1 PURPOSE

1.1 To put a system in place for creating and issuing of TQ Cert offer letters and contracts w.r.t. ISO 22000.

2 SCOPE

2.1 Covers ISO 22000-2005 registration schemes. As per the scheme requirements.

2.2 Multi-site registrations, if any, for ISO 22000 schemes are handled as per the procedures defined under requirements 9.1.5.1 to 9.1.5.3 of ISO/TS 22003:2013 (minimum 20 sites for consideration). – Refer Annexure A

3 RESPONSIBILITY

3.1 Head QA shall be responsible to ensure the implementation of this procedure.

4 PROCEDURE: REGISTRATION

4.1 On receipt of enquiry from applicant the Head QA or his deputy forwards the application form, basing on the requirements of the customer.

4.2 On receipt of filled in form, the Head QA will review it to see that the information is complete. Head QA will first determine the relevant sector/category; the applicant engaged in and compares that to TQ Cert scope of accreditation. If the applicant activities do not fall within TQ Cert scope then the Head QA will notify the Director who will determine the scope extension by approaching Accreditation Body for the scope extension In such a case the customer may be issued a quotation. Any differences will be resolved with the customer before proceeding to issue the offer letter. The contract review is done as per the format FSMS/F-02. In case of not taking up the case the applicant will be informed accordingly stating with the reasons.

4.3 The review will be conducted by the competent personnel meeting the requirements of 7.2.2 of ISO 22003 and ability to apply knowledge and skills in the following areas:

- classification of applicants in food chain categories and sectors;
- assessment of applicant products, processes and practices;
- deployment of FSMS auditor competences and requirements;
- determination of audit time and duration requirements;
- Certification body's policies and procedures related to contract review.

4.4 Calculation of audit man days required basing on the information provided in the company information sheet and additional clarifications obtained by the Head QA or deputy.

4.4.1 **ISO 22000**: From the information provided by the customer Head QA identifies:

4.4.1.1 The category under which the company's FSMS is falling using Table 1 of Auditor Time Calculation Sheet (ISO 22000 worksheet-FSMS/AN-2). As a minimum the following to be considered:

- the requirements of the relevant management system standard;
- size
- Size and age of the site & impact on material flow
- Labor Intensity of the process
- Complexity of the manufacturing process
- Any storage facility
- Number of the non-conformities raised on previous audits
- Difficulties experience during the audit and requiring further investigation.
- Preparedness of the company
- Numbers of product lines
- Numbers of HACCP studies
- Numbers of Employees
-
- technological and regulatory context;
- any outsourcing of any activities included in the scope of the management system;
- the results of any prior to Certification
- number of sites and multi-site considerations. (Refer Anneuxre A)
- the risks associated with the products, processes or activities of the organization
- when audits are combined or joint or integrated –TQ Cert does not do any combined, joint or integrated audits.

4.4.1.2 Number of actual audit days required w.r.t. number of employees from Table 2-number of employees + audit days of Auditor Time Calculation Sheet (ISO 22000 worksheet-FSMS/AN-

2).-Annex.B of ISO /TS 22003-2013. Note: all employees in the premises (full time or part time) to be considered as number of full time equivalent employees (FTEs)

4.4.1.3 Number of extra HACCP studies involved in the processing activities of the company basing on the process flow diagram/product grouping/process lines in of Table 1 (basic onsite minimum audit time) of Auditor Time Calculation Sheet (ISO 22000 worksheet-FSMS/AN-2).

4.4.1.4 Whether the company has any certified relevant management systems (ISO 9001, HACCP, BRC, IFS and other GFSI approved schemes). If yes, the "0" value (default value) will not be changed and if no, then a factor of 0.25 is put against the column in Table 1 (minimum audit time) of Auditor Time Calculation Sheet (ISO 22000 worksheet-FSMS/AN-2).

4.4.1.5 Extra audit time required basing on the risk of food safety w.r.t. infrastructure, equipment (obtained in the company information sheet from the customers). Each risk factor under column "Extra Audit Time" of Auditor Time Calculation Sheet (ISO 22000 worksheet-FSMS/AN-2).

4.4.1.6 Total audit days (including stage 1 and stage 2 are identified from the output(s) in columns "TS-initial, TS-surveillance and TS-renewal" of Auditor Time Calculation Sheet (ISO 22000 worksheet-FSMS/AN-2). This time calculated does not include the time for preparation of the audit nor for writing the audit report.

4.5 The Head QA or his deputy will generate an offer letter and forwards to the customer. The Head QA will also document the appropriate assessor man-day requirements for the conformance and surveillance assessments.

All quotations are firm for 30/45 days from the date of issue.

4.6 Actual days quoted will depend on the specifics of the organization and will be determined as per the guidance given in Table-1. The variation of time spent on each assessment depends on a number of factors including the size, scope of the audit, logistics, complexity of the organization and its state of preparedness for audit. The basis for deviations if any from Table 1 will be documented in the assessor day justification worksheet (FSMS/F-03).

