

## **Transition Guidelines for TQ Cert Clients for ISO 22000:2018 version**

### **Key Concepts in ISO 22000:2018**

1. New High Level Structure (HLS) developed by ISO, which is mandatory when drafting or revising management system standards, had to be incorporated into the standard. The HLS sets a framework for the management system standards, which makes it very easy for businesses to conform to more than one management system standard.
2. A new understanding of the different approaches to the notion RISK: As a concept, risk is used in various ways and it is very important for food businesses to distinguish between the well-known hazard assessment on the operational level (HACCP), and the concept of business risk where opportunities also form part of the concept.
3. Clarification on how the Plan-Do-Check- Act (PDCA) circle works by having two separate circles in the standard. The two PDCA circles will operate one inside the other; one covering the management system and the other, within it, the operations described in Clause 8, which simultaneously cover the principles of HACCP defined by Codex.
4. The users of the current standard have asked for a clear description of the differences between CCPs, OPRPs and PRPs, while maintaining alignment with Codex definitions as much as possible.

### **Understanding the Key Changes:**

#### **a) Changes due to the adoption of High Level Structure (HLS)**

1. **Business Context and interested parties:** Chapter 4.1, external and internal issues, introduces new clauses for systematic determination and monitoring of the business context, and Chapter 4.2, needs and expectations of interested parties, introduces demands to identify and understand factors that can (potentially) affect the ability of Management System to reach the intended results.
2. **Strengthened emphasis on leadership and management commitment:** Chapter 5.1 now includes new demands to actively engage and take accountability for the effectiveness of the management system.
3. **Risk management:** - Chapter 6.1 now requires companies to determine, consider and, where necessary, take action to address any risks that may impact (either positively or negatively) the ability of the management system to deliver its intended results.
4. **Strengthened focus on objectives as drivers for improvements:** these changes can be found in Chapter 6.2, and performance evaluation chapter 9.1.
5. **Extended requirements related to communications:** Chapter 7.4 is now more prescriptive in respect to the "Communication Process", including determination of what, when and how to communicate.
6. **Documented Information Vs Food Safety Manual:** – With ISO 22000:2018, the requirement of having a food safety manual is minimized, however, the change is introduced in chapter 7.5. It is still required to have documented information. Documented information shall be controlled to ensure it is adequately protected (ref. 7.5.3). The explicit requirement to have a documented procedure has been removed.
7. **Other changes that are specific to ISO 22000 and food safety management.**
  1. **The PDCA cycle:** the standard clarifies the Plan-Do-Check-Act cycle, by having two separate cycles

- in the standard working together: one covering the management system and the other, covering the principles of HACCP.
2. **Specific inclusion of animal food in the scope:** food for animals not producing food for human consumption. Feed is intended to be fed to food producing animals.
  3. **Important changes in the definitions:** 'Harm' is replaced by 'adverse health effect' to ensure consistency with definition of food safety hazard. The use of 'assurance' highlights the relationship between the consumer and the food product, based on the assurance of food safety.
  4. **Communication of food safety policy - Chapter 5.2.2:** Explicitly requires the management to facilitate understanding of the food safety policies by employees.
  5. **Food Safety Management System Objectives:** Establishing objectives for the food safety management system is further specified in Chapter 6.2.1 and includes items as e.g. 'consistent with customer requirements', 'monitored' and 'verified'.
  6. **Control of externally-provided processes, products or services - Chapter 7.1.6:** This clause introduces the need to control the suppliers of products, processes and services (including outsourced processes) and to ensure adequate communication of relevant requirements, to meet the food safety management system requirements.
  7. Other changes related to the HACCP systematics in ISO 22000:2018 compared to ISO 22000:2005.

### Transition of Certified Clients

Certified clients to ISO 22000:2005 to transfer to newer version ISO 22000:2018 will be done by conducting a transition audit. Transition audit can be either standalone audit or it combined with surveillance or recertification audit.

The key changes are communicated to the existing clients along with the steps to be taken to prepare for the successful transition to ISO 22000:2018 version. All existing clients certified to ISO 22000:2005 are hereby advised to complete transition by 28 September 2021, to ensure continuation of certificate to a full three-year validity.

### Extension of Transition Arrangements

As per earlier transition guideline, all existing certificates to ISO 22000:2005 will be automatically invalid after 29.06.2021. However, due to present COVID 19 pandemic, dates to stop auditing against the previous version of the standard, is now extended by 6 months by IAF. By this, clients who are earlier given the cutoff date for transition as are now given additional six months to complete transition. TQ Cert has set the following dates for the successful transition to the newer version:

Agenda	Date
Publication of the official standard, Transition period start date	19 June 2018
Original Transition period end date	18 June 2021
Expiry date for certifications on earlier version (ISO 22000:2005)	29 June 2021
Initial Three Year Transition Period extended up to (due to COVID 19 pandemic)	31 December 2021
Extension of Cut-off date for transition of certificates from earlier version; ISO 22000:2005 to ISO 22000:2018 version due to COVID 19 Pandemic as per IAF guidance	28 September 2021

## **Transition of Certified Clients**

### **1. Audit arrangements by TQ Cert for auditing conformity to ISO 22000:2018**

a) Audit Report and Audit Checklist are revised as per ISO 22000:2018 version of the standard.

**b) Existing clients certified for ISO 22000:2005:**

For existing clients, the arrangements for auditing conformity to newer version, i.e. ISO 22000:2018, will be single visit.

The transition audit will be planned either on the surveillance or recertification or there will be a single transition audit visit.

Where transition audits are carried out in conjunction with scheduled surveillance or recertification (i.e. progressive or staged approach), then a minimum of 1 auditor man-day is required to be added to cover existing and new requirements implied by ISO 22000:2018.

**c) Newer Clients:**

New clients from 01 May 2020 will be audited on a staged approach, based on the requirements of ISO 22000:2018, before which TQ Cert Services Pvt Ltd aims for accreditation to ISO 22000:2018 standard.

**d) Planned Action to be taken in respect of clients that have failed to complete the transition by three years after the publication of ISO 22000:2018.**

If the client organization does have its transition audit for ISO 22000:2018 but the audit findings are not closed prior to the end of the transition period / date, certificate will not be issued until the audit findings are successfully closed.

A certificate will be issued only after successful closure of all audit findings and after verifying conformity to all requirements of ISO 22000:2018. The lapse in the system for the period in between the audit will be identified in the certificate when issued.

Existing clients who are failing to complete the transition by the end of three years from the publication of ISO 22000:2018, their certificate will be cancelled as the ISO 22000:2005 standard will not be valid. This will be communicated to the clients. So they will be treated as fresh clients once they reapply to the new version of the standard. Hence clients are advised to follow with given transition timeline.

### **2. Training Requirements**

- a) Training of all process owners in ISO 22000:2018 standard including documentation.
- b) Internal auditors need to be trained for conducting internal audits in the newer version of the standards.

#### **References:**

- 1. NABCB Guidance for Transition to ISO 22000:2018
- 2. COVID 19 FAQ/ International Accreditation Forum.