

# FSSC 22000 Position in relation to Novel Coronavirus (COVID-19)

*Chinese translation available below*

The current epidemic of the Novel Coronavirus (COVID-19) may impact the CBs ability to complete the scheduled audits, thus potentially impacting the FSSC 22000 certification status of organizations.

Following discussions internally and with other Stakeholders, FSSC22000 has decided to grant an exception in the case of the Coronavirus where this is preventing CBs from travelling to organizations in affected areas/countries. In all cases, the CB shall have documented procedures and keep records of the activities mentioned below as required under FSSC 22000 Scheme version 5, section 5.10 of Part 3 Requirements for the Certification Process.

**The Foundation FSSC 22000 requires its licensed CBs to undertake the following actions:**

- a) "Follow the guidance published by CNCA on 4 February 2020 available at [http://www.cnca.gov.cn/xxgk/zxtz/2020/202002/t20200204\\_57628.shtml](http://www.cnca.gov.cn/xxgk/zxtz/2020/202002/t20200204_57628.shtml)
- b) Follow IAF ID3:2011 *Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations*, available at [https://www.iaf.nu/upFiles/IAFID32011\\_Management\\_of\\_Extraordinary\\_Events\\_or\\_Circumstances.pdf](https://www.iaf.nu/upFiles/IAFID32011_Management_of_Extraordinary_Events_or_Circumstances.pdf)  
The risk assessment shall as a minimum include the criteria as listed in section 3 of IAF ID3: 2011. The outcome of the risk assessment could lead to the suspension of the certificate and if so, the Portal shall be updated accordingly.
- c) Surveillance audits: risk assess the situation of the certified organization and take appropriate action. This could also lead to a postponement of the surveillance audit by a maximum of 6 months within the calendar year. The exception will also apply to the first surveillance audit following an initial certification.
- d) Re-certification audits: in case the certificate will expire, a validity extension of up to 6 months is allowed following a documented risk assessment and a successful 'remote' audit following IAF MD4:2018 *The use of information and communication technology (ICT) for auditing/assessment purposes*, available at <https://www.iaf.nu/upFiles/IAF%20MD4%20Issue%20%2003072018.pdf>
- e) The 'remote' audit conducted by the CB shall at least include the following:
  - Review of the key changes since the last audit e.g. HACCP plans, product recalls and significant complaint levels.
  - Status with regard to objectives and key process performance, management review and internal audits;
  - Document review of processing records including but not limited to the monitoring and corrective actions linked to OPRPs and CCPs;
  - Review of PRP records i.e. hygiene, pest control and maintenance records;
  - A traceability test to ensure continued compliance with the Scheme rules;
  - Emergency preparedness and response including the impact of the Corona virus on the supply chain of the organization and the potential impact on resources

The duration of this audit shall be appropriate to the complexities of the site and sufficient to adequately cover these aspects. Where the 'remote' audit identifies significant issues (i.e. major or critical non-conformities) or risk to the integrity of the scheme or the certification, then the validity of the certificate shall not be extended. Any identified minor nonconformities will require verification of the correction and the corrective action, prior to extending the validity of the certificate. In all cases the CB is responsible for the decision to extend the certificate validity and is required to keep records to support the certification decision.

- f) The remote audit can never be used to replace the re-certification audit and cannot be used to reduce the duration of the re-certification audit in any way. The full re-certification audit needs to take place within the 6 month validity extension window, with sufficient time to ensure that the extended certificate does not expire and continuous certification is maintained.
- g) Where the validity of the certificate is extended, the 'remote' audit report and the risk assessment shall be uploaded in the Portal as a 'special audit' and the subsequent certificate decision resulting in an extended certificate expiry date, shall be entered in the Portal at the latest 28 days after the decision has been taken.

# FSSC 22000 关于新冠病毒（COVID-19）相关事宜的说明

目前新冠病毒 (COVID-19) 的流行可能影响认证机构不能按计划完成审核，从而可能影响组织的FSSC 22000 认证状态。

经过内部以及与其它有关方面讨论，FSSC 22000 决定给予因受新冠病毒影响妨碍认证机构旅行的地区/国家一项破例。在所有情况下，认证机构应当具备书面流程并按照 FSSC 22000方案第5版第3部分“认证过程要求”第5.10项的内容保存下述活动的记录。

## FSSC 22000 基金会要求其特许认证机构采取以下措施：

- a) 遵循中国国家认证认可监督管理委员会2020年2月4日发布的相关指导，详见链接 [http://www.cnca.gov.cn/xxgk/zxtz/2020/202002/t20200204\\_57628.shtml](http://www.cnca.gov.cn/xxgk/zxtz/2020/202002/t20200204_57628.shtml)
- b) 遵循IAF ID3:2011“影响认可机构、合格评定机构和获证组织的突发事件或情况的管理”，详见 [https://www.iaf.nu/upFiles/IAFID32011\\_Management\\_of\\_Extraordinary\\_Events\\_or\\_Circumstances.pdf](https://www.iaf.nu/upFiles/IAFID32011_Management_of_Extraordinary_Events_or_Circumstances.pdf)  
风险评估至少应包括IAF ID3:2011第3部分所列出的要求风险评估的结果可能导致证书暂停，如果出现这一情况则Portal须相应更新；
- c) **监督审核：**风险评估获证组织情况并采取适当的措施，该行动也可能导致审核延期最长达日历年内6个月。这也适用于初次认证后的第一次监督审核。
- d) **再认证审核：**如果证书将要过期，经过有记录的风险评估以及一次顺利的“远程”审核允许延长有效期最长6个月。该“远程”审核应当遵循IAF MD4:2018“用于审核/评估目的的信息和通信技术 (ICT)”，详见 <https://www.iaf.nu/upFiles/IAF%20MD4%20Issue%20%2003072018.pdf>
- e) 认证机构开展的“远程”审核应当至少包括以下内容：
  - 审查自上次审核以来的关键变化，例如HACCP计划、产品召回以及重大投诉程度；
  - 相关状态：关键流程的目的和效果、管理回顾、内部审核；
  - 流程记录的文件审查包括但不限于和OPRPs以及CCPs相关的监控和改正措施；
  - 审查PRP记录，即卫生、虫控及维修记录；
  - 一项追溯测试确保持续符合方案规则要求；
  - 紧急预案及响应包括新冠病毒对组织供应链的影响以及对资源的潜在影响。

此种审核的时长应当与场所的复杂程度以及足已涵盖上述方面相适应。如果“远程”审核发现重大问题（指严重或关键不符合项）或者对于方案或证书的诚信风险，则不应当延长证书的有效期。若发现一般不符合项，则在延长证书有效期前需要验证改正和改正措施。在所有情况下认证机构对延长证书有效期的决定负责并须保存支持证书决定的记录。

- f) “远程”审核绝不能用于再认证审核也不能以任何方式用于减少再认证审核的时长。必须在6个月的延长期窗口内开展完整的再认证审核，审核时间足以确保延长后的证书未过期以及后续的认可得以维持。
- g) 一旦证书有效期被延长，“远程”审核报告以及风险评估应当作为“特别审核”上载Portal，相应的延长证书有效日期的证书决定应当在做出决定后的28天内录入Portal