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<th>ACCREDITATION REQUIREMENTS OF CERTIFICATION BODIES FOR FOOD SAFETY MANAGEMENT SYSTEMS (FSMS)</th>
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<td>Document Number</td>
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<td>Applicable For</td>
<td>All Certification Bodies applying for FSMS</td>
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<td>Revision Number</td>
<td>03</td>
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1. DEFINITIONS

The purpose of this section is to define the general and technical terminology that is used throughout this document.

Certification Body

For the purpose of this accreditation, a certification body is an independent impartial body, government or non-government, possessing the necessary competence and reliability to operate a certification system and in which those with an interest in the process of certification are represented without any single interest predominating.

Shall

The term ―shall is used throughout this document to indicate those provisions which, reflecting the requirements of UAF Criteria are mandatory.

Should

The term ―should is used to indicate guidance which, although not mandatory, is provided by UAF as a recognized means of meeting the requirements.

Food Safety

Assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use.

Food Safety Hazards

Biological, chemical or physical agent in food, or condition of food, with potential to cause an adverse health effect.

Food Organization

Any organization regardless of size, which is involved in any aspect of the food chain to provide consistently safe products and should demonstrate its ability to control food safety hazards in order to ensure that food is safe at the time of human consumption.

Food Sector

Includes food organizations that are directly or indirectly involved in food products include, but are not limited to, feed producers, harvesters, farmers, producers of ingredients, food manufacturers, retailers, food services, catering services, organizations providing cleaning and sanitation services, transportation, storage and distribution services. Other organization that are indirectly involved include, but not limited to, suppliers of equipment, cleaning and sanitizing agents, packaging material, and other food contact materials.
Food Chain

Sequence of the stages and operations involved in the production, processing, distribution, storage and handling of food and its ingredients, from primary production to consumption.

Food Safety Management System (FSMS)

A system which identifies specific hazard(s) and preventive measures for their control.

Accreditation Body Logo

Logo used by an accreditation body to identify itself.

Accreditation Symbol

A symbol issued by an accreditation body to be used by accredited CBs to indicate their accredited status. The symbol may be a combination of an accreditation body logo in association with the accreditation number and/or identification of the type of accreditation.

Nonconformity

The absence of, or the failure to implement and maintain, one or more FSMS requirements, or a situation which would, on the basis of available objective evidence, raise significant doubt as to the safety of what the food organization is supplying. The CB is free to define different grades of deficiency and areas for improvement (e.g. Major and Minor Nonconformities, Observations, etc.).

Pre-requisite Programs (PRPs)

Basic conditions and activities that are necessary to maintain hygienic environment throughout the food chain suitable for the production, handling and provision of safe end products and safe food for human consumption.

Critical Control Points (CCPs)

Step at which control can be applied and is essential to prevent or eliminate a food safety hazard or reduce it to an acceptable limit.

2. SCOPE

Fields of Applicability
This document is applicable to certification bodies which are certifying FSMS in organizations (here in after referred to as food organizations) which are involved directly or indirectly in any aspect of the food chain and want to implement systems that consistently provide safe products. Such organizations may be active in various sectors such as, but not limited to, agriculture, fishing, food products, beverages and tobacco, water supply, hotels and restaurants, transport, storage and communication and other services.

**Subcontracting**

Where the CB decides to subcontract work related to use of contract auditors, Marketing Personnel, or any other activity as permissible as per International Accreditation standard

Audits carried out by subcontracted Auditors shall give the same confidence as audits carried out by the CB itself. If the CB subcontracts any part of its UAF accredited activities covered in the scope of this document, the subcontractor must be accredited by UAF.

