Description of the TÜV NORD CERT Procedure for the conformity mark “Controlled Manufacturer Quality Food” Food (A075012)

Contents

Do you have any questions about this performance description? We will be pleased to help.

Please contact us via mail to info.tncert@tuev-nord.de or by telephone 0800 245 74 57 (Free-phone from within Germany) or +49 511 9986-1222 from abroad.

TÜV NORD CERT GmbH

Langemarckstraße 20

45141 Essen

www.tuev-nord-cert.de

The rules and performance description regarding TÜV NORD conformity mark “Controlled Manufacturing Quality Food” (CMQF) form an integral part of the offer. They are supplementary to the General Conditions of Certification.

The auditors are selected by TÜV NORD CERT based on their authorisation for the sector and their qualifications.

1 CERTIFICATION PROCEDURE

1.1 Assessment preparation

In order that the certification can be prepared and planned, the company shall provide to the auditor at least the following documents:

- Summary of Products / Product groups incl. recipes etc. as a basic for the risk assessment
- Current labels
- Process flows
- HACCP plan

If considered necessary, the auditor can request further documents.

The detailed document review can be performed before the certification assessment but it will not influence the assessment time on site. Any deviations or non-conformities will be included in the overall assessment evaluation, i.e. any deviations and non-conformities that are identified must be counted as such in the certification assessment; it is not possible to carry out corrections before the assessment.

1.2 Certification Assessment

A essentional part of the Assessment is the interview of individual employees at their workstations and evaluation of applicable documents, records, orders, standards, guidelines etc..

The task of the company during the assessment is to demonstrate the practical application of its documented procedures. For this purpose, all product groups and processes which are to be included in the scope of the conformity mark must be in the course of production or running at the time of the assessment. If this is not the case, it will be necessary to exclude the product groups/processes from the conformity mark and undertake an additional assessment of these product groups/processes, which will involve additional time and therefore additional costs for the client. Following the end of the assessment, the client is informed of the assessment findings in a final meeting. The auditor can submit an estimate of the assessment result, but cannot state the result in final form. The findings of the assessment are documented in a report; the non-conformities are documented in an action plan. An assessment is a procedure based on the principle of random sampling. Therefore non-conformities or weaknesses may still exist but were not subject of the final meeting or in the assessment report.

The assessment can cover only one operating/production site.

The conformity mark is issued after a successful technical review (incl. lab results) and a positive decision by the certification body.

Therefore correction of all major and KO non-conformities have been confirmed in a follow-up or certification assessment. Corrections including suitable evidences of implementation and corrective actions are present and have been verified and accepted by the auditor.

The certificate is valid for 1 (one) year. The term of validity is calculated from the day of the first assessment plus 8 weeks.

1.3 Certification Assessment

The conformity mark is issued after a successful technical review and a positive certification decision by the steering committee. Therefore correction of all major and KO non-conformities have been confirmed in a follow-up or certification assessment. Corrections including suitable evidences of implementation and corrective actions are present and have been verified and accepted by the auditor. The conformity mark is valid for 1 (one) year. The term of validity is calculated from the day of the first inspection plus 8 weeks.

2 ASSESSMENTS FOR SPECIFIC REASON

If the client becomes aware that legal action could be taken with regard to the safety or legality of a product, he shall inform TÜV NORD CERT immediately. TÜV NORD CERT will instigate suitable steps in order to assess the situation and its impact on the certification, and will take appropriate action.

If the TÜV NORD CERT gains knowledge of incidents which have an impact on the safety or legality of the product, the certification body is entitled to perform announced or unannounced assessments at any time, and, following assessment of the situation and its effects, to withdraw the certificate(s).

The client shall inform TÜV NORD CERT within 1 working days after the incident took place and provides documents for further evaluation within 1 working days. TÜV NORD will take corresponding steps for assessment of the situation and its impact on the certification, this might be an extraorninairy assessment. The information regarding the product recall shall be sent to the following email address:

TNCert-Food-Recall@tuev-nord.de.

3 MANAGEMENT OF DEVIATIONS AND NONCONFORMITIES

Deviations and nonconformities are documented in an action plan. The client receives the action plan and preliminary audit report within 14 days of the assessment in order to lay down corrective actions.

The client sends the action plan with correction and corrective actions to the Auditor within 14 days after receipt of the provisional assessment report. Within 28 days after receipt of the provisional assessment report the client has to provide evidence about the implemented corrections. If the action plan is not presented within the 28 days or if the corrections including evidences of implementation or corrective actions are not sufficient, the assessment is closed as “failed”. The Auditor generates the final report after a positive assessment of the action plan

If one or several major or KO nonconformities are assigned in the assessment, the certificates and conformity mark must be blocked by TN within 48 hours.

If one major nonconformity/nonconformities are present, a follow-up assessment is necessary. A follow-up assessment must always be carried out on site – i.e. at the client’s premises. The Assessment Team Leader makes the decision regarding the scope of the follow-up assessment; however, only the requirements of the standard which are affected by the nonconformity are verified. Follow-up assessments will be charged according to the assessment duration and based on the daily rates plus travel costs stated in the offer.

In the case of > 1 Major and / or K.O. evaluation or ≤ 75% result a completely new assessment must be carried out. If the assessment is broken off (aborted), this must be stated in the report. However, continuation of the assessment is always recommended.

4 STEERING COMMITTEE

The company states to agree with and to be aware of the Steering Committee-Program of the TÜV NORD. The Program aims a number of measures to ensure a maximum quality and reliability of the certification. The resources which can be used are quality assurance activities, complaints treatment system, assessments in the company by TÜV NORD certification system.

In general, TÜV NORD will perform unannounced on-site Checks. If TÜV NORD decides that based on the issue to be investigated (e.g. complaints, special topics to be clarified with the need to have certain company's representative available) an announced on-site Check is necessary.

The company is obliged to provide TÜV NORD and the auditor assigned by TÜV NORD access to his premises. The company is furthermore obliged to support the auditor in the realisation of the control assessment wherever he can.