

The Global Food Safety Initiative

GFSI Guidance Document

Fifth Edition

The Global Food Safety Initiative (GFSI) is a non-profit making foundation, created under Belgian law. The daily management is undertaken by CIES – The Food Business Forum. CIES – The Food Business Forum has endeavoured to ensure that the information in this publication is accurate and CIES – The Food Business Forum shall not be held liable for any damages (including without limitation, damages for loss of business or loss of profits) arising in contract or otherwise from this publication or any information contained in it, or from any action or decision taken as a result of reading this publication or any such information. The fundamental principles embodied in this document have resulted from continuous review to reflect the requirements of both retailers and suppliers. The document is not intended to replace the requirement of any legislation, where the legislation requires a higher standard for a specific industry sector. This document will be reviewed on a regular basis and revised, where considered appropriate.

Contact address:
c/o CIES – The Food Business Forum
Global Food Safety Initiative
7, rue de Madrid
75008 Paris
France
foodsafety@ciesnet.com

This document has been written with the input from many retailers, food manufacturers, accreditation bodies, certification bodies and others. GFSI would like to thank all who have helped with the continuous improvement of this Document.

CONTENTS

Part I – Requirements for food safety management schemes

1.	Introduction – The Global Food Safety Initiative (GFSI)	5
2.	Scope	5
3.	Definitions	6
4.	Overview of the GFSI Guidance Document	8
5.	Procedure for the application and benchmark of food safety management schemes	9

Part II – Requirements for a conforming food safety management standard (Key Elements)

6.0	Requirements for a conforming food safety management standard (Key Elements)	14
6.1	Key Element: Food Safety Management Systems	15
6.2	Key Elements: Good Manufacturing Practices, Good Agricultural Practices, Good Distribution Practices	18
6.3	Key Element: Hazard Analysis and Critical Control Point (HACCP)	20

Part III

7. Requirements for the delivery of food safety management systems

Introduction	22
Guidance for the management of certification bodies	22
Frequency/Duration of Audit	22
Food certification – categories	23
Auditor qualifications, training, experience and competencies	24
Conflict of Interest	26
Minimum requirements for audit reports	26
Evaluation	26
Corrective Action of Non Conformities	27
Certification Decision	27
Distribution of Audit Reports	27

Part 1 Annex 1 28

Blank Benchmark Matrix for Scheme Owners

Part 1 Annex 2 30

Cross Reference List for Scheme Owners

Part II Annex 1 31

Key Elements: Good Manufacturing Practices, Good Agricultural Practices, Good Distribution Practices

Part I

Requirements for Food Safety Management Schemes

1. Introduction - The Global Food Safety Initiative (GFSI)

The Global Food Safety Initiative (**GFSI**) co-ordinated by CIES - The Food Business Forum, was launched in May 2000. The GFSI Foundation Board, a retailer-driven group, with manufacturer advisory members, provides the strategic direction and oversees the daily management of the Global Food Safety Initiative. Membership of the Board is by invitation only.

The **GFSI Mission** is to work on continuous improvement in food safety management systems to ensure confidence in the delivery of food to consumers.

The **GFSI Objectives** are to:

- Maintain a benchmarking process for food safety management schemes to work towards convergence between food safety standards, as outlines in this Guidance Document.
- Improve cost efficiency throughout the food supply chain through the common acceptance of GFSI recognised standards by retailers around the world.
- Provide a unique international stakeholder platform for networking, knowledge exchange and sharing of best food safety practice and information.

The GFSI Foundation Board also provides governance to the Technical Committee, an international multi-stakeholder group of over 50 food safety experts. The Technical Committee is open to all retailers and to other members by invitation only. The Technical Committee works on specific selected projects throughout the year, approved by the GFSI Foundation Board in order to fulfil the GFSI Mission.

2. Scope

The Guidance Document sets out the key elements for production of food as requirements for food safety management schemes and gives guidance to schemes seeking compliance with it. It is a framework in which food safety management schemes can be benchmarked. The **GFSI** Guidance Document, therefore, is not a standard in itself and **GFSI** is not involved in certification or accreditation activities.

Furthermore, it sets out the requirements for the delivery of conforming schemes. It also contains guidance on the operation of certification processes. It sets out the process for annual reporting to the **GFSI** of scheme delivery against this document and the process for reviewing schemes against new versions of this document.

The conforming food safety management schemes can be applied by food suppliers throughout the supply chain. It is at the discretion of retailers and suppliers as to which products the schemes will be applied to. This will differ depending on company policy, general regulatory requirements, due diligence obligations and product liability.

GFSI is responsible for the production and maintenance of this Guidance Document. New editions of the document will be produced at least every 5 years, although addenda may be added. Stakeholders are invited to submit comments and proposals for changes. Drafts of new editions will be circulated among stakeholders.

3. Definitions

Accreditation

Procedure by which an authoritative body gives formal recognition of the competence of a certification body to provide certification services, against an international standard.

Accreditation body

Agency having jurisdiction to formally recognise the competence of a certification body to provide certification services.

Allergen

Food causing an adverse reaction that is mediated by an immunological response.

Audit

Systematic and functionally independent examination to determine whether activities and related results comply with a conforming scheme, whereby all the elements of this scheme should be covered by reviewing the suppliers' manual and related procedures, together with an evaluation of the production facilities.

Auditor

Person qualified to carry out audits for or on behalf of a certification body.

Benchmark

Procedure by which a food safety-related scheme is compared to the **GFSI** Guidance Document.

Certification

Procedure by which accredited certification bodies, based on an audit, provide written or equivalent assurance that food safety management systems and their implementation conform to requirements.

Certification body

Provider of certification services, accredited to do so by an accreditation body.

Certification scheme

Scheme consisting of a certification standard and certification system as related to specified processes to which the same particular scheme applies. The certification scheme should contain at least the following items:

- a standard
- a clearly defined scope
- a certification system, including:
 - requirements for the qualifications of auditors
 - a statement of approximate duration and frequency of visits
 - the minimum content of the audit report.

Certification standard

A normative document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

Certification system

A system that has its own rules of procedure and management for carrying out certification.

Conflict of Interest

Where either a Certification Body or any Auditor are in a position of trust requiring them to exercise judgement on behalf of others and also has interests or obligations (whether financial or otherwise) of the sort that might interfere with their exercise of judgement.

Conforming scheme

A food safety management scheme that has successfully completed the Benchmark Procedure.

Evaluation

Examination of production facilities, in order to verify that they conform to requirements.

Food safety management scheme

Certification scheme aimed at enhancing food safety.

Food safety management standard

Certification standard aimed at enhancing food safety.

Non-conformity

Deviation of product or process from specified requirements, or the absence of, or failure to implement and maintain, one or more required management system elements, or a situation which would, on the basis of available objective evidence, raise significant doubt as to the conformity of what the supplier is supplying.

Primary production

Food product that is similar in nature to its natural state, but may have been

- Packed
- Washed
- Trimmed (not cut into pieces)
- Undergone any process not defined under the definition of 'processed food'.

