No	Requirements (based on IFS Food V6.1)
1	**Senior Management Responsibility**
1.1.5	All relevant information related to food safety and quality shall be communicated effectively and in a timely manner to the relevant personnel.
1.2	**Corporate structure**
1.2.4 KO	**KO n°1: The senior management shall ensure that employees are aware of their responsibilities related to food safety and quality and that mechanisms are in place to monitor the effectiveness of their operation. Such mechanisms shall be clearly identified and documented.**
2.	**Quality and Food Safety Management System**
2.1	**Quality management**
2.1.1	**Documentation requirements**
2.1.1.3	All documents shall be clearly legible, unambiguous and comprehensive. They shall be available to relevant personnel at all times.
2.1.2	**Record keeping**
2.1.2.1	All relevant records necessary for the product requirements shall be complete, detailed and maintained and shall be available on request.
2.1.2.5	Records shall be securely stored and easily accessible.
2.2	**Food safety Management**
2.2.1	**HACCP system**
2.2.1.1	The basis of the company's food safety control system shall be a fully implemented, systematic and comprehensive HACCP system, based upon the Codex Alimentarius principles. It shall take into account any legal requirements of the production and destination countries which may go beyond such principles. The HACCP system shall be implemented at each production site.
2.2.1.4	HACCP system shall be reviewed and necessary changes shall be made when any modification is made in the product, process or any step.
2.2.2	**HACCP team**
2.2.2.1	**Assemble HACCP team (CA Step 1)** The HACCP team shall be multidisciplinary and include operational staff. Personnel appointed as HACCP team members shall have specific knowledge of HACCP, product and process knowledge and the associated hazards. Where competent knowledge is not available, external expert advice shall be obtained.
2.2.3	**HACCP analysis**

2.2.3.1	**Describe product (CA Step 2)** A full description of the product including all relevant information on product safety exists such as: - composition - physical, organoleptic, chemical and microbiological parameters - legal requirements for the food safety of the product - methods of treatment - packaging - durability (shelf life) - conditions for storage, method of transport and distribution.
2.2.3.2	**Identify intended use (CA Step 3)** The intended use of the product shall be described in relation to the expected use of the product by the end consumer, taking into account vulnerable groups of consumers.
2.2.3.3	**Construct flow diagram (CA Step 4)** A flow diagram shall exist for each product, or product group, and for all variations of the processes and sub-processes (including rework and reprocessing). The flow diagram shall be dated, and clearly identify each CCP with the number assigned to it. In the event of any changes the flow diagram shall be updated.
2.2.3.4	**On-site confirmation of the flow diagram (CA Step 5)** The HACCP team shall verify the flow diagram, by on-site checks, at all operation stages. Amendments to the diagram shall be made, where appropriate.
2.2.3.5	**Conduct a hazard analysis for each step (CA Step 6 – Principle 1)**
2.2.3.5.1 (MOD)	A hazard analysis shall be available for all physical, chemical and biological hazards, including allergens, which may reasonably be expected. The hazard analysis shall consider the likely occurrence of hazards and severity of their adverse health effects.
2.2.3.6	**Determine critical control points (CA Step 7 – Principle 2)**
2.2.3.6.1 (MOD)	The determination of relevant critical control points (CCP's) shall be facilitated by the application of a decision tree or other tool(s), which demonstrates a logical reasoned approach. Establish critical limits for each CCP (CA Step 8 – Principle 3) For each CCP, the appropriate critical limits shall be defined and validated in order to clearly identify when a process is out of control.
2.2.3.6.2 (MOD)	For all steps which are important for food safety, but which are not CCP's, the company shall implement and document control points (CP's). Appropriate control measures shall be implemented. The CP's shall be monitored and this monitoring shall be recorded.
2.2.3.8	**Establish a monitoring system for each CCP (CA Step 9 – Principle 4)**
2.2.3.8.1 **KO** **(MOD)**	**KO N° 2: Specific monitoring procedures shall be established for each CCP to detect any loss of control at that CCP. Records of monitoring shall be maintained for a relevant period. Each defined CCP shall be under control. Monitoring and control of each CCP shall be demonstrated by records. The records shall specify the person responsible as well as the date and result of the monitoring activities.** **Records of CCP's monitoring shall be checked.**

