



IP FOOD

BASE LEVEL CERTIFICATION

A quality assurance standard for food processing,
packing, storage, wholesale and trading companies.

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IP FOOD

IP AN INDEPENDENT STANDARD FOR QUALITY ASSURANCE

IP is a standard for quality assurance in the production of food and ornamental plants throughout the entire food chain from primary production to the processing industry. IP is owned and managed by Sigill Kvalitetssystem AB (Sigill Quality Assurance Ltd), a subsidiary of the Federation of Swedish Farmers (LRF).

IP FOOD

IP Food is a third party certification system within the independent standard IP. It covers food safety, product and process quality of food producers. The production requirements are based on current legislation in the EU and Sweden regarding hygiene and food safety. The production requirements are non-specific and the standard can be applied in many different types of food producers such as processing, packing, storage and distribution, wholesale and trading companies. IP Food is developed in cooperation with a Swedish stakeholder group made up of food producers, retailers, NGO's and certification body representatives.

IP GENERAL REGULATIONS - THE FRAMEWORK FOR CERTIFICATION

The IP General Regulations describes the general requirements for businesses to be certified, how the audit shall be conducted and what qualifications the certification bodies should possess. More information can be found at the back of this handbook.

PRODUCTION REQUIREMENTS

IP Food requirements consists of two sections:

1. PREREQUISITE PROGRAMS:

Staff training and hygiene, condition of premises and equipment, routines for cleaning, waste management and pest control, water quality control, routines for storage and handling of food, management of possible allergens, incoming/ outgoing goods and transport routines, labeling, traceability and recall routines, routines for dealing with non-conformities and complaints.

2. HACCP-SYSTEM

HACCP management i.e. hazard analysis, risk assessment and HACCP-plan verification and validation including internal audits.

SELF-MONITORING

All IP Food certified companies must carry out an annual self assessment procedure following a self monitoring checklist which is then sent to the certification body for registration and validation.

THIRD PARTY AUDITS

Annual external audits are performed by independent certification bodies accredited by SWEDAC (Swedish Board for Accreditation and Conformity Assessment). On site audits are carried out every other year with advance notice being given. The audit includes inspection of documentation and the production process and is executed together with representatives from the company. The auditors controls if the company is adhering to the production requirements and records any non-conformity. The non-conformities must be addressed before a certificate is issued. During the year between scheduled audits a random sample of 10% of the companies are audited after advance notice.

APPROVED INSPECTION AND PENALTIES

To pass the audit it is required that any shortcomings are corrected. In exceptional cases, the inspection may be approved even though there are remaining shortcomings. This requires an approved action plan that clearly describes how these shortcomings will be corrected. More information can be found at the back of this handbook. If the audit is not approved, the company can be suspended from the certification system or, in the worst cases, excluded.

OBLIGATIONS

During affiliation to IP Food the following obligations apply:

- All operations are to be conducted so that all current laws and the IP standard requirement are followed.
- If the business operations require permits/notifications, a copy of these must be presented at the on-site audit.
- There is a duty to implement any changes to the standards announced by Sigill Kvalitetssystem AB.
- Be responsible for informing subcontractors (such as sprayers or temporary workers) of the requirements and ensure that they undertake to comply with these.
- Be responsible for all land, buildings, machinery, etc. used by the business meets the standards even if it is owned by another company.
- Participate in and facilitate audits. This also applies to unannounced audits.
- There is a duty to notify the certification body of any planned changes in production, which may be important for certification (e.g. change of ownership or business expansion).

OPPENNESS

The names and addresses of approved companies are published on Sigill Kvalitetssystem AB website, www.sigill.se



CRITICAL REQUIREMENTS are marked with a red oval. These requirements are considered particularly important for food safety or traceability- which is part of the IP standards core values.

Discrepancies in any of these critical points are seen as particularly serious in terms of credibility and can lead to suspension or exclusion.

1 EDUCATION

To ensure safe handling of food stuffs all staff, including newly hired and extra personnel, has sufficient knowledge of food hygiene. In order to keep this knowledge up to date the staff is recommended to take part in ongoing courses and network meetings regarding food safety issues.