Processed food

Food product, which has undergone any of the following processes changing the nature of the food:

- Aseptic filling
- Baking
- Bottling
- Brewing
- Canning
- Coating/Breading/Battering
- Cooking
- Curing
- Cutting/Slicing/Dicing
- Dismembering
- Distillation
- Drying
- Extrusion
- Fermentation
- Freeze Drying
- Freezing
- Frying
- Hot Filling
- Irradiation
- Microfiltration
- Microwaving
- Milling
- Mixing/Blending
- Packed in Modified Atmosphere
- Pack in Vacuum Packing
- Pasteurisation
- Pickling
- Purification
- Roasting
- Salting
- Slaughtering
- Smoking
- Steaming Sterilisation

Surveillance

Follow-up audit to verify the validity of an issued certificate.

4. Overview of the GFSI Guidance Document

Part I Requirements for food safety management schemes

4.1. Contents

Introduction to the Global Food Safety Initiative and the aim, scope and definitions of the **GFSI** Guidance Document and the procedure for application for benchmarking of food safety management schemes.

Part II Requirements for a conforming food safety management standard

4.2 Basis for the Key Elements

The Key Elements cover the whole range of food safety management standard criteria to be complied with for a food safety management standard to successfully conform:

- Food Safety Management Systems
- Good Practices
- Hazard Analysis and Critical Control Point (hereafter, HACCP) principles, as defined by the Codex Alimentarius Commission or the National Advisory Committee on Microbiological Criteria for Foods (NACMCF).

Elaboration of Key Elements

A further example of the 'Good Practices' Key Element can be found in Annex I of Part II, where an elaboration of Good Practices requirements is given.

The Key Elements structure has been developed by **GFSI** with the assistance of retailers, manufacturers and other relevant stakeholders. These Key Elements will be periodically reviewed in the light of new scientific knowledge to ensure continuous improvement.

Part III Requirements for the delivery of food certification systems.

The requirements for the delivery of Food Certification Systems are found in Part III. Any food safety management scheme also needs to comply with these.

The Key Elements (Part II) and the Requirements for the delivery of Food Certification Systems (Part III) together form the reference basis for the benchmarking of food safety management schemes and are in addition to any legal requirements for food in the countries of production and consumption. They are not intended to replace the requirements of any legislation, if this legislation requires a higher standard. Conformity with the requirements of this document does not constitute compliance with national legislative requirements concerning food safety and does not replace the need to comply with any other requirements in any relevant market or jurisdiction.

5. Procedure for the application for benchmarking of food safety management schemes

5.1 Introduction

The requirements contained in this chapter are intended to provide confidence in the compliance of a specific standard and its related certification system to the **GFSI** Guidance Document.

5.2 Scope

This section specifies the procedure that a food safety management scheme owner operating a specific standard and other normative documents shall follow for benchmarking against the requirements of the **GFSI** Guidance Document.

The main requirement is that the scheme shall be publicly available in all cases and its use for certification purposes be open, without restriction by membership or other limitation, to certification bodies (see clause 5.7.3).

5.3 References

- ISO 19011:2002 Guidelines for quality and/or environmental systems auditing.
- ISO/IEC Guide 7:1994 Guidelines for drafting standards suitable for use of conformity assessments.
- ISO/IEC Guide 65:1996 General requirements for bodies operating product certification systems (status is “international standard to be revised” but it is still current at the moment).
- ISO/IEC Guide 2:2004 Standardisation and related activities – General vocabulary.
- ISO 9000:2005 Quality Management Standards – fundamentals & vocabulary.

5.4 Certification system

The certification system of a scheme must be operated by individual certification bodies that have achieved or are actively seeking accreditation for the scope of that scheme.

5.5 Guidance Document Owner

5.5.1 Maintenance of the Key Elements

GFSI will maintain the Key Elements and other requirements in this document in order to comply with ISO/IEC Guide 65 Clause 4.1 and 4.2, in so far as these clauses relate to the criteria for the development of standards and the required organisational structure.

5.5.2 Maintenance of the Requirements for delivery of Food Safety Management Systems

5.5.2.1

GFSI has also set the requirements for the delivery of food safety management systems. Each certification body operating a scheme must be accredited by an accreditation body, which is a member of the International Accreditation Forum (IAF) and which is also a party to the Multi Lateral Arrangement (MLA) of ISO/IEC Guide 65, as far as such MLA exists.

5.5.2.2

GFSI will ensure that clear, unambiguous and objective guidance is given on interpretation of the **GFSI** Guidance Document.

5.6 Conforming Scheme

The owner of a submitted scheme will ensure that the scheme (standard and certification system) has been developed in compliance with the requirements of ISO/IEC Guide 65.

5.7 Benchmark Procedure

GFSI will operate the following procedures to ascertain whether a standard and its certification system can demonstrate conformity against the Guidance Document. In addition, **GFSI** will ensure that the Benchmark Procedure is implemented in an independent, impartial, technically competent and transparent manner.

5.7.1 Procedure for applications

5.7.1.1

GFSI shall provide applicants with the **GFSI** Guidance Document and the pro forma documentation that must be submitted as part of the Benchmark Procedure (see Part I, Annex 1), the latest versions of which are available at www.ciesnet.com.

5.7.1.2

GFSI shall require that the conforming scheme owner:

- (a) Have documented arrangements with individual certification bodies operating the conforming scheme that ensure that the certification body operates in compliance with all the requirements of the **GFSI** Guidance Document and ISO/IEC Guide 65
- (b) Make claims regarding the conformity only in respect of the scope for which compliance to the **GFSI** Guidance Document has been granted
- (c) Does not use its compliance in such a manner as to bring **GFSI** into disrepute and does not make any statement regarding its conforming status which the **GFSI** Guidance Document may consider misleading or unauthorised
- (d) Discontinue using, upon suspension or cancellation of the conforming status, all (restricted) advertising matter that contains any reference to **GFSI** and return any documents as required.

5.7.2. Application by a scheme owner

When applying to benchmark a scheme, the application must be made directly by the scheme owner to **GFSI** in English, accompanied by a statement from an official translator where applicable.

5.7.2.1

The scheme owner shall provide a report in a standard **GFSI** approved format providing;

- (a) A summary of the standard, its objective, details of its development and the operating procedures required of the certification system
- (b) A clause by clause cross-reference of the standard seeking compliance with the **GFSI** Guidance Document Part II, Requirements for a conforming Food Safety Management Standard (Key Elements). This clause-by-clause comparison should also detail the compliance criteria and give any argument necessary to justify compliance (see Part I, Annex 2)
- (c) The requirements of the certification system seeking compliance must be cross-referenced with Part III, Requirements for the Delivery of Food Certification Systems and demonstrate

equivalent or higher rigour of third party auditing elements and the associated certification elements.

- (d) If during the course of this cross referencing exercise the scheme owner identifies obvious areas of non-compliance with the Guidance Document, these must be addressed prior to submission of the scheme for benchmarking.

