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| **Company data** | |
| **Company / Site name (as on Certificate)** | «Organization» |
| **Street, number:** | «Street» |
| **ZIP City:** | «Zipcode» «City» «Country» |
| **Certified Scheme:** | FSSC 22000 V4.1 |
| **Certificate Number (TP…)** | «Certificate\_unique\_identification\_code\_T» |

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| --- | --- |
| **Certificate expiry date:** | «Valid\_until» |
| **Date of the last audit:** | «audit\_date\_last\_audit\_2019» |
| **Kind of last audit:**  (re- or certification audit, 1. surveillance audit, 2.surveillance audit) | «Audittype\_last\_audit\_2019» |
| **Auditor of last audit** | «auditor\_last\_audit» |

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| **A1: Situation in the company** | |
| Do Corona Outbreak Issues affect the site?  (e.g. production, employees, deliveries, supply of raw materials) | |
|  | No- please sign the document and sent it back to your contact address |
|  | Yes – please go further with A2 |

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| **A2: Influence of the Corona Outbreak** | |
|  | The certified site is situated in an area (town, city or province within a country) with known Corona Cases. |
|  | The certified site is in an area affected by government restrictions and/ or official travel bans  Please specify the country / state / region: |
|  | The certified organization`s company policy is temporarily prohibiting visitors due to COVID-19 and not allowing auditors on their premises. |
|  | Other (please explain): |

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| **A3: Ongoing Certification Process** | |
|  | Maintaining of certification in case that no audit is already scheduled in the next 6 month |
|  | Postponement of Surveillance Audit with reference to IAF ID3:2011(not more than 6 month) |
|  | Extension of current certificate for 6 month |
|  | De-Certification-/Suspension Process needed |
|  | Other (please explain): |

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| **A3: Requirements on remote audit to be confirmed by the client** | |
|  | Computer with Internet-Access |
|  | Conferencing tools (WebEX, Skype for Business, Zoom, etc.) |
|  | Webcam |
|  | Good audit equipment (microphone, speakers, headset, telephone, etc.) |
|  | Secure and stable Internet connection (LAN, WLAN) also in all areas of the production facility |
|  | In case of specific company security requirements the client is responsible to provide a secured internet connection |

| **A4: Information about the current and expected future situation** | |
| --- | --- |
| **Question** (with reference to IAF ID3:2011) | **Answer / Explanation** |
| When will your organization expect to be able to function normally? |  |
| When will your organization expect to be able to ship products or perform the service defined within the current scope of certification? |  |
| Will your organization need to **use alternative manufacturing and/or distribution sites**?  If so, are these currently covered under current certification? |  |
| Does existing inventory still meet customer specifications or will your organization contact your customers regarding possible concessions? |  |
| If your organization is certified to a management system standard that requires **a disasterrecovery plan or emergency response plan**, has your organisation implemented the plan and was it effective? |  |
| Will some of the processes and / or services performed or products shipped be **subcontracted** to other organizations?  If so, how will the other organizations’ activities be controlled by the certified organization / Your site (as above)? |  |
| To what extent has operation of the **management system been affected?** |  |
| Has the organisation conducted an impact assessment? |  |
| Has the organization other sites, which are affected by this extraordinary event? |  |

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| **Question (FSSC Requirements)** | **Answer / Explanation** |
| Which are the key changes since the last audit (e.g. HACCP plans, product recalls/ withdrawals, significant complaint levels)? |  |
| How is the status regarding to objectives and key process performance?  (Which performance indicators are in place and how are the managed.) |  |
| When was the last management review conducted, and has the impact of the Corona outbreak on the business performance and implementation of the management system been reviewed? |  |
| Date of the last internal audit and overview about the internal audit planning  (It is expected that the certified organizations increase the frequency of internal audits in support of the FSMS and to ensure food safety i.e. increased GMP audits/ process verification) |  |
| Overview about pending compliance activities / legal proceedings |  |
| Has the organization received any customer complaints / stakeholder feedback due to the current situation? Have the necessary responses and resolutions been planned/implemented |  |
| Wether is the site operating to the scope of certification? |  |
| Are there any changes to processes or services outsourced following the COVID-19 emergency? |  |
| Does your organization evaluate the Emergency preparedness and response including the impact of the Coronavirus on  the supply chain of the organization and the potential impact on resources and food safety? |  |

**A5: Risk assessment prepared by (company representative)**

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|  |  | «Ansprechpartner» |  |  |  |  |
| Date |  | Name |  | Function |  | Signature |

(Print), sign (scan) and send to

[**foodcert@tuev-nord.de**](mailto:foodcert@tuev-nord.de)