### 3. GENERAL REQUIREMENTS

The CB applying for accreditation as per this program must have a management system, which includes the following as minimum:

a) Proper Documentation of its policies, procedures and operations starting from receiving the application for certification, carrying out contract review, preparing for auditing, performing auditing, reporting audit results and up to the issuance of the certificate in accordance with the documentation requirements of ISO/IEC 17021&ISO/TS 22003:2013and any additional requirements set by UAF here within this document and other related documents.

b) Employ the suitable and qualified technical and administrative staff in the CB. The CB is required to have at least one permanently employed qualified auditor for the certification scheme applied for accreditation. (see 4.1 also).

c) The CB shall operate in accordance with the requirements of ISO/IEC 17021 and the relevant methods and procedures of certification according to which it would be accredited as well as any additional regulatory requirements set by the related authority.
d) Before applying for accreditation, the applicant CB must have met the following conditions:
   - Completed at least one initial certification audits including the decision-making process.
   - Should have carried out minimum one internal audit against the applicable criteria of accreditation and one management review.

e) The CB shall prepare audit program for its audits and surveillance activities with a frequency suitable to its nature of work. Copy of the program shall be sent to the related authority at least one week in advance of the due date of the first audit in the program. The information in the program is used for scheduling the witnessing of the HACCP audits on food organizations as per the related authority requirements.

f) The CB shall have clear rules for the fees charged for the certification Services and for the issuance of the Certificate; and the terms of payments for each. Fees charged by the CB shall be for the Certification Services and not for the sake of issuing a Certificate; the fee shall be chargeable even if a certificate is withheld.

g) In order to avoid biases in the certification process and conflict of interest the

h) CB shall not act as a consultant for any of the services in which it is active, UAF will remove the CB from the list of accredited FSMS CBs if the CB, proven by evidence, violating the requirement of this clause. Removing the CB from the list shall deprive the CB from providing certification services.

4. SPECIFIC CRITERIA OF COMPETENCE

4.1 Requirements for Technical Competence of Staff

4.1.1 The CB shall use personnel to carry out certification of FSMS who have the qualifications, training, experience and knowledge with respect to all functions it performs leading to the certification of FSMS in food organizations as specified in Annex C (Normative) of ISO 22003.

4.1.2 Across the whole of its accredited scope (or that part in which it operates) the CB shall be able to conduct audits using resources under its own control which meet the requirements of ISO 19011. The term "resources under its own control" includes individual auditors who work for the CB on a contract basis, or other external resources. The CB shall be in a position to manage, control and be responsible for the performance of all its resources and maintain comprehensive
records controlling the suitability of all the staff it uses in particular areas, whether they are employees, employed on contract.

4.1.3 The CB shall be able to demonstrate that it has performed an initial competence analysis (determination of competence requirements in response to evaluated needs) for each technical area in which it operates. In particular, the management shall be able to demonstrate that the CB has the competence to perform the following activities:

a) Identify the major processes associated with each technical area in which it operates
b) Identify the major requirements relevant to each technical area in which it operates
c) Define the competence needed in the CB to certify food organizations in each technical area in which it operates (this includes the competence of auditors and of those responsible for conducting contract reviews, selecting audit teams and making certification decisions).

4.1.4 In addition to performing competence analysis of technical areas of activity of food organizations subject to its certification, the CB should have the competence to understand the business practices and structures of the food organizations subject to certification.

4.1.5 The management of certification bodies should have appropriate knowledge to undertake certification in the different countries in which the CB performs Certification. The CB should be able to demonstrate the effectiveness of how it deals with questions of language, culture and the business environment.

4.1.6 In order to undertake a specific contract, based on the above analysis, the management of the CB shall:

a) Confirm that personnel with the required competencies, as analyzed above, will be available
b) Approve procedures for determining the length of time needed to complete the audit in accordance with general requirements of ISO/TS 22003 AnnexB.

4.1.7 The CB shall make clear to each person concerned their duties, responsibilities and authorities.

4.1.8 The CB shall ensure that auditors and, where needed, technical experts (who accompany auditors during certification/surveillance audits), decision makers and other persons involved in the certification activities (e.g. committee members, etc.) are familiar with certification activities, certification requirements, audit methodology (for auditors) and other relevant requirements. The CB shall give auditors and technical experts access to an up-to-date set of documented
procedures giving audit instructions and all relevant information on the certification activities.

4.1.9 The CB shall use auditors and technical experts only for those certification activities where they have demonstrated competence, in particular regarding the type of products/service audited.