5.7.3 Requirements of a conforming scheme

The scheme shall:

- (a) have been developed with the participation of technically competent representatives of direct stakeholders, or have been subjected to formal review by such parties and subsequently revised as appropriate
- (b) be reviewed and updated, at least every five years, with the involvement of representatives of direct stakeholders (see clause 5.11)
- (c) have copyright which is held by an identified legal entity, or have made appropriate application for such copyright.
- (d) be clear and precise in its wording and phraseology to facilitate accurate and uniform interpretation and allow for the evaluation of compliance of an applicant. Terms such as “sufficient” and “adequate” should be avoided wherever possible
- (e) have credibility with industry, appropriate regulatory authorities or relevant professional groups. Any new schemes for benchmarking against the **GFSI** Guidance Document must be supported by the written support of two retailers
- (f) be publicly available and its use for certification purposes be open, without restriction by membership or other limitation. The levying of a reasonable fee for the purchase of the scheme, a license fee for its implementation, or a training requirement for the application of the scheme, will not be regarded as a restriction or a limitation
- (g) not allow products produced under the conforming scheme to be labelled, marked or described in a manner which implies that they meet a standard or specification for a particular product.

5.7.4 Benchmarking Committee

GFSI will appoint by invitation a Benchmarking Committee, made up of suitably qualified persons or organisations that are independent, impartial and technically competent from retailers, manufacturers and other appropriate experts. The committee will complete a preliminary screening to ensure that the application meets all requirements defined by **GFSI**. The committee members must have experience in conformity assessment and shall have a minimum of five years experience relevant to the food industry (this shall involve work in quality assurance or food safety functions within manufacture, retailing, inspection or enforcement).

If the preliminary screening is successful, the submitted application will be reviewed in detail. This independent review will include a written consultation with the Benchmarking Committee. If needed, an explanatory meeting with the applicant can also be organised. The Benchmarking Committee will summarise all the consultation responses and the application itself and produce a detailed report with one of the following recommendations:

- (i) compliance is accepted
- (ii) compliance is not accepted until modifications recommended by the Benchmarking Committee have been made by the scheme owner
- (iii) rejection of the application.

In the case of acceptance after modification, the scheme owner should provide the Benchmarking Committee with a written proposal on implementation of the modifications in the existing scheme

within a mutually accepted time frame. In cases where the conforming scheme is already in use, the scheme owner should also provide a proposal on implementation of the modifications at suppliers already certified.

The **GFSI Board** will review the recommendation and will decide to accept, accept after modifications or to reject the application. Written justification must be provided if the GFSI Board does not accept the recommendation or in case of dispute.

5.7.5 Compliance statement

If the food safety management scheme is in compliance, a compliance statement will be issued. If not, the applicant will in any event, be informed in writing of the outcome of the benchmarking process. The time period to complete this process from application to final decision should not be any more than three months from the date of submission. The compliance statement should be publicly available and clearly indicate:

- a) The **GFSI** Guidance Document and its edition number
- b) The conforming scheme, including all normative documents involved, with their revision number or date.

5.8 Appeals

GFSI will have written procedures for an independent, impartial and technically competent Appeals Panel to be set up if required and the applicant will have the right to appeal.

5.9 Transparency

All procedures involved in the benchmark will be transparent. All documents will be made available to applicants, stakeholders and **GFSI** at the end of the process in the case of a compliance statement being issued.

If an application is not successful, there will be direct communication with the applicant only and documents will not be made generally available.

5.10 Costs

The applicant may be charged for the Benchmark Procedure to cover administrative costs of **GFSI** at a maximum rate of €5,000.

5.11 Review and updates to the GFSI Guidance Document and benchmarked schemes

Any changes to the conforming scheme which could result in non-conformity with the Guidance Document, should be promptly communicated to **GFSI**. The amended scheme should be re-submitted to **GFSI**, following the procedure described in clauses 5.7.4 and 5.7.5. If anomalies are found, the scheme owner shall implement the modifications in the existing scheme within a mutually accepted time frame, not exceeding 1 year, in order to maintain the compliant status of the scheme.

Following publication of a new version of the Guidance Document, **GFSI** will conduct a preliminary benchmark exercise against the current version of conforming Standards. Standard Owners will be advised of any anomalies against the new version. In order to maintain compliant status against the new version, Standard Owners must address these anomalies within 1 year of receiving such advice.

5.12 Review of the delivery of conforming schemes

GFSI will request standard owners with conforming schemes to submit an annual report on the performance of their food safety management system and to provide to **GFSI** any new documents having a material impact on the performance of the scheme.

5.13 GFSI Logo

The **GFSI** logo should not be used by any standard owner on product labelling or as part of certification documentation without the prior written agreement of the **GFSI**.

Part II

Requirements for a conforming Food Safety Management Standard (Key Elements)

6.0 Requirements for a conforming food safety management standard (Key Elements)

Any food safety management standard shall be in compliance with all requirements of this section.

6.1 KEY ELEMENT: FOOD SAFETY MANAGEMENT SYSTEMS

6.1.1. *General Requirements*

The conforming standard (hereafter the standard) shall require that the elements of the supplier's Food Safety Management System be documented, implemented, maintained and continually improved. The food safety management system should:

- a) identify the processes needed for the food safety management system
- b) determine the sequence and interaction of these processes
- c) determine criteria and methods required to ensure the effective operation and control of these processes
- d) ensure the availability of information necessary to support the operation and monitoring of these processes
- e) measure, monitor and analyse these processes and implement action necessary to achieve planned results and continual improvement.

6.1.2. *Food Safety Policy*

The standard shall require the supplier to have a clear, concise and documented food safety policy statement and objectives, that specifies the extent of the organisation's commitment to meet the safety needs of its products.

6.1.3. *Food Safety Manual*

The standard shall require the supplier to have a Food Safety Manual or documented system, having a scope appropriate to the range of business activity to be covered, including documented procedures or specific reference to them and describing the interaction of the related processes.

6.1.4. *Management Responsibility*

The standard shall require the supplier to establish a clear organisational structure, which unambiguously defines and documents job functions, responsibilities and reporting relationships of at least those staff, whose activities affect product safety.

6.1.5. *Management Commitment*

The standard shall require that the supplier's senior management demonstrate their commitment to the development and improvement of the food safety management system.

6.1.6. *Management Review (including HACCP Verification)*

The standard shall require that the supplier's senior management will review the verification of the food safety management system and HACCP Plan, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. The HACCP Plan shall also be reviewed in the event of any change which impacts on the safety of the product. Such a review shall evaluate the need for changes to the supplier's food safety management system, including the food safety policy and food safety objectives.

6.1.7. *Resource Management*

The standard shall require that the supplier's senior management determine and provide, in a timely

manner, all the resources needed to implement and improve the processes of the food safety management system and to address customer satisfaction.

6.1.8. General Documentation Requirements

The standard shall require that the supplier prepare documented procedures to demonstrate compliance with the specified standard and will ensure that all records required to demonstrate the effective operation and control of its processes and its management of product safety, are securely stored for a time period required to meet customer or legal requirements, effectively controlled and readily accessible when needed.

6.1.9. Specifications

The standard shall require that the supplier ensure that for all items and services (including utilities, transport and maintenance) purchased/provided and having effect on product safety, documented specifications are prepared, securely stored and readily accessible when needed. The standard shall require that a specification review process is in place.

6.1.10. Procedures

The standard shall require that the supplier will prepare and implement detailed procedures/instructions for all processes and operations having an effect on product safety.

6.1.11. Internal Audit

The standard shall require that the supplier have an internal audit system in place in relation to all systems and procedures, which are critical to product safety.

