QUALITY MANUAL

QUALITY MANUAL FOR THE CONTROL AND CERTIFICATION OF ORGANIC PRODUCTS & INTEGRATED FARM PRODUCTS

(According to the requirements of the ELOT EN 17065:2012 Standard, the provisions of the Regulations (EU) 848/2018 and the National Legislation and the Private Standard «Q Check Organic Standard», GLOBAG.A.P. Integrated Farm Assurance, IFS Food and USDA National Organic Program (NOP).)

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I. Subject

This Quality Manual describes in detail the policies, commitments and procedures undertaken or implemented by the Control Body (CB) in the context of Organic Product Control and Certification activity within the meaning of Regulations (EC) 848/2018, National Legislation and requirements of ELOT EN ISO 17065: 2012. Certification of organic farming products is a means of ensuring that the products comply with all the requirements of the aforementioned European Regulations and National Legislation.

The Quality Manual as well as the Quality Management System for the certification of products implemented by the CB also cover the implementation of the private Q-Check Organic Standard. This Standard was developed by the CB for the control and certification of organic products in third countries. Organic Standard is equivalent to Regulations (EU) 834/2007 and 889/2008 and developed on the basis of the provisions of Article 33 (3) of Reg. (EU) 834/2007.

The present Quality Manual is also applicable to the GLOBALG.A.P. IFA Certification Scheme in compliance with the minimum requirements set out in its latest version.

The present Quality Manual is also applicable to USDA National Organic Program (NOP) in compliance with its requirements set out in the latest version of NOP -USDA Regulation.

The present Quality Manual is also applicable to the IFS Food Certification Scheme in compliance with the minimum requirements set out in its latest version.

II. Quality Policy

The quality policy of Q-check Certification Body is its operation and the provision of reliable, independent, impartial, high-quality, accredited organic certification and certification services for businesses and producers to undoubtedly document compliance of products. , with Regulations (EC) 848/2018, Regulation (EU) 1235/2008 and their amendments and the applicable National Legislation laying down additional measures for the implementation of the above Regulations as well as the Q Check Organic Standard, GLOBALG.A.P. Integrated Farm Assurance Standards, IFS and USDA National Organic Program (NOP). The above reliability is ensured by the continuous observance of the European Regulations and the existing National Legislation as well as the compliance with the accreditation criteria and requirements set in the International Standard ELOT EN ISO 17065: 2012 "requirements for product, process and service certification bodies" as interpreted in the respective Guidelines of the European Accreditation Cooperation and other relevant bodies, as well as compliance with such requirements and other regulatory documents a set up by the National Accreditation System (ESYD) SA, as above all are in force.

Q-check Certification Body's management is committed to identifying the conditions that will be needed to remain competitive to market conditions without any reduction in the relevant certification criteria, as well as to ensure full compliance with the above requirements, as applicable each time, and take any necessary measures for the effective and continuous implementation of this stated policy, the continuous improvement of the certification services provided and the achievement of the established quality objectives.

This commitment includes staffing the CB with sufficient staff with proven formal and substantive qualifications to perform all the processes required for the proper and effective operation of the Quality System and the Operating Control and Certification System, the use of the validation system equipment and installations, documentation of the applicable Quality System with a set of specific documents, forms and records to ensure that it is known and maintained at all levels of the CB's operation and ensuring the continuous flow of the necessary financial resources to achieve a feasible objective of providing high quality and reliable services in an independent and impartial manner. Where appropriate, the designated Lead Auditor shall be responsible for the proper and technically adequate conduct of the compliance assessment inspection with respect to the rights of the client and with a view to protecting his or her personal and other data, treating all as fair or just, without prejudice or additional requirements.

The Q-check Certification Body recognizes as a key factor for its successful operation, the achievement of a high degree of confidence from all interested parties and the market, in the verification and certification work provided whilst minimizing potential disputes of any origin. The CB considers the relevant operating parameters as highly significant and fully adopts the principles of independence, impartiality, integrity, confidentiality and equity in the treatment of customers, free from influence, discrimination and unreasonable or excessive requirements, high sense of professional responsibility. For this purpose, it identifies and assesses on a continuous basis the potential for phenomena which are in practice jeopardizing the establishment of the above principles and which pose a serious risk of circumventing them. Based on the above risk assessment and additionally examining each and every case of a certification project individually, Q-check Certification Body is constantly vigilant in taking all necessary measures that are considered appropriate to maintain this policy. Among other:

- It establishes the functioning of the Independent Impartiality and Equity Council, which is a leading body for the oversight and control of the proper and reliable functioning of the Certification Body, and which ensures that as many as possible interested parties and interests are represented, without overpowering any particular one of them.
- It applies the procedures necessary to ensure the independence of shareholders, partners, management, staff and associates from any commercial, financial or other pressure that could affect their decisions.
- It applies the procedures necessary to ensure impartiality and objectivity in its operation.

- It accepts as equal all Organic Control and Certification Organizations legally active in Greece, in the other Member States of the European Union such as Third-country CBs deemed equivalent within the meaning of Regulation (EU) 1235/2008 and USDA National Organic Program (NOP) Regulation.
- It does not supply or design products of the type it certifies.
- It does not provide advice or counseling services to certification applicants.
- It does not supply any other products or services that may compromise the confidentiality, objectivity or impartiality of its audit and certification processes and its decisions.
- It applies the procedures necessary to investigate, settle and resolve, in a satisfactory and valid manner, any forms of complaints, disputes or disputes expressed by its clients or by anyone with a legitimate interest in its operation and decisions.
- undertakes that inspections are carried out without prejudice to the application of horizontal regulations and legislation relating to the food industry.

The CB is committed to regularly reviewing and improving the quality System it operates, in terms of the efficiency and adequacy of the services provided to its customers or any other stakeholders.

The Administrator and General Manager of the Certification Body,

SPIRIDON MIGKOS

III. The Quality Manual

This Quality Manual has been developed to meet the above Quality Policy commitments.

The Quality Manual contains the essential elements of the Q-check Certification Body Operation and Quality Management System, clearly describing the Quality Policy and how it is implemented, in each individual activity of the CB, with the objective of implementing it, the continued compliance with European Regulations, USDA National Organic Program (NOP) Regulations, National Legislation, Criteria and other requirements of the National Accreditation System in particular and accreditation in general.

The Quality Manual is a binding, mandatory text for all Certification Body human resources regardless of the type and type of cooperation whose work can in any way affect the quality and integrity of the Services provided by the Certification Body.

The distribution and modification of this Manual is the responsibility of the Quality Manager to always comply with any changes to the requirements of all relevant Regulations, Ministerial Decisions, Standards, Criteria and any other standard and regulatory documents.

This Manual is the property of Q-check Certification Body and its use is permitted only to natural or legal persons and entities expressly listed in the respective List of Recipients herein.

IV. Application Field

The CB shall provide organic product inspection and certification services for the following product categories and activities as provided for in Regulation (EC) 848/2018:

- Business control for activity at any stage of production, production and distribution of organic products, excluding mass dining areas
- Live or unprocessed agricultural products
- Processed agricultural products for use as foodstuffs, including yeast
- Feed, feedstuffs and compound feeds including yeast
- Raw Vegetable Propagating Material, Seeds and Potatoes for Planting

The CB shall provide organic product inspection and certification services for the following product categories and activities as provided for in USDA NATIONAL ORGANIC PROGRAM (NOP) Regulations: **SUBPART B - APPLICABILITY**

The CB also provides organic product inspection and certification services in Third Countries for the following product categories and activities as provided by the Q Check Organic Standard:

- Business control for activity at any stage of production, production and distribution of organic products, excluding mass dining areas.
- Category A: Unprocessed plants and plant products, including seeds and other plant reproductive material

- Category B: Livestock and uprocessed livestock products,
- Category C: Algae and uprocessed aquaculture products,
- Category D: Processed agricultural products intended for use as foodstuffs.

Q_CHECK offers GLOBALG.A.P. IFA Certification Services for the following scopes and sub-scopes:

- CROPS: Fruits & Vegetables

The CB also provides organic product inspection and certification services in Third Countries for the following product categories and activities as provided by the Q Check Organic Standard I: **SUBPART B - APPLICABILITY**

Q_CHECK offers IFS Certification Services

V. Quality System Procedures

How the Quality System operates is described in detail in the following eighteen (18) Procedures (the control code of the document concerned is indicated to the right of the title of each procedure):

- **Document Control** (Q.bio.P01)
- **Quality Records** Q.bio.P02)
- **Complaints and Appeals** (Q.bio.P03)
- **Internal Audits** (Q.bio.P04)
- **Non-Compliance - Corrective and Preventive Actions** (Q.bio.P05)
- **Management Review** (Q.bio.P06)
- **Impartiality and Confidentiality** (Q.bio.P07)
- **Human Resource Management** (Q.bio.P08)
- **Changes to Certification Requirements** (Q.bio.P09)
- **Testing Laboratories** (Q.bio.P10)
- **Business Integration** (Q.bio.P11)
- **End of Cooperation** (Q.bio.P12)
- **Inspection Assignment** (Q.bio.P13)
- **Inspection Conduct** (Q.bio.P14)
- **Sampling, Sample Handling and Testing** (Q.bio.P15)
- **Initial Inspection Documentation Review** (Q.bio.P16)
- **Supervision of Controlled Enterprises** (Q.bio.P17)
- **Sanction System** (Q.bio.P18)

2. CHAPTER 1: ORGANIZATION AND MANAGEMENT.

2.1. Q-Check company

Q-check P.C. company with the distinctive title «Q-Check» Management Systems Certification Body, hereinafter referred to as 'CB', was established in 2007 as a Certification Body based in the Municipality of Larissa, 9-17, Erithrou Stavrou str., with VAT ID: 998614737. It operates in the legal form of a limited partnership and it is legally bound by the Administrator and basic shareholder Mr. Spyridon Migko. The company maintains a website at www.qcheck-cert.gr

The Q-check Certification Body under its current Articles of Association, shareholders (partners) may become natural or legal persons of any form engaged in industrial, craft or other business activity. It is a legal entity under private law that does not have subsidiaries, does not participate in other companies in any way and is not affiliated with any other parent.

The management is implemented by the Company's Administrator and General Manager.

The CBs financial resources are all kinds of investment programs, grants, bequests and any income from any of its business activities and management of its assets.

The CB has been operating in Greece since 2007 as a representative of WCS Ltd which is a Certification Body accredited by the National British Accreditation Body, UKAS.

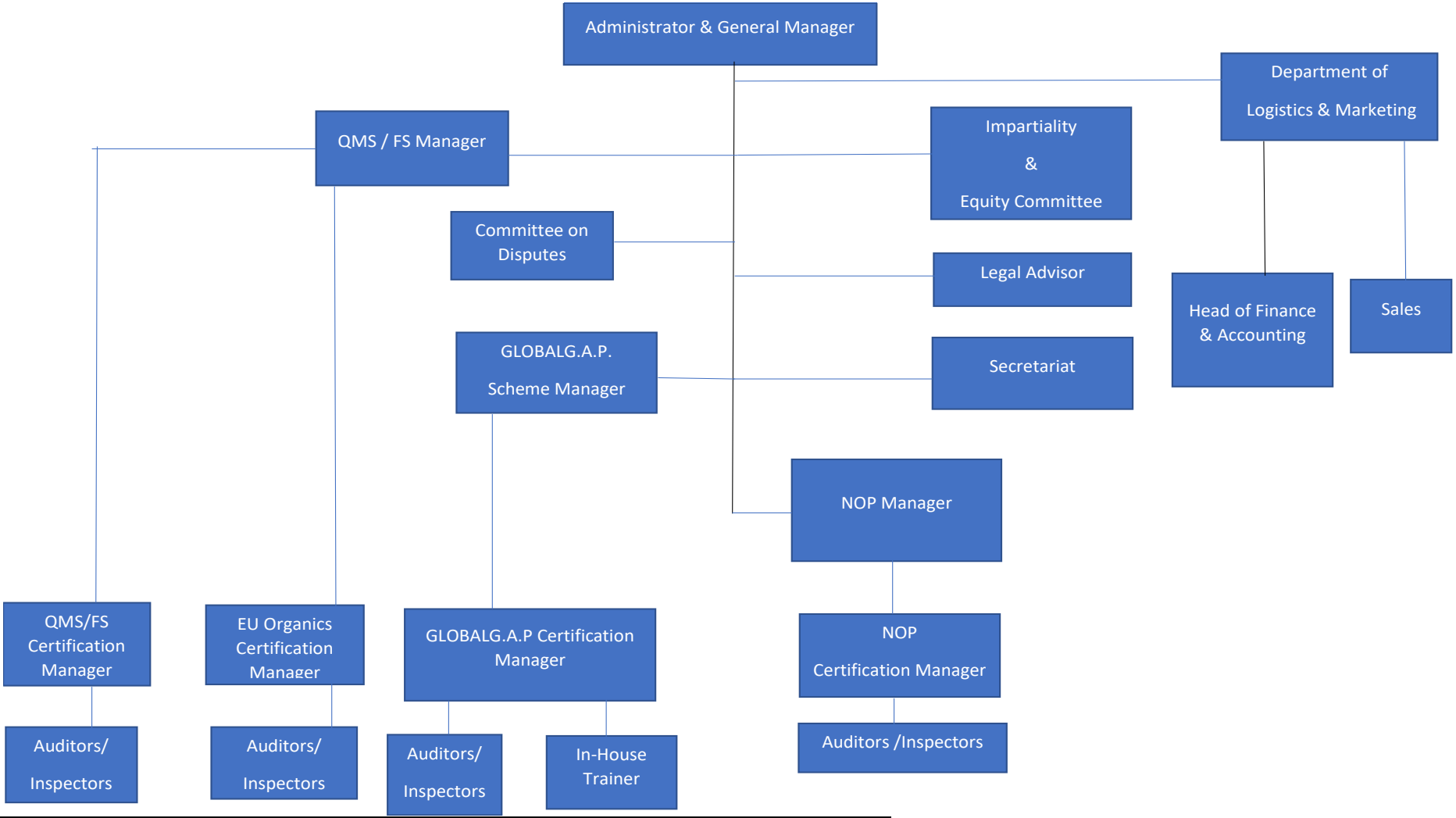
Since 2011, the CB has been certified according to ELOT EN ISO 17021, for the operation of Certification Systems according to the requirements of ELOT EN ISO 9001 and 22000 , FSSC 22000 according to the National Accreditation Certificate No. 725 Accreditation System (ESYD).

2.2. Objectives of the CB

In the context of the CB's activity in the Control and Certification of Organic Products, the following objectives are served:

- The control and certification of organic products, in accordance with Community and national law, as well as other National, International or legally regulated and recognized private standards.
- The establishment of more specific requirements and specifications for the certification of each product in order to optimize the quality management system of control and certification.
- The promoting and assisting research and development in the field of organic production.
- The information of the consumers about issues related to organic products and the promotion of the principles and philosophy of organic farming in general to all interested parties.

2.3. Organization Chart



2.4 Responsibilities and Qualifications

2.4.1 Administrator and General Manager

Responsibilities:

The Administrator and General Manager is responsible for:

- supervising and directing the CB's operation
- defining the CB's Quality Policy and ensuring its continued implementation.
- ensuring the availability of the resources required to fulfill the requirements of the Quality System and promoting the Quality Policy and the objectives of the company.
- deciding on the pricing of the services provided and drawing up the relevant pricelist.
- Planning and coordinating the Management Review meeting.
- reviewing periodically, regularly and extraordinarilyy the Quality System and the entity's control and certification processes.
- setting the timetable for implementation of any modifications to the Quality System of the body affecting the certification processes.
- Reviewing appeals lodged and forwarded to the CB's Disputes Committee.
- Chairing the CB's Disputes Committee to examine appeals against certification decisions and to inform the Impartiality and Equity Committee accordingly.
- Renewing complaints and informing the Impartiality and Equity Committee accordingly.
- developing the internal audit program.
- approving the corrective actions required to resolve non-compliance arising from the CB's operation and overseeing their implementation.
- approving the preventive actions proposed for the continuous improvement of the CB's Quality System and overseeing their implementation.
- approving the risk assessment of loss of impartiality in order to maintain impartiality and independence in the assessment and decision-making of the CB.
- Evaluating and selecting the members of the Impartiality and Equity Committee as well as the Experts.
- reviewing, approving and releasing new documents and signing all the original documents of the Quality System documentation.
- Committing with the signature of the CB.

- representing the CB in communication with the ESYD and the Competent Authorities as well as in all kinds of events and structures, namely Conferences, Seminars, Meetings, Committees, Working Groups, e.t.c.
- specifying the access and time keeping of the Quality System files.
- evaluating the CB's Managers, the Legal Adviser, the Impartiality and Equity Committee, the Experts and the Subcontractors.
- evaluating the administrative staff and approving the results of the evaluation of other staff.
- evaluating and approving staff recruitment.
- developing the staff training program while being responsible for the training of administrative staff.
- evaluating and approving internal auditors, drafting the internal audit program and reviewing the results of inspections.
- participating and chairing the Committee on Disputes.
- establishing committees and working groups where it is considered appropriate to benefit the CB and Quality System.
- Evaluating and deciding for the complaints of the Control Contracts.
- Composing the Control Contracts with the controlled Companies.
- Composing the Billing Form for each company that is part of the Control System, keeping the List of Certification Applications.

2.4.2Certification Manager

Hierarchy:

It refers to the Administrator and the General.

Responsibilities:

The Certification Manager is responsible for:

- Evaluating the staff of the Certification Department.
- participating in the training of the personnel training program and is responsible for the training of inspectors.
- on site evaluating the inspectors.
- Participating in the Committee of Disputes
- Participating in the Management Review
- Ensuring that a copy of the Company's file (dossier) is sent and communicates the process to the Competent Authorities should it be transferred to another CB.
- establishing the inspection and sampling program of the controlled companies by the CB.

- Assigning inspections to the Inspectors of the CB, issuing Inspection Assignments and Disclosures of Inspection Data and resolving any differences arising from the application of the procedure.
- overseeing the proper conduct of inspections based on the relevant planning of the CB.
- reviewing the Certification Application submitted to the CB by the Company.
- Keeping the List of the Applications.
- reviewing the evaluated documentation for each entity controlled by the CB and decides on the issue, maintenance, suspension and revocation of the certification documents.
- imposing sanctions on non-compliant companies.
- informing the audited companies of the decisions regarding the certification of their products.
- Issuing all certification documents.
- handling samples received by the CB from its inspectors until their final destruction.
- evaluating the results of laboratory analyzes.
- communicating the results of the evaluated laboratory analyzes to the companies concerned.
- Updating the Company File on a regular basis.
- maintaining and being responsible for all printed and electronic records related to the companies controlled by the CB.
- informing the Competent Authorities when sanctions are imposed on the controlled companies.
- recording any non-compliance and opportunities for improvement with respect to the CB's Quality System, which is noted in the performance during the Certificate Manager's work performance.

Required Qualifications:

- Bachelor of Agriculture or Technology of Agriculture, domestic or foreign (postgraduate and doctoral degrees are considered).
- Two years of administrative experience.
- Three years of professional experience in the field of agriculture and at least two years experience in organic product inspection and certification and onsite inspections.
- Knowledge related to the EU Legislation and other Standards for the Production of Organic Products.
- Administrative and communication skills.
- Shall be fluent in English (taking into account more foreign languages).
- Excellent computer operating knowledge.

2.4.3 Quality Manager

Hierarchy:

It refers to the Administrator and General Manager.

Responsibilities:

The Quality Manager is responsible for:

- checking before issuing the Quality System documents, if they meet the requirements of the Standards applied by the CB.
- informing the Administrator and General Manager before issuing any Quality System Documents.
- coding the final version of the CB's Quality System documents.
- issuing the quality system documents and monitoring their controlled circulation.
- monitoring the use of the existing quality system documents.
- completing and maintaining the relevant Registries of the CB.
- updating the CB's Quality System records directory.
- monitoring the quality of the records of the CB's Quality System.
- Participating in the Management Review and recording any corrective and / or preventive actions.
- performing internal quality assurance system audits on an annual basis or even unexpectedly.
- proposing corrective or preventive actions, their implementation schedule and those responsible for implementation when non-compliance or opportunities for improvement in the CB's Quality System are observed.
- Verifying the implementation and effectiveness of Corrective or Preventive Actions approved by the Administrator.
- performing Risk Analysis Assessment of the loss of impartiality and equity and informs the Administrator accordingly.
- participating in the training of the staff training program and being responsible for the training of the staff of the department.
- evaluating the staff of the Quality Management department.
- Regularly monitoring for new amendments and / or versions of Regulations, Ministerial Decisions and Standards that directly and / or indirectly affect the functioning of the Quality System of the CB. He / She also informs the General Manager & Administrator accordingly and ensures the immediate modification of the Quality System as well as informs all involved.
- recording any non-compliances and opportunities for improvement in relation to the CB's Quality System and the verification and certification processes which are noted during the performance of the Quality Manager's work**.**

Required qualifications:

- Degree in higher education abroad or abroad (postgraduate and doctoral degrees are taken into account)
- Two years of professional experience in Product and / or Service Production Standards.
- Knowledge of organic farming legislation and Quality Standards.
- Communication skills
- Shall be fluent in, at least one, foreign language.
- Excellent computer operating knowledge.

In his / her absence, he shall be replaced by the General Manager.

2.4.4 Head of Finance and Accounting.

Hierarchy:

It refers to the Administrator and General Manager.

Responsibilities:

The Head of Finance and Accounting is responsible for:

- handling the financial affairs of the CB, with the approval of the Administrator and the General Manager.
- issuing billing forms for certification applicants.
- monitoring the financial settlement of the controlled companies.
- rrecording any non-compliances and opportunities for improvement in relation to the CB's Quality System and the verification and certification processes noted in the performance of his / her work.

Required Qualifications:

- Higher Education Degree in Economics, Domestic or Foreign (postgraduate and doctoral degrees are considered).
- Two years experience in financial resources management or accounting.
- Shall be fluent in English.
- Excellent computer operating knowledge.

2.4.5 Lead Auditor

Hierarchy:

It refers to the Certification Manager

Responsibilities:

The Lead Auditor is responsible for:

- Training and evaluating the inspectors
- Undertaking inspections, compiling inspection reports and evaluating the collected documentation
- Leading the Inspection Team
- Participating in the development of the inspection program of the companies controlled by the CB
- Sending on time the collected assessed documentation to the CB and / or any samples that are received during the inspections
- Deciding on sampling if it is considered during an inspection that additional testing is required to eliminate suspected use of unauthorized preparations, in accordance with Community law
- Ensuring non-conflict of interest when undertaking an Inspection Assignment
- Recording any non-compliances and opportunities for improvement in relation to the CB's Quality System and to the verification and certification processes which are identified in the performance of the Lead auditor's work.

Required Qualifications:

- Bachelor of Agriculture or Agricultural Technology, Food Technology, Chemical Engineering, Chemistry, Veterinary, Domestic or Foreign (postgraduate and doctoral degrees related to the above specialties are considered
- Two years of professional experience relevant to the subject.
- Professional experience in QMS / Food Safety audits.
- Professional experience in the field of organic farming.
- Administrative and communication skills.
- Adult education experience (optional).
- Shall be fluent in English (other languages are considered as an additional qualification)
- Excellent computer operating knowledge.
- For Lead Auditors performing inspection activity for the implementation of the Q Check Organic Standard, the locality of the Auditor in the country of operation plays a significant role, such as the excellent use of the relevant language.

2.4.6 Auditor

Hierarchy:

It refers to the Certification Manager and to the Lead Auditor.

Responsibilities:

The Auditor is responsible for:

- Conducting inspections, compiling inspection reports, and evaluating the collected documentation.
- Participating in an Inspector Group.
- On time sending the collecting the evaluated documentation to the CB and / or any samples that are received during the inspections.
- Deciding on sampling if it is considered during an inspection that additional testing is required to eliminate suspected use of unauthorized substances, in accordance with Community law.
- Recording any non-compliances and opportunities for improvement in relation to the CB's Quality System and the verification and certification processes that are identified in the performance of the Auditor's work.
- Using the applicable Quality System documentation of the CB to carry out the tasks assigned to him/her.
- Ensuring the non-conflict of interest when undertaking an Inspection Assignment.

Required Qualifications:

- Bachelor of Agriculture or Agricultural Technology, Food Technology, Chemical Engineering, Biology, Forestry, Veterinary or Domestic Veterinary (postgraduate and doctoral degrees related to the above specialties are considered)
- One year of professional experience relevant to the subject.
- Communication Skills
- Good command of the English language (other foreign languages will be considered as additional qualification).
- Excellent computer operating knowledge.
- For Auditors performing inspection activity for the implementation of the Q Check Organic Standard, the locality of the Auditor in the country of operation plays a significant role, such as the excellent use of the relevant language.

2.4.7 Secretariat

Hierarchy:

It refers to the Administrator and General Manager, the Quality Manager and the Certification Manager.

Responsibilities:

Secretariat is responsible for:

- receiving, recording, registering and forwarding all incoming documents to the CB, to the relevant Departments.
- sending and handling the corresponding of the CB.
- handling the call center, receiving and recording clients and visitors at the CB's headquarters.
- archiving and recording the data in the respective files of the CB.
- introducing the documentation elements into the CB's IT system.
- recording any non-compliances and opportunities for improvement in relation to the CB's Quality System and the verification and certification processes, which are identified in the performance of the secretariat's work.

Required Qualifications:

- Graduate of secondary education (taking into account tertiary education, postgraduate and PhD degrees).
- Annual work experience.
- Communication Skills.
- Shall be fluent in English (Knowledge of foreign languages is required).
- Excellent computer operating knowledge.

2.4.8 Impartiality and Equity Committee.

Hierarchy:

It refers to the administrator and General Manager.

Responsibilities:

The Impartiality and Equity Committee is responsible for:

- Overseeing the operation of the Quality System, the control processes as well as the certification processes. In addition, the procedures for issuing certification documents and the correctness of the certificates issued by the CB.

Required Qualifications:

- Scientists
  - Holding a PhD or master's degree in subjects directly or indirectly related to agriculture or environmental sciences.
- Consumer representatives.
  - Consumer Representative is known for its action in the field of consumer protection. Shall not be involved in the interests of the trade in organic or conventional products.
- Producers Representatives.
  - Representative of a Group or Cooperative of Organic Farmers or Federation of Organic Farmer.
- Manufacturing/Processing Business Representatives
  - Manufacturer of organic products or Representative of a Manufacturing Trade Union.

2.4.9 Technical Experts

Hierarchy:

It refers to the Administrator and General Manager

Responsibilities:

Technical Experts are responsible for:

- contributing to the credibility and validity of the CB's decisions by providing support to technical matters related to their field of expertise.

Required Qualifications:

- Holders of PhD or Postgraduate Diplomas in specialized technical subjects that are directly or indirectly related to the subjects of the Certification Body. They can be accepted and qualified without postgraduate qualifications as long as long lasting and substantial experience in their subject area is presumed.
- Years of practical experience in specialized technical matters that are directly or indirectly related to the CB's certification objects.

2.4.10 Legal Advisor

Hierarchy:

It refers to the Administrator and General Manager.

Responsibilities:

The Legal Adviser is responsible for:

- participating in the CB's Disputes Committee for reviewing appeals against certification decisions.
- providing all kinds of legal advice to the company.

Required Qualifications:

- Bachelor's degree in law (postgraduate and PhD degrees are taken into account).
- Two years of professional experience.

2.4.11 Committee on Disputes

Hierarchy:

It refers to the Administrator and General Manager

Responsibilities:

The Committee on Disputes is responsible for:

- examining appeals against the decisions of the CB and make relevant decisions.

2.4.12 Internal Auditor

Hierarchy:

It refers to the Certification Manager, the Quality Manager and the General Manager.

Responsibilities:

The internal Auditor is responsible for:

- conducting inspections, compiling inspection reports, and evaluating the collected documentation.
- Participating in the audit Team

- timely sending the collected assessed documentation to the CB and / or any samples he/she receives during the inspections.
- recording any non-compliance and opportunities for improvement in relation to the CB's Quality System and the verification and certification processes he/she identifies in the performance of his/her work.
- Using the applicable quality system documentation of the CB to carry out the tasks he/she is assigned to.
- Ensuring the non-conflict of interest when undertaking an Inspection Assignment.

Required Qualifications:

- Bachelor of Agriculture or Agricultural Technology, Food Technology, Chemical Engineering, Biology, Forestry, Veterinary or Domestic Veterinary (postgraduate and PhD degrees related to the above specialties are considered).
- Training in the provisions of ISO 19011: 2002 (which describes the fundamental principles of carrying out management systems audits) as applicable at the time, as well as in the techniques of performing internal audits. He/she must be authorized to carry out internal inspections.
- Yearly professional experience relevant to the subject of study.
- Communication skills.
- Shall be fluent I English (oother foreign languages will be considered as an additional qualification).
- Excellent computer operating knowledge.
- For inspectors exercising audit activity for the implementation of the Q Check Organic Standard, locality in the Country of Activity and optimum use of the relevant language is desirable.

2.4.13 GLOBALG.A.P. Scheme Manager

Hierarchy:

The Q-CHECK "GLOBALG.A.P. Scheme Manager" position covers the respective requirement laid down in GLOBALG.A.P. Regulations – Rules for CBs. The Scheme Manager reports directly to the General Manager.

Responsibilities:

- The Scheme Manager shall serve as the representative of Q-CHECK before the GLOBALG.A.P. Secretariat.
- Shall be committed to assisting in any harmonization activities performed by the GLOBALG.A.P. Secretariat.

- Shall be responsible for returning to the GLOBALG.A.P. Secretariat the requested signed reception of any communication requiring written receipt.
- Shall be responsible for communication and administration of Q-check users within the GLOBALG.A.P. System.
- Shall respond to GLOBALG.A.P. operational enquiries as required in the communication. (if the GLOBALG.A.P. scheme manager is not available, a substitute shall assume these responsibilities)
- Shall discuss any requests for exceptions to the GLOBALG.A.P. requirements on behalf of Q-check.
- Shall distribute all communication received from the GLOBALG.A.P. Secretariat to all Q-check staff involved in GLOBALG.A.P. activities in all countries of operation.
- Shall attend the annual Scheme Manager (Update) meeting. This is a yearly task of Q-check as required by the GLOBALG.A.P. Secretariat. If a different scheme manager is appointed in the middle of the year, attendance of the scheme manager update meeting is not required again for that same year. If the scheme manager is on medical leave (e.g. maternity leave), Q-check may send another competent representative. If Q-check has critical locations defined by the AB, a representative of each critical location shall also attend the annual scheme manager (update) meeting. Additionaly fees apply.
- Shall witness all GLOBALG.A.P. inspectors/auditors for GLOBALG.A.P. Certification Scheme at least once every 4 years to verify their competence. The Scheme Manager may appoint this particular task to an external person that qualifies for the assessment.
- The Scheme Manager may be the same person as the in-house trainer.
- Shall be responsible for reporting on the performance of the quality system of the CB for the purposes of management review and subsequent system improvement of the CB.
- If Q-check appoints a new scheme manager, this shall be communicated within 24hours to the GLOBALG.A.P. Secretariat.