			FULFILLED RULE?		
	CONTROL POINT	VERIFICATION DEMANDS	YES	NO	NOT REL
<p>1.1</p> <p>Not applicable to companies without physical handling of foods.</p>	<p>Everyone working with food stuff must have had a documented introduction/review in the basic principles of food hygiene.</p>	<ul style="list-style-type: none"> The staff must be able to account for important food hygiene issues related to their duties and demonstrate that they are able to perform these duties in a safe way. The staff must be knowledgeable about the company self monitoring program and which parts of the self monitoring program are relevant to his/her duties. 			
<p>1.2</p> <p>Not applicable to companies without physical handling of foods.</p>	<p>At least one person working in the company must have HACCP-training showing that the company has good competence to implement and execute the system in the company.</p>	<p>The training shall cover:</p> <ul style="list-style-type: none"> good hygienic routines (GHP) HACCP-principles process impact on health risks (killing, growth, contamination) measuring - an monitoring methods including dealing with non-compliance verification and validation methods industry guide lines and legislation exercises in producing a HACCP-plan. <p>Documentation/diplomas showing who has partaken in the education must be present.</p> <p>If there are uncertainties about the quality/validity of the education this can be determined by comparing how well the hazard assessment/HACCP-system is established or performed.</p> <p>Contact details for educators and consultants can be found on: www.sigill.se.</p>			

IP GENERAL REGULATIONS; REQUIREMENTS FOR CERTIFICATION

IP General Regulations describes in detail the requirements for producers to be certified, how audits shall be conducted and what requirements certification bodies shall fulfil.

Summary of the General Regulations

DIFFERENT TYPES OF AUDITS

Audits are conducted to verify that the production requirements are met:

A SELF-ASSESSMENT is conducted each year. This involves the producer working through the checklists for IP standards. Any non-compliance are noted in an action plan and addressed as soon as possible.

AN ON-SITE AUDIT is performed at least every two years. Here, the certification body visits the business and goes through the documentation and controls the production. All production requirements are checked and any non-compliance noted.

SAMPLE AUDITS are conducted each year on 5% of the certified companies in order to monitor compliance between the regular inspections.

ADDITIONAL AUDITS may be carried out if the certification body has reason to suspect that the certification requirements are not being met. At suspension and exclusion, the business may not declare that the production is certified according to IP Food. Products produced before, or during the period of suspension or exclusion are not approved.

RESULT OF THE AUDIT

Following an on-site audit, the auditor writes an audit report listing any non-compliance together with an indication of what should be rectified. Both the producer and the auditor verify the report with their signatures. Non-compliances must be corrected within 28 days (or three months following the initial entrance audit).

APPROVED AUDIT

For the audit to be approved, non-compliances must be corrected. In some special cases, the certification body may decide to approve certification even though discrepancies remain. This requires an approved action plan that clearly describes how they will be rectified, and some form of evidence that this will occur, for example, placing an order with a craftsman.

FAILED AUDIT

If the non-compliances are not rectified in time, the certification body decides whether to suspend the company until corrective measures are implemented.

Suspension may apply to the whole company or a part of the activities. If non-compliances are still not rectified, the company risks being excluded. Exclusion can also occur with repeated non-compliances of a critical point or if the shortcoming is so serious that it might seriously damage the credibility of the IP standard.

CERTIFICATE

When all the certification requirements of IP Food are met, a certificate is issued. Certification requirements include an approved audit and payment of the annual fee to Sigill Kvalitetssystem AB. The certificate is valid for a maximum of 24 months, provided that all commitments are met continuously and provided that the business does not change to any great extent. If there are any special conditions for certification these will be specified on the certificate.

COMPLAINTS AND APPEALS AGAINST DECISIONS

Any complaints regarding the implementation of the audits: booking, treatment, assessments, etc., must be submitted directly to the certification body. They are required to have procedures to handle complaints.

WITHDRAWAL

Withdrawal from the system is done at your own request to the certification body. Products produced after the date of withdrawal are not approved by IP Food.

KNOWLEDGEABLE AUDITORS

Certification bodies must have a lead auditor managing the audit process and auditors conducting audits of businesses onsite. There are detailed requirements regarding the qualifications that all auditors must possess. They should have both theoretical and practical knowledge of the businesses they audit. In order that the assessments should be as uniform as possible between the various inspectors and various certification companies, regular calibrations are performed.

CONFIDENTIALITY

Certification bodies are obliged to disclose information that a company is certified. However, information concerning the activities of certified companies is treated confidentially. If the company wishes to change the certification body, however, all information regarding the company is released to the new certification body.

SWEDAC, the authority that oversees the certification bodies' work, will also receive access to information about certified companies. Confidentiality also applies to SWEDAC.

TRANSFER OF RESPONSIBILITY FOR THE CERTIFICATION

Transfer and recognition of an existing certificate involves transferring the responsibility for certification from one certification body to another. The new (accepting) certification body shall evaluate the certification and ensure that no barriers to continuing the certification exist. The evaluation will be done of the applicant confirming that the certification requirements are met through the proper documentation. The certification body will, in most cases also visit the applicant.

ISSUE OF NEW STANDARDS

Sigill Kvalitetssystem AB will notify members when new standards are published and the date they begin to apply either on the website or by e-mail.