2.2.3.9	**Establish corrective actions (CA Step 10 – Principle 5)** In the event that the monitoring indicates that a particular CCP or CP is not under control, adequate corrective actions shall be taken and documented. Such corrective actions shall also take into account any non-conforming products.
2.2.3.10	**Establish verification procedures (CA Step 11 – Principle 6)** Procedures of verification shall be established to confirm that the HACCP system is effective. Verification of the HACCP system shall be performed at least once a year. Examples of verification activities include: - internal audits - analysis - sampling - evaluations - complaint by authorities and customers. The results of this verification shall be incorporated into the HACCP system.
2.2.3.11	**Establish documentation and record keeping (CA Step 12 – Principle 7)** Documentation shall be available covering all processes, procedures, control measures and records. Documentation and record keeping shall be appropriate to the nature and size of the company.
3.	**Resource Management**
3.1	**Human resources management**
3.1.1	All personnel performing work that affects product safety, legality and quality shall have the required competence by education, work experience and/ or training, commensurate with their role, based on hazard analysis and assessment of associated risks.
3.2	**Human resources**
3.2.1	**Personnel hygiene**
3.2.1.3 (MOD)	There shall be documented requirements relating to personnel hygiene including guidelines for laundering of protective clothing and checking of its cleanliness. Compliance with these requirements shall be checked regularly.
3.2.3	**Procedures applicable to infectious diseases**
3.2.3.1	There shall be written and communicated measures for personnel, contractors and visitors to declare any infectious disease which may have an impact on food safety. In case of declaration of infectious disease, actions shall be taken in order to minimize risk of contamination of products.
3.3	**Training and instruction**

3.3.1 (MOD)	The company shall implement documented training and/ or instruction programs with respect to the product requirements and the training needs of the employees based on their job and shall include: - training contents - training frequency - employee's task - languages - qualified trainer/ tutor - evaluation methodology. The operative personnel in charge of the monitoring of CCP's shall have received specific training/ instruction.
3.3.2	The documented 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 in accordance with the documented training/instruction programs.
3.3.3	Records shall be available of all training/instruction events, stating: - list of participants (this shall include their signature) - date - duration - contents of training - name of trainer/ tutor. There shall be a procedure or program in place to prove the effectiveness of the training and/ or instruction programs.
3.3.4	The contents of training and/ or instruction shall be reviewed and updated regularly and take into account company's specific issues, food safety, food related legal requirements and product/ process modifications.
4.	**Planning and Production Process**
4.1	**Contract agreement**
4.1.2	Changes of existing contractual agreements shall be documented and communicated between the contract partners.
4.2	**Specifications and formulas**
4.2.1	**Specifications**
4.2.1.1	Specifications shall be available and in place for all finished products. They shall be up to date, unambiguous and be in compliance with legal and customer requirements.
4.2.1.2 KO **(MOD)**	**KO N° 4: Specifications shall be available and in place for all raw materials (raw materials/ ingredients, additives, packaging materials, rework). Specifications shall be up to date, unambiguous and be in compliance with legal requirements and, if existing, with customer requirements.** **This includes also allergen and GMO status.**
4.2.2	**Formula/recipes**
4.2.2.1	**KO N° 5: Where there are customer agreements in relation to the product formula/ recipe and technological requirements, these shall be complied with.**
4.4	**Purchasing**