4.1.10 The CB shall identify training needs and shall offer or provide access to specific training to make its auditors, technical experts, and other persons involved in the certification activities, knowledgeable of certification requirements and processes.

4.1.11 The group or individual which takes the decision on granting, maintaining, renewing, extending, reducing, suspending or withdrawing certification shall have knowledge and experience sufficient to evaluate the audit processes and related recommendations of the audit team.

4.1.12 The CB shall ensure the satisfactory performance of all personnel involved in the audit and certification activities. There shall be documented procedures and criteria for monitoring and measurement of the performance of all persons involved based on the frequency of their usage and the level of risk linked to their activities. In particular, the CB shall review the competence of its personnel in the light of their performance in order to identify training needs.

4.1.13 The CB shall require external auditors and external technical experts to have a written agreement by which they commit themselves to comply with applicable policies and procedures as defined by the CB. The agreement shall address aspects relating to confidentiality and to independence from commercial and other interests, and require the external auditors and external technical experts to notify the CB of any existing or prior association with any food organization they may be assigned to audit.

**Note:** Use of individual auditors and technical experts under such agreements does not constitute subcontracting.

4.1.14 No auditors and technical experts and other persons involved in the certification activities is allowed to perform auditing/certification independently without having appropriate qualification and training. The CB shall only authorize personnel to carry out certification/auditing of FSMS if these are within the designated competence of those personnel and if those personnel hold the Competence as per ISO 22003.

4.1.15 The CB shall maintain records to show how and when, each personnel were authorized to perform specific certification/auditing activities, the scope for which he/ she is authorized and the sample of his/ her signature. These records shall, as a minimum, indicate the evidence of fulfilling the criteria defined below.
4.1.16 Competence criteria for auditors, technical experts, decision makers and other persons involved in the certification activities:

4.1.16.1 The management of the CB shall have the resources to enable it to determine whether or not, and procedures to ensure that, all categories of its personnel are competent for the tasks they are required to perform within the scope of certification in which they are operating. The competence of the personnel shall be established as per ISO 22003. The initial competence evaluation of an auditor shall include observing an onsite audit undertaken by the person being evaluated. The CB shall assess the competence of all categories of its personnel and this assessment shall cover relevant knowledge of the tasks they are assigned to perform, the relevant laws, local & admin orders and codes of practice. UAF shall be given the opportunity to review the means and records of such an assessment.

4.1.16.2 The management of the CB shall define the requirements for establishing the competence of the auditors and technical experts that the CB uses to conduct audits, whether they are employees, employed on contractual basis or provided by external bodies. These requirements shall incorporate the relevant criteria for assessing an auditor competence in ISO 22003.

Notes:

(1) The audit team of a CB has to be led by a Team Leader who is qualified as a team leader for FSMS and meets the above requirements.

(2) For audits involving sole or solitary auditor, the auditor has to be qualified for FSMS and meets the above requirements as per ISO/TS 22003:2013

(3) ISO/IEC 17021 does not require auditors to be certified by an auditor certification body but such certification may be used as part of the evidence that auditors meet defined levels of competence (e.g. certification of auditors as per ISO 17024)

4.1.16.3 The CB shall employ or have access to a sufficient number of auditors, including audit team leaders, and technical experts to cover all of its activities and to handle the volume of audit work performed.

4.1.16.4 The CB shall have defined processes for selecting, training, formally authorizing and monitoring auditors and technical experts and for selecting committee members and other experts used in the certification activity (see also clause 4.2).

4.1.16.5 The CB shall have a process to achieve and demonstrate effective auditing, including the use of auditors and audit team leaders possessing generic auditing skills and knowledge as well as skills and knowledge appropriate for auditing in specific technical areas. This process shall be based on the requirements as stated in ISO 17021 & ISO 19011.
4.1.16.6 The documented monitoring procedures shall include a combination of on-site observation, review of audit reports and feedback from clients or from the market and shall be based on the guidance provided in ISO 17021 & ISO 19011 transformed into appropriate documented requirements. This monitoring shall be designed in such a way as to minimize the disturbance of the normal processes of certification, especially from the client's viewpoint.