Required Qualifications:

- Shall be fluent in English.
- Shall at least qualify as a GLOBALG.A.P. CB farm auditor for one of the scopes.
- Shall be available in-house; i.e., not hired occasionally by Q-check, and shall be part of the operational and/or management decision-making process of Q-check.

2.4.14 GLOBALG.A.P. In-House Trainer

Hierarchy:

The Q-CHECK "GLOBALG.A.P. In-House Trainer" position covers the respective requirement laid down in GLOBALG.A.P. Regulations- Rules for CB's. The In-House Trainer reports to the GLOBALG.A.P. Scheme Manager and the General Manager.

Responsibilities:

- Shall be responsible for ensuring that all their registered GLOBALG.A.P. CB QMS auditors and CB farm auditors comply with the minimum requirements laid down in the GLOBALG.A.P. Regulations.
- Shall be responsible for training all the respective GLOBALG.A.P. CB QMS auditors and CB farm auditors (based on GLOBALG.A.P.) and answering their technical questions.
- Shall monitor the genuineness and the completeness of the process of passing the GLOBALG.A.P. on-line tests, by the CB QMS auditors and CB farm auditors of Q-CHECK.
- Shall verify, record and monitor the requirements set for CB QMS auditors and CB farm auditors qualification including requirements for initial training and for maintenance of competency.
- Shall carry out annual internal refreshing/update training to CB QMS auditors and CB farm auditors .
- Shall attend periodical technical update meetings, as announced by the GLOBALG.A.P. Secretariat.
- Shall follow formal communications by the GLOBALG.A.P. Secretariat, especially the technical news, and have the responsibility to update CB auditors regarding this information.

Required Qualifications:

- Shall be fluent in English.
- Shall at least qualify as a GLOBALG.A.P. CB farm auditors qualification requirements for the respective scopes . if Q-check has clients with QMS, one of the IHTs shall comply with CB QMS auditor qualifications.
- Shall be available in-house; i.e. not hired occasionally by Q-check. This person may be the same person as the Scheme Manager and Q-check may have more than one in-house trainer covering different standards or scopes.
- Shall need to have passed the CB in-house trainer training and exam for the relevant scope and version. Failing any part of the exam twice will require reattending a GLOBALG.A.P. CB IHT training and successfully passing the exam. Failing the exam a third time leads to blocking of IHT candidate and a new IHT shall be named and trained.
- Shall complete the required trainings within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course.

2.4.15 GLOBALG.A.P. CB farm auditor

Hierarchy:

The Q-CHECK "GLOBALG.A.P. CB farm auditor" position covers the respective requirement laid down in GLOBALG.A.P. Regulations for CB's. The farm auditor reports to the GLOBALG.A.P. Scheme Manager and the In-House Trainer. farm auditors may conduct an audit to a scope (plants, aquaculture or livestock) at the farm level once Q-check has verified evidence of their qualifications and experience for each scope.

Responsibilities:

- Shall be responsible for inspecting the registered producers according to the requirements laid down in Q-CHECK Procedures and Control System.
- Shall be responsible for carrying out the inspection of farms (either a producer, a production site of a multisite company or a producer member of a producer group) to assess compliance with the GLOBALG.A.P. Standard. This may include shadow inspection of the internal inspectors of producer groups or Option 1 multisites with QMS.
- Shall be responsible to produce timely and accurate reports on such inspections in accordance with ISO 17065 and GLOBALG.A.P. timelines and system requirements.
- Shall be responsible to maintain up-to-date files of all quality policies, procedures, work instructions and documentation issued by Q-CHECK.
- Shall be responsible to keep abreast of developments, issues and legislative changes pertaining to the scope in which inspections are carried out.
- Shall be responsible to carry out any other tasks Q-CHECK may assign, outside the scope of GLOBALG.A.P. as long as these activities do not contradict ISO 17065 principles or any stipulation set down by GLOBALG.A.P. General Regulations.
- Shall only use documents provided for, by Q-CHECK
- Shall use the GLOBALG.A.P. Checklist in its latest version to record the inspection findings
- Inspectors are not permitted to carry out any activities that may affect their independence or impartiality, and specifically are not permitted to accept bribes and to have carried out consultancy activities in the last two years for the producers they are performing inspections on.
- Inspectors shall strictly observe the producer's and Q-CHECK's procedures to maintain the confidentiality of information and records.

Required Qualifications:

- Shall be fluent in English.

- Shall complete the GLOBALG.A.P. & GFSI tests (including exams of the updates) within 3 months after their release provided, they are available in the inspector's working language.
- Shall have at least a post high school (post-secondary education) diploma or equivalent (minimum course duration of 2 years) in a discipline related to the scope of certification (plants) and a minimum of 2 years' experience in the respective scope gained after finishing post high school studies, and a total of three years experience in the aagricultural industry/ business.
- Alternatively to the basic requirements mentioned above, the farm auditor shall have a post high school (post-secondary education) diploma with a minimum duration of 2 years in a food related discipline and a minimum of 4 years industry experience either in a practical capacity on farm/site or in a technical production management role in the relevant scope of certification (plants).
- Shall follow one-day practical farm auditing training setting out basic principles of inspection.
- Shall have adequate training in HACCP principles either as part of formal qualifications or through the successful completion of a formal training based on the principles of Codex Alimentarius (the formal training may be an internal training by the CB). The minimum training duration shall be 8 hours. Duration and content shall be indicated on the evidence available for this requirement (training certificate, evidence of training included in formal qualifications, etc.).
- Shall have food hygiene training either as part of formal qualifications or through the successful completion of a formal training (the formal training may be an internal training by Q-CHECK). The formal course duration shall be a minimum of 8 hours. Duration and content shall be indicated on the evidence available for this requirement (training certificate, evidence of training included in formal qualifications, etc.). The Food Hygiene training course shall cover:
    - site management,
    - water,
    - fertilizer,
    - equipment,
    - facilities and
    - product handling, and site and personal hygiene, and it shall also include practical case studies.

GlobalG.A.P. online trainings, where available; successful completion of all applicable online tests and the respective updates within 3 months after release in the CB farm auditor's language.

- <u>For plants Scope</u>: Plant protection, soil management, fertilizer and IPM training, either as part of formal qualifications, or through the successful completion of a formal course.

- The required experience shall involve work in the respective scope. Experienced gained simultaneously for more than one scope is acceptable.
- To carry out farm audits for an additional scope, proof of a formal training in production practices and scope-specific working experience (i.e.: one year working experience or 10 days witness assessments) are required.
- The formal training mentioned above can be part of the formal qualifications (degree/diploma) or can be separate trainings that was completed by the farm auditor. The farm auditor shall present proof of qualification. If it was part of the degree/ diploma, it shall be in the syllabus of the training. If it was acquired separately, there shall be a separate certificate, which shows that a course that covered these issues was completed (including an exam).
- Q-check shall put a training program in place customized to the applicant Q-check Farm auditor.
- The applicant Q-check Farm auditor shall take part as an observer in a minimum of one Q-check farm audit of an Option 1 individual producer or one Q-check farm audit of an Option 2 producer group member in the relevant scope performed by an already qualified Q-check auditor.
  if Q-check takes on (hires) a CB farm auditor who is already approved for the currently valid version of the relevant standard/scope/add-on, the rule requiring observation of "a minimum of one CB farm audit for an Option 1 individual producer or one Q-check farm audit of an Option 2 producer group member in the relevant scope" does not apply.
- Q-check shall witness the applicant CB farm auditor during a minimum of one CB farm audit or either an Option 1 individual producer or one Q-check farm audit of an Option 2 producer group member for each scope.
- For the CB's first CB farm auditor the CB's internal procedures shall apply. .
- As a minimum requirement, Q-check shall verify competence in the follow topics:
  - → .Technical knowledge in a given scope
  - → ability to identify food safety risks/food hazards
  - → ability to evaluate the HACCP system and identify/ challenge critical control points
  - → Up-to-date knowledge of plant protection products, fertilizer application, and IPM principles (for plants scope)
  - → Ability to carry out traceability checks and mass balance analyses
  - → Wherever the P&Cs refer to local legislation, knowledge of the relevant requirements
  - → Sufficient communication and behavioral skills to conduct a CB farm audit
  - → "working language" skills in the corresponding native/working language
  - → Use of ICT, as per the relevant clauses of IAF MD4, in the case of off-sites stages and/or remote CB farm audits

especially for GFS version

Q-check, in the initial training before sign -off for an CB farm auditor, shall have a program for the assessment of auditing skills. This shall include at minimum that CB farm auditors are assessed on their performance in three CB farms audits in accordance with Q-check written program and as a prerequisite to meeting applicable requirements of IFA v6 GFS. The auditing skills assessment shall include at least one CB farm witness audit and the rest may consist either of further CB farm witness audits on-site or of document review. The sign-off process can be concluded only after a successful auditing skills assessment consisting of a minimum three CB farm audits. After the initial successful CB farm witness audit but before the final sign-off, the conducted CB farm audits can be registered for the CB farm auditor in training, and the producer can be certified.

2.4.16 GLOBALG.A.P. QMS Auditor

Hierarchy:

The Q-CHECK "GLOBALG.A.P. QMS Auditor" position covers the respective requirement laid down in GLOBALG.A.P. Regulations for CB's. The QMS Auditor reports to the GLOBALG.A.P. Scheme Manager and the In-House Trainer.

Responsibilities:

- Shall be responsible for auditing the registered producer groups and/or producers with QMS according to the requirements laid down in Q-CHECK Procedures and Control System.
- Shall be responsible for auditing and the assessment of the quality management system of producer groups and Option 1 multisite where a QMS is implemented for compliance with the GLOBALG.A.P. Standard according to the QMS Checklist, available on the GLOBALG.A.P. website.
- Shall be responsible to produce timely and accurate reports on such audits in accordance with ISO 17065 requirements and GLOBALG.A.P. timelines and system requirements.
- Shall be responsible for carrying out the inspection of farms (either a producer, a production site of a multisite company or a producer member of a producer group) to assess compliance with the GLOBALG.A.P. Standard. This may include shadow inspection of the internal inspectors of producer groups or Option 1 multisites with QMS.
- Shall be responsible to produce timely and accurate reports on such inspections in accordance with ISO 17065 and GLOBALG.A.P. timelines and system requirements.

- Shall be responsible to maintain up-to-date files of all quality policies, procedures, work instructions and documentation issued by Q-CHECK.
- Shall be responsible to keep abreast of developments, issues and legislative changes pertaining to the scope in which audits are carried out.
- Shall be responsible to carry out any other tasks that Q-CHECK may assign outside the scope of GLOBALG.A.P. so long as these activities do not contradict ISO/IEC Guide 17065 principles or any stipulation set down by GLOBALG.A.P. General Regulations.
- Auditors are not permitted to take ultimate certification decisions regarding own audits or inspections they have carried out themselves.
- Auditors are not permitted to carry out any activities that may affect their independence or impartiality, and specifically are not permitted to accept bribes and to have carried out consultancy activities in the last two years for the producers they are performing inspections on.
- Auditors shall strictly observe the producer's and Q-CHECK's procedures to maintain the confidentiality of information and records.
- Shall only use documents provided for, by Q-CHECK
- Shall use the GLOBALG.A.P. QMS Checklist in its latest version to record the audit findings
- Qms auditor shall always be present and perform the closing meeting.

Required Qualifications:

- Shall be fluent in English.
- Shall have "Working language" skills in the corresponding native/working language. This shall include the locally used specialist terminology in this working language.
- Shall complete the GLOBALG.A.P. & GFSI tests (including exams of the updates) within 3 months after their release provided, they are available in the auditor's working language.
- Shall have at least a post high school (post-secondary education) diploma or equivalent (minimum course duration of 2 years) in a discipline related to the scope of certification (plants) and a minimum of 2 years' experience in the respective scope gained after finishing the respective post high school studies and overall 3 years' experience in the agricultural industry/ business.
- Alternatively, to the previous point the QMS Auditor may have a post high school (post-secondary education) diploma with a minimum duration of 2 years in a food-related discipline and a minimum of 4 years' industry experience either in a practical capacity on farm/site or in a technical production management role in the relevant scope of certification (plants)
- Shall be able to demonstrate practical auditing experience of minimum 10 days in management systems (e.g.: ISO 9000, ISO 14000, ISO 22000, OSHAS 18000, ISO 45001,

BRCGS Food, IFS Food, previous GLOBALG.A.P. Option 2 or Option 4, PHA, producer group audits of organic producers or others). This does not include witnessing or observing of audits, but includes being witnessed or observed as auditor-in-training.

- Shall be able to demonstrate successful completion of a Lead auditor training based on ISO/IEC 19011 principles that shall have a minimum duration of 37 hours, and shall be externally recognized by the industry. The certificate shall specify the training content and duration. Successful completion shall be indicated on the certificate. The Lead auditor training shall cover applicable standards on quality auditing, auditing techniques, focus of the audits (psychological aspects and communication) and reporting.It shall also include a practical case study.
- Training in HACCP principles, either as part of formal qualifications or through the successful completion of a formal training based on the principles of Codex Alimentarius (the formal training may be an internal training by the CB). The training duration shall be a minimum of 8 hours. Duration and content shall be indicated on the evidence provided for this requirement (training certificate, evidence of training included in formal qualifications, etc.).
- Shall be able to demonstrate food hygiene training, either as part of formal qualifications or through the successful completion of a formal training (the formal training may be an internal training organized by Q-CHECK). Successful completion of a Food Hygiene training with a minimum duration of 8 hours. Duration and content shall be indicated on the evidence provided for this requirement (training certificate, evidence of training included in formal qualifications, etc.). The Food Hygiene training course shall cover site management, water, fertilizer, equipment, facilities, product handling and personal hygiene, and it shall also include practical case studies.
- Both trainings (HACCP and Food Hygiene) can have been completed together in the same formal course (minimum duration 16 hours).
- GlobalG.A.P. online trainings, where available; successful completion of all applicable online tests and the respective updates within three months after release in the CB QMS auditor's language. .
- For plants scope: Plant protection, soil management, fertilizer and IPM training, either as part of formal qualifications or through the successful completion of a formal training.

For CB farm audits the experience required shall involve work in the respective scope and may have been gained simultaneously for more than one scope

- For CB farm audits, the experience required shall involve work in the respective scope. Experience gained simultaneously for more than one scope is acceptable .
- To carry out CB Farm audits for an additional scope, proof of formal training in production practices and scope – specific working experience (i.e., 1 year's working experience or 10 days' CB witness audits) are required.

- The formal training mentioned above, can be part of the formal qualifications (degree/diploma) or can be separate training that were taken by the CB QMS auditor. The CB QMS auditor shall present proof of qualification. If it was part of the degree/diploma, it shall be in the syllabus of the course. Or, if it was acquired separately, then there shall be a separate certificate, which shows that a course that covered these issues was completed (including an exam).
- Q-check shall have in place a customized program to the applicant CB QMS auditor.
- The applicant CB QMS auditor shall take part as an observer in a minimum of one CB farm audit of an Option 1 individual producer or one CB farm audit of an Option 2 producer group member in the relevant scope by an already qualified CB QMS auditor

If Q-check takes on (hires) a CB QMS auditor who is already approved for the currently valid version of the relevant standard/scope/add-on, the rule requiring observation of "a minimum of one CB farm audit of an Option 1 individual producer or one CB farm audit of an Option 2 producer group member in the relevant scope" does not apply.

- Q-check shall witness a minimum of one CB farm audit of an Option 1 individual producer or one CB farm audit of an Option 2 producer group member for each scope and one CB QMS audit by the applicant CB QMS auditor. A CB farm auditor or CB QMS auditor can witness the CB farm audit, but only a CB QMS auditor can witness the CB QMS audit.
- For the Q-check first CB QMS auditor the Q-check internal procedure shall apply.
- The CB QMS auditor shall attend a GLOBAL.G.A.P. CB QMS auditor training and pass the test for the sign-off and attend or pass the test of updates for each new standard version, if applicable.
- As a minimum requirement, Q-check shall verify competence in the following topics:
  - → Technical knowledge in a given scope
  - → Ability to identify food safety risks/food hazards
  - → Ability to evaluate HACCP system and identify/challenge critical control points
  - → Up-to-date knowledge of plant protection products, fertilizer applications, and IPM principles (for plants scope)
  - → Ability to carry out traceability checks and mass balance analyses
  - → Wherever the P&C's refer to local legislation, knowledge of the relevant requirements
  - → Sufficient communication and behavioral skills to conduct a CB farm/QMS audit
  - → Working language skills in the corresponding native/working language
  - → Use of ICT, as per the relevant clauses of IAF MD4, in the case of off-site stages and/or remote CB audits

Especially for GFS

Q-check, in the initial training before sign -off for an CB QMS auditor, shall have a program for the assessment of auditing skills. This shall include at minimum that CB QMS auditors are assessed on their performance in three CB farms audits in accordance with Q-check written program and as a prerequisite to meeting applicable requirements of IFA v6 GFS. The auditing skills assessment shall include at least one CB QMS witness audit and the rest may consist either of further CB QMS witness audits on-site or of document review. The sign-off process can be concluded only after a successful auditing skills assessment consisting of a minimum three CB QMS audits. After the initial successful CB QMS witness audit but before the final sign-off, the conducted CB QMS audits can be registered for the CB QMS auditor in training, and the producer can be certified.

2.4.17 GLOBALG.A.P. Certification Manager and request reviewer

Hierarchy:

The Q-CHECK "GLOBALG.A.P. Certification manager and request reviewer" reports to the GLOBALG.A.P. Scheme Manager and the General Manager.

Responsibilities:

The Certification Manager and request reviewer is responsible for:

- participates in the training of the personnel training program • evaluates inspectors in the field
- participates in the Committee on Disputes
- participates in Management Review
- Ensures that a copy of the Company's file (dossier) is sent and communicates the procedure to the Competent Authorities should it be transferred to another certification Body
- establishes the inspection and sampling program of the companies controlled by the procedure
- Assigns inspections to Inspectors of the CB, issues Inspection Assignments and Disclosure of Inspection Items and resolves any differences arising from the application of the procedure
- oversees the proper conduct of inspections based on the relevant planning of the procedure

- Evaluates the Certification Application submitted to the CB by the producers/ producer group
- Keep the Application List
- Review the evaluated documentation for each entity controlled by the CB and decide on the issuance, maintenance, suspension and revocation of the certification documents
- imposes sanctions on non-compliant businesses
- informs the audited companies of the decisions regarding the certification of their products
- Issues all certification documents
- Updates the Business File on an ongoing basis
- maintains and is responsible for all printed and electronic records related to the companies controlled by the CB
- informs the Competent Authorities when sanctions are imposed on the controlled undertakings
- records any non-compliance and opportunities for improvement with respect to the CB's Quality System, which it finds in the performance of its work

Necessary qualifications:

- Bachelor of Agriculture or Agricultural Technology, native or foreign (postgraduate and doctoral degrees are considered)
- Two years of administrative experience
- Three years of professional experience in the field of agriculture and at least two years of experience in product control and certification and field inspections
- Knowledge of Community Legislation and other Standards for the Production of Products
- Administrative and communication skills
- Very good knowledge of English (taking into account more foreign languages)
- Excellent computer operating knowledge

Required Qualifications:

- Shall be fluent in English.
- Shall at least qualify as a GLOBALG.A.P. Inspector for the respective sub-scopes – See "GLOBALG.A.P. CB farm auditor" at point 13 for full qualifications
- Shall be available in-house; i.e. not hired occasionally by Q-CHECK. This person may be the same person as the Scheme Manager and Q-CHECK may have more than one certification manager – technical reviewers covering different standards or sub-scopes.
- Shall need to have passed the CB training exam for the relevant sub- scope and version.

Shall complete the required trainings within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course

2.4.18. National Organic Program (NOP), Auditor Criteria.

2.4.18.1. Purpose

This document describes the qualifications, responsibilities, and selection criteria for the National Organic Program (NOP) auditors and audit teams. The audit team, including technical experts, may include internal, external, temporary, permanent, full-time, or part-time personnel.

2.4.18.2. Scope

This document applies to the audit activities conducted by, or on behalf of, the Accreditation and International Activities (AIA) Division. Related body's auditors and subcontractors identified to perform work on behalf of the AIA Division shall meet these or equivalent requirements, as appropriate.

AIA Division activities include accreditation of certifying agents to the NOP Regulations; reviews and assessments of state organic programs; review of export arrangements, and reviews and assessments of foreign governments' accreditation programs operating under recognition agreements or equivalency arrangements.

2.4.18.3 Definitions

2.4.18.3.1 NOP Auditor

A NOP employee or contracted auditor qualified to conduct audits on behalf of the National Organic Program.

2.4.18.3.2 NOP Evaluator

A NOP employee or other USDA staff qualified to conduct evaluations of NOP Auditors, Related Body Auditors, and Contracted Auditors on behalf of the National Organic Program.

2.4.18.3.3 Auditor Criteria

The NOP Auditor Criteria is based on 5 core principles: personal attributes, education, work experience, auditor training, and audit experience; these principles are further defined below.

An auditor is considered a NOP Auditor-in-Training until s/he meets the requirements outlined in sections 5.1 through 5.3, at which time s/he is qualified as a NOP Auditor.

2.4.18.3.3.1 Personal Attributes

A NOP Auditor-in-Training must:

a. Possess personal attributes important in the performance of assessing activities. These attributes are described in clause 7.2 of ISO 19011 and are included in the NOP Auditor-in-Training Performance Evaluation Worksheet, NOP 2501-1, and

b. Demonstrate the ability to effectively communicate orally and in writing.

2.4.18.3.3.2 Secondary Education

A NOP Auditor-in-Training must have a high school diploma or equivalent diploma.

2.4.18.3.3.3 Post-Secondary or Higher Education, Work Experience, or a Combination of Post-Secondary or Higher Education and Work Experience

A NOP Auditor-in-Training may qualify as a NOP Auditor-in-Training with a degree from a post-secondary or higher educational institution, as described below; with at least 5 years of related work experience, as described below; or with a combination of post-secondary or higher education and work experience.

a. Post-Secondary or Higher Education: An NOP Auditor-in-Training must hold a 4-year degree in one or more fields relating to agricultural science, production, processing, economics, business, statistics, or related agricultural field including but not limited to (1) animal, crop, food, range, or environmental science, (2) food technology, (3) horticulture, (4) entomology, (5) biology, (6) chemistry (7) quality assurance, quality control, or quality management, (8) economics, or (9) law.

b. Work Experience: A NOP Auditor-in-Training must have at least 5 years work experience in a position of progressive responsibility related to accreditation, certification, or inspection of production or handling of agricultural products.

c. Combination of Post-Secondary or Higher Education and Work Experience:

i. Combinations of successfully completed post-high school education and work experience may be used to meet total qualification requirements for the 5years of work experience.

ii. These may be computed by (1) determining the total qualifying work experience as a percentage of the 5years of work experience required; (2) determining the education as a percentage of the education required for the grade level; and (3) adding the two percentages.

iii. The total percentage must equal at least 100 percent to qualify.

NOTE: For examples of how to calculate the percentage, see the OPM's Group Coverage Qualification Standards for Administrative and Management Positions.

2.4.18.3.3.4 Knowledge and Training on Audit Criteria

A NOP Auditor-in-Training must have completed training on the following:

a. ISO 19011Section 4Principles of Auditing and Section 6 Audit Activities

b. Successfully completed a RABQSA or IRCA Certified ISO 9001 Lead Auditor Course

c. ISO/IEC17011Conformity Audit General Requirements for accreditation bodies accrediting conformity audit bodies.

d. ISO/IEC 17065–General requirements for bodies operating product certification systems

e. NOP Regulations, the NOP Program Handbook, and/or NOP Procedures, as applicable.

f. Any other training deemed appropriate.

2.4.18.3.3.5Audit Experience

A NOP Auditor-in Training must:

a. Demonstrate the ability to manage and coordinate the tasks assigned during reviews and/or assessments, and

b. Perform at the overall "Acceptable" level for 2 audit activities within a 1-year period.

c. Obtain written approval by the AIA Division Director that 4.5.1 and 4.5.2 have been satisfied and s/he is qualified as a NOP Auditor.

2.4.18.3.3.6Maintaining Auditor Qualifications

A NOP Auditor must meet the Audit Experience, Performance, and Continual Professional Development requirements to maintain his/her qualifications as a NOP Auditor.

2.4.18.3.3.7Audit Experience

A NOP Auditor must participate in at least three audit activities annually.

2.4.18.3.3.7.1 Performance

a. A NOP Auditor must perform audit activities at the "Acceptable" level
b. A NOP Auditor receiving an overall rating of "Acceptable with Conditions" or "Unacceptable" shall:

   i. Receive additional training, instruction, or complete other improvement activities to correct deficiencies for individual element(s) rated Needs Improvement and/or Unsatisfactory.
   ii. Perform 2 audit activities under the supervision of an evaluator to verify that s/he is performing the individual element(s) previously rated Needs Improvement and/or Unsatisfactory at a competent level.
   iii. If after the 2ndevaluation, the NOP Auditor continues to perform at the Needs Improvement and/or Unsatisfactory level, the AIA Division Director shall determine if additional training is needed or if the employee shall not be qualified as a NOP Auditor.

2.4.18.3.3.7.2 Continual Professional Development

a. A NOP Auditor shall fulfill continual professional development requirements by completing a combined total of 80 hours continual professional development, excluding travel and social time, during a 3-year period. This period is calculated per calendar year.

   i. This period starts when initial NOP Auditor status is achieved and ends on its third anniversary; then consecutively satisfied every 3 years thereafter.

b. The following items are examples of activities that will qualify for continual professional development:

i. Complete A Learn courses that support the improvement of personal and professional skills necessary to conduct audit activities
ii. Attend conferences, seminars or workshops related to audit activities;
iii. Teach courses or present information related to audit activities;
iv. Attend courses related to audit activities;
v. Attend meetings or courses related to assessment, certification, or inspection activities, including but not limited to meetings and training opportunities sponsored by American Society for Quality (ASQ), International Organic Inspectors Association (IOIA), International Federation of Organic Agriculture Movements (IFOAM), or other technically or professionally based organizations; or

vi. Participate on committees related to audit activities, ASQ, or other professional associations that contribute to the advancement of the quality profession which may be on a section, division, technical, national, or international level.

vii. Other activities determined and approved by the AIA Division Director to satisfy the continual professional development requirement.

2.4.18.3.4 Internal Auditor Criteria

An internal Auditor must meet the following criteria:

a. Meet section 5 criteria above;

b. Perform audit activities at the "Acceptable" level;

c. Demonstrate the ability to manage and coordinate assessments; and

d. Be independent of the activity being assessed.

2.4.18.3.5 Technical Expert Criteria

A technical expert must meet the following criteria:

a. Meet section 5.1, 5.2, and 5.3; and

b. Possess specific knowledge and/or experience as required for the task, as appropriate.

2.4.18.3.6 Selection Audit Team

The Audit Team is selected by the AIA Division Director.
In determining the size and composition of the audit team, consideration is given to the following:

a. Audit objectives, scope, criteria, and estimated duration of the assessment.
b. The overall competence of the audit team needed to achieve the objectives of the assessment.
c. Statutory, regulatory, contractual, accreditation requirements, and certification requirements, as applicable.
d. The need to ensure the independence of the audit team from the activities to be assessed and to avoid conflict of interest.
e. The ability of the audit team members to work together as well astheir ability to interact effectively with the applicant or certifying agent.
f. Physical location of the audit team members.
g. Overall cost of supplying service to the certifier.
h. The audit team members' qualifications.
i. The auditor(s) latest audit performance evaluation.
j. The audit team members of the previous 2 assessments. Every effort should be made to rotate audit team members at least once every third assessment.

k. The audit team member may not have been employed by the applicant or certifying agent within the past 2 years of the assessment.

Selected auditor(s) and/or expert(s) are notified by e-mail. The notification clearly defines the assignment given to the audit team.

Members of the audit team must inform the AIA Division Director, prior to the audit, about any existing, former, or perceived link or competitive position between themselves or their organization and the applicant or certifying agent to be assessed.

The audit team is provided with the appropriate criteria documents, previous audit reports, and the relevant documents and records of the certifier.

The applicant or certifying agent is notified of the assigned auditor(s) and/or expert(s). The applicant or certifying agent provides consent for NOP to use the assigned auditor(s) and/or expert(s).

2.4.18.3.7 Separation of Duties in Certification Decisions

Certification decisions include granting initial or continuing organic certification and issuing any adverse action notices.
The role and responsibilities of certifying agents for reviewing, inspecting and granting certification of initial applicants for certification and operations continuing certification. To prevent a conflict of interest, require a separation of the duties of the onsite inspector and the final certification decision – maker. The individual who conducted the on-site inspection cannot conduct a final review of documents or make a certification decision for the operation they inspected for 12 months after the date of that inspection.
The following roles are required to complete the certification process:

a. Reviewer of documents: reviews the application, the Organic System Plan or annual update, inspection reports, and any other related documents.
b. Inspector: Conducts the onsite inspection and audit.
c. Certification decision-maker: Makes the final decision to grant or deny certification of an operation based on a review of the documents referenced above.

Those roles are typically filled by at least three people. Two people may fill these roles, however, so long as the person who conduct the onsite inspection does not conduct the final document review or make the final certification decision.
Q-check use at least two people to complete the certification process.
The person who conducted the onsite inspection cannot conduct a final review of documents or make a certification decision for an operation he previously inspected for 12 months after that inspection.
All inspectors, document reviewers, and certification decision-makers must have sufficient expertise in organic production and handling standards and practices.

2.4.18.3.8 Records

The AIA Division Director maintains copies of NOP Auditor resumes, training records, audit assignments and Conflict of Interest and Confidentiality Agreements.

The AIA Division Director monitors Related Bodies' auditor's audit performance in accordance with NOP 2501 Auditor Performance and Evaluation.

2.4.19. IFS REQUIREMENTS FOR FOOD AUDITORS, REVIEWERS, TRAINERS AND WITNESS AUDITORS

2.4.19.1 Specific roles and functions of certification body staff

2.4.19.1.1 Requirements for IFS Food Auditors

IFS Auditors can work on an exclusive basis with only one certification body or on a non-exclusive basis for one or more certification bodies. An exclusive auditor shall have submitted all relevant information about her / his competencies to the certification body and the certification body shall have assessed and confirmed her / his competencies before the CB register him / her as a new exclusive auditor in the IFS Database.
A non-exclusive auditor is fully responsible for her / his own application as IFS Auditor and shall register him- / herself as a new non-exclusive auditor in the IFS Database. The competencies of a new non-exclusive auditor are assessed directly by IFS Auditor Management via their online CV.

2.4.19.1.1.1 Auditor approval process
In general, the auditor shall meet the requirements of chapters 7.2.2 and 7.2.3 of ISO / IEC 19011. For an exclusive auditor, the contract, which includes the requirements described under section 2.6 of IFS , shall be signed with the certification body (see ISO / IEC 17065:2012 norm) before applying for IFS Examinations. For a non-exclusive auditor, the contract with one (or more) certification bodies can be signed after the IFS Examinations. All auditors shall have signed the "General terms and licensing conditions of IFS Management GmbH for IFS Auditors" and the "Integrity Program rules for Auditors ".