4.4.1.	The company shall control purchasing processes to ensure that all externally sourced materials and services, which have an impact on food safety and quality, conform to requirements. Where a company chooses to outsource any process that may have an impact on food safety and quality, the company shall ensure control over such processes. Control of such outsourced processes shall be identified and documented within the food safety and quality management system.
4.4.3	The approval and monitoring procedure shall contain clear assessment criteria such as: audits, certificates of analysis, supplier reliability and complaints, as well as required performance standards.
4.4.5	The purchased products shall be checked in accordance with the existing specifications and their authenticity, based on hazard analysis and assessment of associated risks. The schedule of these checks shall, as a minimum, take into account the following criteria; product requirements, supplier status (according to its assessment) and impact of the purchased products on the finished product. The origin shall be additionally checked, if mentioned in the specification.
4.4.6	The purchased services shall be checked in accordance with the existing specifications. The schedule of these checks shall at least take into account the following items: service requirements, supplier status (according to its assessment) and impact of the service on the finished product.
4.5	**Product packaging**
4.5.3	For all packaging material which could have an influence on products, certificates of conformity shall exist which comply with current legal requirements. In the event that no specific legal requirements are applicable, evidence shall be available to demonstrate that packaging material is suitable for use. This applies for packaging material which could have an influence on raw materials, semi-processed and finished products.
4.5.6	Labelling information shall be legible indelible and shall comply with agreed customer product specifications. This shall be regularly checked and checks shall be documented.
4.9.9	**Water supply**
4.9.9.3 (MOD)	A supply of potable water shall be available at all times. The quality of water, steam or ice shall be monitored following a risk based sampling plan.
4.10	**Cleaning and disinfection**
4.10.4 (MOD)	Based on hazard analysis and assessment of associated risks, cleaning and disinfection schedules shall be available and implemented. The effectiveness and safety of the cleaning and disinfection measures, based on hazard analysis and assessment of associated risks, shall be verified and documented according to a sampling schedule by using appropriate procedures. Resultant corrective actions shall be documented.
4.10.5	Cleaning and disinfection schedules shall be reviewed and modified, if necessary, in the event of a change to product, process or cleaning equipment.
4.10.10	Where a company hires a third-party service provider for cleaning and disinfection activities, all requirements specified within section 4.10 shall be clearly defined in the respective contract.
4.12	**Risk of foreign material, metal, broken glass and wood**
4.12.1 **KO**	**KO N° 6 Based on hazard analysis and assessment of associated risks, procedures shall be in place to avoid contamination with foreign material. Contaminated products shall be treated as non-conforming products.**
4.13	**Pest monitoring /Pest control**

4.13.2	The company shall have qualified and trained in-house staff and/ or employ the services of a qualified external provider. Where an external provider is used, the activities required on site shall be specified in a written contract.
4.13.3 (MOD)	The company shall have a pest control system in place. Pest control inspections and resulting actions shall be documented. Implementation of actions shall be monitored and recorded.
4.14	**Receipt of goods and storage**
4.14.1	All incoming goods, including packaging materials and labels, shall be checked for conformity against specifications and to a determined inspection plan. The inspection plan shall be risk based. Test results shall be documented.
4.14.6	Where a company hires a third-party storage service provider, the service provider shall be subject to IFS Logistics requirements. If the third party service provider is not certified to IFS Logistics, all relevant requirements equivalent to the company's own warehousing practices shall be fulfilled and this shall be clearly defined in the respective contract.
4.15	**Transport**
4.15.7	Where a company hires a third-party transport service provider, all the requirements specified within section 4.15 shall be clearly defined in the respective contract or the service provider shall be subject to IFS Logistics requirements.
4.16	**Maintenance and repair**
4.16.2 (MOD)	An adequate system of maintenance shall be in place and maintained. Records of maintenance and repair work and of corrective actions taken shall be kept.
4.16.6	Where a company hires a third-party maintenance and repair service provider, all the company specified requirements regarding material and equipment shall be clearly defined, documented and maintained.
4.18	**Traceability (including GMOs and allergens)**
4.18.1 **KO** **(MOD)**	**KO N° 7: A traceability system shall be in place which enables the identification of product lots and their relation to batches of raw materials, packaging in direct contact with food, packaging intended or expected to be in direct contact with food. The traceability system shall incorporate all relevant receiving processing and distribution records. Traceability shall be ensured and documented until delivery to the customer.** **The timeframe for producing traceability records for review shall be compliant with customer's requirements.**
4.21	**Food Fraud**
4.21.3	In the event of increased risk, food fraud vulnerability assessment shall be reviewed. Otherwise all vulnerability assessments shall be reviewed at least annually. Control and monitoring requirements of the food fraud mitigation plan shall be reviewed and amended when applicable
5.	**Measurements, Analysis, Improvements**
5.1	**Internal audits**
5.1.1 **KO**	**KO N° 8: Effective internal audits shall be conducted according to a defined agreed audit program and shall cover at least all requirements of the IFS Standard. Scope and frequency of internal audits shall be determined by hazard analysis and assessment of associated risks. This is also applicable for off site storage locations owned or rented by the company.**

