

# IFS Logistics version 3 Doctrine



**VERSION 1**

MAY 2024

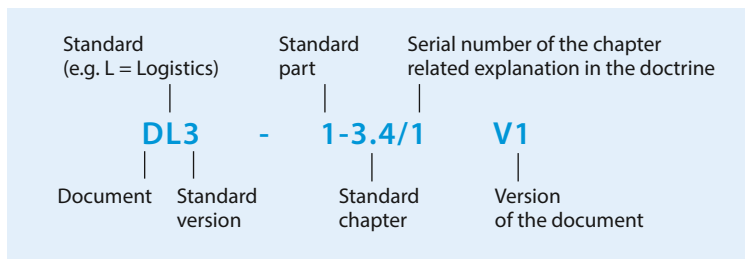
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## Foreword

This document provides additional clarification to the IFS Logistics Standard. The doctrine is available to certification bodies, certified companies and all other IFS users.

The following doctrine is a collection of several descriptive documents. Each document has its own name and the first three signs indicate the type of document. In the example below, the first two letters stand for doctrine, and the number 3 for the standard version. The second section of the name specifies the part of the standard to which the document refers. (The IFS Logistics Standard is divided into different parts which continue to be subdivided into different chapters.) The third section indicates the chapter of the standard and the number after the backslash marks the number of the explanation in the doctrine itself.

E.g. DL3-1-3.4/1 V1 means the document is the first IFS Logistics Doctrine explanation which refers to the chapter 3.4 in the first part of the IFS Logistics version 3.



The document name is followed by the version of the doctrine to enable the reader to follow the changes.

This new document system enables the user to exchange the modified pages instead of the whole document, only. All changes are described in the content overview on the first pages and these pages will be updated with each modification.

In the digital version of the doctrine, links allow users to search for specific clarifications. Clicking on the explanation of interest will lead to the relevant document.

The application of newly introduced or adapted rules is always two (2) months after publication of the relevant version, if not specified otherwise.

Certification bodies shall ensure that relevant certification body personnel is trained on the introduced changes according to their function within the certification body before the rules come into force. A proof of this training shall be available on request.

The duration of the training depends on the extend of the changes, IFS does not request any minimum length of time nor a specific tool to be used for the training as long as it is done face-to-face, online or by webinar (see part 3 of the standard). Sending an email or a presentation in an email is not considered as a training.

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## CLARIFICATION – 0.0 INTRODUCTION

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### 0.0 Introduction

#### 0.0.3 Which IFS Logistics version shall be applied in some specific situations?

In case the audit starts on or after 1 June 2024, IFS Logistics version 3 Audits are possible.

In case the audit starts on or after 1 December 2024, IFS Logistics version 3 Audits are mandatory.

In case of an unannounced IFS Logistics Audit, if the audit window starts on or after 1 October 2024 the audit shall be performed according to IFS Logistics version 3.

In case of multi-location companies, all sites shall be audited to the same version as that of the head office within the same certification cycle.

Exceptional situations where the IFS Logistics version 2.3 can still apply are the following:

- Audit of multi-location companies with central management where the audit of the central managing site started before 1 December 2024. If it is not possible to perform the central management audit according to version 3, all sites shall be audited according to version 2.3 too, also sites having unannounced audits where one or several site(s) has/have their audit window starting on or after 1 October 2024.
- Follow-up audit and/or extension audit when the “main” audit was performed according to version 2.3.

The general admission of the aforementioned exceptional situations which permit the use of IFS Logistics version 2.3 after 1 December 2024, shall terminate on 30 November 2025.

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## CLARIFICATION ON PART 1 – 1 THE IFS LOGISTICS CERTIFICATION PROCESS

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### PART 1 – IFS Logistics Certification Protocol

#### 1.1 The IFS Logistics Certification Process

##### 1.1.1 Overall on-site evaluation

At least 50% of the total IFS Audit duration shall be allocated to the on-site evaluation (within the working areas of the physical site). This allows the auditor to comprehensively audit the services and product scopes and shall be performed as soon as possible. It can be decreased to 1/3 in case of a reduction of audit duration to 6 hours (see chapter 3.1, Part1).