2.4.19.1.1.2 General requirements for auditors when applying for IFS Examinations
Candidates applying to qualify as IFS Auditors shall meet the following minimum requirements and provide evidence with the application documents. The CV has to be submitted via the IFS Database.
a) Education
A food-related or bioscience degree (minimum a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education.
b) Work experience
A minimum of three (3) years full-time professional experience related to the food industry including the following functions: functions related to food production activities (e.g. quality assurance, food safety, R & D) in the food industry or in retail; food safety auditing and / or food safety inspection or enforcement. Experience from consultancy in relation to food production activities may be recognized as a maximum of one year towards the work experience, if it can be proven by customer contracts, invoices, orders or confirmations.
c) Qualifications
The candidate shall have:

- Taken part in a recognized lead auditor course (e.g.,IFS, IRCA) with a duration of at least 40 hours.
- Taken part in a Food hygiene and HACCP course, with a duration of at least two (2) days / 16 hours.

d) General audit experience

If candidate has audit experience: A minimum of seven (7) full food safety audits (GFSI recognized food safety certification audits and/or recognised second party audits) and/or IFS Global Markets Food Assessments (intermediate level or at least eight (8) hours assessment duration) shall have been performed by the auditor in the food processing industry during the previous five (5) years (according to the "Positive list of recognisable audit experience for IFS Food" provided to the certification bodies by IFS).

If candidate has no audit experience: In case the candidate has no own audit experience, the candidate shall participate in seven (7) audits of IFS Food or any full food safety audits (GFSI recognised food safety certification standard audit and/or recognised second party audit) and/or IFS Global Markets Food Assessments (intermediate level or at least eight (8) hours assessment duration (according to the "Positive list of recognisable audit experience for IFS Food" which is provided to the certification bodies by IFS). The candidate shall inactively participate in the first two (2) audits as a shadow observer. During audits three (3) to seven (7) the candidate shall participate actively in the audit under supervision and responsibility of an experienced lead auditor. The trainee and lead auditor shall never separate during the audits. The audit schedules for audits three (3) to seven (7) shall reflect the parts the trainee is auditing. These schedules shall be made available to the IFS offices on request

Combination of audit experience and no audit experience: A combination of own audit experience and trainee audits is possible as long as the above-mentioned requirements for the type of audits and supervision during trainee audits are complied with.

For all candidates: Audit number eight (8) and nine (9) shall be a full IFS Food Audit where active participation as a trainee under the supervision and responsibility of an IFS approved auditor is required. The audit schedules for these audits shall reflect the parts the trainee is auditing. These schedules shall be made available to the IFS Offices on request. The audits are accepted for scope extensions and can be performed in any product and technology scope. The audits shall have been carried out at different production sites, a maximum of three (3) audits at the same site are accepted.

The candidate shall have performed or observed a minimum of two (2) audits when applying for the exam. Audit eight (8) and nine (9) shall only be performed after the candidate passed general written and oral exams. The general audit experience shall be completed before the sign-off audit will be performed.

The full approval process from passing the oral exam until being activated in the IFS Database shall take no longer than two (2) years.

N° of audit/ Assessment	Tasks/Role	Possible audit/ Assessment types
1–2 Exam can be taken after audit 1 and 2	Performed audits as lead or co-auditor or participation as a trainee (no active participation)	Full food safety audits (GFSI recognised food safety certification audits and/or recognised second party audits) and/or IFS Global Markets – Food Assessment (intermediate level or at least eight (8) hours duration) shall have been performed by the auditor in the food processing industry or IFS Food Audit (only possible as a trainee)
3–7	Performed audits as lead or co-auditor or active participation as a trainee in the audits/assessments under supervision and responsibility of an experienced lead auditor	Full food safety audits (GFSI recognised food safety certification audits and/or recognised second party audits) and/or IFS Global Markets – Food Assessment (intermediate level or at least eight (8) hours duration) shall have been performed by the auditor in the food processing industry or IFS Food Audit (only possible as a trainee)
General written and oral exams need to be passed before audit 8 and 9		
8–9	Active participation as a trainee in the IFS Audits under the supervision and responsibility of an approved IFS Auditor	IFS Food Audit
10	**Auditor under observation in the sign-off audit** (see glossary)	IFS Food Audit in a company where the full audit scope matches the product and technology scopes the "auditor under observation" is applying for

e) Specific and practical knowledge per product scope and technology scope

The candidates shall have specific and practical knowledge per product and technology scope For product scopes:

- At least one (1) year professional experience in the food industry in relation to food processing activities for each applied product scope. Experience from consultancy related to food processing activities may be recognized as a maximum of six (6) months towards work experience, if it can be proven by customer contracts, invoices, orders or confirmations.

Or

- At least ten (5) audits per scope, belonging to the following categories
  - GFSI recognized food safety certification audits (of which trainee audits are also accepted if evidence of attendance is available)
  - IFS Global Markets Food assessments (Intermediate Level or at least eight (8) hours assessment duration)
  - Second party audits including food safety and quality aspects with confirmed evidence (according to the "Positive list of recognizable audit experience for IFS Food" which is which is provided to the certification bodies by IFS).

The candidate shall have participated in all steps of the audits (on-site audit and auditor's on-site decision-making processes). Audits shall have been preferably carried out at different production sites, with a maximum of two (2) audits at the same production site.

If professional work experience or audit experience individually do not fulfil the requirements to apply for a product scope, a combination of both can be accepted (e.g., six (6) months of work experience plus three (3) audits or equivalent combinations).
To get the approval for scope 7 (combined products), the auditor shall:
-Have at least one year professional experience in the scope or five (5) GFSI recognised food safety certification audits in the scope and/or second party audits including food safety and quality aspects with confirmed evidence in the scope
AND
-Be approved for a minimum of one scope from number 1 to 4
AND
-Be approved, additionally, for one scope from number 1 to 6.

To get the approval for scope 11 (pet food), the auditor shall:
-Have at least one year professional experience in the scope or five (5) GFSI recognised food safety certification audits in the scope and/or second party audits including food safety and quality aspects with confirmed evidence in the scope
AND
-Be approved for product scope 1 or 2
AND
-Have been trained on relevant specific legislation.

For technology scopes:

- At least one (1) year professional experience in the food industry in relation to food processing activities for each applied technology scope. Experience from consultancy may be recognized as a maximum of six (6) months towards work experience, if it can be proven by customer contracts, invoices, orders or confirmations.

or

- At least five (5) audits per scope, belonging to the following categories:
  - GFSI recognized food safety certification audits (of which trainee audits are also accepted if evidence of attendance is available)
  - IFS Global Markets Food assessments (intermediate level and at least eight (8) hours audit duration)
  - Second party audits including food safety and quality aspects with confirmed evidence (according to the "Positive list of recognizable audit experience for IFS Food").

The auditor shall have participated in all steps of the audits (on-site audit and auditor's on-site decision-making processes). Audits shall have been preferably carried out in different production sites with a maximum of two (2) audits at the same production site.
If professional work experience or audit experience do not fulfil the requirements to apply for a technology scope individually, a combination of both can be accepted (e.g., six (6) months of work experience plus three (3) audits or equivalent combinations).
f) Language
If auditors wish to perform audits in language(s) different to her / his mother tongue, she / he shall be able to provide evidence of fluency in this / these other language(s). and provide the following evidence to IFS Offices.
-Acceptance of language certificates comparable to the CEFR (Common European Framework of Reference for Languages) level B2 and higher

OR
-Two (2) years work experience in the food sector in the respective country
OR
-At least ten (10) audits performed in the respective language of the country (trainee audits are not accepted) that include writing reports in this language without an interpreter
OR
-For initial approval only: successful completion of the oral or general written exam in the respective language without interpreter.
g) Initial IFS In-house training (two (2) days / 16 hours)
The candidate shall have taken part in an initial IFS in-house training organized by the certification body (based on the material provided by IFS (e.g., TTT material and IFS GAP Guideline), led by an approved trainer and covering food safety, food-related legislation, assessment practices, etc.) or in an initial training organized by IFS. The initial in-house training shall not have taken place more than one year prior to the date of initial application for the IFS Examinations. The intention of this course is to prepare the candidates for the IFS Examination.
h) E-learning provided by IFS (modular approach) - IFS Training on product / process approach.
If the auditor's CV does not meet the above-mentioned requirements, IFS may reject the auditor's examination application.
For exclusive auditors, the auditor's CV shall be confirmed by a person from the certification body. Non-exclusive auditors have to confirm the correctness and completeness of the data provided in their CV themselves.
Note: IFS Offices have the possibility to withdraw an IFS Auditor approval or not to accept them for the examination if the information provided in the CV is false.

2.4.19.1.1.3 IFS Examinations process and sign-off audit
Auditors who comply with the requirements mentioned in chapters 3.1.1.2, Part 3 can then take part in the written IFS Examination, and if successful, in the oral IFS Examination.
Note: Detailed regulations for IFS Examinations ("IFS Examination Regulation" document) and international IFS Examination schedules are provided by IFS and are available on the IFS Website.
Upon successful completion of written and oral IFS Examinations and fulfillment of the required general audit experience, the auditor shall be signed off during her / his first IFS Food audit (see also glossary for sign-off audit definition).
This audit shall be:
• performed in a company where the audit scope matches the product and technology scopes the "auditor" is going to be approved for
• witnessed by an IFS Witness Auditor who is approved for all product and technology scopes of the audit.
The report of the sign-off audit shall be documented in the template provided by IFS.

Once the IFS Witness Audit Report of the successfully performed sign-off audit has been approved by IFS, the auditor will be activated as an IFS Food Auditor in the IFS Database and a personal IFS Auditor Certificate will be issued for the activated Auditor. The IFS Auditor Certificate mentions the duration of validity, the product and technology scopes the auditor is approved for and the auditor's languages.
Starting from the day of activation, the auditor is allowed to perform IFS Food Audits for the product and technology scopes she / he has been approved for by IFS Offices. The certificate

validity starts from the date of activation in the IFS Database and is based on the date the oral IFS Examination is successfully passed. The validity stops at the end of the second calendar year, irrespective of the date of activation as an IFS Auditor.
Example: If an auditor passes the oral IFS Examination on 20. 10. 2022, the auditor certificate will be valid until 31. 12. 2024.

2.4.19.1.1.4 Conversion option for auditors approved for other GFSI recognised food safety post-farm processing certification standards, accredited to ISO/IEC 17065:2012 norm, to become approved for IFS Food Standard

The candidate shall:
• Be approved for at least two (2) years for the referenced GFSI recognised food safety post-farm processing certification standard accredited to ISO/IEC 17065:2012 norm
• Take part in a two (2) day IFS In-house Training
• Take part in the IFS e-Learning on the product and process approach
• Pass the oral IFS Examination (and written examination(s) for IFS Technology Scope(s) approval)
• Perform a sign-off witness audit.
Product and technology scopes will be accepted based on work and audit experience.

2.4.19.1.1.5 Maintenance of auditor's approval
The auditor's approval shall be reassessed before the end of validity of her / his auditor's certificate.
To maintain her / his approval, the exclusive auditor shall fulfil the following requirements:

- Every year: to have taken part in a two (2) day / 16 hours in-house training by the certification body. This is applicable from the year the oral examination is passed.
- Every year: to have performed a minimum of five (5) IFS Food audits as a lead or co-auditor. This is applicable from the first full year following the approval as an IFS Food Auditor.
- Every two (2) calendar years: to have attended and successfully completed a two (2) day IFS Calibration Training, organised by IFS. Subsequent to passing the initial IFS Examinations, the first mandatory IFS Calibration Training shall be completed in the second calendar year following the date when the oral IFS Examination was passed.
- Every two (2) years: to be assessed by the certification body during a full IFS Food audit (on-site monitoring witness audit), in order to evaluate her / his competencies. This audit can be performed at any time during the second calendar year following the year when the last witness audit took place. This can be replaced every second time (every four (4) years), by a full on-site witness audit performed during another GFSI recognized food safety post-farm processing certification standard audit accredited to ISO / IEC 17065:2012 norm. The witness auditor shall not be part of the audit (as a team member). For the on-site witness audit performed during an IFS Food audit, the witness auditor shall be an approved IFS Food Auditor and shall fulfil the requirements to act as an IFS Witness Auditor. The certification body shall specify the name of the witness auditor in the IFS audit report. A comprehensive witness audit repost using the IFS Witness Report Template shall be available to demonstrate the outcome of the witness audit.

A non-exclusive auditor is responsible for maintaining her / his own IFS approval.
To maintain her / his approval, the non-exclusive auditor shall fulfil almost the same requirements as for exclusive auditors, with the following variants (in bold):

- Every year: to have taken part in a two (2) day / 16 hour in-house training with each certification body the non-exclusive auditor is linked to in the IFS Database.
- Every year: to have performed a minimum of five (5) IFS Food Assessments as a lead or co-auditor. This is applicable from the first full year following approval as an IFS Food Auditor.
- Every two (2) years: to be assessed by each certification body during a full IFS Food Assessment (on-site witness audit).

Note 1: The monitoring witness audits should, over time, reflect the scopes an auditor is approved for.
Note 2: If the witness audit is performed during another GFSI recognized food safety certification standard, the witness auditor shall witness the auditor during the full calculated audit duration.
Note 2: Successfully completed witness assessments from accreditation bodies or witness audits from the IFS Integrity Program during IFS Food Assessments can replace the witness audits from the certification body. Apart from this before mentioned rule, the rules for witness auditor and reporting format for the respective standard apply.
Note 3: Successfully completed witness assessments from accreditation bodies or witness audits from the IFS Integrity Program during IFS Food Audits can replace the witness audits from the certification body.
Note 4: For an audit team, the lead auditor can only be witnessed if the audit team did not split during the audit.

All results of the monitoring process of approved IFS Auditors, as well as internal and external trainings, shall be assessed by the certification body, according to ISO/IEC 17065:2012 norm.
Evidence of the above-mentioned requirements shall be uploaded in the IFS Database, where required by IFS, before the end of the validity of the auditor's certificate.
Note: In case of any extraordinary situation, (e.g., emerging market), where the regular rules cannot be complied with, it is mandatory to contact the IFS Auditor Management for a case by case decision.

IFS manages auditor re-approval every two (2) years:
• If all requirements are fulfilled, IFS re-issues a new auditor certificate which is valid for two (2) more years.
• If not all of them are fulfilled, the auditor´s certificate will not be maintained. The auditor shall successfully participate in the initial oral IFS Examination and sign-off audit to be approved as IFS Food Auditor again.
Example of a situation where all requirements are fulfilled:
• Date of passed oral IFS Examination: 25th May 2022
• Date of end of validity for IFS Auditor Certificate (initial approval): 31st December 2024
• The auditor shall participate in an IFS Calibration Training between 1st January and 31st December 2024.
• The auditor is authorised to perform IFS Audits from the day of activation in the IFS Database until 31st December 2024.
• In 2024, if the auditor has:
- taken part in the IFS Calibration Training (e.g. on 8th and 9th September 2024) and

- fulfilled all other rules mentioned in chapter 3.1.6
• The new end of validity date for IFS Auditor Certificate (re-approval) is: 31st December 2026.

2.4.19.1.1.6 Specific situation of temporarily inactive auditor
If an auditor needs to take a timeout (i.e., a break from her / his activity as an IFS Auditor for at least six (6) months and no longer than three (3) years), due to e.g., maternity / paternity leave or illness, the auditor's certification body shall inform IFS Auditor Management of both the start and end date of the timeout period as soon as possible. Non-exclusive auditors shall provide IFS Auditor Management with the above requested information.
If, due to the timeout, the requirements mentioned in to maintain auditor approval in 3.1.1.5 are not fulfilled (in-house training every year, witness audit every second year and IFS Calibration Training every second year), the auditor shall fulfil them within a one-year period following the timeout and before she / he can resume her / his activity as an IFS Auditor. If not, the auditor will lose her / his IFS Food approval and shall participate in the IFS initial examinations again.
In case of a standard version change during this temporary time-out, the auditor conversion process shall be applied.

2.4.19.1.1.7 Scope extension for approved IFS Auditors
Auditors may, during the validity of their IFS Auditor Certificate, extend their approval for product and technology scope(s), based on new or extended experience gained after their initial application as an IFS Food Auditor.
For extension of product and technology scope(s), the auditor shall provide the same evidence as for the initial approval process (see 3.1.1.2 e), based on new experience different to that pro-vided for initial application.
For extension of technology scope(s), the auditor shall additionally pass a written IFS Examination (per technology scope) organized by IFS Offices.
Note 1: IFS Food audits which were performed under the supervision of a witness auditor, can count for the witness auditor to apply for a product or technology scope extension. Participation in an IFS Food Audit as technical expert or interpreter can also count to apply for a product or technology scope extension.
Note 2: To be able to use the performed IFS Audit as evidence for a scope extension request in the case of an audit team, the auditors shall stay together during the whole IFS Audit.

Alternative path for extension on product scopes 3, 7 and 11
When applying for a scope extension for one of these product scopes (3, 7 or 11), the auditor shall either fulfil the above-mentioned requirements (general approach) or fulfil all of the four (4) requirements defined in chart 10.
Chart 10: Four (4) requirements for scope extension of product scopes (3, 7 or 11)

Requirement	Product scope 3 (egg & egg products)	Product scope 7 (combined products)	Product scope 11 (pet food)
Approval for other product scope(s) as a prerequisite	One product scope from scopes 1, 2 or 4 (animal scopes)	One product scope from scopes 1 to 4 (animal scopes) + 1 product scope from scopes 1 to 6	One product scope from scopes 1 to 4 (animal scopes) + 1 product scope from scopes 1 to 6
Audit experience	Ten (10) full IFS Food Audits in any product scope(s) (performed as lead or co-auditor)		
Product specific certification body in-house training	Duration of at least four (4) hours	Duration of at least eight (8) hours	Duration of at least eight (8) hours
Witness audit	Witnessing by certification body during the first audit for the new product scope; the witness auditor shall be approved for the product scope the auditor is witnessed for (this can be used as the mandatory monitoring witness audit)		

Evidence of the successful participation in the training shall be made available to IFS on request. The certification body shall submit the application for scope extension to IFS Auditor Management after the witness audit has been performed and evaluated but before the IFS Audit Report is uploaded in the IFS Database.

2.4.19**.1.1.8** Further rules and explanations concerning the non-exclusive approach
Each auditor can switch her / his status between exclusive / non-exclusive (and vice versa). The concerned certification bodies will be notified automatically by IFS for every switch between the approaches.
A non-exclusive auditor will be linked to a certification body in the IFS Database by uploading the witness audit performed by the certification body.
A non-exclusive auditor shall not take over any position of responsibility regarding IFS in a certification body (e.g. they cannot be an IFS In-house Trainer, an IFS responsible person nor a contact person for IFS).
Loan agreements for individual audits and IFS Working Group Agreements are not possible for non-exclusive auditors..

2.4.19.1.1.9 General rules about audit teams
All members of the audit team shall be approved IFS Auditors.
In case of assessing in teams, the following requirements apply:

- An IFS audit team consists of IFS Food Auditors whose combined profile (product and technology scope(s)) complies with the scope of the assessed production site.
- A lead auditor shall always be appointed.
- Lead and co-auditor(s) shall always be approved for at least one product scope and one technology scope of the Assessment scope.
- A minimum of two (2) hours shall be added to the calculated audit duration. This additional time shall be allocated to the team for common tasks (e.g., opening and closing meetings, discussion about audit findings, etc.) and not to an individual auditor.
- The remaining time can be split, as long as the auditor competencies for product scope and technology scopes are always covered during the audit. No "crossing over" is allowed: if the lead or co-auditor(s) do not individually have all product and

technology scopes necessary for the audit, they have to remain together during all parts of the audit where the competencies of both auditors are necessary. Only an auditor with all relevant product and technology scopes is allowed to perform the respective parts of the audit separately.

The audit time schedule shall clearly indicate which auditor performed which part of the audit.

2.4.19.1.2 Requirements for IFS Reviewers

An IFS Reviewer shall either be an IFS Food Auditor or an IFS pure Reviewer (if not an IFS Food Auditor). The following section details the requirements for being approved as a pure Reviewer. IFS Pure Reviewers can work on an exclusive basis with only one certification body or on a non-exclusive basis for one or more certification bodies.

2.4.19.1.2.1 General requirements for pure Reviewers

Candidates applying to qualify as an IFS pure Reviewer shall meet the following minimum requirements and provide evidence with the application documents.

a) Education & work experience

Education

A food-related or bioscience degree (minimum a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education.

Work experience

A minimum of three (3) years full-time professional experience related to the food industry including the following functions: functions related to food production activities (e.g. quality assurance, food safety, R & D) in the food industry or in retail; food safety auditing and / or food safety inspection or enforcement. Experience from consultancy in relation to food production activities may be recognized as a maximum of one year towards the work experience, if it can be proven by customer contracts, invoices, orders or confirmations.

b) Qualifications

The candidate shall have taken part in a food hygiene and HACCP course, with a duration of at least two (2) days / 16 hours.

c) General audit experience

The candidate shall have attended two (2) full IFS Food Audits (as observer).

d) Language

If the candidate wishes to review audit reports in language(s) different from her / his mother tongue, she / he shall be fluent in this / these language(s). The decision if a reviewer's language skills are sufficient to carry out a technical review in a proper way, in the respective language, is the responsibility of the certification body.

e) IFS In-house training and IFS Scoring course

The candidate shall have taken part in the following trainings:

- a one-day task related in-house training organized by the certification body and
- a one-day Scoring course provided by IFS.

f) E-learning provided by IFS ("IFS Training on product / process approach")

Once the reviewer has fulfilled the above-mentioned requirements and this has been approved by IFS, she / he will be activated as an IFS Food pure Reviewer in the IFS Database and a personal IFS Reviewer Certificate will be issued. Starting from the day of activation, the Reviewer is allowed to perform technical reviews of IFS Food audit reports. The certificate validity period starts from the date of activation in the IFS

Database and stops at the end of the second calendar year, irrespective of the actual activation date.

2.4.19.1.2.2 Maintenance of IFS Food pure Reviewer's qualification

The IFS Food pure Reviewer's approval shall be reassessed before the end of validity of her / his reviewer's certificate. To maintain her / his approval, the reviewer shall fulfil the following requirements:

- Every year: to have taken part in a two (2) day / 16 hour annual in-house training by the certification body.
- Every two (2) years: to have taken part (as observer) at one IFS Food audit.
- Every two (2) calendar years: to have attended and successfully completed a two (2) day IFS Calibration Training, organized by IFS. The first mandatory IFS Calibration Training shall be completed in the second calendar year following the date of the initial approval.

Non-exclusive pure reviewers are responsible for maintaining their own IFS Pure Reviewer approval. To maintain their approval, the non-exclusive pure reviewer shall fulfil the same requirements as for exclusive pure reviewers, with the following variants (in bold):

• Every year: to have taken part in a two (2) day/16 hour in-house training with each certification body the non-exclusive auditor is linked to in the IFS Database.

• Every two (2) years: to have taken part (as observer) at one full IFS Food Audit for each certification body.

Note: When starting with a new certification body, a pure reviewer shall take part in a one-day task related in-house training by the certification body.

2.4.19.1.3 Requirements for IFS Trainers

2.4.19.1.3.1 General requirements for IFS Trainers

Candidates applying to qualify as an IFS Trainer shall meet the following minimum requirements and provide evidence with the application documents.

a) Education and work experience

Same professional education and work experience as requested for IFS Auditors.

b) Qualifications

The candidate shall have:

- Taken part in a lead auditor course and HACCP course, as requested for IFS Auditors
- Taken part in the "Train the Trainer" course organised by IFS.

c) General audit experience

A minimum of seven (7) full food safety audits (GFSI recognised food safety certification audits and/or recognised second party audits) and/or IFS Global Markets Food Assessments (intermediate level or at least eight (8) hours assessment duration) shall have been performed by the auditor in the food processing industry during the previous five (5) years (according to the "Positive list of recognisable audit experience for IFS Food" which is provided to the certification bodies by IFS).

In addition, they shall have participated in two (2) full IFS Food Certification Audits as a lead or co-auditor or as trainee during the last two (2) years.

d) Language

The IFS Trainers shall be fluent in English and in the language(s) used when conducting their trainings.

e) E-learning provided by IFS ("IFS Training on product / process approach")

2.4.19.1.3.2 Maintenance of IFS in house Trainer qualification
To maintain her / his approval, the IFS Trainer shall fulfil the following requirements:

- Every year: to carry out or have taken part in a two (2) day / 16 hour in-house training by the certification body.
- Continuously: to stay informed about any new information on IFS Food Standard (provided by IFS to their certification body).
- Conversion to the IFS Food Standard v8: to have taken part in the new "Train the Trainer" course organised by IFS and to carry out an in-house training of all approved IFS Auditors and Reviewers, before they perform audits and technical reviews based on the new version. The duration of this IFS In-house Training shall be one day which is mandatory for all IFS Auditors, Reviewers and Trainers and shall be performed in addition to the annual in-house training.
- When a new IFS Doctrine is published: to train all approved IFS Auditors and IFS Reviewers before they perform any new Assessment or technical review (this training can be done face-to-face, online or by webinar).

2.4.19.1.4 Requirements for IFS Witness Auditors
A person qualifying as a witness auditor shall fulfil the following requirements:

- To be an experienced IFS Food Auditor or an IFS Trainer who is also an IFS pure Reviewer
- To be an experienced IFS Food Auditor or an IFS Trainer who is also an IFS pure Reviewer
- To have taken part in the IFS witness auditor online course (provided by IFS)
- To be appointed as a witness auditor in the IFS Database
- To be approved for the language(s) in which the Assessment is performed.
  It is the responsibility of the certification body to ensure that the witness auditor has the required skills, both on an interpersonal and professional level, to be able to witness other auditors in a constructive manner.
  The witness auditor shall provide comprehensive witness audit reports, using the IFS template in case of IFS Witness Audit, which shall be made available to IFS on request.
  Additional option:
  An IFS In-house Trainer who is also an approved IFS Pure Reviewer can get approval as a witness auditor for monitoring witness audits, but not for sign-off audits. To get approved for performing monitoring witness audits, they shall fulfil the above-mentioned requirements c) to e).

2.4.19.1.5 Overview of requirements for initial approval and maintenance of approval and the tasks of each IFS related roles in a certification body.
The following chart (chart 11) gives an overview about requirements for initial and maintenance of approval, as well as for the tasks of the specific IFS roles in a certification body.

Chart 11: Overview of requirements for initial approval and maintenance of approval and the tasks of each IFS related roles in a certification body

Function/ role in certification body	Profile/requirements for initial approval	Requirements for maintenance of approval	Tasks
IFS Auditor (see chapter 3.1, Part 3)	• Professional education • Work experience • Qualifications • Audit experience (general and per scopes) • Two (2) day initial in-house training by certification body • E-learning provided by IFS ("IFS Training On Product/Process Approach") • Passed IFS Examinations (written and oral) • Sign-off audit	• Every year: two (2) day in-house training by certification body • Every year: five (5) IFS Food audits • Every two (2) years: one IFS Food Witness Audit (every second time, i.e. every four (4) years, it can be replaced by an on-site witness audit during another GFSI recognised food safety certification standard audit accredited against ISO/ IEC 17065:2012 norm) • Every two (2) years: Calibration Training organised by IFS	• Perform IFS Audits • Review IFS Audit Reports (if they did not performed the audit themselves)
IFS Reviewer (see chapter 3.2, Part 3)	IFS Food Auditor or IFS Pure Reviewer: • Professional education • Work experience • Qualifications • Audit experience (as observer or performed themselves) • One-day task related in-house training by certification body • Scoring course organised by IFS • E-learning provided by IFS ("IFS Training On Product/Process Approach")	• Every year: two (2) day in-house training by certification body • Every two (2) years: one IFS Food Audit as observer • Every two (2) years: Calibration Training organised by IFS	Review IFS Food Audit Reports (technical tasks) To check, at a minimum: • the overall consistency of the IFS Audit Reports • if the findings are well described and matching the evaluation • if the corrections and corrective actions as well as the deadlines for implementation proposed by the audited company have been validated by the auditor (or by a representative of the certification body) and are relevant

Function/ role in certification body	Profile/requirements for initial approval	Requirements for maintenance of approval	Tasks
IFS In-house Trainer (see chapter 3.3, Part 3)	• Professional education • Work experience • Qualifications • Audit experience • TTT course organised by IFS • Fluency in English language • E-learning provided by IFS ("IFS Training On Product/Process Approach")	• Every year: two (2) day in-house training (attend or conduct) • Continuously: check and communicate the IFS updated information provided by IFS • In case of publication of a new IFS Food Standard Version: TTT course organised by IFS • In case of a new doctrine: train all approved IFS Auditors and IFS Reviewers on all changes and new information from the IFS Doctrine, before they perform any new audit or technical review	• Train auditors and reviewers • Generate content of the training program for all IFS Food Auditors and Pure Reviewers of the certification body • Initial in-house training for new candidates • When a new IFS Doctrine is published, train all approved IFS Food Auditors and Pure Reviewers before they perform any new audit or technical review (this training can be done face-to-face, online or by webinar)
IFS Witness Auditor (see chapter 3.4, Part 3)	• Experienced IFS Auditor (at least 10 performed IFS Food Audits) or an IFS In-house Trainer who is also an IFS Pure Reviewer (for monitoring witness audits only) • Witness auditor course provided by IFS	Linked to the maintenance of approval as IFS Food Auditor or IFS In-house Trainer/IFS Pure Reviewer	• Perform witness audits according to IFS Requirements on behalf of the certification body including on-site witness audit and reporting **Note:** only IFS Food Auditors approved as witness auditors and covering the full scope of the witness audit shall perform sign-off audits

3. CHAPTER 2: QUALITY SYSTEM DOCUMENTATION

The constituent elements of the CB's Quality System, which are related to its overall operation, as well as its control and certification processes, are recorded and identified in a number of specific documents and records, all of which constitute the Quality System Documentation.

The verification of this documentation ensures that the Quality System traceability and the implementation of all procedures are correct at all times.

2.1. Document Control

Documentation is summarized in the Quality Manual, Procedures, Forms, Work Instructions, Certification Regulation, Rules of Procedure for Committees and External Documents (Legislation, Competent Authority Decisions, European Union Regulations, Specifications, Regulations, Standards, USDA Regulations).

In order to control these documents, it is necessary the following requirements to be fulfilled:

- Current versions of all documents should be available to all of the Agency's staff on a case-by-case basis.
- The creation of new documents and amendments to old ones should only be approved by the Administrator and the General Manager of the CB and circulated directly to the responsible staff under the responsibility of the Quality Manager.
- Ensure that only the current versions of the documents are those circulating between the CB's staff and other users (contracting with the CB, Department of Organic Agriculture, ELGO "DIMITRA", ESYD, USDA, certification applicants.)
- Inform the Competent Authorities, the Accreditation Body and the contracting parties immediately and where necessary of any changes to the documents.