5.1.4 (MOD)	Audit results shall be communicated to the senior management and to responsible persons of concerned department. Necessary corrective actions and a schedule for implementation shall be determined and documented and communicated to every relevant person. It shall be documented how and when the corrective actions resulting from the internal audits shall be verified.
5.2	**Site factory inspections**
5.2.1	Factory inspections shall be planned and carried out (e.g. product control, hygiene, foreign material hazards, personnel hygiene and housekeeping). The frequency of inspections in every area (including outdoor areas) and every single activity shall be based on hazard analysis and assessment of associated risks and on the history of previous experience.
5.3	**Process validation and control**
5.3.2	In circumstances where the control of process and working environment parameters (temperature, time, pressure, chemical properties etc.) is essential to ensure the product requirements, such parameters shall be monitored and recorded continuously and/ or at appropriate intervals.
5.4	**Calibration, adjustment and checking of measuring and monitoring devices**
5.4.2	All measuring devices shall be checked, adjusted and calibrated, under a monitoring system, at specified intervals and in accordance with defined recognised standard/ methods. The results of the checks, adjustments and calibrations shall be documented. Where necessary, corrective actions on devices and, if necessary, on process and products shall be carried out.
5.5	**Quantity checking (quantity control / filling quantities)**
5.5.1	The frequency and methodology of quantity checking shall be determined so that the legal requirements and customer specifications, or if appropriate, guidelines for nominal quantity are met.
5.6	**Product analysis**
5.6.1 (MOD)	There shall be procedures ensuring that all specified product requirements are met, including legal requirements and specifications. A test plan shall be drawn up for internal and external analysis, based on hazard analysis and assessment of associated risks, which covers raw materials, semi-processed and finished products as well as processing equipments and packaging materials, and where necessary environmental tests. The test results shall be documented.
5.6.2	Analyses, which are relevant for food safety, shall preferably be performed by laboratories having appropriate accredited programs/ methods (ISO 17025). If the analyses are performed by a factory internal or a laboratory not having appropriate accredited programs/ methods, the results shall be verified on a regular basis by laboratories accredited on these programs/ methods (ISO 17025).
5.6.5	Results of analysis shall be evaluated promptly. Appropriate corrective measures shall be introduced for any unsatisfactory results. The analytical results shall be reviewed regularly in order to identify trends. Trends indicating potential unsatisfactory results shall be taken into consideration.
5.6.8	Based on any internal or external information on product risks which may have an impact on food safety, the company shall update its control plan and/ or take any appropriate measure to control impact on finished products.
5.8	**Management of complaints from authorities and customers**
5.8.1 (MOD)	A system shall be in place for the management of product complaints. All complaints shall be assessed by competent staff. Where it is justified appropriate actions shall be taken immediately, if necessary. They shall be analysed with a view to implementing preventive actions which avoid the recurrence of the non-conformity.
5.8.4	The results of complaint data analysis shall be made available to the relevant responsible persons and to the senior management.

5.9	**Management of incidents, product withdrawal, product recall**
5.9.1	A documented procedure shall be defined for management of incidents and of potential emergency situations that impact food safety, legality and quality. This procedure shall be implemented and maintained. This includes as a minimum: the nomination and training of a crisis team, an alert contact list, sources of legal advice (if necessary), contacts availability, customer information, and a communication plan, including information to consumers.
5.9.2 **(MOD)**	**KO N° 9: There shall be an effective procedure for the withdrawal and recall of all products, which ensures that involved customers are informed, as soon as possible. This procedure shall include a clear assignment of responsibilities.** **A person of the company, who has the authority to initiate the incident management process, shall be permanently available.**
5.10	**Management of non-conformities and non conforming products**
5.10.1	A procedure shall exist for the management of all non-conforming raw materials, semi-finished and finished products, processing equipment and packaging materials. Where non-conformities are present, immediate corrections shall be taken to ensure that product requirements are complied with.
5.11	**Corrective actions**
5.11.2 **KO** **(MOD)**	**KO N° 10: Corrective actions shall be clearly formulated, documented and undertaken, as soon as possible to avoid further occurrence of non-conformity. The responsibilities and the timescales for corrective action shall be clearly defined. The documentation shall be securely stored, and easily accessible.** **The performance of the implemented corrective actions shall be documented and the effectiveness shall be checked.**