4.7 The auditor time chart shown in Table-1 provides the framework that could be used for audit planning by identifying a starting point based on the number of employees, for adjusting significant factors applying to the applicant and auditor. And attributing to each factor an addition or subtraction weighing to modify the base figure.

Effective number of employees includes non-permanent (Seasonal, temporary and subcontracted staff who will be present at the time of audit. Part time employees should be treated as full time equivalent employees.

4.8 If the majority of employees (especially casual or helper grade) are involved in single general process activity (e.g. Loading and unloading of raw material, doing the similar type of work)

then the following criteria shall be applied as the implementation of the FSMS system w.r.t their activities is to be assessed:

4.8.1 **Low Risk Categories:** Square root of total personnel involved in such activities or works.

4.8.2 **High Risk Categories:** 2-x square root of personnel involved in such activities or works.

4.8.3 Designated Person proposes the above calculations for every such application for the approval of is authorized for the approvals.

4.9 **Changes to Quotation/Contracts** Any changes to the approved quotations/contracts and its terms will be documented in the applicant files. All changes in registration program requirements require that existing quotations/contracts will be revised to incorporate those changes.

4.10 The Director has the final authority to finalize the amount quoted.

4.11 The Head QA will forward welcome pack to the customer containing a minimum of

- TQ Cert contact information.
- Flow chart of activity for the assessment.
- Requirements of the standard
- Assessment expectations for Stage-1 & 2.
- Agreement for registration disclosure.

4.12 Any changes to the approved offer and application for operational/surveillance assessments will be documented and mutually approved.

4.13 The applicant must enter into the Agreement for Registration Disclosure. The registration contracts typically quoted for a three years period.

4.14 Surveillance assessment program may be established at 12 months frequency as per applicable surveillance audit guide or standard requirements.

4.15 Re-Registration

Quotations will be prepared accordance to this procedure and the process described in re-registration audit.

4.16 Transfer of registration

Quotation for transfer of registration from another register to TQ Cert will be prepared in accordance with this procedure and as per the process described in transfer of registration.

4.17 Records & Forms

- Company Information Sheet. (FSMS/F-01)
- Contract review Checklist (FSMS/F-02)
- Assessor day deviation justification work sheet (FSMS/F-03)
- Letter of Offer for initial/re-registration/change of registrar (FSMS/F-04)
- Agreement for Certification Services (QMS-P33)
- Auditor time calculation Sheet (FSMS/AN-2).

Annexure A

Multisite Sampling

For the certification of multi-site organizations, (apply only to operations directly affecting food safety, and not toexclusively administrative sites).

1. A multi-site organization is an organization having an identified central function (hereafterreferred to as a central office – but not necessarily the headquarters of the organization) at which certainFSMS activities are planned, controlled or managed, and a network of sites at which such activities arefully or partially carried out.

Examples of possible multi-site organizations are:

— Organizations operating with franchises;

— a manufacturing company with one or more production sites and a network of sales offices;

— service organizations with multiple sites offering a similar service;

— Organizations with multiple branches.

2.TQ Cert can certify a multi-site organization under one management system,providing that the following conditions apply:

a) all sites are operating under one centrally controlled and administered FSMS as defined inISO 22000:2005, Clause 4, or equivalent for other FSMS;

b) an internal audit has been conducted on each site within one year prior to certification;

c) audit findings of the individual sites shall be considered indicative of the entire system andcorrection shall be implemented accordingly.

3 The use of multi-site sampling is only possible for categories of ISO2000 : 2013 Table A1 - A, B, E, F and G and for organizations with more than 20 sites operating similar processes within these categories. Thisapplies to the initial certification, to surveillance and to recertification audits. TQ Cert shalljustify its decision on sampling for multi-site certification.

Where multi-site sampling is permitted, following certification, the annual internal audit programmeshall include all sites of the organization.

NOTE Risk is another consideration when determining sampling and can increase the level of sampleindicated in Table 1.

4 Where TQ Cert offers multi-site sampling, the certification body shall utilize asampling programme to ensure an effective audit of the FSMS where the following apply.

a) For organizations with 20 sites or less, all sites shall be audited. The sampling for more than 20 sitesshall be at the ratio of 1 site per 5 sites. All sites shall be randomly selected and, after the audit, nosampled sites may be nonconforming (i.e. not meeting certification thresholds for ISO 22000).

b) At least annually, an audit of the central office for the FSMS shall be performed by the certificationbody.

c) At least annually, surveillance audits shall be performed by t\TQ Cert on the requirednumber of sampled sites.

d) Audit findings of the sampled sites shall be considered indicative of the entire system and correctionshall be implemented accordingly.

Table 1 gives examples of the number of sites to audit when sampling is used.

	Total number of sites								
	Number of sites to be audited between 1 and 20	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**
Number of sites above 20	0	1	2	3	4	5	6	7	8
Additional number of sites to audit	0	1	1	1	1	1	2	2	2
Number of sites to be audited	*x*	21	21	21	21	21	22	22	22