6.1.12. Corrective Action

The standard shall require that the supplier will ensure that procedures for the determination and implementation of corrective action in the event of any significant non-conformity relating to product safety are prepared and documented and that all such documentation is securely stored and readily accessible when needed.

6.1.13. Control of Non-conformity

The standard shall require that the supplier ensure that any product, which does not conform to requirements, is clearly identified and controlled to prevent unintended use or delivery. These activities shall be defined in a documented procedure that is securely stored and readily accessible when needed.

6.1.14. Product Release

The standard shall require that the supplier will prepare and implement appropriate product release procedures.

6.1.15. Purchasing

The standard shall require that the supplier controls purchasing processes to ensure that all externally sourced items conform to requirements.

6.1.16. Supplier Performance Monitoring

The standard shall require that the supplier operate procedures for approval and continued monitoring of its suppliers. The results of evaluations and follow-up actions shall be recorded.

6.1.17. Traceability

The standard shall require that the supplier develop and maintain appropriate procedures and systems to ensure:

- Identification of any out-sourced product, ingredient or service;

- Complete records of batches of in-process or final product and packaging throughout the production process.
- Record of purchaser and delivery destination for all product supplied.

6.1.18. *Complaint Handling*

The standard shall require that the supplier prepare and implement an effective system for the management of complaints and complaint data to control and correct shortcomings in food safety.

6.1.19. *Serious Incident Management*

The standard shall require that the supplier prepare and implement an effective incident management procedure for all products it supplies, which is tested regularly. This should cover planning for product withdrawal and product recall.

6.1.20. *Control of Measuring and Monitoring Devices*

The standard shall require that the supplier identify the measurements critical to food safety, the measuring and monitoring devices required to assure product safety and methods to assure calibration traceable to a recognised standard.

6.1.21. *Product Analysis*

The standard shall require that the supplier prepare and implement a system to ensure that product/ingredient analyses critical to the confirmation of product safety is undertaken and that such analyses are performed to standards equivalent to ISO 17025.

6.2 KEY ELEMENT : GOOD MANUFACTURING PRACTICES (GMP), GOOD AGRICULTURAL PRACTICES (GAP), GOOD DISTRIBUTION PRACTICES (GDP)

6.2.1. *Introduction*

This clause sets out the requirements of good practice with the goal of ensuring food safety in manufacturing (Good Manufacturing Practices, hereafter, GMP). More detailed examples can be found in Part II, Annex 1. The standard shall include consideration of the following items in relation to GMP where appropriate.

6.2.2. *Facility Environment*

The site or facility shall be located and maintained so as to prevent contamination and enable the production of safe products.

6.2.3. *Local Environment*

All grounds within the site or facility shall be finished and maintained to an appropriate standard.

6.2.4 *Facility Layout and Product Flow*

Premises, site and/or plant shall be designed, constructed and maintained to control the risk of product contamination.

6.2.5 *Fabrication (raw material handling, preparation, processing, packing and storage areas)*

The fabrication of the site, buildings and facilities shall be suitable for the intended purpose.

6.2.6. *Equipment*

Equipment shall be suitably designed for the intended purpose and shall be used so as to minimise food safety risks.

6.2.7. *Maintenance*

A system of planned maintenance shall be in place covering all items of equipment, which are critical to product safety.

6.2.8. *Staff Facilities*

Staff facilities shall be designed, and should be operated, so as to minimise food safety risks.

6.2.9. *Physical and Chemical Product Contamination Risk*

Appropriate facilities and procedures shall be in place to control the risk of physical, chemical, or biological contamination of product. Appropriate controls should be in place to minimise incidence of foreign bodies, e.g. by the use of metal detection or x-ray devices.

6.2.10. *Segregation and Cross-contamination*

Procedures shall be in place to prevent contamination and cross-contamination of raw materials, packaging and finished product, covering all aspects of food safety including micro-organisms, chemicals and allergens.

6.2.11. *Stock Management (rotation)*

Procedures shall be in place to ensure materials and ingredients are used in the correct order and within the allocated shelf life.

6.2.12. Housekeeping, Cleaning and Hygiene

Appropriate standards of housekeeping, cleaning and hygiene shall be maintained at all times and throughout all the stages.

6.2.13. Water Quality Management

The quality of water that comes into contact with food, shall be regularly monitored and shall present no risk to product safety. Water for post harvest washing shall be potable. Potable water shall be used and checked for contaminants at an appropriate frequency.

6.2.14. Waste Management

Adequate systems shall be in place for the collation, collection and disposal of waste material.

6.2.15. Pest Control

A system shall be in place for controlling or eliminating the risk of pest infestation on the site or facilities.

6.2.16. Veterinary medicine (GAP only)

A system shall be in place to ensure utilized drugs shall be appropriate to their purpose and do not exceed published MRL's in the country of destination.

6.2.17. Pesticide, Herbicide and Fungicide Control (GAP only)

An Integrated Crop Management or equivalent system shall be in place for the judicious use of chemicals during growing and post harvest treatment and to control residues within the published MRL's in the country of destination.

6.2.18. Transport

All vehicles, including contracted out vehicles, used for the transportation of raw materials (including packaging), intermediate/semi processed product and finished product shall be suitable for the purpose, maintained in good repair and be clean.

6.2.19. Personal Hygiene, Protective Clothing and Medical Screening

Documented and trained hygiene standards based on risk of product contamination shall be in place. Hand washing and toilet facilities shall be provided. Suitable and appropriate protective clothing shall be provided. A medical screening procedure shall be in place. In all cases this shall also apply to contractors and visitors.

6.2.20. Training

A system shall in place to ensure that all employees are adequately trained, instructed and supervised in food safety principles and practices, commensurate with their activity.

6.3 KEY ELEMENT HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP)

The submitted standard requires a Hazard Analysis and Critical Control Point (hereafter, HACCP) system, or equivalent, to demonstrate food safety management. The described HACCP system shall be systematic, comprehensive and thorough and shall be based on or be equivalent to the Codex Alimentarius HACCP principles or the ones from the National Advisory Committee on Microbiological Criteria for Foods (NACMCF). The hazard analysis, where appropriate, shall include allergens. The 7 HACCP-principles shall apply to all suppliers.

The scope of the HACCP-system shall be required to be defined per product, per process line/or process-location and the position within the food chain.

The supplier's HACCP-system shall be able to demonstrate management commitment and shall be supported through the supplier's food safety management system.

In certain cases, in particular in food businesses where there is no preparation, manufacturing or processing of food, it may seem that all hazards can be controlled through the implementation of the prerequisite requirements. In these cases it can be considered that the first step of the HACCP procedures (hazard analysis) has been performed and that there is no further need to develop and implement the other HACCP principles.

Note: The principles of the HACCP system as adopted by the Codex Alimentarius Commission and guidelines for its application can be found in Codex Alimentarius as an Annex to CAC/RCP 1-1969.

In all cases, HACCP or Risk Assessment must be in compliance with applicable legal requirements.

Part III

Requirements for the delivery of food safety management systems

7. Requirements for the delivery of food safety management systems.

7.1 Introduction

In recognition that the procedures and methodology for evaluation and certification are pre-established, the purpose of this section is to identify a minimum number of requirements for the management of certification bodies, necessary to focus the certification process on food safety.