4.1.16.7 The CB shall establish the frequency of witnessing activities to take account of the criticality and volume of the work being undertaken, the experience and performance history of the auditors/technical experts and any data obtained from other types of monitoring activity such as review of audit reports and market feedback.

4.1.16.8 The FSMS auditors: The CB shall ensure that its auditors used for FSMS audits possess the following competence as per ISO 22003 Rev 2013.

4.1.16.9 The decision makers and other experts involved in the certification activities shall have competence as per ISO 22003 Rev 2013.

4.1.16.10 The FSMS auditor, decision makers and other experts involved in the certification activities shall show competencies in the application of ISO 22000 requirements including PRPs and HACCP principles to ensure the production of safe food. This includes but is not limited to:

   a) Understanding the current principles of HACCP and PRPs;
   b) Identifying biological, chemical (including allergens) and physical hazards;
   c) Assessing methodologies used for determining food safety hazard control measures;
   d) Ability to assess potential food safety hazards linked to the food supply chain;
   e) Ability to evaluate the relevance of the applicable PRPs and to establish or select an appropriate evaluation method or guide for these PRPs;
   f) Knowledge of the relevant regulatory requirements;
   g) Technical knowledge of the products, processes and practices of the specific food industry sector being audited;
   h) Demonstrating knowledge of FSMSs.

Annex 1 gives skills needed for the different types of audits performed by the CB.

4.1.17 Continual Training and Further Development:

4.1.17.1 Each FSMS auditor, decision makers and other experts involved in the certification activities shall undertake appropriate continual training according to his
or her specific qualification requirements. Certification bodies shall annually review a targeted training plan for their auditors and other categories of personnel on HACCP principles and/or ISO 22000 requirements, FSMSs, PRPs, audit techniques (for auditors only), and in particular on the competence items a) to h) mentioned under 4.1.16. above.

4.1.17.2 This training shall:

a) Be planned as the result of an analysis of needs on the subjects and competence items given above,

b) Be recorded,

c) Include audit practical case studies, for auditors only,

d) Be supported by a case and standard interpretation database (for instance: FAQ, workshop records, standard correction on case studies) freely accessible to the trainees,

e) Be evaluated according to training purpose, training planning and related requirements, and certification bodies shall take appropriate action on the base of the training result, and

f) Be performed by qualified training teacher.

g) The CB shall periodically observe the performance of each auditor on-site. The frequency of on-site observations shall be based on need determined from all monitoring information available.

4.1.17.3 The CB shall be able to demonstrate that every auditor has appropriate training and experience for the particular categories for which they are considered competent. Competence shall be recorded at least at the level of each category as indicated in Annex 1 and show evidence that the auditor has sufficient knowledge of the raw materials, processes, products, PRP’s, potential hazards and control measures of that category.

4.1.17.4 The CB shall maintain up to date records of relevant qualifications, training, experience, affiliations, professional status and competence of each person involved in the certification activity.

4.1.17.5 Maintenance of Auditors Qualification (once every 3 years).

The FSMS auditors shall perform a minimum of 4 audits of 15-man days including on sites, during 3 years’ period to maintain their auditing capability. For lead auditors at least 2 of these audits shall be as team leader.

4.1.19 UAF Assessment of auditors and technical experts for the purpose of accreditation:
UAF will assess auditors and technical experts of the CB by witnessing their performance in the field. Not all auditors and technical experts may be assessed during the first visit but all auditors and technical experts will be assessed within the 3-year validity period of the accreditation.

4.2 Requirements for Selection Procedure of Auditors

4.2.1 The CB shall have defined processes for selecting its auditors, if a CB uses technical experts, its systems shall include procedures for their selection and how their technical knowledge is assured on a continuing basis. The CB may rely on help, for example, from industry or professional institutions.

4.2.2 The CB procedures shall ensure that staff employed to audit food organizations are competent in the field in which they are operating. Staff responsible for managing audits shall be identified and their qualifications documented.

4.3 Certificate Awarded for FSMS of Food Organizations

4.3.1 After a CB has completed a certification audit of FSMS for a food organization and found no significant issues the CB must issue a Certificate for the FSMS of this food organization.

