate. It is a complete and comprehensive assessment of a production site.
During the Assessment, the auditor will evaluate all IFS Food requirements. Special attention will be paid to the deviations and non-conformities identified during the previous Evaluation, as well as to the effectiveness and implementation of the corrections and corrective actions established in the company's action plan.

Evaluated companies will always inform CUP if they have already had an IFS certification in the past. The auditor will read the Evaluation report and verify the action plan of the previous Evaluation, even if the report was issued by another certification body or if the previous Evaluation took place more than a year ago.
If the C and/or D scores of the requirements continue to exist from one Assessment to the next, or if the scores worsen, the auditor shall assess the situation in accordance with Chapter 5.11 of the Assessment Checklist, Part 2.
The relationship between two (2) Consecutive Evaluations guarantees a process of continuous improvement.

A Recertification Assessment may be performed in an announced or unannounced manner. The unannounced option is mandatory at least once every three IFS Certification Assessments.

Production sites are responsible for maintaining their certification. All IFS Food certified companies will receive a reminder from the IFS Database three (3) months before their certificate expires.
CUP will contact customers in advance to set a date for an announced Assessment or to register them for an Unannounced Assessment.

5.3.3. Follow-up evaluation

It occurs in a specific situation in which the result of the Assessment (initial or recertification) has not allowed a certificate to be issued due to a Higher non-conformity and a total score ≥ 75%.
During the Follow-up Evaluation, the auditor will focus on the implementation of the measures taken to correct the Major Non-Conformity determined in the previous Assessment.

The closure of the Major non-conformity must always be verified by the auditor in an on-site assessment. The Follow-up Assessment will generally be performed by the same auditor who performed the Assessment when major non-conformity was identified. The Follow-up Assessment shall be conducted no earlier than six (6) weeks, and no later than six (6) months, after the previous Assessment.

If a Follow-up Assessment is not performed within six (6) months from the date of the previous Assessment, a complete initial new Assessment will be performed.

If the company decides not to conduct a Follow-up Assessment, but to start again with a new Full Assessment, the new Assessment will be scheduled no earlier than six (6) weeks after the Assessment in which the Major Nonconformity was issued.

If the Follow-up Evaluation fails, a completely new Evaluation will be required, and will be scheduled no earlier than six (6) weeks after the Follow-up Evaluation. The Failed Follow-up Assessment report will be uploaded to the IFS Database.
If the Follow-up Assessment is successful, certification will be issued only at the basic level.

5.3.4. Extension evaluation

If new processes or products other than those included in the scope of the current IFS Food Assessment are implemented between two (2) Certification Assessments, the certified company will immediately inform CUP, which will conduct a risk assessment to decide whether an Extension Assessment should be conducted.
The results of this risk assessment, based on health and safety risks, shall be documented.
If the certification body decides that an Extension Assessment is necessary, it is not necessary to conduct a completely new Assessment, but an On-Site Extension Assessment during the validity period of the certificate. An Extension Assessment will always be carried out when the product scopes and/or technological scopes and the HACCP plan (and especially the CCPs) are different from those evaluated during the "main" Evaluation and/or if a significant change has been made in the production process and/or in its environment.
If the Extension Assessment demonstrates compliance, the certificate will be updated with the new scope and uploaded to the IFS Database along with the Extension Assessment report. The updated certificate will maintain the same expiration date as the current certificate.
Where an Extension Assessment has been conducted, the Recertification Assessment will include the activity assessed during the Extension Assessment (all in one certificate).
In case of Major Non-Conformity, an Assessment D in a KO requirement or a total score <75% after an Extension Assessment, the full Assessment (including the main one) is considered failed, and the current certificate will be suspended.

For seasonal products, an Extension Assessment will be carried out to evaluate the products that could not be evaluated in the production of the Main Evaluation. The certificate shall specify all products and processes evaluated. During the following year, there will be a recertification and an Extension Evaluation, in order to cover all products and processes.

5.3.5. Considerations for evaluation

- The assessment will take place at a time when the products included in the scope are being processed.
- The production lines will be operational during the IFS assessment.
- If production lines are not operational during the IFS assessment, they will not be included in the scope of the assessment, unless they have the same HACCP plan and involve the same products and technological scopes as those included in the scope of the assessment.
- In Multi-location production sites with central offices / centralized management
    - The central office/central management shall be assessed by means of an announced or unannounced Evaluation.
    - The Central Office/Central Management Assessment will always be carried out prior to the Assessment of each production site and in the case of unannounced audits it will be carried out before the start of the Unannounced Assessment window of the production sites.
    - Each site will be evaluated separately, within a maximum period of twelve (12) months from the Evaluation of the central office/centralized management. All Assessments will be conducted by the same certification body.
    - If the central office/centralized management has no processing activities and is not evaluated, the company will ensure that all necessary information and responsible staff of the central office/centralized management is available. This will ensure that the auditor can properly assess centrally managed processes during the Assessment of each production site.
    - When the central office/central management is evaluated by means of an announced Evaluation: the announced Evaluation of the central office/centralized management and the unannounced Evaluation of the production site will not be carried out on consecutive days