7.2 Guidance for the Management of Certification Bodies

The general requirements for accreditation are laid down in the International Standard ISO/IEC Guide 65 – General requirements for bodies operating product certification systems. These requirements apply to all types of certification and therefore need to be interpreted in respect of food safety requirements and the categories of food technology concerned.

7.2.1 Accreditation

Food safety management systems seeking compliance with this document must ensure that all activities resulting in the issuing of certificates are delivered by Certification Bodies, which are accredited by members of the IAF, in compliance with ISO/IEC Guide 65.

7.2.2 Scope of Accreditation

The scope of accreditation shall be precisely defined in terms of the category of application and reference to the relevant standard(s) of the conforming food safety management scheme including revision numbers and/or dates. Certification Bodies undertaking audits against food safety management schemes, which have been found to be in compliance with this document, must have the named scheme included in their scope of accreditation. In the event that any non conformity is raised by an Accreditation Body, the Certification Body must take appropriate and timely action to satisfactorily resolve the issue.

Under certain circumstances, the Certification Body may have an application for extension of their scope pending with an Accreditation Body. They will however, have a current accreditation to ISO/IEC Guide 65. Written notification of such a circumstance from the food safety management scheme owner must be held by the Certification Body.

The range of certification services offered by a body may be wider than those accredited. In this case the limits of the accreditation shall be made clear. Services that are outside the scope of the accreditation shall be distinguished from those that are accredited.

7.3 Duration and Frequency of Audit

7.3.1 The Certification Body must define as accurately as possible the duration of the audit which should be established by information provided by the supplier on the size and complexity of the operation and the scope of the audit. The Standard Owner must clearly state the basis for determining audit duration.

During an initial visit, this defined duration will be reviewed

-.

-

.

Although audit duration will vary according to this risk assessment, a minimum of 1 ½ days should be allowed for the audit. The duration of an audit may vary due to a number of factors such as audit history, severity, type and number of non conformities found, modifications to the process that drive a HACCP change, significant capacity increase, structural change or change in company management.

All sections of the standard shall be covered by reviewing the suppliers manual and related procedures, together with an inspection of the production facilities.

7.3.2 The Certification Body must define the frequency of audit for each site and must clearly define the rationale for the determination of frequency within the scheme.

Audit frequency will be at a minimum of 12 months.

The frequency of audit may be influenced by a number of factors such as previous audit history, seasonality of product, significant capacity increase, structural change, change in product technology or change in product type.

Some limited flexibility may also be required to allow effective auditing of seasonal products. However, in this case, suppliers should be audited during every season.

7.4 Food certification - categories

Categories have been identified as listed below. Organisations applying for accreditation or extensions of scope should use these categories in their applications. It is, however, recognised that new food categories could emerge as Standards are developed in, for example, the Far East. If such food products do not fit easily with these categories, the new categories must be clearly defined.

Manufacturing:

- | | |
|---|-----------------------------------|
| 1. Egg | 2. Red Meat ~ Chilled and Frozen |
| 3. Poultry ~ Chilled and Frozen | 4. Fish - Chilled and frozen |
| 5. Produce | 6. Dairy |
| 7. Meat products and preparations | 8. Fish products and preparations |
| 9. Ambient Stable Hermetically Sealed Packs | 10. Ready to eat or heat Foods |
| 11. Beverages | 12. Bakery and Baked Products |
| 13. Dried Goods | 14. Confectionery |
| 15. Snacks and Breakfast Cereals | 16. Oils & Fats |
| 17. Food Ingredients | |

Agriculture:

1. Production, capture and harvesting of livestock and game animals
2. Animal feed production
3. Growing and production of fresh produce
4. Fresh produce pack house operations
5. Extensive broad acre agricultural operations
6. Growing and production of coffee

7. Harvest and intensive farming of fish

7.5 Auditor Qualifications, Training, Experience and Competencies

The Certification Body must have systems and procedures in place to ensure that auditors conducting assessment meet the capabilities described in ISO 19001 and ISO 22003 with specific regard to audits against GFSI Approved Standards.

7.5.1 Qualification/Education

A degree in a food related or bioscience discipline, or as a minimum, have successfully completed a food related or bioscience higher education course or equivalent. Auditors currently conducting audits against GFSI Approved Standards are not required to meet these qualifications provided they can demonstrate competence in the role.

7.5.2 Total Work Experience

5 years full time experience in the food industry including at least 2 years work in areas such as quality assurance or food safety functions within food production or manufacturing, retailing, inspection or enforcement or the equivalent.

This may be reduced to a total of 2 years experience if the competence of the auditor is assessed by an examination designed and delivered by the Standard Owner.

The examination content should as a minimum cover :

- General Knowledge of the scheme
- Knowledge of relevant legislative requirements
- Knowledge and understanding of specific food processes
- Understanding of quality assurance ,quality management and HACCP principles

7.5.3. Formal Auditor Training

- Auditors shall have successfully completed recognised training in auditing techniques based on QMS or FSMS – duration: 1 week/40h, or equivalent.
- Successfully completed a training course in HACCP based on the principles from Codex Alimentarius and demonstrate competence in the understanding and application of HACCP principles – minimum duration: 2 days, or equivalent.
- Successfully completed training in the Standard being delivered to the satisfaction of the Standard Owners.

7.5.4 Initial Training

A training programme for each auditor will incorporate:

- an assessment of knowledge and skills for each field and sub field and assignment of fields of evaluation,
- an assessment of knowledge of food safety, HACCP, Pre-Requisite Programmes and have access to, and be able to apply relevant laws and regulations,
- a period of supervised training to cover the assessment of quality management systems and HACCP, specific audit techniques and specific category knowledge,
- a documented sign off of the satisfactory completion of the training programme by the appointed supervisor.

7.5.5 Extension of Scope

In order to extend scope, an auditor must undergo a programme of theoretical training in the new category, conduct supervised audits and must be assessed and signed off as competent by the Certification Body to audit in the new category.

7.5.6 Audit Experience

Initial Audit Experience

Auditors must have successfully completed a period of supervised training in practical assessment through 10 audits or 15 audit days, at a number of different organisations against the relevant GFSI approved standard.

Maintain Audit Experience

The CB must have in place an annual programme to include at least 5 audits or 10 audit days of on site auditing at a number of different organisation, against the relevant GFSI approved standard and to maintain category and scheme knowledge, with sign off for auditor re-approval.

7.5.7 Continued Training

The auditor must be kept up to date with category best practice, have access to and be able to apply relevant laws and regulations and shall maintain written records of all relevant training undertaken.

7.5.8 Attributes and Competencies

The Certification Body must have a system in place to ensure auditors conduct themselves in a professional manner. The following provide examples of required behaviour.

- Ethical, i.e. fair, truthful, sincere, honest and discreet.
- Open minded, i.e. willing to consider alternative ideas or points of view.
- Diplomatic, i.e. tactful in dealing with people.
- Observant, i.e. actually aware of physical surroundings and activities.
- Perceptive, i.e. instinctive, aware of and able to understand situations.
- Versatile, i.e. adjust readily to different situations.
- Tenacious, i.e. persistent, focussed on achieving objectives.
- Decisive, i.e. timely conclusions based on logical reasoning.
- Self reliant, i.e. acts independently whilst interacting effectively with others.
- Integrity – aware of need for confidentiality and observing professional code of conduct.

