

# Terms of Reference

## GFSI Accreditation Task Force



### Introduction

The GFSI Board has requested that a multidisciplinary Task Force be formed under the chairmanship of a GFSI appointed representative to review issues relating to accreditation of certification bodies working in the field of food safety standards.

The objectives set by the GFSI Board are to:

- communicate, build awareness of GFSI, GFSI recognised standards and their requirements with Accreditation Bodies.
- strengthen the relationship with the International Accreditation Forum and other regional accreditation bodies such as EA, IAAC, PAC etc.
- follow up on the Mutual Lateral Agreements for product certification and inclusion of GFSI requirements.
- highlight areas of concern with Accreditation Body management of Certification Bodies and auditor competence and develop a working plan for improvement and implementation, within IAF.

### Purpose

The purpose of the GFSI Accreditation Task Force is to:

- agree on common areas of concern in relation to the accreditation process
- gain and collate information from GFSI benchmarked standards owners on any operational issues regarding the accreditation process
- undertake a review of current documents from GFSI benchmarked standards regarding the relationship between Certification Bodies and Accreditation Bodies, in order to identify and define common requirements and individual requirements
- review the agreed common requirements identified against ISO17011 and put forward areas where ISO 17011 is to be more specific
- develop and agree a Requirements document defining common requirements for Accreditation Bodies and GFSI recognised standards and propose this document as an additional module for ISO17011
- develop and agree a Requirements document defining the criteria to be used as part of the International Accreditation Forum peer review process and propose this document as an additional module for ISO17011
- use the agreed Requirements documents as the basis for discussion with International Accreditation Forum and European Accreditation
- agree implementation criteria for the proposed Requirements documents allowing GFSI to act on the behalf of the Accreditation Task Force in relation to discussion with all interested parties

- undertake review of the progress of the development and implementation of the Requirements documents and advise the GFSI accordingly. Where appropriate, the Task Force will recommend possible actions to the GFSI Board to ensure its mandate is met
- review how the Requirements documents relate to the GFSI Guidance Document and make appropriate amendment to relevant documentation.

## **Roles and Responsibilities**

The roles and responsibilities of the GFSI Accreditation Task Force is as follows:

- to execute the mandate from the GFSI Board
- to provide recommendations to the GFSI Board
- to define the methodology and programme to execute the allocated tasks
- to seek external expert advice when appropriate

## **Membership**

Chairman – GFSI Appointed Representative- K Swoffer

Secretariat- GFSI Representative- C Francois

A BRC Representative

A Dutch HACCP Representative

A IFS Representative (FCD)

A IFS Representative (HDE)

A SQFI Representative

A FMI Representative

GFSI Representatives- Jan Kranghand and C Gillard

A EA Representative

A IAF Technical Committee Representative

A IAF Product Certification Working Group Representative

A Certification Body Representative – by invitation on specific meeting dates and agreed by all members

External Experts – by invitation on specific meeting dates and agreed by all members

The Task Force may divide into sub groups where necessary

## **Frequency of Meetings**

The GFSI Accreditation Task Force met on 2<sup>nd</sup> April and will meet again on 2<sup>nd</sup> June 2008. The Task Force, or individual members of the Task Force, will meet as an when necessary to finalise a series of Requirement documents and other associated documentation prior to the IAF Technical Committee meeting which will take place in October 2008.

Meetings will then take place at a frequency to be determined by the group, in accordance with the mandate from the GFSI Board and Accreditation Task Force objectives.