4.3.2 The CB shall produce a Certificate for FSMS which fulfils the client ‘s needs, the related authority requirements and the applicable clauses of ISO/IEC 17021.

4.3.3 Besides the applicable clauses of ISO/IEC 17021, the certificate shall include the following information as a minimum:
   a) Title of Certificate,
   b) Industry sectors, and product categories, where relevant, for which certification has been granted,
   c) Identification number and code of the certificate (i.e. unique identity of the certified food organization),
   d) The name, identity and logo of the CB,
   e) All premises from which one or more key activities are performed and which are covered by the certification,
   f) Signature of authorized signatory/ies of the CB,
Certificates issued by CBs that fail to give any of the above details will be liable to rejection.

4.3.4 In the case there is an adverse health effect caused to humans involving food organization certified by accredited CB and as a result of the official investigation it was determined that it was intentional or due to negligence or lack of competence, the relevant authority shall immediately notify the CB which certified the food organization which in turn shall carry out immediate special audit to determine whether the CB has to reconsider the validity of the FSMS certificate granted to the food organization or not. The actions taken by the CB in this regard has to be notified to UAF and to the relevant authority without delay. Failure to do that may subject the CB to suspension and subsequently relevant clauses of UAF-REQ-01 related to suspension will be applicable with immediate effect, particularly in case the adverse human effect was serious (e.g. becoming diseased) or was fatal.

4.3.5 The CB shall establish measures for defining the validity period of the issued FSMS certificates to the food organization and the terms for which the certification is valid. Each FSMS Certificate may be subject to evaluation as determined by the relevant authority.

4.3.6 The designated signatories shall only be authorized by the CB to sign FSMS Certificates. The designated signatory must assume responsibility for the technical validity and accuracy of all information contained in the Certificate.

5. ACCREDITATION ASSESSMENTS
The assessment extent and content depend on the requested scope of accreditation, the other activities for which the body is accredited or requests accreditation and the performance of the body at previous assessments.

6. ASSESSMENTS
   a) Document Review
   b) Office Assessments
   c) Witness Assessments.

7. INITIAL ASSESSMENTS
During the initial office assessment the team samples the files of certification personnel for each function to cover the scope for which accreditation is sought.
At least one certification personnel for each certification function for each category and one auditor for each sub category requested shall be reviewed completely for award of accreditation of Scopes. At least one client file per technical cluster including critical code shall be offered to assessment team for award of applied scopes in the cluster.

For CABs already accredited by IAF Full Members AB, earlier Witness reports may be accepted.
The application of the IAF-MD documents shall be verified as applicable.

8. SURVEILLANCE AND REASSESSMENTS

The implementation of the ISO 22000 certification system will be verified during each surveillance assessment of the UAF. The files reviewed during the subsequent surveillances and the reassessment in a four years’ period (accreditation cycle) shall cover all the accredited scopes in the technical clusters. The number of files to be reviewed for each assessment is calculated from the number of valid certificates under accreditation (approximately one sixth of the square root of the number of certificates with a maximum of 18 files with minimum of one critical code file of each technical cluster).

For each accreditation cycle (surveillances and reassessment), the number of witnesses will be determined as per Assessment Program in line with IAF MD 16 and ISO/TS 22003 requirements. The Number of witnesses may vary as per the outcome of client files reviews for each technical clusters in line with UAF Assessment Program.

In the application of the above guidelines, it shall be considered whether witness assessments may serve for multiple schemes (e.g. by witnessing combined audits) and how may witness assessments are performed in other schemes.

9. GENERAL REMARKS ON WITNESSING

At least two weeks before the witnessing the UAF team shall be provided with:

- The records of the CB’s contract review for this organization (including qualification records for the auditors used);
- In case a surveillance or recertification audit is witnessed, a copy of the ISO 22000 certificate issued by the CB;
• The report of the CB’s pre-assessment or stage 1 assessment of the organization’s FSMS (or other latest report) and an audit plan.