7.6 Conflict of Interest

The Certification Body and the Auditors they employ must avoid any conflict of interest, with particular regard to auditing, training and consultancy, and must sign Confidentiality Agreements to demonstrate commitment in this regard.

N.B. Definition of Conflict of Interest – Part I, Section 3

7.7 Minimum Requirements for Audit Reports

An audit report shall contain the following as a minimum.

1.	General information	
	- Name of the company	
	- EAN.UCC Global Location Number (GLN) if available	
	- Address	
	- Name of Certification Body	
	- Address	
	- Name of factory	
	- Address	
	- Date(s) of audit	
	- Date of previous audit and name of Certification Body conducting audit.	
	- Name and version of the food safety management scheme	
	- Scope of audit (detailed description processes / products)	
	- Product category	
	- List of key personnel present at audit	
	- Name/signature company representative	
	- Name/signature auditor	
2.	Summary of results	
	- Description HACCP/food safety management system	
	- Details of existing certificates	
	- Overview of assessed processes	
	- Conclusion of the audit	
	- Expiry date of certificate	
3.	List of non-conformities	
4.	Detailed evaluation report/sampled items	
	- HACCP requirements	- Results per key element
	- Food safety Management System requirements	- Results per key element
	- GMP/GAP/GDP requirements	- Results per key element
	- Other relevant remarks	

7.8 Evaluation

Where scoring, ranking and grading systems are applied, they must be clearly explained by the Standard Owner. The audit report must clearly express where the site is in compliance, or not in compliance, with the Standard. In the case where a non-conformity is identified by the auditor, clear and concise details of a non-conformance shall be provided in the audit report.

7.9 Corrective Action of Non Conformities

All non conformities, as defined in Part I Section 3, must have corrective action plans and evidence of implementation submitted for the Certification Body to verify that the applicant meets the requirement of the Standard. Verification may take the form of further on-site assessment or of submitted paperwork including updated procedures, records, and photographs etc, assessed by a technically competent member or group within the Certification Body. All evidence of corrective action must be returned, completed and verified by the Certification Body within a timescale defined in the Standard before certification can be awarded.

7.10 Certification Decision

The Standard Owner must require that each assessment report is given a thorough technical review prior to granting, suspending, withdrawing or renewing certification. The review shall ensure

- that reviewers are impartial and technically competent to understand the content of reports and that the reports accurately assessed to demonstrate satisfactory evidence of compliance with the scheme
- that all requirements of the standard have been fully covered, using any supporting notes made during the assessment by a suitably qualified auditor.
- that the scope of the report covers the scope applied for by the client, and that the report provides satisfactory evidence that all areas of the scope have been fully investigated.
- that all areas of non-conformity have been identified, and effective corrective action has been taken to resolve these non-conformities.

The client must be made aware that they can appeal against the certification decision.

7.11 Distribution of Audit Reports

Audit reports shall be made available to authorised parties, at the discretion of the contracted client. Ownership of the audit report, determination of details made available and authorisation for access shall remain with the contracted client.

PART I, ANNEX 1: BLANK BENCHMARK MATRIX SCHEME OWNERS

TO BE FILLED IN BY SCHEME OWNERS

SUBMITTED SCHEME:	
5.7.2	The scheme owner shall provide a report in a standard GFSI approved format outlining the following information
(a)	A summary of the standard, its objective, details of its development and the operating procedures required of the certification system
(b)	A clause by clause cross-reference to the standard seeking compliance to the Guidance Document against Part II, Requirements for a conforming Food Safety Standard (Key Elements). This clause-by-clause comparison should also detail the compliance criteria and give any argument necessary to justify compliance <i>(See Part I, Annex 2: Cross reference table)</i>
(c)	The requirements of the certification system seeking compliance must be cross-referenced with the requirements of part III Requirements for the delivery of food certification systems and demonstrate the equivalent or higher rigour of third party auditing elements and the associated certification elements <i>(Auditor qualifications, training and experience; Minimum requirements for audit reports; Duration and frequency of visits)</i>

N.B. 5.7.2.1 (d) If during the course of this cross-referencing exercise the scheme owner identifies obvious areas of non-compliance with the Guidance Document, these must be addressed prior to submission of the scheme for benchmarking.

SUBMITTED STANDARD:		
5.7.3	Requirements of a conforming scheme. The scheme shall:	
(a)	have been developed with the participation of technically competent representatives of direct stakeholders, or have been subjected to formal review by such parties and subsequently revised as appropriate	
(b)	be reviewed and updated, at least every five years, with the involvement of representatives of direct stakeholders (5.11)	
(c)	have copyright which is held by an identified legal entity, or have made appropriate application for such copyright.	<i>(Name of legal entity)</i>
(d)	be clear and precise in its wording and phraseology to facilitate accurate and uniform interpretation and allow for the evaluation of compliance of an applicant. Terms such as “sufficient” and “adequate” should be avoided wherever possible	
(e)	have credibility with industry, appropriate regulatory authorities or relevant professional groups. Any new schemes for benchmarking against the GFSI Guidance Document must be supported in writing by two retailers.	
(f)	be publicly available and its use for certification purposes be open, without restriction by membership or other limitation. The levying of a reasonable fee for the purchase of the scheme, a license fee for its implementation, or a training requirement for the application of the scheme, will not be regarded as a restriction or a limitation	
(g)	not allow products produced under the conforming standard to be labelled, marked or described in a manner which implies that they meet a particular product standard or specification for a particular product	

PART I, ANNEX 2: CROSS REFERENCE LIST SCHEME OWNERS

Section 6.1 Key Element: food safety management systems

GFSI protocol (rev 2)	SUBMITTED STANDARD:	GFSI protocol (rev 2)	SUBMITTED STANDARD:
6.1.1	General Requirements	6.1.12	Corrective Action
6.1.2	Food Safety Policy	6.1.13	Control of Non-conformity
6.1.3	Food Safety Manual	6.1.14	Product Release
6.1.4	Management Responsibility	6.1.15	Purchasing
6.1.5	Management Commitment	6.1.16	Supplier Performance Monitoring
6.1.6	Management Review	6.1.17	Traceability
6.1.7	Resource Management	6.1.18	Complaint Handling
6.1.8	General Documentation Requirements	6.1.19	Serious Incident Management
6.1.9	Specifications	6.1.20	Control of Measuring & Monitoring Devices
6.1.10	Procedures	6.1.21	Product Analysis
6.1.11	Internal Audit		

Section 6.2: Key Elements for GAP, GMP, GDP

GFSI protocol (rev 2)		GFSI protocol (rev 2)	
		6.2.11	Stock Management (rotation)
6.2.2	Facility Environment	6.2.12	Housekeeping, Cleaning & Hygiene
6.2.3	Local Environment	6.2.13	Water Quality Management
6.2.4	Facility Layout and Product Flow	6.2.14	Waste Management
6.2.5	Fabrication	6.2.15	Pest Control
6.2.6	Equipment	6.2.16	Veterinary Medicine
6.2.7	Maintenance	6.2.17	Pesticide, Herbicide & Fungicide Control
6.2.8	Staff Facilities	6.2.18	Transport
6.2.9	Physical & Chemical Product Contamination Risk	6.2.19	Personal Hygiene, Protective Clothing & Medical Screening
6.2.10	Segregation & Cross-contamination	6.2.20	Training