For this reason, the Entity has developed and implemented specific audit control activities of the documentation, which are described in detail in the **Q.bio.P01 (Document Control)** procedure and which includes all information on drafting, coding, approval, use, modification, withdrawal and control of movement of all quality system documents of the CB.

2.2 Quality Documents

The CB's Quality Documents shall include all Quality System audited documents that are completed or handled by the relevant personnel during the Operation of the CB, in accordance with the relevant ProceduresFor these files:

- To contain objective evidence of satisfactory fulfillment of the Quality System requirements each time.
- To allow for the traceability of the CB's operations, the actions of its staff and clients, the control and certification procedures, and / or the results of any processes or activities.
- To be kept in such a way as to ensure the confidentiality of the information contained therein.

The CB applies specific quality control actions of the Quality Records, which are reflected in the process **Q.bio.P02 (Quality Records)**.

The procedure includes detailed rules for the management of the Archives, and in particular for the creation, recognition, preservation, storage, access, destruction, retrieval, and

information on the collection and archiving of documentation (documents or electronic documents) within the Archives.

4. CHAPTER 3: HUMAN RESOURCE MANAGEMENT

The CB shall ensure that there is always a sufficient number of staff with proven formal and substantive qualifications to perform all the processes required for the proper and effective functioning of the Quality System the CB implements.

Within the operation of the Quality System, the CB may cooperate with experts in specialized technical matters. For this purpose, the CB creates an external body of partners with expertise in specific objects. Experts contribute to the credibility and validity of the CB's decisions by participating in either inspections, evaluations, or meetings of the Impartiality and Equity Committee as advisors. Their views are recorded but are not binding on any final decisions.

The minimum criteria for the selection of staff and experts and the way in which they are selected are described in detail in the procedure **Q.bio.P08 (Human Resource Management)**.

3.1 Staff training and evaluation.

Staff training is one of the most important tools to achieve the quality goals set for the provision of audit and certification services. It is a timeless investment for the proper and efficient functioning of the CB in accordance with its quality policy.

All staff and Inspectors attend training courses related to the requirements of ELOT EN ISO 17065: 2012, in accordance with the relevant training plan of the CB. Training programs concern both the training of staff at the start of cooperation with the CB and the continuing training on an annual basis or, where appropriate, on an occasional basis.

Especially for the Inspectors, the training program also includes a theoretical and practical part dealing with the requirements of National and Community Legislation, of the USDA National Organic Program Regulation for the implementation of the Biological Product Control and Certification System as well as the good practice of conducting an inspection in accordance with the requirements of ISO 19011 : 2018.

As part of the continuous improvement and response of the CB's staff to the requirements of the Quality System, periodic evaluation of all employees, at all levels of management, except the Administrator and General Manager, is foreseen.

The training and evaluation processes of its personnel are described in detail in the Quality System procedure **Q.bio.P08 (Human Resource Management)**.

5. CHAPTER 4: IMPARTIALITY AND CONFIDENTIALITY

Through the stated Quality Policy, the CB undertakes to maintain its impartiality and confidentiality in the evaluation and decision-making of control and certification processes and to ensure the confidentiality and security of the information that comes to its knowledge during the execution of the above.

4.1 Impartiality

Among the measures taken by the CB to ensure impartiality is:

- The Impartiality Risk Assessment performed by the Quality Manager who records all potential risks to the maintenance of impartiality due to the activities of the Management, Personnel, external partners and subcontractors. This evaluation shall be signed by the Administrator and the General Manager and measures shall be taken to maintain the impartiality, the independence of the CB and to achieve the maximum possible transparency.
- The establishment of an independent supervisory body, the Impartiality and Equity Committee, whose functions and responsibilities are described in its Rules of Procedure **Q.bio.P07.04 (Rules of Procedure of the Impartiality and Equity Committee)**
- Disclosure of any information related to the Administration of the CB, for all entities controlled, the pricing of services provided, the CB'σ operating regulations and / or amendments to national, Community and USDA legislation on organic products.

4.2 Confidentiality

Among the measures taken by the CB to ensure the confidentiality are:

- The signing of a relevant Statement by all staff and associates of the CB with whom they are bound to maintain confidentiality with regard to information that comes to their knowledge and impartiality with regard to its actions related to auditing, evaluation and certification of the products of the controlled companies.
- Information that comes to the knowledge of the CB during the course of the Audit and Certification processes concerning its clients or their products is considered confidential and not disclosed to third parties without the written consent of the clients.

Q.bio.P02 (Quality Documents) and **Q.bio.P07 (Impartiality and Confidentiality)** procedures describe analytically the actions of the CB to ensure impartiality and confidentiality.

6. CHAPTER 5: INTERNAL AUDITS AND ADMINISTRATION OVERVIEW

The CB, in the context of its operation, provides a continuous evaluation of the Quality System, in order to verify its full implementation, functionality and effectiveness. Furthermore, it provides for a periodic review of the appropriateness and effectiveness of the Quality System both in terms of the requirements of the Regulations, Legislation and Standards and in the fulfillment of its objectives and its Quality Policy.

This is achieved by carrying out internal audits and reviews by the CB's management in a preplanned and systematic manner, covering all the processes and processes of the CB.

5.1 Internal Audits

For carrying out Internal Audits, the CB shall apply the **Q.bio.P04 (Internal Audits) Procedure** which relates to all elements of the CB's Quality System, including the control and certification processes and all the personnel and partners of the CB involved.

Internal Audits are carried out by the Quality Manager or other approved external auditors on an annual basis and / or unannounced, upon the order of the Administrator and General Manager. In the case of external inspectors, their independence and non-conflict of interest with the inspected component of the Quality System must be foreseen.

The Quality Manager evaluates the findings and if any non-compliance acts in accordance with **Q.bio.P05 (Non-Compliance - Corrective and Preventive Actions)**. All relevant documentation is archived. Internal Audit findings are evaluated in the Quality System Review by the Management and they made aware to the CB's Impartiality and Equity Committee.

5.2 Management Reviews

Management Review is applied by the CB with the following procedure **Q.bio.P06 (Management Review)**, the purpose of which is to verify the functioning of the CB in accordance with its Quality System, to ensure its continued effectiveness, and to comply with the requirements of the standards, the Regulations, the Legislation, the Accreditation Criteria of ESYYD and the decisions of the Competent State Authorities.

The Review Process is related to all elements of the CB's Quality System, including inspection and certification processes, and it is carried out at least once a year. The Management Review confirms that all the activities and general functioning of the CB remain permanently and unconditionally within the framework defined by its statutory goals and objectives and its Quality Policy.
In the reviewing procedure, it is obligatory for the Administrator, the General Manager, the Certification Manager and the Quality Manager to participate. The General Manager chairs the procedure. Other Executives and / or external partners of the CB may also be present at the Administrator's responsibility.

Decisions, results and any proposed actions to be taken are recorded in the Management Review Statements. All relevant documentation is kept in a file.

7. CHAPTER 6: NON-COMPLIANCE, CORRECTIVE AND PREVENTIVE ACTIONS

The CB, in the context of continuous monitoring of the effectiveness of its Quality System, requires its Personnel to record non-compliance and / or opportunities to improve the Quality System, presented in the performance of its duties. The management of non-compliance and / or opportunities for improvement and the implementation of corrective or preventive actions, where appropriate, are reflected in the **Q.bio.P05 (Non-Compliance - Corrective and Preventive Action) process**). The procedure applies to all the processes of the CB. It concerns all personnel and Partners of the CB involved in the operation of the Quality System and in the Control and Certification processes.

6.1 Non-Compliance - Opportunities for Improvement.

Non-compliance and / or opportunities to improve the Quality System may result from:

i. Internal Audits
ii. Documentation evaluation by the CB staff or any partners.
iii. Evaluation by the Accreditation Body and the Competent State Authorities.
iv. Impartiality and Equity Committee procedures.
v. Submission of Objections and Complaints by the Contracting Companies or Complaints from a Third Party.
vi. Assessments of Inspectors / Auditors, staff and associates.
vii. Management System Quality Reviews.
viii. Any other information provided by the Competent Authorities in the context of the supervision and supervision activity of the Control System.
ix. Any other information provided by the Accreditation Body as part of the implementation of the Quality System, the relevant Standards and the Accreditation Criteria.

All non-compliance and suggestions for possible improvement are recorded and investigated by the Quality Manager, who proposes the required Corrective or Preventive Actions and which are approved by the Administrator.

Corrective or Preventive Actions are implemented within a defined timeframe by those responsible each time indicated.

The Quality Manager is responsible for verifying the implementation and effectiveness of the Corrective or Preventive Actions approved by the Administrator.

8. CHAPTER 7o: APPEALS AND COMPLAINTS

The CB shall, within the framework of its Quality Policy, take the necessary steps to investigate, settle and resolve in a satisfactory and valid manner any form of complaints, disputes or disputes expressed by its clients or by anyone with a legitimate interest in the matter in relation to its function and decisions.

Specifically, any disagreement or observation expressed in the form of a complaint or complaint should be investigated, using the **Q.bio.P03 procedure (Complaints and Complaints).**

In particular the procedure is applied when:

- Complaints are filed by the entities controlled by the CB, as well as any other third party having a legitimate interest, regarding the operation of the Quality System and the Control and Certification System implemented by the CB.
- An objection is filed by the entities controlled by the CB for actions or findings when carrying out inspections or findings related to the results of laboratory analyzes.

In any case, if non-compliance with the Body's Quality System is found, it shall be investigated by the Quality Manager in accordance with the procedure set out in **Q.bio.P05 (Non-Compliance - Corrective and Preventive Actions).**

7.1 Appeals

The appeal should be named, and its form may be in written form, email form or even in oral form. It is reviewed by the Administrator and shall be notified to the Chairman of the Impartiality and Equity Committee.

The CB shall always address the Complainant in writing and shall file the relevant documentation in the relevant File.

7.2 Complaints

Since the complaint is written down, then it is reviewed by the administrator and the General Manager and the decision is shall be notified in writing to the complainant.

The Complaints, along with the related documentation, are archived in the relevant Archive.

9. CHAPTER 8: TEST LABORATORIES

The CB may, within the scope of its operation, outsource the subcontracting operations of the contracting entities to entities that satisfy at least equivalent control systems. Subcontracting

exclusively refers to laboratory testing of samples taken by controlled undertakings where the CB does not have the infrastructure, appropriate laboratory equipment, qualified staff and accreditation as per ELOT EN ISO 17025: 2005 in order to be able to handle the projects satisfactorily.

Processes related to the certification and auditing decisions of contracting entities, except in the case of laboratory tests, may not be delegated to third parties.

8.1 Testing laboratories

The CB shall outsource the conduct of laboratory tests to samples taken by the controlled undertakings. Evaluation and selection of laboratories is carried out on the basis of specific criteria as described in the **Q.bio.P10 Quality System procedure (Testing Laboratories and Subcontractors).**

In each case, after the positive evaluation and selection of the laboratory and before the start of cooperation, a relevant contract is signed between the laboratory representative and the Administrator and the General Manager of the CB.

The analysis laboratories are evaluated annually to ensure that they maintain the ability to carry out the required tasks assigned to them, meet and adapt to the specific requirements of the CB and maintain the terms and conditions of the confidentiality contract and conflict of interest.

The CB shall publicize the cooperating testing laboratories in order to enhance its transparency and impartiality.

All relevant documentation related to the evaluation, selection and maintenance of the co-operation between the testing laboratories and the CB shall be kept in a relevant Archive.

8.2 External partners (individuals)

The CB may cooperate with external partners - inspectors. The terms and conditions for such collaborations are part of the overall function of human resources management and are described in the **Q.bio.P08 Quality Management System (Human Resources Management) process).**

10. CHAPTER 9: CHANGES TO CERTIFICATION REQUIREMENTS.

The CB shall ensure that changes in the certification requirements for products that affect the relationship with its customers are monitored, are always known to the CB and communicated to the customer.

When amendments to Community and / or national legislation relating to Organic Agriculture and Organic Products are made, the CB shall ensure that it is timely informed of such amendments by applying the **Q.bio.P01 (Document Check) procedure**.

Additional changes may result from voluntary and / or mandatory modifications to the Quality System as a result of the continuous improvement of the System or any non-compliance that occurred during the inspection and certification processes.

In any case, and if the modifications affect the requirements for product certification and the terms of cooperation with the Contracting Companies as described in the relevant **Certification Agreement (Q.bio.P11.07)** and the **Certification Regulation (Q.bio.P11 .01),** the CB applying **the Q.bio.P09 (Changes to Certification Requirements)** procedure, notifies its clients of new requirements along with their implementation schedule.

In all cases, but especially in the case of voluntary changes, the CB shall inform the Parties and, at the same time, encourage feedback and comments from the Parties on the planned change. Any comments or remarks are considered by the Management of the CB but do not oblige the CB to apply or not the changes.

Notification is done in every possible and probable way and customers are obliged upon the expiry of the adjustment time to either comply with the new requirements or terminate their Contract with the CB.

At the same time, the CB shall notify the changes made to the competent state authorities.

11. CHAPTER 10: INTEGRATION AND WITHDRAWAL

(Reg. (EC) 2018/848 & National Legislation)

The CB shall provide access to the control and certification services to any interested party whose activities fall within its stated scope defining and publicizing the actions for integration and withdrawal from the Control System. The interested parties are made aware of the Control System implemented by the CB, the terms of cooperation, the rights and obligations arising therefrom, through the **Certification Regulation (Q.bio.P11.01)** and the **Control Contract (Q.bio.P11 .0)**.

10.1 Registration of Enterprises into the Control System.

After the expression of interest from any Enterprise to join the CB's Control System, the latter informed of the actions that must be taken and for the anticipated certification costs required to pay for the provision of inspection and certification services, according to the European, USDA and National legislation on organic production and labeling of organic products. The **Certification Application (Q.bio.P11.06)** is assessed impartially and equitably for all Businesses and the CB informs the requested Business of the Acceptance or Rejection of its Application.

All companies can sign a Contract after the acceptance of the Certification Application.

The details of submitting, evaluating the certification application and signing the control contract are described in **Q.bio.P11 (Business Integration).**

By signing the control contract, businesses are included in the control system of the CB.

In any event, the applicant company shall be informed in writing of the reasons leading to the rejection or acceptance of its application, and reserves the right to re-submit the Certification Application.

10.2 Withdrawal of companies from the Control System.

Any controlled company may, at any time, request termination of its cooperation with the Entity by terminating its written contract.

The requirements and actions required to file a review of the contract and the assessment of the request are described in detail in the **Q.bio.P12 (Termination of Cooperation) procedure)**. Termination of cooperation between the CB and any Operator may be affected unilaterally by the CB's decision only for specific reasons described in the above procedure and included in the **Certification Regulation (Q.bio.P11.01)**.

12. CHAPTER 11: CONTRACTOR INSPECTIONS

Reg. (EC) 2018/848 & National Legislation)

Conformity audits and sampling for laboratory tests are the CB's key tools to enable controlled businesses to assess compliance with Regulations (EC) 848/2018, (EU) 1235/2008 USDA -NOP Regulations and National Legislation and the requirements of the CB for the certification of products.

Conformity audit inspections also refer to the private Q Check Organic Standard, under the same terms as described in the Procedure.

Inspections and sampling shall be carried out on undertakings that have signed a control contract with the CB, on a scheduled basis or whenever deemed necessary by the CB's

decision. The CB shall entrust each inspection and sampling to an authorized Inspector or a group of inspectors by applying the **Q.bio.P13 (Inspection) Quality System procedure**, specifying the date on which they will be conducted.

The inspections are carried out with the physical presence of the CB's Inspectors at the Company's headquarters. The subject of inspection may be either all or part of the Company's integrated units and activities, depending on the type of inspection. At each inspection, the Company is represented by its legal representative, who upon completion of the procedure receives a copy of the CB Inspector's report detailing the findings and results of the inspection. The terms, rules, and procedures for inspections and sampling are described in detail in the **Q.bio.P14 (Inspection)** and Q**.bio.P15 (Sampling, Sample Handling and Testing**) procedures.

The inspections are Divided into Initial, Announced, Unannounced and Sampling.

11.1 Initial Audit

This is the initial audit described in Reg. (EC) 848/2018 & National Legislation and shall be carried out no later than 12 months after the signing of the audit contract and in all the entities controlled by the CB.

11.2 Announced Audit

It's about the full control described in 1Reg. (EC) 848/2018 & National Legislation a). This control shall be carried out at least once a year (within the growing season of the crop species) or, in the case of an animal production unit, within the year of rearing or, if it is a production unit, within the production period. For producers group a control is carried out at 5% of the total number of producer members but not less than 10 members when the members of the group are 10 or less.

11.3 Additional audit

It's about the additional control visits (which can be unannounced at a sample of 10% of total audits carried by the CB) control visits described in Reg. (EC) 848/2018 & National Legislation carried out on a random basis in addition to the full control of at least 10% of the total inspections carried by the CB each year on the basis of a specific risk assessment plan. It shall include all other inspections that the CB decides and conducts in the context of verifying the compliance of the controlled undertakings and their products. The time for carrying out such inspection shall be determined by the CB.

11.4 Sampling

This is an inspection carried out on a sample of at least 5% of all the entities audited by the CB each year and at a time decided by the CB. A sampling audit may be carried out along with the announced or/and unannounced audits. The decision to take a sampling shall be taken solely by the CB, either in the context of scheduled inspections or as an unannounced inspection for this purpose or by the Inspector or the Inspection Team of the CB, if necessary, during an inspection. For producer groups this percentage is up to 2% of the total number of producers of each group each year.

The criteria for drawing up the sampling schedule are the risk based to, a) type, size and structure of operators or producer groups, b) the period of time during which operators and producers groups are involved in the production, preparation and distribution of organic products, c) the results of the controls carried out in accordance with Article 38 of the Reg. (EC) 2018/848, d) the appropriate timing for the activities carried out, e) products categories, f) the type, quantity and value of the products and their development over time, g) the possibility of mixing products or contaminations by unauthorized products or substances, h) the application of non-conformances or exceptions to the rules by operators and producer groups, i) the critical points of non-compliance and the likelihood of non—compliance at each stage of production, preparation and distribution, j) subcontractor activities.

11.5Term matching

In any point of a Quality System document where the "Initial Inspection", "Announced Inspection", "Unannounced Inspection" and "Sampling Inspection" are mentioned, what is meant are definitions given in points 12.1, 12.2, 12.3 and 12.4 of this Manual.

13. CHAPTER 12: GRANTING, MAINTENANCE, EXTENSION, SUSPENSION AND RECOGNITION OF PRODUCT CERTIFICATION

(Articles 40 Reg. (EC) 2018/848 & National Legislation)

The CB shall evaluate the compliance of the regulated undertakings with the requirements of European, USDA and national legislation on organic production and labeling of organic products in order to decide on the granting, maintenance and extension of certification and the conditions under which they may suspending or revoking product certification, in whole or in part.

12.1 Certification

The decision to grant certification to a controlled business is made by the Certification Manager. All the collected evaluated documentation that is the product of the control process

is reviewed by the Certification Manager and examined for compliance with the Reference Standards (European, USDA and National Legislation on Organic Production and Labeling of Organic Products), as amended and applied every time.

The decision to grant or not to certify and to specify the conversion period shall be notified to the Company.

By granting certification, the CB shall, at the same time, confer on the undertakings specific rights and documents as described in the **Certification Regulation (Q.bio.P11.01)**.

The certification documents that may be provided, where appropriate, to the controlled undertakings are the following:

- Certificate of Conformance
- Product Certificate
- Documentary Evidence (or product certification within the meaning of Reg. 834/2007 and the Q Check Organic Standard)
- Certificate of Inspection (for the certification of exported products to the EU pursuant to the Q Check Organic Standard)

Other Quality System documents are the following:

- Logo License
- Label Approval.

These documents refer to the **Q.bio.P16 Quality System (Original Inspection Documentation Review**) process and are described in detail in the **Q.bio.P17 (Controlled Business Surveillance)** process.

12. 2 Certification Maintenance

Continuous compliance of a controlled company with the requirements of European, USDA and national legislation on organic products leads to the maintenance of the certification and the rights granted.

The controlled company is constantly evaluated through the implementation of the control process and in accordance with the **Q.bio.P17 Quality System (Controlled Business Surveillance)** procedure).

12.3 Suspension and Revocation of Certification

Certification granted may be suspended or revoked in cases where non-compliance by a controlled company is found to meet the requirements of the above Standards. The decision

to suspend or revoke the certification shall be taken by the Certification Manager, who shall also impose the corresponding sanctions. The rights deriving from the certification may be suspended, revoked or not partially or wholly granted. The CB's actions in this case are detailed in the **Q.bio.P16 (Initial Documentation Review), Q.bio.P17 (Controlled Business Surveillance)** and **Q.bio.P18 (Sanction System)** procedures.

Revocation or suspension of certification shall be notified to the controlled company.

14. CHAPTER 13: SUPERVISION OF THE CONTROLLED COMPANIES

(Reg. (EC) 2018/848 & National Legislation)

The CB shall supervise the controlled undertakings with a view to ensuring continued compliance with the requirements of the Standards under which the certification was granted. For this purpose, the CB shall apply **Q.bio.P17 (Supervised Companies Surveillance)** procedure.

In the framework of surveillance, the CB controls:

- The continuous compliance of the units and activities of the controlled enterprises with the requirements of National, Community and USDA Legislation.
- The use of the Certificates by the controlled companies.
- The use of Licenses granted to the controlled companies.
- Indications on certified products referring to organic production.
- Any complaints that have been lodged with the certified products regarding their compliance with the Reference Standards.

The surveillance of all controlled undertakings is carried out by announced and unannounced audits by the CB. The Certification Manager shall, within the first quarter of each year, draw up an annual inspection-sampling program and shall assign the surveillance inspections to the respective inspectors as described in **Q.bio.P13 (Inspection Procedure)**.

Also, where changes occur that may affect the compliance of the products with the requirements of the CB Control System (design, product specification, etc.) or changes in the ownership, structure or management of the Controlled Company, the latter shall immediately inform the CB of such changes. The CB is informed by the re-submission of a Certification Application, detailing any changes, in accordance with the **Q.bio.P11 Quality System (Business Integration)** procedure.

15. CHAPTER 14: SANCTION SYSTEM

(article 40, Reg. (EC) 2018/848 & National Legislation)

The CB shall impose sanctions on the controlled undertakings in the event of non-compliance with the Reference Standards in order to safeguard the credibility of the Control System and the application of European Regulations, USDA Regulations and National Legislation. For this purpose, the CB applies Q.bio.P18 procedure of the Quality System (Sanction System)**.**

Regardless of the CB, the supervised and supervisory authorities may impose sanctions on the controlled undertakings. The CB recognizes the penalties imposed by the Competent Authorities and / or other approved Audit and Certification Bodies.

The CB has drafted, maintained and updated the Sanctions Schedule (Q.bio.P18.W1) which provides for the corresponding sanction to be imposed for any detected non-compliance, with a view to equal treatment of all controlled undertakings. The Certification Officer, based on the CB's Sanctions Schedule, imposes the most appropriate sanction depending on the type of non-compliance. The Sanction Panel is reviewed periodically and at least in the context of Management Review.

Businesses are informed of the sanctions imposed upon notification of the relevant Decision of the CB.

14.1 Provisional Measures

In special cases only, if the CB has a reasonable suspicion that a Regulated Company intends to market a product which does not comply with European, USDA and National Legislation but which refers to the organic production method, it may require that the Company may not temporarily market the product with this reference. This decision shall be supplemented by the obligation to remove from this product any reference to the organic production method if the CB is satisfied that the product does not meet the requirements. However, if the suspicion is not confirmed, the above decision shall be annulled after a specified period has elapsed since the decision was taken. The CB shall inform the Company in all possible ways and shall specify the period of validity of the provisional measures. The Company must cooperate fully with the CB to eliminate any suspicion.

16. CHAPTER 15: CB'S OBLIGATIONS AGAINST THE AUDITING & SUPERVISORY AUTHORITIES AND THE ACCREDITATION BODY

The CB, under the current European, USDA and National Legislation and these amendments, as well as the Regulation on the Evaluation and Supervision of the Organic Farming Control System (AGROCERT, 3rd Edition, 21/6/2006) undertakes the following obligations:

2.4. Accepts representatives of the Supervisory and Supervisory Authorities as well as representatives of the National Accreditation Body for conformity testing against the

standard ELOT EN ISO 17065: 2012 of European, USDA and National Organic Laws on Organic Agriculture. It provides free access to its Quality System for the control and certification of organic farming products, to records relating to either the implementation of the Quality System or the companies controlled by the CB.

2.5. Accepts the representatives of the Bodies referred to in point 16.1 as observers during on-the-spot inspections of the entities controlled by the CBs.

2.6. Accepts to provide any information which may facilitate the work of the evaluation committees and inspection teams referred to in point 16. 1.

2.7. Undertakes to take corrective actions in accordance with the recommendations of the above mentioned CBs, in order to maintain its compliance with the relevant Standards, Regulations and National Legislation.

2.8. It provides such CBs with access to its premises, its regional units, its affiliated undertakings / holdings, and any information and assistance they deem necessary to fulfill its obligations under the relevant Standards, Regulations and National Legislation.

2.9. Accepts the dates of the inspections and audits announced by these CBs. If there are grounds for not accepting such dates, it recognizes that they must be fully reasoned and submitted in good time and in writing.

2.10. It applies the corrective actions set out in National Legislation within the time limit specified.

2.11. It shall notify the Department of Organic Agriculture of the Ministry of Rural Development and Food, ELGO "DIMITRA" and the National Accreditation Body any changes in its structure and / or operation such as legal and ownership status, accreditation status, technical and organizational, other activities, etc. The notice shall be submitted in writing within ten (10) business days of the commencement of the change.

2.12. Sends certified copies of the certification documents to ELGO "DIMITRA" within 10 days of their issuance.

2.13. Submits to the ELGO "DIMITRA" an annual report on the application of control and certification procedures in the field of its approval.

2.14. It shall immediately discontinue its inspection and certification activities in the field of approval of its activity in case of withdrawal of its approval.

2.15. It shall transmit to ELGO "DIMITRA" until January 31 of each year, the following data relating to the preceding year:

α) a list of the operators subject to the control system, which shall indicate in addition to the name and address the area by species and the number by species, where applicable.

β) a comprehensive report on the audits carried out

γ) a status of certified products (type, extent, quantities, region) and

δ) any other information requested by the competent authorities

2.16. It shall immediately notify the Department of Organic Agriculture of the Ministry of Rural Development and Food and the DIMITRA ELGO of any modification of the dossier data submitted for approval.

17. CHAPTER 16o: LIST OF AMENDMENDS

The publication and modification of this Quality Manual is performed in accordance with the procedure **Q.bio.P01 (Document Control**).

This list of modifications is an integral part of every controlled copy of this manual, so that all modifications made as well as the current version of this manual are readily identifiable.