- When the central office/central management is evaluated by an unannounced Evaluation: the unannounced Evaluations of the central office/centralized management and the production site can be organized to take place on the same day

5.4. LEAD AUDITOR/AUDITOR

a) The lead auditor/auditor acts in accordance with CUP procedures.
b) CUP's lead auditor/auditor will also respect CUP's Code of Conduct/Confidentiality/No Conflict of Interest, as well as data protection documents (IFS. QUAL. F02) and Evaluation Agreement (IFS. QUAL. F03)

5.5. EVALUATION

a) A qualified lead auditor/auditor will perform the inspection at the facilities stated on the application form. CUP will provide an audit report with the results of the inspection.
b) The assessment as to whether the applicable requirements are met shall be carried out through physical and administrative assessment at the production site declared by the customer.

5.5.1. Partially outsourced processes: the following requirements for management will apply:

a) The customer shall establish a written contract covering partially subcontracted processes describing all agreements, including in-process controls, sampling and analysis.
b) If the supplier (of partially subcontracted processes) is not certified with IFS Food or with another food safety certification standard recognized by GFSI, the customer must perform a documented audit of the supplier by an experienced and competent person, covering at least the requirements of food safety, quality and authenticity of the product.
c) Storage and/or transport activities carried out by a third party are not considered partially subcontracted processes and will be evaluated in accordance with the corresponding chapters of the IFS Food checklist (4.14 and 4.15), especially requirements 4.14.6 and 4.15.7.
d) If the partially subcontracted processes relate only to freezing and/or thawing, an IFS Logistics certification or any other equivalent food safety certification from a third party recognized by GFSI can also be accepted.
e) The rules regarding partially outsourced processes apply to both customer-branded products and the company's own-brand products.
f) If the requirements for partially outsourced processes are not met, this may result in non-conformity for the IFS Food assessed production site.

5.5.2. Fully subcontracted product and marketed products:

a) A fully outsourced product is a product manufactured, packaged and labeled under the company's brand or a customer brand, by a company other than the one evaluated.
b) A marketed product is a product manufactured, packaged and labeled by and under the name of a company other than the company that is being certified IFS.
c) Fully outsourced products and marketed products are not covered by IFS Food certification but must be indicated on the certificate and in the company profile section of the Evaluation Report.

5.6. SCORING SYSTEM

a) There are six (6) possible scores. Points are awarded for each requirement according to the following table:

Result	Explanation	Points
A	Full compliance.	20 points
B (point of attention)	Point of attention as it may lead to a future deviation.	15 points
C (deviation)	Part of the requirement is not implemented.	5 points
D (deviation)	The requirement is not implemented.	–20 points
Major (non-conformity)	A Major non-conformity can be given to any regular requirement (which is not defined as a KO requirement). Reasons for Major rating are: • There is a substantial failure to meet the requirements of the standard, 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 15 % of the possible total amount; the certificate cannot be issued.
KO requirement scored with a D (non-conformity)	The requirement is not implemented.	KO non-conformity will subtract 50 % of the possible total amount; the certificate cannot be issued.

If the auditor raises a larger NC and/or a KO NC, the certificate cannot be issued.

b) The SCORE of the KO requirements is as follows:

Result	Explanation	Points
A	Full compliance.	20 points
B (point of attention)	**Point of attention as it may lead to a future deviation.**	**No "B" scoring is possible**
C (deviation)	Part of the requirement is not implemented.	5 points
D (= KO non-conformity)	The requirement is not implemented.	KO non-conformity will subtract 50 % of the possible total amount, the certificate cannot be issued.

c) The auditor sends the preliminary report with the findings and the action plan format to the client within two (2) weeks of the audit.

In case of any deviation or non-conformity (NC) follow-up is necessary. It is the customer's responsibility to take appropriate corrective actions. When there is a pending NC, the positive certification decision cannot be made, and the certificate cannot be issued.
The company will define in the action plan the following:

- corrections and proposed corrective measures for all deviations (C, D), KO requirements punctuated with a C and for non-conformities (Major or D assessment in a KO requirement).
- responsibilities and implementation deadlines, both for corrections and corrective actions.

