

# Certification Manual for Food Safety Management System Certification

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## Food Safety Management System Certification

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Thank you for your interest in SCS Global Services (SCS) Food Safety Management System (FSMS) program. We are pleased that you are considering SCS as your certifier. SCS offers fast turnaround, competitive rates, attentive service and value for your money. We have a dedicated team of professionals and skilled auditors ready to assist you with all your FSMS certification needs.

The first step in pursuing certification will be to complete an SCS Application located at: <http://www.scsglobalservices.com/food-safety>. Upon receipt of your application, we will scope and source the services requested by your company and shortly thereafter provide you with our proposal.

In pursuing certification, key determinants of timely processing include submitting the SCS Application, returning the completed FSMS Info Request for Audit Preparation Form, obtaining a working knowledge of the ISO 22000 and 22002-1 standards (available for purchase on the [ISO website](#)), submitting documents for review, and coordinating closely with SCS to set on-site audit dates.

Our fees for Food Safety Management System certification are based on our commitment to making certification services cost-effective for all prospective clients, both large and small. Our charges are reflective of actual work performed, within a limited sliding scale fee structure. To prevent any potential conflict of interest, SCS charges for its certification whether or not a certification is ultimately granted. This policy ensures that there is no incentive to issue certifications that are not earned.

### Key Terms

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**Audit team** – The person(s) carrying out the onsite audit activities. This may be one person, if all audit team competency requirements are met, or it may be a combination of auditors and technical experts.

**Audit team leader** – The individual acting as the lead auditor, possessing all of the minimum competency requirements for audit team leader.

**Auditor** – An individual participating on the audit team that meets the minimum competency requirements for being an auditor.

**Critical Control Point (CCP)** - Step at which control can be applied and is essential to prevent, eliminate, a food safety hazard or reduce a food safety hazard to an acceptable level.

**Critical non-conformity**- A breakdown of control(s) at a critical control point, a pre-requisite program, or other process step and judged likely to cause a significant public health risk and/ or where product is contaminated. A critical non-conformity is also raised if the supplier fails to take effective corrective action within the timeframe agreed with the certification body, or if the certification body deems that there is systemic falsification of records relating to food safety controls and the System.

**Duration of audit time-** Time spent conducting audit activities from opening meeting to closing meeting and for example, includes review of documents, facility inspection, interview of personnel, verifying information, preparation of audit findings, and conducting closing meeting.

**Food safety management systems (FSMS)** – Combines generally recognized key elements to ensure food safety long the food chain, up to the point of final consumption: interactive communication, system management, prerequisite programs, and HACCP Principles.

**Food safety** – Absence of food-borne hazards in food chain at the point of final consumption and will not cause harm to the consumer when it is prepared and/or eaten to its intended use.

**Food safety hazards** – Biological, physical and chemical agent in food or condition of food with the potential to cause an adverse health effect.

**Food chain** – Inter-relationship between establishments ranging from feed producers, primary producers, food manufacturers, transportation and storage, including retailers and food service providers. This includes sequence of the stages and operations involved in production, processing, distribution, storage, and handling of a food and its ingredients from primary production to human consumption.

**HACCP** – Hazard Analysis and Critical Control Points (CCPs).

**HACCP study** – Corresponds to a hazard analysis for a family or products/services with similar hazards and similar production technology and, where relevant similar storage technology.

**Multi-site organizations** – An organization that has a central office at which food safety management system activities are planned and managed and a network of sites where activities are fully or partially carried out.

**Minor non-conformity** – A deficiency in the food safety management system resulting in unsatisfactory conditions that if not addressed may lead to a risk to food safety but not likely to cause a management system breakdown.

**Major non-conformity** – A deficiency in the food safety management system resulting in unsatisfactory conditions that carry a food safety risk and likely to result in a management system breakdown. Accumulation of minor non-conformities associated with the same requirement is a systematic failure, leading to major non-conformity. Note: Critical non-conformities cannot be raised at desk audits (stage 1)

**OPRPs** – Operational pre-requisite programs. Prerequisites identified by the hazard analysis as essential in order to control the likelihood of introducing food safety hazards to and/or the contamination or proliferation of food safety hazards in the product(s) or processing environment.

**Opportunities for improvement** – Observations made by the auditor during a facility audit that identify issues that are not non-conformances but recognize that the practices conducted by the supplier are not

industry best practice. The supplier is not required to provide a corrective action response, but the supplier is provided with an opportunity to improve their food safety management system.

**PRPs** – Prerequisite program. Basic conditions and activities that are necessary to maintain a hygienic environment throughout the food chain and producing safe food for human consumption. For example, good manufacturing practices, good hygiene practices, good production practices, etc.

**NCR Summary report** – A report prepared by the auditor at the end of the audit with a list of findings. .

**Technical expert** – An individual on the audit team who has specific knowledge and is an expert in specific areas/topics. Technical experts do not have to meet auditor or audit team leader competency requirements

## Food Safety Management System Certification Program Process

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### 1. Application Stage

- 1.1 New Applicant is provided with a FSMS application.
- 1.2 Applicant returns the completed application to SCS.
- 1.3 SCS reviews the application and sends a Proposal with an estimated fee.
- 1.4 Applicant accepts proposal and SCS sends a Work Order
- 1.5 New Applicant signs Work Order and returns it to SCS.
- 1.6 SCS sends New Applicant the following:
  - SCS Professional Services Agreement
  - FSMS Info Request for Audit Preparation Form
  - FSMS Certification Manual
- 1.7 New Applicant returns the signed SCS Professional Services Agreement to SCS.
- 1.8 SCS issues an invoice for 50% of the audit fee.
- 1.9 FSMS Info Request for Audit Preparation Form returned prior to FSMS desk audit

### 2. Evaluation and Reporting Stage

#### Stage 1 Audit

Stage 1 audits are only required for initial certification audits and/or if there have been significant changes to the food safety management system.

- 2.1 Stage 1 Audit is conducted onsite to provide a focus for planning the stage 2 audit by gaining an understanding of the organization's Food Safety Management System. Based on the outcomes of the Stage 1 audit, SCS determines the feasibility of moving forward with Stage 2 Audit.

Note that the results of the stage 1 may lead to postponement or cancellation of the stage 2.

### **Stage 2 Audit**

2.2 Stage 2 Audit is conducted onsite to evaluate the implementation, including effectiveness, of the client's management system.

### **Audit follow-up**

2.3 FSMS auditor provides the Client with a Non-Conformance Summary Report with critical, major, and minor non-conformities identified, if applicable, during the closing meeting.

2.4 Client commits to a timetable to correct minor, major, and critical Corrective Action (CARS).

2.5 FSMS accredited auditor prepares the report of findings.

## **3. Certification Decision Stage**

3.1 SCS issues a certification decision. If certification is awarded, SCS provides Client with certification information and documentation.

## **4. Recertification Audit**

4.1 Recertification audit is confirmed (via Work Order) and conducted in the year prior to expiration of the certification (see Section 3. Evaluation and Reporting Stage).

4.2 An Audit Report is prepared by FSMS accredited auditor.

## **5. Surveillance Audit**

5.1 Certificates are valid for three (3) years. Clients must be audited annually to maintain certification (see Section 3. Evaluation and Reporting Stage).