Αριθμός έκδοσης	Ημερομηνία ισχύος	Περιγραφή Τροποποίησης Έκδοσης
02	19.12.2011	Αναθεώρηση αρμοδιοτητων Διαχειριστή & Γενικού Διευθυντή και Υπεύθυνου Πιστοποίησης. **§2.4.1** **Αντικατάσταση:** • αξιολογεί και αποφασίζει για τις υποβαλλόμενες Αιτήσεις Πιστοποίησης και τις καταγγελίες των Συμβάσεων Ελέγχου **με:** • αξιολογεί και αποφασίζει για τις καταγγελίες των Συμβάσεων Ελέγχου **§2.4.2** **Προσθήκη:** • αξιολογεί την Αίτηση Πιστοποίησης που υποβάλλεται στο Φορέα από την εκάστοτε Επιχείρηση • τηρεί τον Κατάλογο Αιτήσεων Πιστοποίησης **§2.4.2** **Προσθήκη:** • στα απαραίτητα προσόντα της ειδικότητας «Κτηνιατρικής»
03	19.04.2012	Διαγραφή όλων των αναφορών στα προϊόντα υδατοκαλλιέργειας και παραγωγής φυκιών. Αναλυτικά: **<u>IV Πεδίο Εφαρμογής</u>** Σημείο 2: Διαγραφή της φράσης «(περιλαμβανομένων των υδατοκαλλιεργειών) και φύκια» Σημείο 3: Διαγραφή των φράσεων «… και προϊόντα υδατοκαλλιέργειας» & «και των φυκιών» Σημείο 4: Διαγραφή της φράσης «και των ιχθυοτροφών» **<u>V Εξωτερικά Έγγραφα</u>** Η **ΥΑ 95767/6.8.2010** «Βασικές και πρόσθετες διατάξεις άσκησης της βιολογικής Υδατοκαλλιέργειας, στα πλαίσια των Καν. (ΕΚ) 834/2007 του Συμβουλίου και Καν. (ΕΚ) 710/2009 της Επιτροπής»
04	17.10.2012	Αλλαγή επωνυμίας του ΟΠΕΓΕΠ και άλλες μεταβολές **§2.4.2 (κουκκίδα 11)** **Διαγραφή:** «… των δικαιωμάτων και …» **§3.1 (κουκκίδα 3)** **Αντικατάσταση:** «ΟΠΕΓΕΠ - AGROCERT» **με** ΕΛΓΟ «ΔΗΜΗΤΡΑ» **§9.2** **Αντικατάσταση:** *«9.2. Φορείς Ελέγχου και εξωτερικοί συνεργάτες (φυσικά πρόσωπα)* *Ο Φορέας δύναται να συνεργάζεται με άλλους Φορείς που λειτουργούν τουλάχιστον ισοδύναμα Συστήματα Ελέγχου σύμφωνα με τις απαιτήσεις των Προτύπων ΕΛΟΤ ΕΝ ISO 45011:1998 και ΕΛΟΤ ΕΝ ISO 17020:2004 «Γενικά κριτήρια για τη λειτουργία διαφόρων τύπων φορέων που εκτελούν έλεγχο», προκειμένου να αναθέτει εν μέρει ή εν όλω τον έλεγχο συμβαλλομένων επιχειρήσεων.* *Η αξιολόγηση και η επιλογή των Φορέων Ελέγχου πραγματοποιείται βάσει συγκεκριμένων κριτηρίων όπως αυτά περιγράφονται στη διαδικασία του Συστήματος Ποιότητας Q.bio.P10 (Εργαστήρια Δοκιμών και Υπεργολάβοι).* *Σε κάθε περίπτωση μετά τη θετική αξιολόγηση και επιλογή Φορέα Ελέγχου και πριν την έναρξη συνεργασίας υπογράφεται σχετική σύμβαση μεταξύ δύο μερών.* *Οι Φορείς Ελέγχου αξιολογούνται σε ετήσια βάση έτσι ώστε να διαπιστώνεται ότι διατηρούν την ικανότητά να υλοποιούν τις απαιτούμενες εργασίες που τους έχουν ανατεθεί, ικανοποιούν και προσαρμόζονται με τις ιδιαίτερες απαιτήσεις του Φορέα και διατηρούν σε εφαρμογή τους όρους και τις προϋποθέσεις της σύμβασης σχετικά με την εμπιστευτικότητα και τη σύγκρουση συμφερόντων.* *Η ανάθεση υπεργολαβιών αφορά και σε φυσικά πρόσωπα – ελεύθερους επαγγελματίες με τους οποίους συνεργάζεται ο Φορέας αλλά οι όροι και οι προϋποθέσεις για τις συνεργασίες τέτοιου τύπου εντάσσονται στη γενικότερη λειτουργία της διαχείρισης ανθρωπίνων πόρων και περιγράφονται στη διαδικασία του Συστήματος Ποιότητας Q.bio.P08 (Διαχείριση Ανθρωπίνων Πόρων).»* **<u>Με το κείμενο</u>**: «9.2. Εξωτερικοί συνεργάτες (φυσικά πρόσωπα)

		Ο Φορέας δύναται να συνεργάζεται με εξωτερικούς συνεργάτες – επιθεωρητές Οι όροι και οι προϋποθέσεις για τις συνεργασίες τέτοιου τύπου εντάσσονται στη γενικότερη λειτουργία της διαχείρισης ανθρωπίνων πόρων και περιγράφονται στη διαδικασία του Συστήματος Ποιότητας Q.bio.P08 (Διαχείριση Ανθρωπίνων Πόρων).» **§12.1** **Αντικατάσταση:** *«Πρόκειται για την επιθεώρηση που διενεργείται εντός της χρονικής περιόδου και με τους όρους που ορίζονται στην Εθνική Νομοθεσία για τη βιολογική παραγωγή, σε όλες τις ελεγχόμενες από τον Φορέα επιχειρήσεις.»* Με το κείμενο: «Πρόκειται για τον αρχικό έλεγχο που περιγράφεται στην ΚΥΑ 245090/10.2.2006, κεφ.6, παρ. 2.1 και διενεργείται το αργότερο εντός 60 ημερών από την υπογραφή της σύμβασης ελέγχου και σε όλες τις ελεγχόμενες από τον Φορέα επιχειρήσεις.» **§12.2** **Αντικατάσταση:** *«Πρόκειται για την επιθεώρηση που πραγματοποιείται μια φορά το έτος εντός των χρονικών περιόδων που καθορίζονται από την Εθνική Νομοθεσία και σε όλες τις ελεγχόμενες από τον Φορέα επιχειρήσεις.»* **Με το κείμενο**: «Πρόκειται για τον πλήρη έλεγχο που περιγράφεται στην ΚΥΑ 245090/10.2.2006, κεφ.6, παρ. 2.2, στοιχ. α). Ο έλεγχος αυτός γίνεται τουλάχιστον μια φορά το χρόνο (εντός της καλλιεργητικής περιόδου των καλλιεργουμένων ειδών) ή, εφ΄ όσον πρόκειται περί μονάδας ζωικής παραγωγής, εντός του έτους εκτροφής ή, εφ΄ όσον πρόκειται για μονάδα παρασκευής, εντός της παρασκευαστικής περιόδου.» **§12.3** **Αντικατάσταση:** *«Πρόκειται για την επιθεώρηση η οποία πραγματοποιείται τουλάχιστον σε δείγμα 10% επί των ελεγχόμενων από το Φορέα επιχειρήσεων κάθε έτος βάσει συγκεκριμένου σχεδίου αξιολόγησης της επικινδυνότητας. Ο χρόνος διενέργειας της επιθεώρησης αυτής καθορίζεται από τον Φορέα.»* **Με το κείμενο**: «Πρόκειται για τις αιφνιδιαστικές επισκέψεις ελέγχου που περιγράφονται στην ΚΥΑ 245090/10.2.2006, κεφ.6, παρ. 2.2, στοιχ. γ), οι οποίες πραγματοποιούνται σε τυχαία βάση επιπροσθέτως του πλήρους ελέγχου σε δείγμα τουλάχιστον 10% επί των ελεγχόμενων από το Φορέα επιχειρήσεων κάθε έτος βάσει συγκεκριμένου σχεδίου αξιολόγησης της επικινδυνότητας. Περιλαμβάνει δε όλες τις υπόλοιπες επιθεωρήσεις τις οποίες αποφασίζει και εκπονεί ο Φορέας στο πλαίσιο επαλήθευσης της συμμόρφωσης των ελεγχόμενων επιχειρήσεων και των προϊόντων τους. Ο χρόνος διενέργειας της επιθεώρησης αυτής καθορίζεται από τον Φορέα.» **Προσθήκη:** «12.5 Αντιστοίχιση των όρων Σε οποιοδήποτε έγγραφο του Συστήματος Ποιότητας αναφέρονται οι όροι «Αρχική Επιθεώρηση», «Τακτική Επιθεώρηση», «Έκτακτη Επιθεώρηση» και «Επιθεώρηση Δειγματοληψίας», εννοούνται οι ορισμοί που αποδίδονται στα σημεία 12.1, 12.2, 12.3 και 12.4 του παρόντος Εγχειριδίου Ποιότητας.» **§13.1** **Διαγραφή:** • Βεβαίωση Ποσότητας • Βεβαίωση για Χρήση σε Προγράμματα Κοινοτικών Ενισχύσεων **Προσθήκη**: «Λοιπά έγγραφα του Συστήματος Ποιότητας αποτελούν τα κάτωθι:» **§17** Αλλαγή αρίθμησης παραγράφου του Εγχειριδίου Ποιότητας: Η **παράγραφος 16** αντιστοιχούσε στις προηγούμενες εκδόσεις στο **Κεφάλαιο 15ο: Κατάλογος Τροποποιήσεων**, και με την παρούσα έκδοση αλλάζει αρίθμηση και γίνεται **παράγραφος 17, Κεφάλαιο 16ο: Κατάλογος Τροποποιήσεων**. Η παράγραφος 16 αντιστοιχεί από την παρούσα έκδοση στο νέο **Κεφάλαιο 15ο: Υποχρεώσεις Φορέα έναντι των Αρχών Ελέγχου & Εποπτείας και του Φορέα Διαπίστευσης** **§16** **Προστίθεται το κείμενο:** «16. ΚΕΦΑΛΑΙΟ 15ο: ΥΠΟΧΡΕΩΣΕΙΣ ΦΟΡΕΑ ΕΝΑΝΤΙ ΤΩΝ ΑΡΧΩΝ ΕΛΕΓΧΟΥ & ΕΠΟΠΤΕΙΑΣ ΚΑΙ ΤΟΥ ΦΟΡΕΑ ΔΙΑΠΙΣΤΕΥΣΗΣ Ο Φορέας βάσει της κείμενης Ευρωπαϊκής και Εθνικής Νομοθεσίας και των τροποποιήσεων αυτών αλλά και του Κανονισμού Αξιολόγησης και Επίβλεψης του Συστήματος Ελέγχου των Προϊόντων Βιολογικής Γεωργίας (AGROCERT, Έκδοση 3η, 21/6/2006) αναλαμβάνει τις ακόλουθες υποχρεώσεις: 16.1. Αποδέχεται τους εκπροσώπους των Αρχών Ελέγχου & Εποπτείας καθώς και τους εκπροσώπους του Εθνικού Φορέα Διαπίστευσης για έλεγχο της συμμόρφωσης έναντι του Προτύπου ΕΛΟΤ ΕΝ 45011:1998, της Ευρωπαϊκής και Εθνικής Νομοθεσίας για τη Βιολογική Γεωργία. Παρέχει δε ελεύθερη πρόσβαση στο Σύστημα Ποιότητας που εφαρμόζει για τον έλεγχο και πιστοποίηση των προϊόντων βιολογικής γεωργίας, στα αρχεία που αφορούν είτε την εφαρμογή του Συστήματος Ποιότητας είτε τις ελεγχόμενες από το Φορέα επιχειρήσεις. 16.2. Αποδέχεται τους εκπροσώπους των Φορέων που αναφέρονται στο σημείο 16.1 ως παρατηρητές κατά τις επιτόπιες επιθεωρήσεις στις ελεγχόμενες από το Φορέα επιχειρήσεις. 16.3. Αποδέχεται να παρέχει κάθε στοιχείο το οποίο μπορεί να διευκολύνει το έργο των επιτροπών αξιολόγησης και των ομάδων επιθεώρησης των αναφερόμενων στο σημείο 16. 1 Φορέων. 16.4. Αναλαμβάνει να προβαίνει σε διορθωτικές ενέργειες σύμφωνα με τις συστάσεις των ως άνω αναφερομένων Φορέων, προκειμένου να διατηρεί διαρκώς τη συμμόρφωση του με τα σχετικά Πρότυπα, Κανονισμούς και τις Εθνική Νομοθεσία. 16.5. Εξασφαλίζει και παρέχει στους ως άνω Φορείς, πρόσβαση στις εγκαταστάσεις του, στις περιφερειακές μονάδες του, στις συμβεβλημένες με αυτόν επιχειρήσεις/εκμεταλλεύσεις, καθώς και κάθε πληροφορία και βοήθεια που κρίνουν αναγκαία για την εκπλήρωση των υποχρεώσεών του δυνάμει των σχετικών Προτύπων, Κανονισμών και Εθνικής Νομοθεσίας. 16.6. Αποδέχεται τις ημερομηνίες διενέργειας των επιθεωρήσεων και ελέγχων που ανακοινώνουν οι ως άνω Φορείς. Αν συντρέχουν λόγοι μη αποδοχής των ημερομηνιών αυτών, αναγνωρίζει ότι πρέπει αυτοί να είναι πλήρως αιτιολογημένοι και να υποβάλλονται έγκαιρα και εγγράφως. 16.7. Εφαρμόζει τις διορθωτικές ενέργειες που ορίζονται στην παρ. Β του άρθρου 11 της ΚΥΑ 245090/06, εντός του καθορισμένου χρονικού διαστήματος. 16.8. Γνωστοποιεί στον ΕΛΓΟ «ΔΗΜΗΤΡΑ» και τον Εθνικό Φορέα Διαπίστευσης κάθε μεταβολή στη δομή ή/και τη λειτουργία του όπως νομικό και ιδιοκτησιακό καθεστώς, κατάσταση διαπίστευσης, τεχνική και οργανωτική διάρθρωση, υπεργολαβίες, άλλες δραστηριότητες, κ.ά. Η σχετική γνωστοποίηση υποβάλλεται εγγράφως εντός δέκα (10) εργασίμων ημερών από την έναρξη εφαρμογής της μεταβολής. 16.9. Αποστέλλει στον ΕΛΓΟ «ΔΗΜΗΤΡΑ» επικυρωμένα αντίγραφα των εγγράφων πιστοποίησης εντός 10 ημερών από την έκδοσή τους.

		16.10 Υποβάλλει στον ΕΛΓΟ «ΔΗΜΗΤΡΑ» ετήσια έκθεση σχετικά με την εφαρμογή των διαδικασιών ελέγχου και πιστοποίησης όσον αφορά το πεδίο της έγκρισης του. 16.11. Θα διακόψει άμεσα τις δραστηριότητές του σχετικά με τον έλεγχο και την πιστοποίηση στο πεδίο της έγκρισης δραστηριότητάς του, στην περίπτωση ανάκλησης της έγκρισής του. 16.12. Διαβιβάζει στον ΕΛΓΟ «ΔΗΜΗΤΡΑ» μέχρι 31 Ιανουαρίου εκάστου έτους, τα κάτωθι στοιχεία που αφορούν το προηγούμενο έτος: α) κατάλογο των επιχειρηματιών που έχουν υποβληθεί στο σύστημα έλεγχου, στον οποίο εκτός από ονοματεπώνυμο και διεύθυνση θα αναφέρονται οι εκτάσεις κατά καλλιεργούμενο είδος και ο αριθμός κατά είδος εκτρεφόμενων ζώων, κατά περίπτωση. β) συνολική έκθεση για τους διενεργηθέντες ελέγχους γ) κατάσταση πιστοποιημένων προϊόντων (είδος, έκταση, ποσότητες, περιοχή) και δ) κάθε άλλο στοιχείο που θα ζητηθεί από τις αρμόδιες αρχές»
05	01.07.2013	Αλλαγές στο ΣΔΠ με βάση την από 20/6/2013 εισήγηση της Δ/νσης Βιολογικής Γεωργίας του ΥΠΑΑ&Τ **Τίτλος VI, κουκκίδα 10** **Αντικατάσταση:** *«Εργαστήρια Δοκιμών & Υπρεγολάβοι»* με «Εργαστήρια Δοκιμών» **§9** **Αντικατάσταση:** Ο τίτλος «*ΚΕΦΑΛΑΙΟ 8ο: ΕΡΓΑΣΤΗΡΙΑ ΔΟΚΙΜΩΝ ΚΑΙ ΥΠΕΡΓΟΛΑΒΟΙ*» αντικαθίσταται με τον τίτλο: «ΚΕΦΑΛΑΙΟ 8ο: ΕΡΓΑΣΤΗΡΙΑ ΔΟΚΙΜΩΝ» **Προσθήκη:** Στην 4η σειρά προστίθεται η λέξη «αποκλειστικά» **Αντικατάσταση:** Στη 2η παράγραφο, το κείμενο *«Οι διεργασίες που αφορούν τις αποφάσεις για πιστοποίηση, δεν δύνανται να εκχωρηθούν σε τρίτους.»* αντικαθίσταται με το κείμενο: **«**Οι διεργασίες που αφορούν τις αποφάσεις για πιστοποίηση και τον έλεγχο των συμβεβλημένων επιχειρήσεων, πλην της περίπτωσης των εργαστηριακών δοκιμών, δεν δύνανται να εκχωρηθούν σε τρίτους.**»** **§10** **Προσθήκη:** Μετά την τελευταία παράγραφο προστίθεται το κείμενο: «Παράλληλα ο Φορέας γνωστοποιεί τις μεταβολές που πραγματοποιούνται στις αρμόδιες κρατικές αρχές.» **§11** **Προσθήκη:** Προστίθεται κάτω από τον τίτλο της ενότητας η παραπομπή: «(άρθρο 28, Καν. 834/2007 & άρθρο 63, Καν. 889/2008 & άρθρο 7(5), ΚΥΑ 245090/2006)» **§12** **Προσθήκη:** Προστίθεται κάτω από τον τίτλο της ενότητας η παραπομπή: «(άρθρα 27 & 28, Καν. 834/2007 & άρθρο 63, Καν. 889/2008 & άρθρο 6, παρ. 2, ΚΥΑ 245090/2006)» **Διαγραφή:** Διαγράφεται στην 5η σειρά της 2ης παραγράφου το κείμενο: «*ή σε υπεργολάβους*» Διαγράφεται στη 2η σειρά της 3ης παραγράφου το κείμενο «*ή του Υπεργολάβου*» **§12.4** **Προσθήκη:** Προστίθεται στο τέλος η παράγραφος με το κείμενο: «Τα κριτήρια βάση των οποίων καταρτίζεται το πρόγραμμα των δειγματοληψιών είναι η επικινδυνότητα, το μέγεθος και η τοποθεσία της μονάδας, το είδος, το ιστορικό και τα κρίσιμα στάδια της παραγωγικής διαδικασίας καθώς και οι καταγγελίες των καταναλωτών.» **§13** **Προσθήκη:** Προστίθεται κάτω από τον τίτλο της ενότητας η παραπομπή: «(Άρθρα 29 & 30, Καν. 834/2007 & άρθρο 66, Καν. 889/2008 & άρθρο 6, παρ. 3 & άρθρο 11, ΚΥΑ 245090)» **§14** **Προσθήκη:** Προστίθεται κάτω από τον τίτλο της ενότητας η παραπομπή: «(άρθρο 27, Καν. 834/2007 & άρθρο 65, Καν. 889/2008 & άρθρο 6, παρ. 2, ΚΥΑ 245090/2006)» **§16.8** **Προσθήκη:** Προστίθεται στην 1η σειρά το κείμενο: «στη Δ/νση Βιολογικής Γεωργίας του Υπουργείου Αγροτικής Ανάπτυξης και Τροφίμων,» **§16** **Προσθήκη:** Προστίθεται το σημείο: «16.13. Γνωστοποιεί άμεσα στη Δ/νση Βιολογικής Γεωργίας του Υπουργείου Αγροτικής Ανάπτυξης και Τροφίμων και στον ΕΛΓΟ «ΔΗΜΗΤΡΑ» οποιαδήποτε τροποποίηση των στοιχείων του φακέλου που υποβλήθηκε προς έγκριση»
06	08.12.2014	Μετάβαση από το ΕΛΟΤ EN ISO 45011:1998 στο ΕΛΟΤ EN ISO 17065:2012. Αντικατάσταση της ονομασίας του Προτύπου «ΕΛΟΤ EN 45011:1998» σε «ISO 17065» (απαιτήσεις για φορείς πιστοποίησης προϊόντων, διεργασιών και υπηρεσιών). Διαγραφή Τίτλου V. Εξωτερικά Έγγραφα Διαγραφή όλων των σημείων που αναφέρονται σε «προσφυγές». Όπου χρειάζεται, αντικατάσταση «προσφυγής» με την «ένσταση». παρ.8 Διαγραφή κειμένου Υποβάλλεται προσφυγή από ελεγχόμενες από το Φορέα Επιχειρήσεις επί των αποφάσεων για Πιστοποίηση Διαγραφή παρ. 8.3 Προσφυγές

07	12.11.2015	Αλλαγή επωνυμίας επιχείρησης από «ΜΙΓΚΟΣ Σ. & ΣΙΑ ΕΕ» σε «Q-Check Ι.Κ.Ε.»
08	18.03.2016	Αλλαγή ονόματος ΥΔΠ από «ΔΗΜΗΤΡΗΣ ΣΩΤΗΡΟΠΟΥΛΟΣ» σε «ΑΘΑΝΑΣΙΑ ΚΑΝΙΑ»
09	01.01.2017	Συμπεριλήφθηκε το ιδιωτικό Πρότυπο Q Check Organic Standard στο Εγχειρίδιο Ποιότητας για τον έλεγχο και πιστοποίηση βιολογικών προϊόντων σε Τρίτες Χώρες.
10	06.03.2018	Προστέθηκε 2.4.12. Εσωτερικός επιθεωρητής Ιεραρχία: Αναφέρεται στον Υπεύθυνο Πιστοποίησης, στον Υπεύθυνο Διαχείρισης Ποιότητας και στον Γενικό Διευθυντή. Ευθύνες: Ο Εσωτερικός επιθεωρητής έχει την ευθύνη να: • αναλαμβάνει τη διεκπεραίωση των επιθεωρήσεων, συντάσσει τις εκθέσεις επιθεώρησης και αξιολογεί τη συγκεντρωθείσα τεκμηρίωση • συμμετέχει σε Ομάδα Επιθεωρητών • αποστέλλει εγκαίρως τη συγκεντρωθείσα αξιολογημένη τεκμηρίωση στο Φορέα ή/και τα τυχόν δείγματα που λαμβάνει κατά τη διάρκεια των επιθεωρήσεων • καταγράφει τυχόν μη συμμορφώσεις και ευκαιρίες για βελτίωση σε σχέση με το Σύστημα Ποιότητας του Φορέα και των διεργασιών ελέγχου και πιστοποίησης, που διαπιστώνει κατά την εκτέλεση του έργου του • χρησιμοποιεί τα ισχύοντα έγγραφα του Συστήματος Ποιότητας του Φορέα για την υλοποίηση των εργασιών που του έχουν ανατεθεί • διασφαλίζει τη μη σύγκρουση συμφερόντων κατά την ανάληψη μιας Ανάθεσης Επιθεώρησης Απαραίτητα Προσόντα: • Πτυχίο Γεωπονίας ή Τεχνολογίας Γεωπονίας, Τεχνολογίας Τροφίμων, Χημικού Μηχανικού, Βιολογίας, Δασοπονίας, Κτηνιατρικής της ημεδαπής ή αλλοδαπής (λαμβάνονται υπόψη μεταπτυχιακοί και διδακτορικοί τίτλοι σπουδών συναφείς με τις παραπάνω ειδικότητες) • Κατάρτιση στις προβλέψεις του προτύπου ISO 19011:2002 (το οποίο περιγράφει τις θεμελιώδεις αρχές διεξαγωγής επιθεωρήσεων Συστημάτων Διαχείρισης) όπως αυτό εκάστοτε ισχύει καθώς και στις τεχνικές διενέργειας εσωτερικών επιθεωρήσεων. Πρέπει να είναι εξουσιοδοτημένοι για τη διενέργεια εσωτερικών επιθεωρήσεων • Ετήσια επαγγελματική εμπειρία συναφή με το αντικείμενο σπουδών • Ικανότητες επικοινωνίας • Καλή γνώση Αγγλικών (άλλες ξένες γλώσσες θα θεωρούνται πρόσθετο προσόν) • Άριστη γνώση χειρισμού ηλεκτρονικών υπολογιστών • Για τους επιθεωρητές που ασκούν δραστηριότητα ελέγχου για την εφαρμογή του Προτύπου Q Check Organic Standard, είναι επιθυμητή η εντοπιότητα στη Χώρα δραστηριοποίησης καθώς και η άριστη χρήση της οικείας γλώσσας.
11	30.05.2019	**10.2.1 GLOBALG.A.P. Certification Manager and request reviewer** **Hierarchy**: The Q-CHECK "GLOBALG.A.P. Cerification manager and request reviewer" reports to the GLOBALG.A.P. Scheme Manager and the General Manager. **Responsibilities**: • Shall be responsible for ensuring that all their registered GLOBALG.A.P. Auditors and inspectors comply with the minimum requirements laid down in the GLOBALG.A.P. Regulations. • Shall be responsible for training all the respective GLOBALG.A.P. Auditors and inspectors (based on GLOBALG.A.P.). • Shall monitor the genuineness and the completeness of the process of passing the GLOBALG.A.P. on-line tests, by the inspectors/auditors of Q-CHECK. • Shall verify, record and monitor the requirements set for inspector/auditor qualification including requirements for initial training and for maintenance of competency. • Shall carry out annual internal refreshing/update training to inspectors/auditors. **Required Qualifications**: • Shall be fluent in English. • Shall at least qualify as a GLOBALG.A.P. Inspector for the respective sub-scopes – *See "GLOBALG.A.P. Inspector" at point 2.4.16 for full qualifications* • Shall be available in-house; i.e. not hired occasionally by Q-CHECK. This person may be the same person as the Scheme Manager and Q-CHECK may have more than one in- house trainer covering different standards or sub-scopes. • Shall need to have passed the CB in-house trainer training exam for the relevant sub- scope and version. Shall complete the required trainings within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course
12	30.05.2019	**2.4.16** **Shall complete the GLOBALG.A.P. & GFSI online tests (including exams of the updates) within 3 months after their release provided they are available in the inspector's working language** **2.4.17** **Shall complete the GLOBALG.A.P. & GFSI online tests (including exams of the updates) within 3 months after their release provided they are available in the inspector's working language** **2.4.18 GLOBALG.A.P. Certification Manager and request reviewer** **Hierarchy:** **The Q-CHECK "GLOBALG.A.P. Cerification manager and request reviewer" reports to the GLOBALG.A.P. Scheme Manager and the General Manager.** **Responsibilities:** **The Certification Manager and request reviewer is responsible for:** • **participates in the training of the personnel training program • evaluates inspectors in the field** • **participates in the Committee on Disputes** • **participates in Management Review** • **Ensures that a copy of the Company's file (dossier) is sent and communicates the procedure to the Competent Authorities should it be transferred to another certification Body** • **establishes the inspection and sampling program of the companies controlled by the procedure** • **Assigns inspections to Inspectors of the CB, issues Inspection Assignments and Disclosure of Inspection Items and resolves any differences arising from the application of the procedure**

		• oversees the proper conduct of inspections based on the relevant planning of the procedure • Evaluates the Certification Application submitted to the CB by the producers/ producer group • Keep the Application List • Review the evaluated documentation for each entity controlled by the CB and decide on the issuance, maintenance, suspension and revocation of the certification documents • imposes sanctions on non-compliant businesses • informs the audited companies of the decisions regarding the certification of their products • Issues all certification documents • Updates the Business File on an ongoing basis • maintains and is responsible for all printed and electronic records related to the companies controlled by the CB • informs the Competent Authorities when sanctions are imposed on the controlled undertakings • records any non-compliance and opportunities for improvement with respect to the CB's Quality System, which it finds in the performance of its work Necessary qualifications: • Bachelor of Agriculture or Agricultural Technology, native or foreign (postgraduate and doctoral degrees are considered) • Two years of administrative experience • Three years of professional experience in the field of agriculture and at least two years of experience in product control and certification and field inspections • Knowledge of Community Legislation and other Standards for the Production of Products • Administrative and communication skills • Very good knowledge of English (taking into account more foreign languages) • Excellent computer operating knowledge Required Qualifications: • Shall be fluent in English. • Shall at least qualify as a GLOBALG.A.P. Inspector for the respective sub-scopes – See "GLOBALG.A.P. Inspector" at point 2.4.16 for full qualifications • Shall be available in-house; i.e. not hired occasionally by Q-CHECK. This person may be the same person as the Scheme Manager and Q-CHECK may have more than one certification manager – technical reviewers covering different standards or sub-scopes. • Shall need to have passed the CB training exam for the relevant sub- scope and version. Shall complete the required trainings within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course
13	20.03.2020	2.3.15 • Q-check shall have a program for the assessment of auditing skills. This should include as a minimum that inspectors are assessed on their performance in a combination of 10 inspection days and 5 inspections in accordance with the Q-check written program and as a prerequisite to meeting applicable requirements of the GLOBALG.A.P. standard, that is, a minimum of 10 days of inspection must be attended, in addition to complying with a minimum of 5 inspections. • The auditing-skills assessment includes at least one witness inspection and the rest may be done by further witness inspections on-site or by document review. This documentary review will be carried out after the applicant's attendance at training inspections where the applicant's performance is evaluated. • The sign-off process may only be concluded after a successful auditing-skills assessment consisting of a minimum of 10 inspection days and 5 inspections. After the initial successful witness inspection, but before the final sign-off, the conducted inspections may be registered for the inspector-in-training and the producer may be certified 2.3.16 • Q-check shall have a program for the assessment of auditing skills. This should include as a minimum that inspectors are assessed on their performance in a combination of 10 inspection days and 5 inspections in accordance with the Q-check written program and as a prerequisite to meeting applicable requirements of the GLOBALG.A.P. standard, that is, a minimum of 10 days of inspection must be attended, in addition to complying with a minimum of 5 inspections. • The auditing-skills assessment includes at least one witness inspection and the rest may be done by further witness inspections on-site or by document review. This documentary review will be carried out after the applicant's attendance at training inspections where the applicant's performance is evaluated. • The sign-off process may only be concluded after a successful auditing-skills assessment consisting of a minimum of 10 inspection days and 5 inspections. After the initial successful witness inspection, but before the final sign-off, the conducted inspections may be registered for the inspector-in-training and the producer may be certified
14.	27.12.2021	(According to the requirements of the ELOT EN 17065:2012 Standard, the provisions of the Regulations (EU) 834/2007 & 889/2008848/2018 and the National Legislation and the Private Standard «Q Check Organic Standard», GLOBAG.A.P. Integrated Farm Assurance and USDA National Organic Program (NOP).) 14. CHAPTER 14: SANCTIONS 52 (article 30, Reg. 834/2007 & article 91, Reg. 889/2008 & article 11, KYA 245090/20062848/2018 Article 40 & National Legislation) 9.10. CHAPTER 10: INTEGRATION AND WITHDRAWAL (άρθρο 28, Καν. 834/2007 & άρθρο 63, Καν. 889/2008 & άρθρο 7(5), KYA 245090/2006Reg. (EC) 2018/848 & National Legislation) The CB shall provide access to the control and certification services to any interested party whose activities fall within its stated scope defining and publicizing the actions for integration and withdrawal from the Control System. The interested parties are made aware of the Control System implemented by the CB, the terms of cooperation, the rights and obligations arising therefrom, through the Certification Regulation (Q.bio.P11.01) and the Control Contract (Q.bio.P11 .0). 9.4.10.4. RegistrationIntegration of Enterprises into the Control System. After the expression of interest from any Enterprise to join the CB's Control System, the latter informed of the actions that must be taken and for the anticipated certification costs required to pay for the provision of inspection and certification services, according to the European, USDA and National legislation on organic production and labeling of organic products. The Certification Application (Q.bio.P11.06) is assessed impartially and equitably for all Businesses and the CB informs the requested Business of the Acceptance or Rejection of its Application. All companies can sign a Contract after the acceptance of the Certification Application. The details of submitting, evaluating the certification application and signing the control contract are described in Q.bio.P11 (Business Integration).