The Company will forward the Action Plan within a maximum of four (4) weeks of receiving the Interim Evaluation Report and Interim Action Plan.

If this deadline is not met, the company must perform an Initial Assessment or full recertification and an IFS certificate will not be issued if all corrections have not been implemented.

5.7. VALIDATION OF THE ACTION PLAN

a) The action plan will be reviewed and approved in the first instance by the auditor; and in the second instance by the reviewer/certifier during the decision-making process.
b) The validation process is recorded in the assigned column in the action plan form, before preparing the final evaluation report.
c) If evidence of corrections and/or corrective actions is invalid or inappropriate, and/or if implementation dates are not adequate, the auditor will return the action plan to the client for final correction within the established timeframe.
d) If the plan is not approved within the established deadline, certification will be at risk.

5.8. REVIEW OF EVALUATION RESULTS

a) The reviewer/certifier reviews all the documents of the evaluation, including preliminary report, action plan and evidence of implementation, among others.
(b)Based on the results of the review, a decision, which may be positive or negative, will be recommended.
d) Si the auditor approved the evidence and the action plan, however, during the review the reviewer/certifier considers that these are not sufficient for the closing, the client will be notified so that he can correct as long as it is within the established time.
f) If the plan is not approved, a certification cannot be issued.

5.9. CERTIFICATION

a) The certification decision will be made within a period not exceeding eight (8) weeks from the date of Evaluation.
b) Certification will be awarded if they present the following scoring levels:

Outcome of the evaluation	State	Customer Actions	Certificate
Total score ≥ 95%	Approved – top level, after receiving the action plan	Submit action plan within 4 weeks.	Yes. **Upper level.** Valid for 12 months. It is issued only when corrections are closed.
Total score is ≥ 75% and < 95%	Approved – basic level, after receiving the action plan	Submit action plan within 4 weeks.	Yes. **Basic level.** Valid for 12 months. It is issued only when corrections are closed.
Maximum one Greater and total score ≥ 75%	Not approved unless additional actions are taken and validated after the follow-up evaluation	Submit action plan within 4 weeks. Maximum follow-up evaluation: 6 weeks after previous evaluation or maximum six (6) months after the evaluation date.	Yes. **Basic level; if the higher NC is solved in the follow-up evaluation.** It is issued only when corrections are closed.

Certification will not be awarded if the following scoring levels are presented:

Outcome of the evaluation	State	Customer Actions	Certificate
Total score < 75%	Not approved	Actions and new initial evaluation will be agreed (no earlier than 6 weeks after the evaluation that gave a final score <75%).	No
A Higher and/or total score < 75%	Not approved	Actions and agree on new initial evaluation.	No
At least one KO requirement scored with D	Not approved	Actions and agree on new initial evaluation. Action plan should be completed (recommended) for improvement purposes.	No

c) The reasons for suspending the certificate can be:

- If one or more Major non-conformities have been issued or if one or more KO requirements have been scored with D during an assessment; or
- If the client denies the auditor's access in an unannounced audit (other than "force majeure").

d) The reasons for withdrawing the certificate can be:

- When there is objective evidence that products/processes may not meet the requirements of the certification system.
- For non-payment of the client to CUP.

6. LOGO

IFS Management GmbH owns the copyright of IFS Food and the registered trademark.
Logos can be downloaded from the IFS database page.
The appropriate use of the logo will be evaluated by the auditor during the evaluation, or in case of first certification, will send the art to CU for approval.
Refer to https://www.ifs-certification.com/index.php/es/tuc-ifs-logo

6.1. USE OF THE LOGO

a) Logo can NOT go on the product itself, on the primary packaging of the product or on any type of advertising document that can reach the final consumer (for example, sales packaging of related companies, public exhibitions for final consumers, product-specific brochures for final consumers, etc.).
b) The Logo may appear in a section of the website related to quality management or quality and safety in general.
c) It cannot be used for business-to-customer marketing operations.
d) It should be made clear that all information relating to certification clearly refers to IFS.
e) Logos will not be used in presentations that do not have a clear connection to IFS.
f) An IFS certified production site, which accepts IFS certificates from its suppliers or service providers (broker, logistics service providers or wholesalers), or an IFS Food certification body may use the general IFS logo for promotional purposes and publish information about IFS certification.
g) If they do not have their own certification, it will be clearly indicated that the company supports or works with IFS certified companies. No use that gives the impression that the company itself is certified is accepted.
h) Nor is the use of the words "IFS", "International Featured Standards", or "IFS Food" or similar allowed in final products that are available to the final consumer.

7. CHANGE CONTROL

No. version and date	Description
Version 1.0; 15/10/2021	First version of the document.