For companies only organising transport/storage (without own transport vehicles, vessels, etc.) it is the responsibility of the certification body to define the applicable time allocated to the on-site visit and the rule stated in chapter 1, Part1 regarding the 50% on-site audit duration does not apply. The decision for reduction to the on-site evaluation shall be a case-by-case and risk-based decision by the certification body and shall be justified in the IFS Audit Report. The minimum audit duration as defined in chapter 3.1, Part1 applies.

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## CLARIFICATION ON PART 1 – 2.1 MAKING A CONTRACT WITH A CERTIFICATION BODY

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### 1.2 Before the IFS Logistics Audit

#### 1.2.1 Making a contract with a certification body

##### 1.2.1.1 Are there any IFS rules for the use of interpreters during an IFS Logistics Audit?

An IFS Logistics Audit shall be carried out in the working language of the audited site.

The use of an interpreter is not allowed if the site language is:

- German
- French
- English
- Chinese
- Italian
- Spanish (exempted Central and South America)

In general, the audit shall preferably be carried out in the language of the audited site. If this is not possible, it is mandatory to use an interpreter, under the following conditions:

- The interpreter shall have a technical background or shall be an approved auditor for another food safety/quality standard.
- The interpreter shall be independent from the audited company, to avoid any conflict of interest.
- 20% of total audit duration shall be added to ensure proper audit performance.

**Note:** In case of use of a professional interpreting service provider, IFS accepts that the respective interpreter doesn't have the required technical background. All further rules remain valid.

## CLARIFICATION ON PART 1 – 2.1 MAKING A CONTRACT WITH A CERTIFICATION BODY

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### 1.2.1.2 Auditor sharing

There are two possibilities to share auditors between certification bodies:

#### 1) Borrowing of auditors

For the occasional sharing of auditor, both certification bodies shall compose a short agreement concerning the lending/borrowing of the auditor. The agreement shall contain a minimum:

- Day of audit
- Name of company
- Name of shared auditor
- Signature of both certification body managers of the IFS contracted certification bodies
- Signature of a responsible person to IFS from both IFS contracted organisations.

#### 2) IFS Certification Body Working Group

If certification bodies wish to share auditors more frequently, a short contract can be requested from the IFS Office in Berlin. This agreement allows two or more certification bodies to work together by sharing one pool of auditors. The responsibilities for the audits, training of auditor, reviewing etc. are clearly separated. Only audit date and scope can be seen by the partner; company names are invisible.



## CLARIFICATION ON PART 1 – 2.2 SCOPE OF THE IFS LOGISTICS AUDIT

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### 1.2.2 Scope of the IFS Logistics Audit

#### 1.2.2.1 Guidance on the allocation of the IFS Food Product Scopes and Processing Steps

A guidance on the allocation of the IFS Food Product Scopes and Processing Steps is available on the IFS Website and will be updated each time it is necessary.

For HPC products (Non food scope 1), examples can be found in the IFS HPC Standard version 3, Part 1, 2.2.

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## CLARIFICATION ON PART 1 – 2.4 IFS LOGISTICS ANNOUNCED AND UNANNOUNCED AUDIT OPTION

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### 1.2.4 IFS Logistics Announced and Unannounced audit options

#### 1.2.4.2 Unannounced audit option

An unannounced audit registration will be deactivated in the IFS Database if nothing has been uploaded within three (3) months of the last possible day of the audit time window, even if a calendar entry has been made. In case there was no calendar entry, the registration is directly deactivated after the last day of the audit.

The certification body shall tick the box “Unannounced audit” in the IFS Database.

When the audit has been performed, the certification body shall provide the audit dates in the database, at latest, 2 working days after the first audit day. This will ensure that the database users are informed that the audit has taken place and that the certification process is ongoing.

**Note:** In case the process is not followed accordingly, the certification body shall contact IFS Customer Support. It has to be considered that associated costs may apply.

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## CLARIFICATION ON PART 2 – 4.2 PERFORMANCE OF SUPPLIERS AND SERVICE PROVIDERS

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### PART 2 – List of IFS Logistics Audit Requirements

#### 2.4 Realisation of the logistics services

##### 2.4.2 Performance of suppliers and service providers

##### 2.4.2.1 Approval and monitoring (supplier management)

In exceptional cases, such as emergency situations or seasonal peaks, where it is not possible to finish the full approval procedure of the supplier or service provider needed in due time, the approval and monitoring procedure of incoming purchased products and/or services described in 4.2.1.1 shall adequately address the missing parameter through increased frequency of checking and appropriate monitoring measures.