		By signing the control contract, businesses are included in the control system of the CB. In any event, the applicant company shall be informed in writing of the reasons leading to the rejection or acceptance of its application, and reserves the right to re-submit the Certification Application. 2.4.10.5. Withdrawal of companies from the Control System. Any controlled company may, at any time, request termination of its cooperation with the Entity by terminating its written contract. The requirements and actions required to file a review of the contract and the assessment of the request are described in detail in the Q.bio.P12 (Termination of Cooperation) procedure). Termination of cooperation between the CB and any Operator may be affected unilaterally by the CB's decision only for specific reasons described in the above procedure and included in the Certification Regulation (Q.bio.P11.01). 3.11. CHAPTER 11: CONTRACTOR INSPECTIONS (articles 27 & 28, Reg. 834/2007 & article 63, Reg. 889/2008 & article 6, par. 2, KYA 245090/2006Reg. (EC) 2018/848 & National Legislation) Conformity audits and sampling for laboratory tests are the CB's key tools to enable controlled businesses to assess compliance with Regulations (EC) 834/2007 on a continuing basis, (EC) 889/2008848/2018, (EU) 1235/2008 USDA -NOP Regulations and National Legislation and the requirements of the CB for the certification of products. Conformity audit inspections also refer to the private Q Check Organic Standard, under the same terms as described in the Procedure. Inspections and sampling shall be carried out on undertakings that have signed a control contract with the CB, on a scheduled basis or whenever deemed necessary by the CB's decision. The CB shall entrust each inspection and sampling to an authorized Inspector or a group of inspectors by applying the Q.bio.P13 (Inspection) Quality System procedure, specifying the date on which they will be conducted. The inspections are carried out with the physical presence of the CB's Inspectors at the Company's headquarters. The subject of inspection may be either all or part of the Company's integrated units and activities, depending on the type of inspection. At each inspection, the Company is represented by its legal representative, who upon completion of the procedure receives a copy of the CB Inspector's report detailing the findings and results of the inspection. The terms, rules, and procedures for inspections and sampling are described in detail in the Q.bio.P14 (Inspection) and Q.bio.P15 (Sampling, Sample Handling and Testing) procedures. The inspections are Divided into Initial, Announced, Unannounced and Sampling. 3.4. 11.1 Initial Audit This is the initial audit described in KYA 245090 / 10.2.2006, chapter 6, par. 2.1Reg. (EC) 848/2018 & National Legislation and shall be carried out no later than 60 days12 months after the signing of the audit contract and in all the entities controlled by the CB. 3.5. 11.2 Announced Audit It's about the full control described in 1Reg. (EC) 848/2018 & National LegislationKYA 245090 / 10.2.2006, ch. 6, par. 2.2, fig. a). This control shall be carried out at least once a year (within the growing season of the crop species) or, in the case of an animal production unit, within the year of rearing or, if it is a production unit, within the production period. For producers group a control is carried out at 5% of the total number of producer members but not less than 10 members when the members of the group are 10 or less. 3.6. 11.3 Additional audit Unannounced Audit It's about the unannounced additional control visits (which can be unannounced at a sample of 10% of total audits carried by the CB) described in control visits described in Reg. (EC) 848/2018 & National LegislationKYA 245090 / 10.2.2006, ch. 6, par. 2.2, fig. (c) carried out on a random basis in addition to the full control of at least 10% of the entities total inspections audited carried by the CB each year on the basis of a specific risk assessment plan. It shall include all other inspections that the CB decides and conducts in the context of verifying the compliance of the controlled undertakings and their products. The time for carrying out such inspection shall be determined by the CB. 3.7. 11.4 Sampling This is an inspection carried out on a sample of at least 5% of all the entities audited by the CB each year and at a time decided by the CB. Aa sampling audit may be carried out along with the announced or/and unannounced audits. The decision to take a sampling shall be taken solely by the CB, either in the context of scheduled inspections or as an unannounced inspection for this purpose or by the Inspector or the Inspection Team of the CB, if necessarynecessary, during an inspection. For producer groups this percentage is up to 2% of the total number of producers of each group each year. The criteria for drawing up the sampling schedule are the risk based to, a) type, size and structure of operators or producer groups, b)size the period of time during which operators and producers groups are involved in the production, preparation and distribution of organic products, c) the results of the controls carried out in accordance with Article 38 of the Reg. (EC) 2018/848, d) the appropriate timing for the activities carried out, e) products categories, f) the type, quantity and value of the products and their development over time, g) the possibility of mixing products or contaminations by unauthorized products or substances, h) the application of non-conformances or exceptions to the rules by operators and producer groups, i) the critical points of non-compliance and the likelihood of non—compliance at each stage of production, preparation and distribution, j) subcontractor activitiesand location of the enterprise, the type, the historical and critical stages of the production process as well as consumer complaints. 3.8. 11.5Term matching In any point of a Quality System document where the "Initial Inspection", "Announced Inspection", "Unannounced Inspection" and "Sampling Inspection" are mentioned, what is meant are definitions given in points 12.1, 12.2, 12.3 and 12.4 of this Manual. 4.12. CHAPTER 12: GRANTING, MAINTENANCE, EXTENSION, SUSPENSION AND RECOGNITION OF PRODUCT CERTIFICATION (Articles 29 & 30, Reg. 834/2007 & Article 66, Reg. 889/2008 & article 6, par. 3 & article 11, KYA 24509040 Reg. (EC) 2018/848 & National Legislation) The CB shall evaluate the compliance of the regulated undertakings with the requirements of European, USDA and national legislation on organic production and labeling of organic products in order to decide

		on the granting, maintenance and extension of certification and the conditions under which they may suspending or revoking product certification, in whole or in part. 4.4. 12.1 Certification The decision to grant certification to a controlled business is made by the Certification Manager. All the collected evaluated documentation that is the product of the control process is reviewed by the Certification Manager and examined for compliance with the Reference Standards (European, USDA and National Legislation on Organic Production and Labeling of Organic Products), as amended and applied every time. The decision to grant or not to certify and to specify the conversion period shall be notified to the Company. By granting certification, the CB shall, at the same time, confer on the undertakings specific rights and documents as described in the Certification Regulation (Q.bio.P11.01). The certification documents that may be provided, where appropriate, to the controlled undertakings are the following: • Certificate of Conformance • Product Certificate • Documentary Evidence (or product certification within the meaning of Reg. 834/2007 and the Q Check Organic Standard) • Certificate of Inspection (for the certification of exported products to the EU pursuant to the Q Check Organic Standard) Other Quality System documents are the following: • Logo License • Label Approval. These documents refer to the Q.bio.P16 Quality System (Original Inspection Documentation Review) process and are described in detail in the Q.bio.P17 (Controlled Business Surveillance) process. 4.5. 12. 2 Certification Maintenance Continuous compliance of a controlled company with the requirements of European, USDA and national legislation on organic products leads to the maintenance of the certification and the rights granted. The controlled company is constantly evaluated through the implementation of the control process and in accordance with the Q.bio.P17 Quality System (Controlled Business Surveillance) procedure). 4.6. 12.3 Suspension and Revocation of Certification Certification granted may be suspended or revoked in cases where non-compliance by a controlled company is found to meet the requirements of the above Standards. The decision to suspend or revoke the certification shall be taken by the Certification Manager, who shall also impose the corresponding sanctions. The rights deriving from the certification may be suspended, revoked or not partially or wholly granted. The CB's actions in this case are detailed in the Q.bio.P16 (Initial Documentation Review), Q.bio.P17 (Controlled Business Surveillance) and Q.bio.P18 (Sanction System) procedures. Revocation or suspension of certification shall be notified to the controlled company. 5.13. CHAPTER 13: SUPERVISION OF THE CONTROLLED COMPANIES (article 27, Reg. 834/2007 & article 65, Reg. 889/2008 & article 6, par. 2, KYA 245090/2006Reg. (EC) 2018/848 & National Legislation) The CB shall supervise the controlled undertakings with a view to ensuring continued compliance with the requirements of the Standards under which the certification was granted. For this purpose, the CB shall apply Q.bio.P17 (Supervised Companies Surveillance) procedure. In the framework of surveillance, the CB controls: • The continuous compliance of the units and activities of the controlled enterprises with the requirements of National, Community and USDA Legislation. • The use of the Certificates by the controlled companies. • The use of Licenses granted to the controlled companies. • Indications on certified products referring to organic production. • Any complaints that have been lodged with the certified products regarding their compliance with the Reference Standards. The surveillance of all controlled undertakings is carried out by announced and unannounced audits by the CB. The Certification Manager shall, within the first quarter of each year, draw up an annual inspection-sampling program and shall assign the surveillance inspections to the respective inspectors as described in Q.bio.P13 (Inspection Procedure). Also, where changes occur that may affect the compliance of the products with the requirements of the CB Control System (design, product specification, etc.) or changes in the ownership, structure or management of the Controlled Company, the latter shall immediately inform the CB of such changes. The CB is informed by the re-submission of a Certification Application, detailing any changes, in accordance with the Q.bio.P11 Quality System (Business Integration) procedure. 14. CHAPTER 14: SANCTION SYSTEM (article 340, Reg. 834/2007 & article 91, Reg. 889/2008 & article 11, KYA 245090/2006(EC) 2018/848 & National Legislation) The CB shall impose sanctions on the controlled undertakings in the event of non-compliance with the Reference Standards in order to safeguard the credibility of the Control System and the application of European Regulations, USDA Regulations and National Legislation. For this purpose, the CB applies Q.bio.P18 procedure of the Quality System (Sanction System). Regardless of the CB, the supervised and supervisory authorities may impose sanctions on the controlled undertakings. The CB recognizes the penalties imposed by the Competent Authorities and / or other approved Audit and Certification Bodies. The CB has drafted, maintained and updated the Sanctions Schedule (Q.bio.P18.W1) which provides for the corresponding sanction to be imposed for any detected non-compliance, with a view to equal treatment of all controlled undertakings. The Certification Officer, based on the CB's Sanctions Schedule, imposes the most appropriate sanction depending on the type of non-compliance. The Sanction Panel is reviewed periodically and at least in the context of Management Review. Businesses are informed of the sanctions imposed upon notification of the relevant Decision of the CB. 5.4. 14.1 Provisional Measures In special cases only, if the CB has a reasonable suspicion that a Regulated Company intends to market a product which does not comply with European, USDA and National Legislation but which refers to the organic production method, it may require that the Company may not temporarily market the product with this reference. This decision shall be supplemented by the obligation to remove from this product

		any reference to the organic production method if the CB is satisfied that the product does not meet the requirements. However, if the suspicion is not confirmed, the above decision shall be annulled after a specified period has elapsed since the decision was taken. The CB shall inform the Company in all possible ways and shall specify the period of validity of the provisional measures. The Company must cooperate fully with the CB to eliminate any suspicion. **15. CHAPTER 15: CB'S OBLIGATIONS AGAINST THE AUDITING & SUPERVISORY AUTHORITIES AND THE ACCREDITATION BODY** **The CB, under the current European, USDA and National Legislation and these amendments, as well as the Regulation on the Evaluation and Supervision of the Organic Farming Control System (AGROCERT, 3rd Edition, 21/6/2006) undertakes the following obligations:** **5.5.2.4. Accepts representatives of the Supervisory and Supervisory Authorities as well as representatives of the National Accreditation Body for conformity testing against the standard ELOT EN ISO 17065: 2012 of European, USDA and National Organic Laws on Organic Agriculture. It provides free access to its Quality System for the control and certification of organic farming products, to records relating to either the implementation of the Quality System or the companies controlled by the CB.** **5.6.2.5. Accepts the representatives of the Bodies referred to in point 16.1 as observers during on-the-spot inspections of the entities controlled by the CBs.** **5.7.2.6. Accepts to provide any information which may facilitate the work of the evaluation committees and inspection teams referred to in point 16. 1.** **5.8.2.7. Undertakes to take corrective actions in accordance with the recommendations of the above mentioned CBs, in order to maintain its compliance with the relevant Standards, Regulations and National Legislation.** **5.9.2.8. It provides such CBs with access to its premises, its regional units, its affiliated undertakings / holdings, and any information and assistance they deem necessary to fulfill its obligations under the relevant Standards, Regulations and National Legislation.** **5.10.2.9. Accepts the dates of the inspections and audits announced by these CBs. If there are grounds for not accepting such dates, it recognizes that they must be fully reasoned and submitted in good time and in writing.** **5.11.2.10. It applies the corrective actions set out in Article 11 (b) of KYA 245090/06National Legislation within the time limit specified.** **5.12.2.11. It shall notify the Department of Organic Agriculture of the Ministry of Rural Development and Food, ELGO "DIMITRA" and the National Accreditation Body any changes in its structure and / or operation such as legal and ownership status, accreditation status, technical and organizational, other activities, etc. The notice shall be submitted in writing within ten (10) business days of the commencement of the change.** **5.13.2.12. Sends certified copies of the certification documents to ELGO "DIMITRA" within 10 days of their issuance.** **5.14.2.13. Submits to the ELGO "DIMITRA" an annual report on the application of control and certification procedures in the field of its approval.** **5.15.2.14. It shall immediately discontinue its inspection and certification activities in the field of approval of its activity in case of withdrawal of its approval.** **5.16.2.15. It shall transmit to ELGO "DIMITRA" until January 31 of each year, the following data relating to the preceding year:** **α) a list of the operators subject to the control system, which shall indicate in addition to the name and address the area by species and the number by species, where applicable.** **β) a comprehensive report on the audits carried out** **γ) a status of certified products (type, extent, quantities, region) and** **δ) any other information requested by the competent authorities** **5.17.2.16. It shall immediately notify the Department of Organic Agriculture of the Ministry of Rural Development and Food and the DIMITRA ELGO of any modification of the dossier data submitted for approval.** **16. CHAPTER 16o: LIST OF AMENDMENDS** **The publication and modification of this Quality Manual is performed in accordance with the procedure Q.bio.P01 (Document Control).** **This list of modifications is an integral part of every controlled copy of this manual, so that all modifications made as well as the current version of this manual are readily identifiable**
15	22.01.2022	2.4.14 Scheme manager Responsibilities • Has the responsibility to report on the performance of the quality system of the CB for the purposes of management review and subsequent system improvement of the CB. • <u>For inspector/auditor Global gap</u> <u>For Crop Scope</u>: Plant protection, fertilizer and IPM training, either as part of formal qualifications, or through the successful completion of a formal course. **If an inspector has 3 or more years working experience in:** / **It is possible to inspect the following scopes/groups:** FV / FV
16	23.01.2023	*(According to the requirements of the ELOT EN 17065:2012 Standard, the provisions of the Regulations (EU) 848/2018 and the National Legislation and the Private Standard «Q Check Organic Standard», GLOBAG.A.P. Integrated Farm Assurance, IFS Food and USDA National Organic Program (NOP).)* **QUALITY MANUAL FOR THE CONTROL AND CERTIFICATION OF ORGANIC PRODUCTS & INTEGRATED FARM PRODUCTS** The present Quality Manual is also applicable to the IFS Food Certification Scheme in compliance with the minimum requirements set out in its latest version. Q_CHECK offers IFS Certification Services 2.4.18. National Organic Program (NOP), Auditor Criteria. 2.4.18.1. Purpose This document describes the qualifications, responsibilities, and selection criteria for the National Organic Program (NOP) auditors and audit teams. The audit team, including technical experts, may include internal, external, temporary, permanent, full-time, or part-time personnel.

2.4.18.2. Scope
This document applies to the audit activities conducted by, or on behalf of, the Accreditation and International Activities (AIA) Division. Related body's auditors and subcontractors identified to perform work on behalf of the AIA Division shall meet these or equivalent requirements, as appropriate.
AIA Division activities include accreditation of certifying agents to the NOP Regulations; reviews and assessments of state organic programs; review of export arrangements, and reviews and assessments of foreign governments' accreditation programs operating under recognition agreements or equivalency arrangements.
2.4.18.3 Definitions

2.4.18.3.1 NOP Auditor
A NOP employee or contracted auditor qualified to conduct audits on behalf of the National Organic Program.
2.4.18.3.2 NOP Evaluator
A NOP employee or other USDA staff qualified to conduct evaluations of NOP Auditors, Related Body Auditors, and Contracted Auditors on behalf of the National Organic Program.
2.4.18.3.3 Auditor Criteria
The NOP Auditor Criteria is based on 5 core principles: personal attributes, education, work experience, auditor training, and audit experience; these principles are further defined below.
An auditor is considered a NOP Auditor-in-Training until s/he meets the requirements outlined in sections 5.1 through 5.3, at which time s/he is qualified as a NOP Auditor.
2.4.18.3.3.1 Personal Attributes
A NOP Auditor-in-Training must:
a. Possess personal attributes important in the performance of assessing activities. These attributes are described in clause 7.2 of ISO 19011 and are included in the NOP Auditor-in-Training Performance Evaluation Worksheet, NOP 2501-1, and

b. Demonstrate the ability to effectively communicate orally and in writing.

2.4.18.3.3.2 Secondary Education
A NOP Auditor-in-Training must have a high school diploma or equivalent diploma.
2.4.18.3.3.3 Post-Secondary or Higher Education, Work Experience, or a Combination of Post-Secondary or Higher Education and Work Experience
A NOP Auditor-in-Training may qualify as a NOP Auditor-in-Training with a degree from a post-secondary or higher educational institution, as described below; with at least 5 years of related work experience, as described below; or with a combination of post-secondary or higher education and work experience.
a. Post-Secondary or Higher Education: An NOP Auditor-in-Training must hold a 4-year degree in one or more fields relating to agricultural science, production, processing, economics, business, statistics, or related agricultural field including but not limited to (1) animal, crop, food, range, or environmental science, (2) food technology, (3) horticulture, (4) entomology, (5) biology, (6) chemistry (7) quality assurance, quality control, or quality management, (8) economics, or (9) law.

b. Work Experience: A NOP Auditor-in-Training must have at least 5 years work experience in a position of progressive responsibility related to accreditation, certification, or inspection of production or handling of agricultural products.

c. Combination of Post-Secondary or Higher Education and Work Experience:

i. Combinations of successfully completed post-high school education and work experience may be used to meet total qualification requirements for the 5years of work experience.

ii. These may be computed by (1) determining the total qualifying work experience as a percentage of the 5years of work experience required; (2) determining the education as a percentage of the education required for the grade level; and (3) adding the two percentages.

iii. The total percentage must equal at least 100 percent to qualify.
NOTE: For examples of how to calculate the percentage, see the OPM's Group Coverage Qualification Standards for Administrative and Management Positions.

2.4.18.3.3.4 Knowledge and Training on Audit Criteria
A NOP Auditor-in-Training must have completed training on the following:
a. ISO 19011Section 4Principles of Auditing and Section 6 Audit Activities
b. Successfully completed a RABQSA or IRCA Certified ISO 9001 Lead Auditor Course
c. ISO/IEC17011Conformity Audit General Requirements for accreditation bodies accrediting conformity audit bodies.
d. ISO/IEC 17065–General requirements for bodies operating product certification systems
e. NOP Regulations, the NOP Program Handbook, and/or NOP Procedures, as applicable.
f. Any other training deemed appropriate.

2.4.18.3.3.5 Audit Experience
A NOP Auditor-in Training must:
a. Demonstrate the ability to manage and coordinate the tasks assigned during reviews and/or assessments, and

b. Perform at the overall "Acceptable" level for 2 audit activities within a 1-year period.

c. Obtain written approval by the AIA Division Director that 4.5.1 and 4.5.2 have been satisfied and s/he is qualified as a NOP Auditor.

2.4.18.3.3.6 Maintaining Auditor Qualifications
A NOP Auditor must meet the Audit Experience, Performance, and Continual Professional Development requirements to maintain his/her qualifications as a NOP Auditor.
2.4.18.3.3.7 Audit Experience
A NOP Auditor must participate in at least three audit activities annually.
2.4.18.3.3.7.1 Performance
a. A NOP Auditor must perform audit activities at the "Acceptable" level
b. A NOP Auditor receiving an overall rating of "Acceptable with Conditions" or "Unacceptable" shall:

i. Receive additional training, instruction, or complete other improvement activities to correct deficiencies for individual element(s) rated Needs Improvement and/or Unsatisfactory.
ii. Perform 2 audit activities under the supervision of an evaluator to verify that s/he is performing the individual element(s) previously rated Needs Improvement and/or Unsatisfactory at a competent level.
iii. If after the 2ndevaluation, the NOP Auditor continues to perform at the Needs Improvement and/or Unsatisfactory level, the AIA Division Director shall determine if additional training is needed or if the employee shall not be qualified as a NOP Auditor.

2.4.18.3.3.7.2 Continual Professional Development

a. A NOP Auditor shall fulfill continual professional development requirements by completing a combined total of 80 hours continual professional development, excluding travel and social time, during a 3-year period. This period is calculated per calendar year.

i. This period starts when initial NOP Auditor status is achieved and ends on its third anniversary; then consecutively satisfied every 3 years thereafter.

b. The following items are examples of activities that will qualify for continual professional development:
i. Complete A Learn courses that support the improvement of personal and professional skills necessary to conduct audit activities
ii. Attend conferences, seminars or workshops related to audit activities;
iii. Teach courses or present information related to audit activities;
iv. Attend courses related to audit activities;
v. Attend meetings or courses related to assessment, certification, or inspection activities, including but not limited to meetings and training opportunities sponsored by American Society for Quality (ASQ), International Organic Inspectors Association (IOIA), International Federation of Organic Agriculture Movements (IFOAM), or other technically or professionally based organizations; or
vi. Participate on committees related to audit activities, ASQ, or other professional associations that contribute to the advancement of the quality profession which may be on a section, division, technical, national, or international level.
vii. Other activities determined and approved by the AIA Division Director to satisfy the continual professional development requirement.

2.4.18.3.4 Internal Auditor Criteria
An internal Auditor must meet the following criteria:
a. Meet section 5 criteria above;

b. Perform audit activities at the "Acceptable" level;

c. Demonstrate the ability to manage and coordinate assessments; and

d. Be independent of the activity being assessed.

2.4.18.3.5 Technical Expert Criteria
A technical expert must meet the following criteria:
a. Meet section 5.1, 5.2, and 5.3; and

b. Possess specific knowledge and/or experience as required for the task, as appropriate.

2.4.18.3.6 Selection Audit Team

The Audit Team is selected by the AIA Division Director.
In determining the size and composition of the audit team, consideration is given to the following:
a. Audit objectives, scope, criteria, and estimated duration of the assessment.
b. The overall competence of the audit team needed to achieve the objectives of the assessment.
c. Statutory, regulatory, contractual, accreditation requirements, and certification requirements, as applicable.
d. The need to ensure the independence of the audit team from the activities to be assessed and to avoid conflict of interest.
e. The ability of the audit team members to work together as well astheir ability to interact effectively with the applicant or certifying agent.
f. Physical location of the audit team members.
g. Overall cost of supplying service to the certifier.
h. The audit team members' qualifications.
i. The auditor(s) latest audit performance evaluation.
j. The audit team members of the previous 2 assessments. Every effort should be made to rotate audit team members at least once every third assessment.
k. The audit team member may not have been employed by the applicant or certifying agent within the past 2 years of the assessment.

Selected auditor(s) and/or expert(s) are notified by e-mail. The notification clearly defines the assignment given to the audit team.

Members of the audit team must inform the AIA Division Director, prior to the audit, about any existing, former, or perceived link or competitive position between themselves or their organization and the applicant or certifying agent to be assessed.

The audit team is provided with the appropriate criteria documents, previous audit reports, and the relevant documents and records of the certifier.

The applicant or certifying agent is notified of the assigned auditor(s) and/or expert(s). The applicant or certifying agent provides consent for NOP to use the assigned auditor(s) and/or expert(s).

2.4.18.3.7 Records

		The AIA Division Director maintains copies of NOP Auditor resumes, training records, audit assignments and Conflict of Interest and Confidentiality Agreements. The AIA Division Director monitors Related Bodies' auditor's audit performance in accordance with NOP 2501 Auditor Performance and Evaluation. 2.4.19. IFS REQUIREMENTS FOR FOOD AUDITORS, REVIEWERS, TRAINERS AND WITNESS AUDITORS 2.4.19.1 Specific roles and functions of certification body staff 2.4.19.1.1 Requirements for IFS Food Auditors IFS Auditors can work on an exclusive basis with only one certification body or on a non-exclusive basis for one or more certification bodies. An exclusive auditor shall have submitted all relevant information about her / his competencies to the certification body and the certification body shall have assessed and confirmed her / his competencies before the CB register him / her as a new exclusive auditor in the IFS Database. A non-exclusive auditor is fully responsible for her / his own application as IFS Auditor and shall register him- / herself as a new non-exclusive auditor in the IFS Database. The competencies of a new non-exclusive auditor are assessed directly by IFS Auditor Management via their online CV. 2.4.19.1.1.1 Auditor approval process In general, the auditor shall meet the requirements of chapters 7.2.2 and 7.2.3 of ISO / IEC 19011. For an exclusive auditor, the contract, which includes the requirements described under section 2.6 of IFS , shall be signed with the certification body (see ISO / IEC 17065:2012 norm) before applying for IFS Examinations. For a non-exclusive auditor, the contract with one (or more) certification bodies can be signed after the IFS Examinations. All auditors shall have signed the "General terms and licensing conditions of IFS Management GmbH for IFS Auditors" and the "Integrity Program rules for Auditors ". 2.4.19.1.1.2 General requirements for auditors when applying for IFS Examinations Candidates applying to qualify as IFS Auditors shall meet the following minimum requirements and provide evidence with the application documents. The CV has to be submitted via the IFS Database. a) Education A food-related or bioscience degree (minimum a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education. b) Work experience A minimum of three (3) years full-time professional experience related to the food industry including the following functions: functions related to food production activities (e.g. quality assurance, food safety, R & D) in the food industry or in retail; food safety auditing and / or food safety inspection or enforcement. Experience from consultancy in relation to food production activities may be recognized as a maximum of one year towards the work experience, if it can be proven by customer contracts, invoices, orders or confirmations. c) Qualifications The candidate shall have: - Taken part in the IFS Lead Auditor course or a recognized lead auditor course (e.g., IRCA) with a duration of at least 40 hours. - Taken part in a Food hygiene and HACCP course, with a duration of at least two (2) days / 16 hours. d) General audit experience A minimum of eight (8) full food safety audits (GFSI recognized food safety certification audits and/or recognized second party audits) shall have been performed by the auditor in the food processing industry during the previous five (5) years (according to the "Positive list of recognizable audit experience for IFS Food" which is available in the certification body log in area of the IFS Database). In addition, the candidate shall have participated in two (2) full IFS Food certification Assessments as a trainee during the last two (2) years. The audits shall have been carried out at different production sites. e) Specific and practical knowledge per product scope and technology scope The candidates shall have specific and practical knowledge per product and technology scope For product scopes: • At least two (2) years professional experience in the food industry in relation to food processing activities for each applied product scope. Experience from consultancy related to food processing activities may be recognized as a maximum of one year towards work experience, if it can be proven by customer contracts, invoices, orders or confirmations. Or • At least ten (10) audits per scope, belonging to the following categories - GFSI recognized food safety certification audits (of which trainee audits are also accepted if evidence of attendance is available) - IFS Global Markets Food assessments (Intermediate Level or at least eight (8) hours assessment duration) - Second party audits including food safety and quality aspects with confirmed evidence (according to the "Positive list of recognizable audit experience for IFS Food" which is available in the certification body login area of the IFS Database). The candidate shall have participated in all steps of the audits (on-site audit, assessment and auditor's on-site decision-making processes). Audits shall have been preferably carried out at different production sites, with a maximum of three (3) audits at the same production site. If professional work experience or audit experience individually do not fulfil the requirements to apply for a product scope, a combination of both can be accepted (e.g., one year of work experience plus five (5) audits or equivalent combinations). Note: Approval of scopes 7 (combined products) and 11 (pet food) are connected to other scopes. For technology scopes: • At least two (2) years professional experience in the food industry in relation to food processing activities for each applied technology scope. Experience from consultancy may be recognized as a maximum of one year towards work experience, if it can be proven by customer contracts, invoices, orders or confirmations. or • At least five (5) audits per scope, belonging to the following categories: - GFSI recognized food safety certification audits (of which trainee audits are also accepted if evidence of attendance is available) - IFS Global Markets Food assessments (intermediate level and at least eight (8) hours assessment duration)

- Second party audits including food safety and quality aspects with confirmed evidence (according to the "Positive list of recognizable audit experience for IFS Food").

The auditor shall have participated in all steps of the audits (on-site audit, assessment and auditor's on-site decision-making processes). Audits shall have been preferably carried out in different production sites with a maximum of two (2) audits at the same production site.

If professional work experience or audit experience do not fulfil the requirements to apply for a technology scope individually, a combination of both can be accepted (e.g., 1 year of work experience plus three (3) audits or equivalent combinations).

f) Language

If the auditor wishes to perform Assessments in language(s) different to her / his mother tongue, she / he shall be able to provide evidence of fluency in this / these other language(s). For further rules applicable to language approval(s), see the IFS Food Doctrine.

g) Initial IFS In-house training (two (2) days / 16 hours)

The candidate shall have taken part in an initial IFS in-house training organized by the certification body (based on the material provided by IFS (e.g., TTT material and IFS GAP Guideline), led by an approved trainer and covering food safety, food-related legislation, assessment practices, etc.) or in an initial training organized by IFS. The initial in-house training shall not have taken place more than one year prior to the date of initial application for the IFS Examinations. The intention of this course is to prepare the candidates for the IFS Examination.

h) Online course provided by IFS (modular approach) IFS Training on product / process approach.

If the auditor's CV does not meet the above-mentioned requirements, IFS may reject the auditor's examination application.

For exclusive auditors, the auditor's CV shall be confirmed by a person from the certification body. Non-exclusive auditors have to confirm the correctness and completeness of the data provided in their CV themselves.

Note: IFS Offices have the possibility to withdraw an IFS Auditor approval or not to accept them for the examination if the information provided in the CV is false.

2.4.19.1.1.3 IFS Examinations process

Auditors who comply with the requirements mentioned in chapters 3.1.1.2, Part 3 can then take part in the written IFS Examination, and if successful, in the oral IFS Examination.

Note: Detailed regulations for IFS Examinations ("IFS Examination Regulation" document) and international IFS Examination schedules are provided by IFS and are available on the IFS Website.

Upon successful completion of written and oral IFS Examinations, the auditor shall be signed off during her / his first IFS Food Assessment (see also glossary for sign-off audit definition).

Once the evidence of the performed sign-off audit has been approved by IFS, the auditor will be activated as an IFS Food Auditor in the IFS Database and a personal IFS Auditor Certificate will be issued for the activated Auditor. The IFS Auditor Certificate mentions the duration of validity, the product and technology scopes the auditor is approved for and the auditor's languages.

Starting from the day of activation, the auditor is allowed to perform IFS Food Assessments for the product and technology scopes she / he has been approved for by IFS Offices. The certificate validity starts from the date of the passed oral IFS Examination and stops at the end of the second calendar year, irrespective of the date of activation as an IFS Auditor.

Example: If an auditor passes the oral IFS Examination on 20. 10. 2020, the auditor certificate will be valid until 31. 12. 2022.

2.4.19.1.1.4 Specific training program for "auditors in progress" ("AIP")

If a candidate has no auditing experience yet but fulfils all other requirements of 3.1.1.2 except "d) General audit experience", she / he can take part in the IFS training program for "auditors in progress". All other rules for auditors in the Standard are not affected and shall be fulfilled.

In the framework of the AIP program, the candidate shall pass the IFS Examinations before participating in an adjusted program for gaining audit experience. This program is only possible for exclusive auditors. However, an auditor can initially apply as a non-exclusive auditor, but after having passed the IFS Examinations, she / he has to switch to the exclusive status to be able to gain audit experience and complete the AIP program under the responsibility of one certification body.

Step 1: CV and further qualification

A full CV shall be filled in online via the IFS Database. Information regarding all requirements of 3.1.1.2 shall be provided, except for "d) General audit experience".

Step 2: IFS Examinations

Passing the written and oral IFS Examinations is mandatory, after which the candidate becomes an "IFS Auditor in progress".

Step 3: Auditing / assessing experience 1– 9

The "auditor in progress" shall participate in six (6) audits of any GFSI recognized food safety certification standard or IFS Global Markets Food assessments (intermediate level or at least eight (8) hours assessment duration). The following three (3) assessments shall be IFS Assessments.

Those audits/ Assessments shall be performed in the order described in the following chart (chart 1):

Chart 1: Auditor in progress auditing / assessing experience 1– 9

Important additional information:

- The Assessment team shall never separate during the audits / Assessments.
- Audits / Assessments 1– 9 are accepted for scope extensions and can be performed in any product and technology scope.
- Audits / Assessments 1– 3 can be attended before the written and oral IFS Examinations have been passed.
- Only one "auditor in progress" shall take part in these training audits /Assessments.

Step 4: Sign-off witness audit (10th Assessment) in the applied product and technology scopes of the "auditor in progress"

The "auditor in progress" shall perform the 10th Assessment under their own responsibility as a sign-off audit. This sign-off audit, which is performed during an IFS Food Assessment, shall be:

- performed in a company where the Assessment scope matches the product and technology scopes the "auditor in progress" is applying for
- witnessed by an IFS Witness Auditor who is approved for all product and technology scopes of the Assessment.