Section 6.3: Key Elements for HACCP

7. Requirements for the delivery of Food Certification System

7.2.1	Accreditation	7.5.6	Audit experience
7.2.2	Scope of accreditation	7.5.7	Continued training
7.3	Frequency/Duration of Audit	7.5.8	Attributes and competencies
7.4	Food Certification – categories	7.6	Conflict of interest
7.5	Auditor Qualifications, Training, Experience & Competencies	7.7	Minimum requirements for audit reports
7.5.1	Qualification/Education	7.8	Evaluation
7.5.2	Total work experience	7.9	Corrective Action of non-conformities
7.5.3	Formal auditor training	7.10	Certification Decision
7.5.4	Initial training	7.11	Distribution of audit reports
7.5.5	Extension of scope		

Part II, Annex 1 – KEY ELEMENT GOOD AGRICULTURAL PRACTICES, GOOD MANUFACTURING PRACTICES, GOOD DISTRIBUTION PRACTICES

The following Good Agricultural Practices (GAP), Good Manufacturing Practices (GMP), or Good Distribution Practices (GDP) are an example of how they could be developed under the requirement of the related Key Element (Chapter 6.2). This is therefore a non-exhaustive list.

Facility Environment

GAP	GMP	GDP
Facility should be appropriate for the purpose	Adequate security arrangements should be in place	Adequate security arrangements should be in place
Uncontrolled sewage water flow into irrigation facilities and other water basins should be prohibited.	Site boundaries should be clearly defined	Site boundaries should be clearly defined
	Pest control of the periphery should be in place	Pest control of the periphery should be in place
	Adequate drainage should be in place	Adequate drainage should be in place

Local Environment

GAP	GMP	GDP
All new sites should be risk assessed for environmental pollutants and flooding	All new sites should be risk assessed for environmental pollutants and flooding	All new sites should be risk assessed for environmental pollutants and flooding
Periodic assessment of potential food safety impact from and to local environment should be performed	Periodic assessment of potential food safety impact from and to local environment should be performed	Periodic assessment of potential food safety impact from and to local environment should be performed

Facility Layout and Product Flow

GAP	GMP	GDP
Process flow should be documented in case of on farm packing	Process flow should be logical and a one way flow system	Process flow should be logical
	High/low risk production areas should be suitably segregated	Process flow should be designed to prevent contamination

	There should be dedicated chill and freeze facilities where appropriate	
Process flow should be designed to prevent contamination	Process flow should be designed to prevent contamination	
	There should be segregated equipment washing facilities	
	On site laboratory, where there is a potential food safety risk, should be sited away from production areas or contracted out to qualified laboratories.	

Fabrication

GAP	GMP	GDP
Design and construction to minimise accumulation of dirt/debris should be in place in case of on farm packing	Design and construction to minimise accumulation of dirt/debris should be in place	Design and construction to minimise accumulation of dirt/debris should be in place
Walls, floors and ceilings should have easy access and be easy to clean and impervious in case of on farm packing	Walls, floors and ceilings should have easy access and be easy to clean and impervious	Walls, floors and ceilings should be easy to clean and impervious
	False ceilings should have adequate access to void for cleaning and pest management	
	Adequate covered drainage should be in place, which flows away from high risk areas	Adequate covered drainage should be in place
	Lights should be protected, preferably glass should be absent	Lights should be protected, preferably glass should be absent
	Windows in production areas to be avoided but where present should be protected and secured if designed to be opened Air should be filtered where necessary	Windows to be avoided but where present should be protected and secured if designed to be opened
	Pressure differentials should exist between high and low risk production areas	
	Adequate ventilation should be in place to	

	prevent condensation	
	Adequate dust control where necessary	
Adequate lighting should be provided in case of on farm packing	Adequate lighting should be provided	Adequate lighting should be provided
	External doors linked to production areas need to be close fitting and adequately proofed	External doors should be close fitting and adequately proofed

Equipment

GAP	GMP	GDP
Equipment should be designed for purpose intended and easily cleaned	Equipment should be designed for the purpose intended and easily cleaned	Not Applicable
	Equipment should be sited to allow ease of access for cleaning and maintenance	
Condition of equipment should be frequently assessed	Condition of equipment should be frequently assessed. Operator/people movement should be controlled to minimise risk of cross contamination.	

Maintenance

GAP	GMP	GDP
Planned maintenance programme should be in place.	Planned maintenance programme should be in place	Planned maintenance programme should be in place
Contractors and in-house maintenance teams should be aware of and adhere to company hygiene standards	Contractors and in-house maintenance teams should be aware of and adhere to company hygiene standards	Contractors and in-house maintenance teams should be aware of and adhere to company hygiene standards

Staff Facilities

GAP	GMP	GDP
Staff facilities should be suitably sited for direct entry to production areas, with the exception of toilets in case of on farm packing	Staff facilities should be suitably sited for direct entry to production areas, with the exception of toilets	
	Adequate lockers/storage facilities should be provided	Adequate lockers/storage facilities should be provided
	Adequate hand wash facilities should be provided	Adequate hand wash facilities should be provided
	Appropriate protective clothing, footwear and head gear should be provided	Appropriate protective clothing, footwear and head gear should be provided
Rest areas and catering facilities should be provided in case of on farm packing	Rest areas and catering facilities should be provided	Rest areas and catering facilities should be provided
	Smoking should only be permitted in designated areas	Smoking should only be permitted in designated areas
Toilets and hand washing facilities should be available	Toilets should be available, but not open directly into production areas	Toilets should be available but not open directly into warehouse areas
	Entry to high risk production areas should be via a specifically designated changing facility and follow specified procedures	

Foreign body/ Chemical Contamination Risk

GAP	GMP	GDP
	Systems to control hazards should be in place	Systems to control hazards should be in place
	Metal detection should be in place where there is risk	
	If metal detector is used, it should have automated rejection into a locked container	
	Issue of knives/blades should be controlled and their condition regularly checked	
	Glass control and breakage procedures should be in place	Glass control and breakage procedures should be in place
	Glass register should be available and inspected appropriate to risk	Glass register should be available and inspected appropriate to risk
	Filters and sieves should be inspected regularly	Maintenance sign off procedures should be in place
	Maintenance sign off procedures should be in place	
	Incoming goods should be inspected based on risk of contamination	Incoming goods should be inspected based on risk for contamination risks
	Rework should be controlled	
	Chemicals should be stored in a secure area	Chemicals should be stored in a secure area
Chemicals used on mechanical equipment should be managed and controlled	Chemicals should be used by trained personnel	Chemicals should be used by trained personnel
	Where feasible, wood should be avoided in production areas	
	All measures in place should be carried out at an appropriate frequency and fully documented	All measures in place should be carried out at an appropriate frequency and fully documented