• Besides the considerations mentioned above for selection of audits to be witnessed, UAF will consider the following:
  • The UAF will normally not witness the same auditors that have been witnessed in the same scheme before;
  • The UAF will normally not witness an audit at the same organization;
  • Witnessing of audits includes the review of the audit report.

• To be able to select the audits to be witnessed, the CB shall on request of the UAF provide a planning for the audits to be conducted in a certain period. The information on these audits shall include as a minimum:
  • Type of audit (initial, recertification or surveillance);
  • Name and address of auditee.
  • Audit standard(s);
  • Scope of certification;
  • Name(s) of auditors(s) and expert(s);
  • Date(s) of the audit.

10. SCOPES AND TECHNICAL CLUSTER DETAILS FOR AWARD OF FSMS ACCREDITATION

SCOPE OF ACCREDITATIONS

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Subcategory</th>
<th>Scopes Applied for Accreditations</th>
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<tbody>
<tr>
<td>Farming</td>
<td>A</td>
<td>AI</td>
<td>Farming of Animals for Meat/ Milk/ Eggs/ Honey</td>
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<tr>
<td></td>
<td></td>
<td>AII</td>
<td>Farming of Fish and Seafood</td>
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<tr>
<td>Food and feed processing</td>
<td>B</td>
<td>BI</td>
<td>Farming of Plants (other than grains and pulses)</td>
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<tr>
<td></td>
<td></td>
<td>BII</td>
<td>Farming of Grains and Pulses</td>
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<td></td>
<td>C</td>
<td>CI</td>
<td>Processing of perishable animal products</td>
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<td></td>
<td></td>
<td>CII</td>
<td>Processing of perishable plant products</td>
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<td></td>
<td></td>
<td>CIII</td>
<td>Processing of perishable animal and plant products (mixed products)</td>
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<tr>
<td></td>
<td></td>
<td>CIV</td>
<td>Processing of ambient stable products</td>
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<td></td>
<td>D</td>
<td>DI</td>
<td>Production of Feed</td>
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<td></td>
<td></td>
<td>DII</td>
<td>Production of Pet Food</td>
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<tr>
<td>Catering</td>
<td>E</td>
<td></td>
<td>Catering</td>
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<tr>
<td>Retail, transport and storage</td>
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<td>Retail / Wholesale</td>
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<td>FII</td>
<td>Food Broking / Trading</td>
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<td></td>
<td>G</td>
<td>GI</td>
<td>Provision of Transport and Storage Services for Perishable Food and Feed</td>
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<td></td>
<td></td>
<td>GII</td>
<td>Provision of Transport and Storage Services for Ambient Stable Food and Feed</td>
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<tr>
<td>Auxiliary services</td>
<td>H</td>
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<td>Services</td>
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<td></td>
<td>I</td>
<td></td>
<td>Production of Food Packaging and Packaging Material</td>
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## Equipment manufacturing

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<th>J</th>
<th>Equipment manufacturing</th>
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## Biochemical

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<tr>
<th>Biochemical</th>
<th>K</th>
<th>Production of (Bio) Chemicals</th>
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*a* Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation bodies witnessing certification bodies. *b* “Farm packing” means packaging without product modification and processing. *c* “Associated packaging” means packaging without product modification and processing and without altering the primary packaging.

The above food chain categories are grouped into the following clusters:

1. Farming (A+B)
2. Food and Feed Processing (C+D)
3. Catering (E)
4. Retail, Transport and Storage (F+G)
5. Auxiliary Industries (H+I+J)
6. (Bio) Chemicals (K)

The accreditation for a given food chain category shall be granted after successful at least one witness assessment performed in the cluster. This criterion is also applicable to extension of scopes. For extensions inside a cluster, witnessing is not mandatory. Witnessing is mandatory for extensions to categories in a new cluster.

### 11. REFERENCES

ISO/ IEC 17021 Conformity assessment — Requirements for bodies providing audit and certification of management systems

ISO 22000 Food Safety Management Systems- Requirements for Any organization in the Food Chain.

ISO/TC 22003 Food safety management systems- Requirements for bodies providing audit and certification of food safety management systems