The report of the sign-off audit shall be documented in a template provided by IFS.

The auditing / assessing experience, including the sign-off audit, shall be completed within a period of two (2) years after passing the IFS Examinations.

Step 5: Release of the "auditor in progress"

If the sign-off audit has been performed successfully, the certification body will officially release the auditor and inform IFS. The "auditor in progress" performance reports for the audits / Assessments 4 to

		9 and the report for the sign-off audit shall be provided to IFS. If all requirements are fulfilled, the auditor will be activated as an IFS Food Auditor in the IFS Database. 2.4.19.1.1.5 Maintenance of auditor's approval The auditor's approval shall be reassessed before the end of validity of her / his auditor's certificate. To maintain her / his approval, the exclusive auditor shall fulfil the following requirements: • Every year: to have taken part in a two (2) day / 16 hours yearly in-house training by the certification body. • Every year: to have performed a minimum of five (5) IFS Food Assessments as a lead or co- auditor. This is applicable from the first full year following the approval as an IFS Food Auditor. • Every two (2) years: to be assessed by the certification body during a full IFS Food Assessment (on-site witness audit), in order to evaluate her / his competencies. This Assessment can be performed at any time during the second calendar year following the year when the last witness audit took place. This can be replaced every second time (every four (4) years), by a full on-site witness audit performed during another GFSI recognized food safety post-farm processing certification standard audit accredited to ISO / IEC 17065:2012 norm. The witness auditor shall not be part of the Assessment (as a team member). For the on-site witness audit performed during an IFS Food Assessment, the witness auditor shall be an approved IFS Food Auditor and shall fulfil the requirements to act as an IFS Witness Auditor, as defined in chapter 3.2. The certification body shall specify the name of the witness auditor in the IFS Assessment report. The witness audits should over time reflect the scopes an auditor is approved for. A non-exclusive auditor is responsible for maintaining her / his own IFS approval. To maintain her / his approval, the non-exclusive auditor shall fulfil almost the same requirements as for exclusive auditors, with the following variants (in bold): • Every year: to have taken part in a two (2) day / 16 hour in-house training with each certification body the non-exclusive auditor is linked to in the IFS Database. • Every year: to have performed a minimum of five (5) IFS Food Assessments as a lead or co-auditor. This is applicable from the first full year following approval as an IFS Food Auditor. • Every two (2) years: to be assessed by each certification body during a full IFS Food Assessment (on-site witness audit). Note 1: If the witness audit is performed during another GFSI recognized food safety certification standard, the witness auditor shall witness the auditor during the full calculated audit duration. Note 2: Successfully completed witness assessments from accreditation bodies or witness audits from the IFS Integrity Program during IFS Food Assessments can replace the witness audits from the certification body. Note 3: For an Assessment team, the lead auditor can only be witnessed if the Assessment team did not split during the Assessment. For exclusive and non-exclusive auditors • Every two (2) calendar years: to have attended and successfully completed a two (2) day IFS Calibration Training, organized by IFS. Subsequent to passing the initial IFS Examinations, the first mandatory IFS Calibration Training shall be completed in the second calendar year following the date when the oral IFS Examination was passed. Evidence of the above-mentioned requirements shall be uploaded in the IFS Database, where required by IFS, before the end of the validity of the auditor's certificate. IFS manages auditor re-approval every two (2) years: • If all requirements are fulfilled, IFS reissues a new auditor certificate which is valid for two (2) more years. • If not all of them are fulfilled, the auditor shall participate in the IFS initial examinations again. 2.4.19.1.1.6 Specific situation of temporarily inactive auditor If an auditor needs to take a timeout (i.e., a break from her / his activity as an IFS Auditor for at least six (6) months and no longer than three (3) years), due to e.g., maternity / paternity leave or illness, the auditor's certification body shall inform IFS Auditor Management of both the start and end date of the timeout period as soon as possible. Non-exclusive auditors shall provide IFS Auditor Management with the above requested information. If, due to the timeout, the requirements mentioned in to maintain auditor approval in 3.1.1.5 are not fulfilled (in-house training every year, witness audit every second year and IFS Calibration Training every second year), the auditor shall fulfil them within a one-year period following the timeout and before she / he can resume her / his activity as an IFS Auditor. If not, the auditor will lose her / his IFS Food approval and shall participate in the IFS initial examinations again. 2.4.19.1.1.7 Scope extension for approved IFS Auditors Auditors may, during the validity of their IFS Auditor Certificate, extend their approval for product and technology scope(s), based on new or extended experience gained after their initial application as an IFS Food Auditor. For extension of product and technology scope(s), the auditor shall provide the same evidence as for the initial approval process (see 3.1.1.2 e), based on new experience different to that pro-vided for initial application. For extension of technology scope(s), the auditor shall additionally pass a written IFS Examination (per technology scope) organized by IFS Offices. Note: IFS Food Assessments which were performed under the supervision of a witness auditor, can count for the witness auditor to apply for a product or technology scope extension. Alternative path for extension on product scopes 3, 7 and 11 When applying for a scope extension for one of these product scopes (3, 7 or 11), the auditor shall either fulfil the above-mentioned requirements (general approach) or fulfil all of the four (4) requirements defined in chart 2. Chart 2: Four (4) requirements for scope extension of product scopes (3, 7 or 11) Evidence of the successful participation in the training shall be made available to IFS on request. The auditor shall only perform IFS Assessments in line with product scope(s) which were approved by IFS. 2.4.19.1.1.8 Further rules and explanations concerning the non-exclusive approach Each auditor can switch her / his status between exclusive / non-exclusive (and vice versa). The concerned certification bodies will be notified automatically by IFS for every switch between the approaches. A non-exclusive auditor shall not take over any position of responsibility regarding IFS in a certification body (e.g. she / he cannot be an IFS Trainer, an IFS responsible nor a contact person for IFS). For further rules applicable for non-exclusive auditors, see the IFS Food Doctrine. 2.4.19.1.1.9 General rules about Assessment teams All members of the Assessment team shall be approved IFS Auditors.

In case of assessing in teams, the following requirements apply:

- An IFS Assessment team consists of IFS Food Auditors whose combined profile (product and technology scope(s)) complies with the scope of the assessed production site.
- A lead auditor shall always be appointed.
- Lead and co-auditor(s) shall always be approved for at least one product scope and one technology scope of the Assessment scope.
- A minimum of two (2) hours shall be added to the calculated Assessment duration. This additional time shall be allocated to the team for common tasks (e.g., opening and closing meetings, discussion about Assessment findings, etc.) and not to an individual auditor.
- The remaining time can be split, as long as the auditor competencies for product scope and technology scopes are always covered during the Assessment. No "crossing over" is allowed: if the lead or co-auditor(s) do not individually have all product and technology scopes necessary for the Assessment, they have to remain together during all parts of the Assessment where the competencies of both auditors are necessary. Only an auditor with all relevant product and technology scopes is allowed to perform the respective parts of the Assessment separately.

The Assessment time schedule shall clearly indicate which auditor performed which part of the Assessment.

2.4.19.1.2 Requirements for IFS Reviewers

An IFS Reviewer shall either be an IFS Food Auditor or an IFS pure Reviewer (if not an IFS Food Auditor). The following section details the requirements for being approved as a pure Reviewer.

2.4.19.1.2.1 General requirements for pure Reviewers

Candidates applying to qualify as an IFS pure Reviewer shall meet the following minimum requirements and provide evidence with the application documents.

a) Education

A food-related or bioscience degree (minimum a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education.

b) Work experience

A minimum of three (3) years full-time professional experience related to the food industry including the following functions: functions related to food production activities (e.g., quality assurance, food safety, R&D) in the food industry or in retail; food safety auditing and / or food safety inspection or enforcement. A maximum of one year of consultancy experience in relation to food production activities may be recognized towards the experience, if it can be proven by customer contracts, invoices, orders or confirmations.

c) Qualifications

The candidate shall have taken part in a food hygiene and HACCP course, with a duration of at least two (2) days / 16 hours.

d) Qualifications

The candidate shall have taken part in a food hygiene and HACCP course, with a duration of at least two (2) days / 16 hours. food safety audits (as observer or auditor, during GFSI recognized food safety certification audits and / or recognized second party audits) during the previous two (2) years.

e) Language

If the candidate wishes to review Assessment reports in language(s) different from her / his mother tongue, she / he shall be fluent in this / these language(s). The decision if a reviewer's language skills are sufficient to carry out a technical review in a proper way, in the respective language, is the responsibility of the certification body.

f) IFS In-house training and IFS Scoring course

The candidate shall have taken part in the following trainings:

- a one-day task related in-house training organized by the certification body

and

- a one-day Scoring course provided by IFS.

g) Online modular course provided by IFS ("IFS Training on product / process approach")

Once the reviewer has fulfilled the above-mentioned requirements and this has been approved by IFS, she / he will be activated as an IFS Food pure Reviewer in the IFS Database and a personal IFS Reviewer Certificate will be issued. Starting from the day of activation, the Reviewer is allowed to perform technical reviews of IFS Food assessment reports. The certificate validity period starts from the date of activation in the IFS Database and stops at the end of the second calendar year, irrespective of the actual activation date.

2.4.19.1.2.2 Maintenance of IFS Food pure Reviewer's qualification

The pure Reviewer's approval shall be reassessed before the end of validity of her / his reviewer's certificate. To maintain her / his approval, the reviewer shall fulfil the following requirements:

- Every year: to have taken part in a two (2) day / 16 hour yearly in-house training by the certification body (see specifications on the training in 2.6).
- Every two (2) years: to have taken part (as observer) at one IFS Food Assessment.
- Every two (2) calendar years: to have attended and successfully completed a two (2) day IFS Calibration Training, organized by IFS. The IFS Calibration Training shall be completed in the second calendar year following the date of the initial approval.

2.4.19.1.3 Requirements for IFS Trainers

2.4.19.1.3.1 General requirements for IFS Trainers

Candidates applying to qualify as an IFS Trainer shall meet the following minimum requirements and provide evidence with the application documents.

a) Education and work experience

Same professional education and work experience as requested for IFS Auditors.

b) General audit experience

Same general audit experience as requested for IFS Auditors

c) Qualifications

The candidate shall have:

- Taken part in a lead auditor course and HACCP course, as requested for IFS Auditors
- Taken part in a lead auditor course and HACCP course, as requested for IFS Auditors

d) Language

The IFS Trainers shall be fluent in English and in the language(s) used when conducting their trainings.

e) Online modular course provided by IFS ("IFS Training on product / process approach")

2.4.19.1.3.2 Maintenance of IFS Trainer's qualification

To maintain her / his approval, the IFS Trainer shall fulfil the following requirements:

		• Every year: to carry out or have taken part in a two (2) day / 16 hour in-house training by the certification body. • Continuously: to stay informed about any new information on IFS Food Standard (provided by IFS to their certification body). • When a new version of the Standard is published: to have taken part in the new "Train the Trainer" course organized by IFS and to carry out an in-house training of all approved IFS Auditors and Reviewers, before they perform Assessments and technical reviews based on the new version. The duration of this IFS in-house training shall be one day plus one day online IFS Training on product / process approach (modular course) which is mandatory for all IFS Auditors, Reviewers and Trainers and shall be performed in addition to the annual in-house training. • When a new IFS Doctrine is published: to train all approved IFS Auditors and IFS Reviewers before they perform any new Assessment or technical review (this training can be done face-to-face, online or by webinar). 2.4.19.1.4 Requirements for IFS Witness Auditors A person qualifying as a witness auditor shall fulfil the following requirements: • To be an experienced IFS Food Auditor or an IFS Trainer who is also an IFS pure Reviewer • To be an experienced IFS Food Auditor or an IFS Trainer who is also an IFS pure Reviewer • To have taken part in the IFS witness auditor online course (provided by IFS) • To be appointed as a witness auditor in the IFS Database • To be approved for the language(s) in which the Assessment is performed. The witness auditor shall provide comprehensive witness audit reports, which shall be made available to IFS on request.
17	01.09.2023	**2.4.19.** IFS REQUIREMENTS FOR FOOD AUDITORS, REVIEWERS, TRAINERS AND WITNESS AUDITORS **2.4.19.1** Specific roles and functions of certification body staff **2.4.19.1.1** Requirements for IFS Food Auditors IFS Auditors can work on an exclusive basis with only one certification body or on a non-exclusive basis for one or more certification bodies. An exclusive auditor shall have submitted all relevant information about her / his competencies to the certification body and the certification body shall have assessed and confirmed her / his competencies before the CB register him / her as a new exclusive auditor in the IFS Database. A non-exclusive auditor is fully responsible for her / his own application as IFS Auditor and shall register him- / herself as a new non-exclusive auditor in the IFS Database. The competencies of a new non-exclusive auditor are assessed directly by IFS Auditor Management via their online CV. **2.4.19.1.1.1** Auditor approval process In general, the auditor shall meet the requirements of chapters 7.2.2 and 7.2.3 of ISO / IEC 19011. For an exclusive auditor, the contract, which includes the requirements described under section 2.6 of IFS , shall be signed with the certification body (see ISO / IEC 17065:2012 norm) before applying for IFS Examinations. For a non-exclusive auditor, the contract with one (or more) certification bodies can be signed after the IFS Examinations. All auditors shall have signed the "General terms and licensing conditions of IFS Management GmbH for IFS Auditors" and the "Integrity Program rules for Auditors ". **2.4.19.1.1.2** General requirements for auditors when applying for IFS Examinations Candidates applying to qualify as IFS Auditors shall meet the following minimum requirements and provide evidence with the application documents. The CV has to be submitted via the IFS Database. a) Education A food-related or bioscience degree (minimum a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education. b) Work experience A minimum of three (3) years full-time professional experience related to the food industry including the following functions: functions related to food production activities (e.g. quality assurance, food safety, R & D) in the food industry or in retail; food safety auditing and / or food safety inspection or enforcement. Experience from consultancy in relation to food production activities may be recognized as a maximum of one year towards the work experience, if it can be proven by customer contracts, invoices, orders or confirmations. c) Qualifications The candidate shall have: - Taken part in a recognized lead auditor course (e.g.,IFS, IRCA) with a duration of at least 40 hours. - Taken part in a Food hygiene and HACCP course, with a duration of at least two (2) days / 16 hours. d) General audit experience **If candidate has audit experience:** A minimum of seven (7) full food safety audits (GFSI recognized food safety certification audits and/or recognised second party audits) and/or IFS Global Markets Food Assessments (intermediate level or at least eight (8) hours assessment duration) shall have been performed by the auditor in the food processing industry during the previous five (5) years (according to the "Positive list of recognisable audit experience for IFS Food" provided to the certification bodies by IFS). **If candidate has no audit experience**: In case the candidate has no own audit experience, the candidate shall participate in seven (7) audits of IFS Food or any full food safety audits (GFSI recognised food safety certification standard audit and/or recognised second party audit) and/or IFS Global Markets Food Assessments (intermediate level or at least eight (8) hours assessment duration (according to the "Positive list of recognisable audit experience for IFS Food" which is provided to the certification bodies by IFS). The candidate shall inactively participate in the first two (2) audits as a shadow observer. During audits three (3) to seven (7) the candidate shall participate actively in the audit under supervision and responsibility of an experienced lead auditor. The trainee and lead auditor shall never separate during the audits. The audit schedules for audits three (3) to seven (7) shall reflect the parts the trainee is auditing. These schedules shall be made available to the IFS offices on request **Combination of audit experience and no audit experience**: A combination of own audit experience and trainee audits is possible as long as the above-mentioned requirements for the type of audits and supervision during trainee audits are complied with. For all candidates: Audit number eight (8) and nine (9) shall be a full IFS Food Audit where active participation as a trainee under the supervision and responsibility of an IFS approved auditor is required. The audit schedules for these audits shall reflect the parts the trainee is auditing. These schedules shall be made available to the IFS Offices on request. The audits are accepted for scope extensions and can be performed in any product and technology scope. The audits shall have been carried out at different production sites, a maximum of three (3) audits at the same site are accepted. The candidate shall have performed or observed a minimum of two (2) audits when applying for the exam. Audit eight (8) and nine (9) shall only be performed after the candidate passed general written and oral exams. The general audit experience shall be completed before the sign-off audit will be performed. The full approval process from passing the oral exam until being activated in the IFS Database shall take no longer than two (2) years.

N° of audit/ Assessment	Tasks/Role	Possible audit/ Assessment types
1–2 Exam can be taken after audit 1 and 2	Performed audits as lead or co-auditor or participation as a trainee (no active participation)	Full food safety audit food safety certificat recognised second p IFS Global Markets – (intermediate level o hours duration) shall performed by the au processing industry or IFS Food Audit (only trainee)
3–7	Performed audits as lead or co-auditor or active participation as a trainee in the audits/assessments under supervision and responsibility of an experienced lead auditor	Full food safety audit food safety certificat recognised second p IFS Global Markets – (intermediate level o hours duration) shall performed by the au processing industry or IFS Food Audit (only trainee)
General written and oral exams need to be passed before audit 8 a		
8–9	Active participation as a trainee in the IFS Audits under the supervision and responsibility of an approved IFS Auditor	IFS Food Audit
10	**Auditor under observation in the sign-off audit** (see glossary)	IFS Food Audit in a company where matches the product scopes the "auditor u is applying for

e) Specific and practical knowledge per product scope and technology scope
The candidates shall have specific and practical knowledge per product and technology scope
For product scopes:

- At least one (1) year professional experience in the food industry in relation to food processing activities for each applied product scope. Experience from consultancy related to food processing activities may be recognized as a maximum of six (6) months towards work experience, if it can be proven by customer contracts, invoices, orders or confirmations.

Or

- At least ten (5) audits per scope, belonging to the following categories
  - GFSI recognized food safety certification audits (of which trainee audits are also accepted if evidence of attendance is available)
  - IFS Global Markets Food assessments (Intermediate Level or at least eight (8) hours assessment duration)
  - Second party audits including food safety and quality aspects with confirmed evidence (according to the "Positive list of recognizable audit experience for IFS Food" which is which is provided to the certification bodies by IFS).

The candidate shall have participated in all steps of the audits (on-site audit and auditor's on-site decision-making processes). Audits shall have been preferably carried out at different production sites, with a maximum of two (2) audits at the same production site.
If professional work experience or audit experience individually do not fulfil the requirements to apply for a product scope, a combination of both can be accepted (e.g., six (6) months of work experience plus three (3) audits or equivalent combinations).
To get the approval for scope 7 (combined products), the auditor shall:
-Have at least one year professional experience in the scope or five (5) GFSI recognised food safety certification audits in the scope and/or second party audits including food safety and quality aspects with confirmed evidence in the scope
AND
-Be approved for a minimum of one scope from number 1 to 4
AND
-Be approved, additionally, for one scope from number 1 to 6.

To get the approval for scope 11 (pet food), the auditor shall:
-Have at least one year professional experience in the scope or five (5) GFSI recognised food safety certification audits in the scope and/or second party audits including food safety and quality aspects with confirmed evidence in the scope
AND
-Be approved for product scope 1 or 2
AND
-Have been trained on relevant specific legislation.

For technology scopes:

- At least one (1) year professional experience in the food industry in relation to food processing activities for each applied technology scope. Experience from consultancy may be recognized as a maximum of six (6) months towards work experience, if it can be proven by customer contracts, invoices, orders or confirmations.

or

- At least five (5) audits per scope, belonging to the following categories:
  - GFSI recognized food safety certification audits (of which trainee audits are also accepted if evidence of attendance is available)
  - IFS Global Markets Food assessments (intermediate level and at least eight (8) hours audit duration)
  - Second party audits including food safety and quality aspects with confirmed evidence (according to the "Positive list of recognizable audit experience for IFS Food").

The auditor shall have participated in all steps of the audits (on-site audit and auditor's on-site decision-making processes). Audits shall have been preferably carried out in different production sites with a maximum of two (2) audits at the same production site.
If professional work experience or audit experience do not fulfil the requirements to apply for a technology scope individually, a combination of both can be accepted (e.g., six (6) months of work experience plus three (3) audits or equivalent combinations).

f) Language

If auditors wish to perform audits in language(s) different to her / his mother tongue, she / he shall be able to provide evidence of fluency in this / these other language(s). and provide the following evidence to IFS Offices.
-Acceptance of language certificates comparable to the CEFR (Common European Framework of Reference for Languages) level B2 and higher
OR
-Two (2) years work experience in the food sector in the respective country
OR
-At least ten (10) audits performed in the respective language of the country (trainee audits are not accepted) that include writing reports in this language without an interpreter
OR
-For initial approval only: successful completion of the oral or general written exam in the respective language without interpreter.

g) Initial IFS In-house training (two (2) days / 16 hours)

The candidate shall have taken part in an initial IFS in-house training organized by the certification body (based on the material provided by IFS (e.g., TTT material and IFS GAP Guideline), led by an approved trainer and covering food safety, food-related legislation, assessment practices, etc.) or in an initial training organized by IFS. The initial in-house training shall not have taken place more than one year prior to the date of initial application for the IFS Examinations. The intention of this course is to prepare the candidates for the IFS Examination.

h) E-learning provided by IFS (modular approach) - IFS Training on product / process approach.

If the auditor's CV does not meet the above-mentioned requirements, IFS may reject the auditor's examination application.
For exclusive auditors, the auditor's CV shall be confirmed by a person from the certification body. Non-exclusive auditors have to confirm the correctness and completeness of the data provided in their CV themselves.
Note: IFS Offices have the possibility to withdraw an IFS Auditor approval or not to accept them for the examination if the information provided in the CV is false.

2.4.19.1.1.3 IFS Examinations process and sign-off audit

Auditors who comply with the requirements mentioned in chapters 3.1.1.2, Part 3 can then take part in the written IFS Examination, and if successful, in the oral IFS Examination.
Note: Detailed regulations for IFS Examinations ("IFS Examination Regulation" document) and international IFS Examination schedules are provided by IFS and are available on the IFS Website.
Upon successful completion of written and oral IFS Examinations and fulfillment of the required general audit experience, the auditor shall be signed off during her / his first IFS Food audit (see also glossary for sign-off audit definition).
This audit shall be:
• performed in a company where the audit scope matches the product and technology scopes the "auditor" is going to be approved for
• witnessed by an IFS Witness Auditor who is approved for all product and technology scopes of the audit.
The report of the sign-off audit shall be documented in the template provided by IFS.

Once the IFS Witness Audit Report of the successfully performed sign-off audit has been approved by IFS, the auditor will be activated as an IFS Food Auditor in the IFS Database and a personal IFS Auditor Certificate will be issued for the activated Auditor. The IFS Auditor Certificate mentions the duration of validity, the product and technology scopes the auditor is approved for and the auditor's languages.
Starting from the day of activation, the auditor is allowed to perform IFS Food Audits for the product and technology scopes she / he has been approved for by IFS Offices. The certificate validity starts from the date of activation in the IFS Database and is based on the date the oral IFS Examination is successfully passed. The validity stops at the end of the second calendar year, irrespective of the date of activation as an IFS Auditor.
Example: If an auditor passes the oral IFS Examination on 20. 10. 2022, the auditor certificate will be valid until 31. 12. 2024.

2.4.19.1.1.4 Conversion option for auditors approved for other GFSI recognised food safety post-farm processing certification standards, accredited to ISO/IEC 17065:2012 norm, to become approved for IFS Food Standard

The candidate shall:
• Be approved for at least two (2) years for the referenced GFSI recognised food safety post-farm processing certification standard accredited to ISO/IEC 17065:2012 norm
• Take part in a two (2) day IFS In-house Training
• Take part in the IFS e-Learning on the product and process approach
• Pass the oral IFS Examination (and written examination(s) for IFS Technology Scope(s) approval)
• Perform a sign-off witness audit.
Product and technology scopes will be accepted based on work and audit experience.

2.4.19.1.1.5 Maintenance of auditor's approval

The auditor's approval shall be reassessed before the end of validity of her / his auditor's certificate.
To maintain her / his approval, the exclusive auditor shall fulfil the following requirements:

- Every year: to have taken part in a two (2) day / 16 hours in-house training by the certification body. This is applicable from the year the oral examination is passed.
- Every year: to have performed a minimum of five (5) IFS Food audits as a lead or co- auditor. This is applicable from the first full year following the approval as an IFS Food Auditor.
- Every two (2) calendar years: to have attended and successfully completed a two (2) day IFS Calibration Training, organised by IFS. Subsequent to passing the initial IFS Examinations, the first mandatory IFS Calibration Training shall be completed in the second calendar year following the date when the oral IFS Examination was passed.
- Every two (2) years: to be assessed by the certification body during a full IFS Food audit (on-site monitoring witness audit), in order to evaluate her / his competencies. This audit can be performed at any time during the second

		calendar year following the year when the last witness audit took place. This can be replaced every second time (every four (4) years), by a full on-site witness audit performed during another GFSI recognized food safety post-farm processing certification standard audit accredited to ISO / IEC 17065:2012 norm. The witness auditor shall not be part of the audit (as a team member). For the on-site witness audit performed during an IFS Food audit, the witness auditor shall be an approved IFS Food Auditor and shall fulfil the requirements to act as an IFS Witness Auditor. The certification body shall specify the name of the witness auditor in the IFS audit report. A comprehensive witness audit repost using the IFS Witness Report Template shall be available to demonstrate the outcome of the witness audit. A non-exclusive auditor is responsible for maintaining her / his own IFS approval. To maintain her / his approval, the non-exclusive auditor shall fulfil almost the same requirements as for exclusive auditors, with the following variants (in bold): • Every year: to have taken part in a two (2) day / 16 hour in-house training with each certification body the non-exclusive auditor is linked to in the IFS Database. • Every year: to have performed a minimum of five (5) IFS Food Assessments as a lead or co-auditor. This is applicable from the first full year following approval as an IFS Food Auditor. • Every two (2) years: to be assessed by each certification body during a full IFS Food Assessment (on-site witness audit). Note 1: The monitoring witness audits should, over time, reflect the scopes an auditor is approved for. Note 2: If the witness audit is performed during another GFSI recognized food safety certification standard, the witness auditor shall witness the auditor during the full calculated audit duration. Note 2: Successfully completed witness assessments from accreditation bodies or witness audits from the IFS Integrity Program during IFS Food Assessments can replace the witness audits from the certification body. Apart from this before mentioned rule, the rules for witness auditor and reporting format for the respective standard apply. Note 3: Successfully completed witness assessments from accreditation bodies or witness audits from the IFS Integrity Program during IFS Food Audits can replace the witness audits from the certification body. Note 4: For an audit team, the lead auditor can only be witnessed if the audit team did not split during the audit. All results of the monitoring process of approved IFS Auditors, as well as internal and external trainings, shall be assessed by the certification body, according to ISO/IEC 17065:2012 norm. Evidence of the above-mentioned requirements shall be uploaded in the IFS Database, where required by IFS, before the end of the validity of the auditor's certificate. Note: In case of any extraordinary situation, (e.g., emerging market), where the regular rules cannot be complied with, it is mandatory to contact the IFS Auditor Management for a case by case decision. IFS manages auditor re-approval every two (2) years: • If all requirements are fulfilled, IFS re-issues a new auditor certificate which is valid for two (2) more years. • If not all of them are fulfilled, the auditor´s certificate will not be maintained. The auditor shall successfully participate in the initial oral IFS Examination and sign-off audit to be approved as IFS Food Auditor again. Example of a situation where all requirements are fulfilled: • Date of passed oral IFS Examination: 25th May 2022 • Date of end of validity for IFS Auditor Certificate (initial approval): 31st December 2024 • The auditor shall participate in an IFS Calibration Training between 1st January and 31st December 2024. • The auditor is authorised to perform IFS Audits from the day of activation in the IFS Database until 31st December 2024. • In 2024, if the auditor has: - taken part in the IFS Calibration Training (e.g. on 8th and 9th September 2024) and - fulfilled all other rules mentioned in chapter 3.1.6 • The new end of validity date for IFS Auditor Certificate (re-approval) is: 31st December 2026. **2.4.19.1.1.6** Specific situation of temporarily inactive auditor If an auditor needs to take a timeout (i.e., a break from her / his activity as an IFS Auditor for at least six (6) months and no longer than three (3) years), due to e.g., maternity / paternity leave or illness, the auditor's certification body shall inform IFS Auditor Management of both the start and end date of the timeout period as soon as possible. Non-exclusive auditors shall provide IFS Auditor Management with the above requested information. If, due to the timeout, the requirements mentioned in to maintain auditor approval in 3.1.1.5 are not fulfilled (in-house training every year, witness audit every second year and IFS Calibration Training every second year), the auditor shall fulfil them within a one-year period following the timeout and before she / he can resume her / his activity as an IFS Auditor. If not, the auditor will lose her / his IFS Food approval and shall participate in the IFS initial examinations again. In case of a standard version change during this temporary time-out, the auditor conversion process shall be applied. **2.4.19.1.1.7** Scope extension for approved IFS Auditors Auditors may, during the validity of their IFS Auditor Certificate, extend their approval for product and technology scope(s), based on new or extended experience gained after their initial application as an IFS Food Auditor. For extension of product and technology scope(s), the auditor shall provide the same evidence as for the initial approval process (see 3.1.1.2 e), based on new experience different to that pro-vided for initial application. For extension of technology scope(s), the auditor shall additionally pass a written IFS Examination (per technology scope) organized by IFS Offices. Note 1: IFS Food audits which were performed under the supervision of a witness auditor, can count for the witness auditor to apply for a product or technology scope extension. Participation in an IFS Food Audit as technical expert or interpreter can also count to apply for a product or technology scope extension. Note 2: To be able to use the performed IFS Audit as evidence for a scope extension request in the case of an audit team, the auditors shall stay together during the whole IFS Audit. Alternative path for extension on product scopes 3, 7 and 11 When applying for a scope extension for one of these product scopes (3, 7 or 11), the auditor shall either fulfil the above-mentioned requirements (general approach) or fulfil all of the four (4) requirements defined in chart 10. Chart 10: Four (4) requirements for scope extension of product scopes (3, 7 or 11)

Requirement	Product scope 3 (egg & egg products)	Product scope 7 (combined products)	Product scop (pet food)
Approval for other product scope(s) as a prerequisite	One product scope from scopes 1, 2 or 4 (animal scopes)	One product scope from scopes 1 to 4 (animal scopes) + 1 product scope from scopes 1 to 6	One product from scopes scopes) + 1 product s scopes 1 to 6
Audit experience	Ten (10) full IFS Food Audits in any product scope(s) (performed as lead		
Product specific certification body in-house training	Duration of at least four (4) hours	Duration of at least eight (8) hours	Duration of a (8) hours
Witness audit	Witnessing by certification body during the first audit for the new produ witness auditor shall be approved for the product scope the auditor is w (this can be used as the mandatory monitoring witness audit)		

Evidence of the successful participation in the training shall be made available to IFS on request. The certification body shall submit the application for scope extension to IFS Auditor Management after the witness audit has been performed and evaluated but before the IFS Audit Report is uploaded in the IFS Database.