Housekeeping, Cleaning and Hygiene

GAP	GMP	GDP
Where appropriate, relevant cleaning schedules and records should be in place	Cleaning schedules and records should be available	Cleaning schedules and records should be available in place
Chemicals used should be appropriate for the purpose intended	Chemicals used should be appropriate for the purpose intended	Chemicals used should be appropriate for the purpose intended
	Methods for verification of cleaning and corrective action procedures should be in place	Hygiene inspections should be carried out and recorded
	Where appropriate, cleaning equipment should be clearly identified and segregated	

Water Quality Management

GAP	GMP	GDP
Irrigation water should be suitable and controlled		
Potable water for post harvest washing should be available	Potable water should be used and where appropriate checked for contaminants at an appropriate frequency	Not Applicable
	Quality of ice, when used in processing, should be managed to prevent cross-contamination	

Waste Management

GAP	GMP	GDP
Waste should be controlled to prevent contamination of water and soil	Systems should be in place to minimise waste	Systems should be in place to minimise waste
A programme for the adequate disposal of waste and chemical containers should be in place	Waste management should be effective	Waste management should be effective
	External waste containers should be covered and removed at appropriate frequencies	External waste containers should be covered and removed at appropriate frequencies

	Waste containers for internal and external purposes should be clearly identified and cleaned regularly	
--	--	--

Pest Control

GAP	GMP	GDP
The effect of chemicals used in previous harvests on soil and water should be assessed		
Pest control should be carried out by a reputable organisation or by trained in-house personnel	Pest control should be carried out by a reputable organisation or by trained in-house personnel	Pest control should be carried out by a reputable organisation or by trained in-house personnel
	Inspections should include the periphery and internal and external buildings	Inspections should include the periphery and internal and external buildings
	A bait map should be available	A bait map should be available
	Inspections should be carried out to a frequency based on risk	Inspections should be carried out to a frequency based on risk
	Inspections, recommendations and corrective action should be documented	Inspections, recommendations and corrective action should be documented
	Where appropriate correctly sited, permanently operational electric fly killers should be in place	Where appropriate correctly sited, permanently operational electric fly killers should be in place
	All incoming goods should be inspected for pest infestation	All incoming goods should be inspected for pest infestation
	The building should be adequately proofed	The building should be adequately proofed

Personal Hygiene

GAP	GMP	GDP
Documented hygiene standards, based on risk should be in place	Documented and trained hygiene standards, based on risk, should be in place for all persons entering the facility and should include: <ul style="list-style-type: none"> • Hand washing • Cuts, grazes and boils • Dedicated smoking areas 	Documented and trained hygiene standards, based on risk, should be in place for all persons entering the facility and should include: <ul style="list-style-type: none"> • Hand washing (unwrapped products) • Cuts, grazes and boils (unwrapped products)

	<ul style="list-style-type: none"> • Eating and drinking in segregated areas • Jewellery and watches • Cosmetics • Medical screening procedures <p>Also see: protective clothing</p>	<ul style="list-style-type: none"> • Dedicated smoking areas • Eating and drinking in segregated areas • Medical screening procedures (unwrapped products) <p>Also see: protective clothing</p>
Staff must be properly trained against the documented hygiene standards		
Adequate covering of cuts, grazes and boils should be in place		
Adequate hand washing should be required		
Medical screening procedures, to prevent ill workers from entering the premises until non-contagious, should be in place		

Training

GAP	GMP	GDP
Adequate training for the required skills should be established	Personnel, including temporary staff, should be trained commensurate with their responsibilities/activities	Personnel, including temporary staff, should be trained commensurate with their responsibilities/activities
	Verification of training should be in place	Verification of training should be in place
	Review of training needs should be in place	Review of training needs should be in place
	Training records should be kept	Training records should be kept
	Adequate supervision of new personnel should be in place	Adequate supervision of new personnel should be in place

Protective Clothing

GAP	GMP	GDP
When applicable, appropriate protective clothing should be provided for personnel	Appropriate protective clothing should be provided for personnel, contractors and visitors	Appropriate protective clothing should be provided for personnel, contractors and visitors
	Clean protective clothing should be used and changed at an appropriate frequency	Clean protective clothing should be used and changed at an appropriate frequency

	Protective clothing should be hygienically laundered	Protective clothing should be hygienically laundered internally or by an approved contractor
	Protective clothing should be designed to prevent product contamination	
	Captive footwear should be worn in high risk production areas	

Cross-Contamination Risks

GAP	GMP	GDP
Cross-contamination by extraneous packaging should be avoided	There should be separation of raw and cooked products and utensils in high/low risk production areas	Not Applicable
	Nuts and other allergens should be identified and controlled to prevent cross contamination	
	Rework should be controlled	
	Appropriate measures should be taken to avoid cross-contamination by personnel, contractors and visitors	

Segregation

GAP	GMP	GDP
Product types should be segregated to avoid cross contamination risks	Product types should be segregated to avoid cross contamination risks. There should be a quarantine area for all reject/on hold products	Product types should be segregated to avoid cross contamination risks. There should be a quarantine area for all reject/on hold products

Stock Management (rotation)

GAP	GMP	GDP
Where appropriate health certificates for purchased nursery stock should be available	Raw materials, work in progress, packaging and finished goods should be adequately labelled to	Products should be despatched on a first in first out principle

	allow effective stock rotation based on first in first out principle	
There should be control of harvested crop to ensure correct rotation	Raw materials, work in progress, packaging and finished goods should be checked for micro-biological contamination to be within agreed levels	

Medical Screening

GAP	GMP	GDP
When appropriate, a medical screening procedure should be in place for employees and contractors	A medical screening procedure should be in place. This should also apply to contractors and visitors	A medical screening procedure should be in place. This should also apply to contractors and visitors
Where appropriate, sickness reporting and return to work procedures should be in place	Where appropriate, sickness reporting and return to work procedures should be in place	Where appropriate, sickness reporting and return to work procedures should be in place

Veterinary Medicine

GAP	GMP	GDP
The drugs utilized should be appropriate for the treatment/control required and used in the prescribed quantities under veterinary supervision or veterinary approval	Appropriate supplier controls should be in place to ensure Veterinary Residues do not exceed published MRLs.	Not Applicable
Veterinary medicines should be stored in a locked room or cupboard		
Record of all drugs administered should be maintained		
Drugs that are banned in the destination country should not be used		
Protection against diseases and pests should be achieved with minimal amount of drugs		
Adherence to withdrawal periods prior to slaughter should be demonstrated		

Pesticide / Herbicide/ Fungicide Control

GAP	GMP	GDP
Integrated Crop Management techniques or equivalent should be in place for the judicious use of these chemicals during growing and post harvest treatment to control residues	Appropriate supplier controls should be in place to ensure Pesticide Residues do not exceed published MRLs.	Not Applicable
When appropriate, training for the administering and use of pesticides, herbicides and fungicides should be in place		

Post Harvest Treatment

GAP	GMP	GDP
The chemicals utilized should be appropriate for the treatment/control required	Not Applicable	Not Applicable
Potable water should be used		

Feedstuff

GAP	GMP	GDP
Materials not released for human consumption should be avoided	Not Applicable	Not Applicable
Fresh ingredients should be heat treated before use		
The composition of feed should be regularly assessed		