2.4.19.1.1.8 Further rules and explanations concerning the non-exclusive approach
Each auditor can switch her / his status between exclusive / non-exclusive (and vice versa). The concerned certification bodies will be notified automatically by IFS for every switch between the approaches.
A non-exclusive auditor will be linked to a certification body in the IFS Database by uploading the witness audit performed by the certification body.
A non-exclusive auditor shall not take over any position of responsibility regarding IFS in a certification body (e.g. they cannot be an IFS In-house Trainer, an IFS responsible person nor a contact person for IFS).
Loan agreements for individual audits and IFS Working Group Agreements are not possible for non-exclusive auditors..

2.4.19.1.1.9 General rules about audit teams
All members of the audit team shall be approved IFS Auditors.
In case of assessing in teams, the following requirements apply:

- An IFS audit team consists of IFS Food Auditors whose combined profile (product and technology scope(s)) complies with the scope of the assessed production site.
- A lead auditor shall always be appointed.
- Lead and co-auditor(s) shall always be approved for at least one product scope and one technology scope of the Assessment scope.
- A minimum of two (2) hours shall be added to the calculated audit duration. This additional time shall be allocated to the team for common tasks (e.g., opening and closing meetings, discussion about audit findings, etc.) and not to an individual auditor.
- The remaining time can be split, as long as the auditor competencies for product scope and technology scopes are always covered during the audit. No "crossing over" is allowed: if the lead or co-auditor(s) do not individually have all product and technology scopes necessary for the audit, they have to remain together during all parts of the audit where the competencies of both auditors are necessary. Only an auditor with all relevant product and technology scopes is allowed to perform the respective parts of the audit separately.

The audit time schedule shall clearly indicate which auditor performed which part of the audit.

2.4.19.1.2 Requirements for IFS Reviewers
An IFS Reviewer shall either be an IFS Food Auditor or an IFS pure Reviewer (if not an IFS Food Auditor). The following section details the requirements for being approved as a pure Reviewer. IFS Pure Reviewers can work on an exclusive basis with only one certification body or on a non-exclusive basis for one or more certification bodies.

2.4.19.1.2.1 General requirements for pure Reviewers
Candidates applying to qualify as an IFS pure Reviewer shall meet the following minimum requirements and provide evidence with the application documents.

g) Education & work experience

Education

A food-related or bioscience degree (minimum a bachelor's degree or equivalent) or at least a successfully completed food-related professional higher education.

Work experience

A minimum of three (3) years full-time professional experience related to the food industry including the following functions: functions related to food production activities (e.g. quality assurance, food safety, R & D) in the food industry or in retail; food safety auditing and / or food safety inspection or enforcement. Experience from consultancy in relation to food production activities may be recognized as a maximum of one year towards the work experience, if it can be proven by customer contracts, invoices, orders or confirmations.

h) Qualifications

The candidate shall have taken part in a food hygiene and HACCP course, with a duration of at least two (2) days / 16 hours.

i) General audit experience

The candidate shall have attended two (2) full IFS Food Audits (as observer).

j) Language

If the candidate wishes to review audit reports in language(s) different from her / his mother tongue, she / he shall be fluent in this / these language(s). The decision if a reviewer's language skills are sufficient to carry out a technical review in a proper way, in the respective language, is the responsibility of the certification body.

k) IFS In-house training and IFS Scoring course

The candidate shall have taken part in the following trainings:

- a one-day task related in-house training organized by the certification body
  and
- a one-day Scoring course provided by IFS.

l) E-learning provided by IFS ("IFS Training on product / process approach")
Once the reviewer has fulfilled the above-mentioned requirements and this has been approved by IFS, she / he will be activated as an IFS Food pure Reviewer in the IFS Database and a personal IFS Reviewer Certificate will be issued. Starting from the day of activation, the Reviewer is allowed to perform technical reviews of IFS Food audit reports. The certificate validity period starts from the date of activation in the IFS Database and stops at the end of the second calendar year, irrespective of the actual activation date.

2.4.19.1.2.2 Maintenance of IFS Food pure Reviewer's qualification
The IFS Food pure Reviewer's approval shall be reassessed before the end of validity of her / his reviewer's certificate. To maintain her / his approval, the reviewer shall fulfil the following requirements:

- Every year: to have taken part in a two (2) day / 16 hour annual in-house training by the certification body.
- Every two (2) years: to have taken part (as observer) at one IFS Food audit.
- Every two (2) calendar years: to have attended and successfully completed a two (2) day IFS Calibration Training, organized by IFS. The first mandatory IFS Calibration Training shall be completed in the second calendar year following the date of the initial approval.

Non-exclusive pure reviewers are responsible for maintaining their own IFS Pure Reviewer approval. To maintain their approval, the non-exclusive pure reviewer shall fulfil the same requirements as for exclusive pure reviewers, with the following variants (in bold):
• Every year: to have taken part in a two (2) day/16 hour in-house training with each certification body the non-exclusive auditor is linked to in the IFS Database.
• Every two (2) years: to have taken part (as observer) at one full IFS Food Audit for each certification body.
Note: When starting with a new certification body, a pure reviewer shall take part in a one-day task related in-house training by the certification body.

2.4.19.1.3 Requirements for IFS Trainers
2.4.19.1.3.1 General requirements for IFS Trainers
Candidates applying to qualify as an IFS Trainer shall meet the following minimum requirements and provide evidence with the application documents.

f) Education and work experience
Same professional education and work experience as requested for IFS Auditors.

g) Qualifications
The candidate shall have:

- Taken part in a lead auditor course and HACCP course, as requested for IFS Auditors
- Taken part in the "Train the Trainer" course organised by IFS.

h) General audit experience
A minimum of seven (7) full food safety audits (GFSI recognised food safety certification audits and/or recognised second party audits) and/or IFS Global Markets Food Assessments (intermediate level or at least eight (8) hours assessment duration) shall have been performed by the auditor in the food processing industry during the previous five (5) years (according to the "Positive list of recognisable audit experience for IFS Food" which is provided to the certification bodies by IFS).
In addition, they shall have participated in two (2) full IFS Food Certification Audits as a lead or co-auditor or as trainee during the last two (2) years.

i) Language
The IFS Trainers shall be fluent in English and in the language(s) used when conducting their trainings.

j) E-learning provided by IFS ("IFS Training on product / process approach")

2.4.19.1.3.2 Maintenance of IFS in house Trainer qualification
To maintain her / his approval, the IFS Trainer shall fulfil the following requirements:

- Every year: to carry out or have taken part in a two (2) day / 16 hour in-house training by the certification body.
- Continuously: to stay informed about any new information on IFS Food Standard (provided by IFS to their certification body).
- Conversion to the IFS Food Standard v8: to have taken part in the new "Train the Trainer" course organised by IFS and to carry out an in-house training of all approved IFS Auditors and Reviewers, before they perform audits and technical reviews based on the new version. The duration of this IFS In-house Training shall be one day which is mandatory for all IFS Auditors, Reviewers and Trainers and shall be performed in addition to the annual in-house training.
- When a new IFS Doctrine is published: to train all approved IFS Auditors and IFS Reviewers before they perform any new Assessment or technical review (this training can be done face-to-face, online or by webinar).

2.4.19.1.4 Requirements for IFS Witness Auditors
A person qualifying as a witness auditor shall fulfil the following requirements:

- To be an experienced IFS Food Auditor or an IFS Trainer who is also an IFS pure Reviewer
- To be an experienced IFS Food Auditor or an IFS Trainer who is also an IFS pure Reviewer
- To have taken part in the IFS witness auditor online course (provided by IFS)
- To be appointed as a witness auditor in the IFS Database
- To be approved for the language(s) in which the Assessment is performed.
  It is the responsibility of the certification body to ensure that the witness auditor has the required skills, both on an interpersonal and professional level, to be able to witness other auditors in a constructive manner.
  The witness auditor shall provide comprehensive witness audit reports, using the IFS template in case of IFS Witness Audit, which shall be made available to IFS on request.
  Additional option:
  An IFS In-house Trainer who is also an approved IFS Pure Reviewer can get approval as a witness auditor for monitoring witness audits, but not for sign-off audits. To get approved for performing monitoring witness audits, they shall fulfil the above-mentioned requirements c) to e).

2.4.19.1.5 Overview of requirements for initial approval and maintenance of approval
and the tasks of each IFS related roles in a certification body.
The following chart (chart 11) gives an overview about requirements for initial and maintenance of approval, as well as for the tasks of the specific IFS roles in a certification body.

<table>
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<td>
Chart 11: Overview of requirements for initial approval and mainten
tasks of each IFS related roles in a certification body
<table>
<tr><th>Function/ role in certification body</th><th>Profile/requirements for initial approval</th><th>Requirements for maintenance o approval</th></tr>
<tr><td>IFS Auditor (see chapter 3.1, Part 3)</td><td>• Professional education
• Work experience
• Qualifications
• Audit experience (general and per scopes)
• Two (2) day initial in-house training by certification body
• E-learning provided by IFS (“IFS Training On Product/Process Approach”)
• Passed IFS Examinations (written and oral)
• Sign-off audit</td><td>• Every year: two (2) day in-house training by certification body
• Every year: five (5) IFS Food audits
• Every two (2) years: one IFS Food Witness Audit (every second time, i.e. every four (4) years, it can be replaced by an on-site witness audit during another GFSI recognised food safety certification standard audit accredited against ISO/ IEC 17065:2012 norm)
• Every two (2) years: Calibration Training organised by IFS</td></tr>
<tr><td>IFS Reviewer (see chapter 3.2, Part 3)</td><td>IFS Food Auditor or IFS Pure Reviewer:
• Professional education
• Work experience
• Qualifications
• Audit experience (as observer or performed themselves)
• One-day task related in-house training by certification body
• Scoring course organised by IFS
• E-learning provided by IFS (“IFS Training On Product/Process Approach”)</td><td>• Every year: two (2) day in-house training by certification body
• Every two (2) years: one IFS Food Audit as observer
• Every two (2) years: Calibration Training organised by IFS</td></tr>
</table>
</td>
</tr>
<tr>
<td>18</td>
<td>20.09.2023</td>
<td>2.4.13 GLOBALG.A.P. Scheme Manager
Hierarchy:
The Q-CHECK “GLOBALG.A.P. Scheme Manager” position covers the respective requirement laid down in GLOBALG.A.P. Regulations – Rules for CBs. The Scheme Manager reports directly to the General Manager.
Responsibilities:
The Scheme Manager shall serve as the representative of Q-CHECK before the GLOBALG.A.P. Secretariat.
Shall be committed to assisting in any harmonization activities performed by the GLOBALG.A.P. Secretariat.
Shall be responsible for returning to the GLOBALG.A.P. Secretariat the requested signed reception of any communication requiring written receipt.
Shall be responsible for communication and administration of Q-check users within the GLOBALG.A.P. System.
Shall respond to GLOBALG.A.P. operational enquiries as required in the communication. (if the GLOBALG.A.P. scheme manager is not available, a substitute shall assume these responsibilities)
Shall discuss any requests for exceptions to the GLOBALG.A.P. requirements on behalf of Q-check.
Shall distribute all communication received from the GLOBALG.A.P. Secretariat to all Q-check staff involved in GLOBALG.A.P. activities in all countries of operation.
Shall attend the annual Scheme Manager (Update) meeting. This is a yearly task of Q-check as required by the GLOBALG.A.P. Secretariat. If a different scheme manager is appointed in the middle of the year, attendance of the scheme manager update meeting is not required again for that same year. If the scheme manager is on medical leave (e.g. maternity leave), Q-check may send another competent representative. If Q-check has critical locations defined by the AB, a representative of each critical location shall also attend the annual scheme manager (update) meeting. Additionaly fees apply.</td>
</tr>
</table>

		Shall witness all GLOBALG.A.P. inspectors/auditors for GLOBALG.A.P. Certification Scheme at least once every 4 years to verify their competence. The Scheme Manager may appoint this particular task to an external person that qualifies for the assessment. The Scheme Manager may be the same person as the in-house trainer. Shall be responsible for reporting on the performance of the quality system of the CB for the purposes of management review and subsequent system improvement of the CB. If Q-check appoints a new scheme manager, this shall be communicated within 24hours to the GLOBALG.A.P. Secretariat. Required Qualifications: Shall be fluent in English. Shall at least qualify as a GLOBALG.A.P. CB farm auditor for one of the scopes. Shall be available in-house; i.e., not hired occasionally by Q-check, and shall be part of the operational and/or management decision-making process of Q-check. 2.4.14 GLOBALG.A.P. In-House Trainer Hierarchy: The Q-CHECK "GLOBALG.A.P. In-House Trainer" position covers the respective requirement laid down in GLOBALG.A.P. Regulations- Rules for CB's. The In-House Trainer reports to the GLOBALG.A.P. Scheme Manager and the General Manager. Responsibilities: Shall be responsible for ensuring that all their registered GLOBALG.A.P. CB QMS auditors and CB farm auditors comply with the minimum requirements laid down in the GLOBALG.A.P. Regulations. Shall be responsible for training all the respective GLOBALG.A.P. CB QMS auditors and CB farm auditors (based on GLOBALG.A.P.) and answering their technical questions. Shall monitor the genuineness and the completeness of the process of passing the GLOBALG.A.P. on-line tests, by the CB QMS auditors and CB farm auditors of Q-CHECK. Shall verify, record and monitor the requirements set for CB QMS auditors and CB farm auditors qualification including requirements for initial training and for maintenance of competency. Shall carry out annual internal refreshing/update training to CB QMS auditors and CB farm auditors . Shall attend periodical technical update meetings, as announced by the GLOBALG.A.P. Secretariat. Shall follow formal communications by the GLOBALG.A.P. Secretariat, especially the technical news, and have the responsibility to update CB auditors regarding this information. Required Qualifications: Shall be fluent in English. Shall at least qualify as a GLOBALG.A.P. CB farm auditors qualification requirements for the respective scopes . if Q-check has clients with QMS, one of the IHTs shall comply with CB QMS auditor qualifications. Shall be available in-house; i.e. not hired occasionally by Q-check. This person may be the same person as the Scheme Manager and Q-check may have more than one in- house trainer covering different standards or scopes. Shall need to have passed the CB in-house trainer training and exam for the relevant scope and version. Failing any part of the exam twice will require reattending a GLOBALG.A.P. CB IHT training and successfully passing the exam. Failing the exam a third time leads to blocking of IHT candidate and a new IHT shall be named and trained. Shall complete the required trainings within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course. 2.4.15 GLOBALG.A.P. CB farm auditor Hierarchy: The Q-CHECK "GLOBALG.A.P. CB farm auditor" position covers the respective requirement laid down in GLOBALG.A.P. Regulations for CB's. The farm auditor reports to the GLOBALG.A.P. Scheme Manager and the In-House Trainer. farm auditors may conduct an audit to a scope (plants, aquaculture or livestock) at the farm level once Q-check has verified evidence of their qualifications and experience for each scope. Responsibilities: Shall be responsible for inspecting the registered producers according to the requirements laid down in Q-CHECK Procedures and Control System. Shall be responsible for carrying out the inspection of farms (either a producer, a production site of a multisite company or a producer member of a producer group) to assess compliance with the GLOBALG.A.P. Standard. This may include shadow inspection of the internal inspectors of producer groups or Option 1 multisites with QMS. Shall be responsible to produce timely and accurate reports on such inspections in accordance with ISO 17065 and GLOBALG.A.P. timelines and system requirements. Shall be responsible to maintain up-to-date files of all quality policies, procedures, work instructions and documentation issued by Q-CHECK. Shall be responsible to keep abreast of developments, issues and legislative changes pertaining to the scope in which inspections are carried out. Shall be responsible to carry out any other tasks Q-CHECK may assign, outside the scope of GLOBALG.A.P. as long as these activities do not contradict ISO 17065 principles or any stipulation set down by GLOBALG.A.P. General Regulations. Shall only use documents provided for, by Q-CHECK Shall use the GLOBALG.A.P. Checklist in its latest version to record the inspection findings Inspectors are not permitted to carry out any activities that may affect their independence or impartiality, and specifically are not permitted to accept bribes and to have carried out consultancy activities in the last two years for the producers they are performing inspections on. Inspectors shall strictly observe the producer's and Q-CHECK's procedures to maintain the confidentiality of information and records. Required Qualifications: Shall be fluent in English. Shall complete the GLOBALG.A.P. & GFSI tests (including exams of the updates) within 3 months after their release provided, they are available in the inspector's working language. Shall have at least a post high school (post-secondary education) diploma or equivalent (minimum course duration of 2 years) in a discipline related to the scope of certification (plants) and a minimum of 2 years' experience in the respective scope gained after finishing post high school studies, and a total of three years experience in the aagricultural industry/ business. Alternatively to the basic requirements mentioned above, the farm auditor shall have a post high school (post-secondary education) diploma with a minimum duration of 2 years in a food related discipline and

		a minimum of 4 years industry experience either in a practical capacity on farm/site or in a technical production management role in the relevant scope of certification (plants). Shall follow one-day practical farm auditing training setting out basic principles of inspection. Shall have adequate training in HACCP principles either as part of formal qualifications or through the successful completion of a formal training based on the principles of Codex Alimentarius (the formal training may be an internal training by the CB). The minimum training duration shall be 8 hours. Duration and content shall be indicated on the evidence available for this requirement (training certificate, evidence of training included in formal qualifications, etc.). Shall have food hygiene training either as part of formal qualifications or through the successful completion of a formal training (the formal training may be an internal training by Q-CHECK). The formal course duration shall be a minimum of 8 hours. Duration and content shall be indicated on the evidence available for this requirement (training certificate, evidence of training included in formal qualifications, etc.). The Food Hygiene training course shall cover: site management, water, fertilizer, equipment, facilities and product handling, and site and personal hygiene, and it shall also include practical case studies. GlobalG.A.P. online trainings, where available; successful completion of all applicable online tests and the respective updates within 3 months after release in the CB farm auditor's language. For plants Scope: Plant protection, soil management, fertilizer and IPM training, either as part of formal qualifications, or through the successful completion of a formal course. The required experience shall involve work in the respective scope. Experienced gained simultaneously for more than one scope is acceptable. To carry out farm audits for an additional scope, proof of a formal training in production practices and scope-specific working experience (i.e.: one year working experience or 10 days witness assessments) are required. The formal training mentioned above can be part of the formal qualifications (degree/diploma) or can be separate trainings that was completed by the farm auditor. The farm auditor shall present proof of qualification. If it was part of the degree/ diploma, it shall be in the syllabus of the training. If it was acquired separately, there shall be a separate certificate, which shows that a course that covered these issues was completed (including an exam). Q-check shall put a training program in place customized to the applicant Q-check Farm auditor. The applicant Q-check Farm auditor shall take part as an observer in a minimum of one Q-check farm audit of an Option 1 individual producer or one Q-check farm audit of an Option 2 producer group member in the relevant scope performed by an already qualified Q-check auditor. if Q-check takes on (hires) a CB farm auditor who is already approved for the currently valid version of the relevant standard/scope/add-on, the rule requiring observation of "a minimum of one CB farm audit for an Option 1 individual producer or one Q-check farm audit of an Option 2 producer group member in the relevant scope" does not apply. Q-check shall witness the applicant CB farm auditor during a minimum of one CB farm audit or either an Option 1 individual producer or one Q-check farm audit of an Option 2 producer group member for each scope. For the CB's first CB farm auditor the CB's internal procedures shall apply. . As a minimum requirement, Q-check shall verify competence in the follow topics: .Technical knowledge in a given scope ability to identify food safety risks/food hazards ability to evaluate the HACCP system and identify/ challenge critical control points Up-to-date knowledge of plant protection products, fertilizer application, and IPM principles (for plants scope) Ability to carry out traceability checks and mass balance analyses Wherever the P&Cs refer to local legislation, knowledge of the relevant requirements Sufficient communication and behavioral skills to conduct a CB farm audit "working language" skills in the corresponding native/working language Use of ICT, as per the relevant clauses of IAF MD4, in the case of off-sites stages and/or remote CB farm audits especially for GFS version Q-check, in the initial training before sign -off for an CB farm auditor, shall have a program for the assessment of auditing skills. This shall include at minimum that CB farm auditors are assessed on their performance in three CB farms audits in accordance with Q-check written program and as a prerequisite to meeting applicable requirements of IFA v6 GFS. The auditing skills assessment shall include at least one CB farm witness audit and the rest may consist either of further CB farm witness audits on-site or of document review. The sign-off process can be concluded only after a successful auditing skills assessment consisting of a minimum three CB farm audits. After the initial successful CB farm witness audit but before the final sign-off, the conducted CB farm audits can be registered for the CB farm auditor in training, and the producer can be certified. 2.4.16 GLOBALG.A.P. QMS Auditor Hierarchy: The Q-CHECK "GLOBALG.A.P. QMS Auditor" position covers the respective requirement laid down in GLOBALG.A.P. Regulations for CB's. The QMS Auditor reports to the GLOBALG.A.P. Scheme Manager and the In-House Trainer. Responsibilities: Shall be responsible for auditing the registered producer groups and/or producers with QMS according to the requirements laid down in Q-CHECK Procedures and Control System. Shall be responsible for auditing and the assessment of the quality management system of producer groups and Option 1 multisite where a QMS is implemented for compliance with the GLOBALG.A.P. Standard according to the QMS Checklist, available on the GLOBALG.A.P. website. Shall be responsible to produce timely and accurate reports on such audits in accordance with ISO 17065 requirements and GLOBALG.A.P. timelines and system requirements. Shall be responsible for carrying out the inspection of farms (either a producer, a production site of a multisite company or a producer member of a producer group) to assess compliance with the GLOBALG.A.P. Standard. This may include shadow inspection of the internal inspectors of producer groups or Option 1 multisites with QMS. Shall be responsible to produce timely and accurate reports on such inspections in accordance with ISO 17065 and GLOBALG.A.P. timelines and system requirements.

		Shall be responsible to maintain up-to-date files of all quality policies, procedures, work instructions and documentation issued by Q-CHECK. Shall be responsible to keep abreast of developments, issues and legislative changes pertaining to the scope in which audits are carried out. Shall be responsible to carry out any other tasks that Q-CHECK may assign outside the scope of GLOBALG.A.P. so long as these activities do not contradict ISO/IEC Guide 17065 principles or any stipulation set down by GLOBALG.A.P. General Regulations. Auditors are not permitted to take ultimate certification decisions regarding own audits or inspections they have carried out themselves. Auditors are not permitted to carry out any activities that may affect their independence or impartiality, and specifically are not permitted to accept bribes and to have carried out consultancy activities in the last two years for the producers they are performing inspections on. Auditors shall strictly observe the producer's and Q-CHECK's procedures to maintain the confidentiality of information and records. Shall only use documents provided for, by Q-CHECK Shall use the GLOBALG.A.P. QMS Checklist in its latest version to record the audit findings Required Qualifications: Shall be fluent in English. Shall have "Working language" skills in the corresponding native/working language. This shall include the locally used specialist terminology in this working language. Shall complete the GLOBALG.A.P. & GFSI tests (including exams of the updates) within 3 months after their release provided, they are available in the auditor's working language. Shall have at least a post high school (post-secondary education) diploma or equivalent (minimum course duration of 2 years) in a discipline related to the scope of certification (plants) and a minimum of 2 years' experience in the respective scope gained after finishing the respective post high school studies and overall 3 years' experience in the agricultural industry/ business. Alternatively, to the previous point the QMS Auditor may have a post high school (post-secondary education) diploma with a minimum duration of 2 years in a food-related discipline and a minimum of 4 years' industry experience either in a practical capacity on farm/site or in a technical production management role in the relevant scope of certification (plants) Shall be able to demonstrate practical auditing experience of minimum 10 days in management systems (e.g.: ISO 9000, ISO 14000, ISO 22000, OSHAS 18000, ISO 45001, BRCGS Food, IFS Food, previous GLOBALG.A.P. Option 2 or Option 4, PHA, producer group audits of organic producers or others). This does not include witnessing or observing of audits, but includes being witnessed or observed as auditor-in-training. Shall be able to demonstrate successful completion of a Lead auditor training based on ISO/IEC 19011 principles that shall have a minimum duration of 37 hours, and shall be externally recognized by the industry. The certificate shall specify the training content and duration. Successful completion shall be indicated on the certificate. The Lead auditor training shall cover applicable standards on quality auditing, auditing techniques, focus of the audits (psychological aspects and communication) and reporting.It shall also include a practical case study. Training in HACCP principles, either as part of formal qualifications or through the successful completion of a formal training based on the principles of Codex Alimentarius (the formal training may be an internal training by the CB). The training duration shall be a minimum of 8 hours. Duration and content shall be indicated on the evidence provided for this requirement (training certificate, evidence of training included in formal qualifications, etc.). Shall be able to demonstrate food hygiene training, either as part of formal qualifications or through the successful completion of a formal training (the formal training may be an internal training organized by Q-CHECK). Successful completion of a Food Hygiene training with a minimum duration of 8 hours. Duration and content shall be indicated on the evidence provided for this requirement (training certificate, evidence of training included in formal qualifications, etc.). The Food Hygiene training course shall cover site management, water, fertilizer, equipment, facilities, product handling and personal hygiene, and it shall also include practical case studies. Both trainings (HACCP and Food Hygiene) can have been completed together in the same formal course (minimum duration 16 hours). GlobalG.A.P. online trainings, where available; successful completion of all applicable online tests and the respective updates within three months after release in the CB QMS auditor's language. . For plants scope: Plant protection, soil management, fertilizer and IPM training, either as part of formal qualifications or through the successful completion of a formal training. For CB farm audits the experience required shall involve work in the respective scope and may have been gained simultaneously for more than one scope For CB farm audits, the experience required shall involve work in the respective scope. Experience gained simultaneously for more than one scope is acceptable . To carry out CB Farm audits for an additional scope, proof of formal training in production practices and scope – specific working experience (i.e., 1 year's working experience or 10 days' CB witness audits) are required. The formal training mentioned above, can be part of the formal qualifications (degree/diploma) or can be separate training that were taken by the CB QMS auditor. The CB QMS auditor shall present proof of qualification. If it was part of the degree/diploma, it shall be in the syllabus of the course. Or, if it was acquired separately, then there shall be a separate certificate, which shows that a course that covered these issues was completed (including an exam). Q-check shall have in place a customized program to the applicant CB QMS auditor. The applicant CB QMS auditor shall take part as an observer in a minimum of one CB farm audit of an Option 1 individual producer or one CB farm audit of an Option 2 producer group member in the relevant scope by an already qualified CB QMS auditor If Q-check takes on (hires) a CB QMS auditor who is already approved for the currently valid version of the relevant standard/scope/add-on, the rule requiring observation of "a minimum of one CB farm audit of an Option 1 individual producer or one CB farm audit of an Option 2 producer group member in the relevant scope" does not apply. Q-check shall witness a minimum of one CB farm audit of an Option 1 individual producer or one CB farm audit of an Option 2 producer group member for each scope and one CB QMS audit by the applicant CB QMS auditor. A CB farm auditor or CB QMS auditor can witness the CB farm audit, but only a CB QMS auditor can witness the CB QMS audit. For the Q-check first CB QMS auditor the Q-check internal procedure shall apply. The CB QMS auditor shall attend a GLOBAL.G.A.P. CB QMS auditor training and pass the test for the sign-off and attend or pass the test of updates for each new standard version, if applicable. As a minimum requirement, Q-check shall verify competence in the following topics:

		Technical knowledge in a given scope Ability to identify food safety risks/food hazards Ability to evaluate HACCP system and identify/challenge critical control points Up-to-date knowledge of plant protection products, fertilizer applications, and IPM principles (for plants scope) Ability to carry out traceability checks and mass balance analyses Wherever the P&C's refer to local legislation, knowledge of the relevant requirements Sufficient communication and behavioral skills to conduct a CB farm/QMS audit Working language skills in the corresponding native/working language Use of ICT, as per the relevant clauses of IAF MD4, in the case of off-site stages and/or remote CB audits Especially for GFS Q-check, in the initial training before sign -off for an CB QMS auditor, shall have a program for the assessment of auditing skills. This shall include at minimum that CB QMS auditors are assessed on their performance in three CB farms audits in accordance with Q-check written program and as a prerequisite to meeting applicable requirements of IFA v6 GFS. The auditing skills assessment shall include at least one CB QMS witness audit and the rest may consist either of further CB QMS witness audits on-site or of document review. The sign-off process can be concluded only after a successful auditing skills assessment consisting of a minimum three CB QMS audits. After the initial successful CB QMS witness audit but before the final sign-off, the conducted CB QMS audits can be registered for the CB QMS auditor in training, and the producer can be certified. 2.4.17 GLOBALG.A.P. Certification Manager and request reviewer Hierarchy: The Q-CHECK "GLOBALG.A.P. Certification manager and request reviewer" reports to the GLOBALG.A.P. Scheme Manager and the General Manager. Responsibilities: The Certification Manager and request reviewer is responsible for: • participates in the training of the personnel training program • evaluates inspectors in the field • participates in the Committee on Disputes • participates in Management Review • Ensures that a copy of the Company's file (dossier) is sent and communicates the procedure to the Competent Authorities should it be transferred to another certification Body • establishes the inspection and sampling program of the companies controlled by the procedure • Assigns inspections to Inspectors of the CB, issues Inspection Assignments and Disclosure of Inspection Items and resolves any differences arising from the application of the procedure • oversees the proper conduct of inspections based on the relevant planning of the procedure • Evaluates the Certification Application submitted to the CB by the producers/ producer group • Keep the Application List • Review the evaluated documentation for each entity controlled by the CB and decide on the issuance, maintenance, suspension and revocation of the certification documents • imposes sanctions on non-compliant businesses • informs the audited companies of the decisions regarding the certification of their products • Issues all certification documents • Updates the Business File on an ongoing basis • maintains and is responsible for all printed and electronic records related to the companies controlled by the CB • informs the Competent Authorities when sanctions are imposed on the controlled undertakings • records any non-compliance and opportunities for improvement with respect to the CB's Quality System, which it finds in the performance of its work Necessary qualifications: • Bachelor of Agriculture or Agricultural Technology, native or foreign (postgraduate and doctoral degrees are considered) • Two years of administrative experience • Three years of professional experience in the field of agriculture and at least two years of experience in product control and certification and field inspections • Knowledge of Community Legislation and other Standards for the Production of Products • Administrative and communication skills • Very good knowledge of English (taking into account more foreign languages) • Excellent computer operating knowledge Required Qualifications: • Shall be fluent in English. • Shall at least qualify as a GLOBALG.A.P. Inspector for the respective sub-scopes – See "GLOBALG.A.P. CB farm auditor" at point 13 for full qualifications • Shall be available in-house; i.e. not hired occasionally by Q-CHECK. This person may be the same person as the Scheme Manager and Q-CHECK may have more than one certification manager – technical reviewers covering different standards or sub-scopes. • Shall need to have passed the CB training exam for the relevant sub- scope and version. Shall complete the required trainings within 3 months in case of a change in personnel. If this is not feasible, the new person shall register within 3 months for an upcoming course
19	01.10.2023	
20	21.12.2023	• Qms auditor shall always be present and perform the closing meeting.