All exceptional cases shall be justified and documented.

If the concerned parameter is a customer requirement, the exceptional situation shall be notified before commissioning.

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## CLARIFICATION ON PART 2 – 4.5 PRODUCT FRAUD AND PRODUCT DEFENCE

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### 2.4.5 Product fraud and product defence

#### 2.4.5.4 Clarification about the (non) applicability of parts of requirement 4.5.4

The part of the requirement on how to manage external inspections and regulatory visits is not applicable if no product defence legislation exists in the country where the audit takes place which requires external product defence inspections and/or regulatory product defence visits, or if the company doesn't export to the US and no FDA food defence inspection is required.

As a result, food safety inspections which are performed by authorities are not involved in this requirement.

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## CLARIFICATION ON PART 3 – 1.1 GENERAL REQUIREMENTS

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### **PART 3 – Requirements for accreditation bodies, certification bodies and auditors IFS Accreditation and Certification Process**

#### **3.1 Requirements for accreditation bodies**

##### **3.1.1 General requirements**

##### **3.1.1.1 Clarification in case of a suspension or withdrawal of a certification body's accreditation**

Accreditation bodies shall inform IFS if a certification body has its accreditation in relation to an IFS Standard suspended or withdrawn.

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## CLARIFICATION ON PART 3 – 3.1.3 MAINTENANCE OF AUDITOR'S APPROVAL

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### 3.3 Requirements for IFS Logistics Auditors, Reviewers, In-house Trainers and Witness Auditors

#### 3.3.1 Requirements for IFS Logistics Auditors

##### 3.3.1.3 Maintenance of auditor's approval

##### 3.3.1.3.2 For IFS Pure Logistics Auditors

Every year IFS Pure Logistics Auditors shall perform a minimum of five (5) IFS Logistics Audits as a lead or co-auditor.

This is applicable from the first full year following approval as an IFS Logistics Auditor.

In the following specific situations:

- In case the IFS Logistics Auditor is also a manager for IFS within the certification body
- In case it is in a specific emerging market
- it is acceptable to perform at least 1 IFS Logistics Audit and 4 audits as Lead-or Co auditor according to GFSI recognised standards every year, nevertheless certification bodies shall do their utmost to perform as many IFS Logistics Audits per auditor as possible.
- In case of any other special situations, it is mandatory to contact the IFS Auditor Management for a case by case decision.

## CLARIFICATION ON PART 3 – 3.2 REQUIREMENTS FOR IFS LOGISTICS REVIEWERS

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### 3.3.2 Requirements for IFS Logistics Reviewers

#### 3.3.2.1 Clarification about specific types of audits which are not accepted for a sign-off audit, witness audit and auditor scope extension

A multi-location production site cannot be used for a sign-off audit, because the checklist is not completely audited (central management processes).

Extension audits are not acceptable for witness audits or auditor scope extensions.

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## CLARIFICATION ON PART 3 – 3.2 REQUIREMENTS FOR IFS LOGISTICS REVIEWERS

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### 3.3.2.8 IFS Auditor Conversion Training for IFS Logistics version 3

**IFS Logistics Auditors/Reviewers** who have their **main approval for IFS Food version 8**, need a four (4) hours in-house **conversion** training for IFS Logistics version 3.

**Pure IFS Logistics Auditors** need an eight (8) hours in-house **conversion** training for IFS Logistics version 3.

The training is mandatory for all IFS Logistics Auditors, Reviewers and IFS Trainers (Food, HPC or PACsecure, who are responsible for the IFS Logistics part of the in-house training).

- The training material is provided by IFS and can be downloaded from the CB cloud.
- IFS Auditors and Reviewers need to be trained by the CB's inhouse trainer for IFS Logistics either face-to-face or online.
- The auditor/ reviewer has to complete this conversion training before they can perform/ review their first IFS Logistics version 3 Audit.
- After the auditor/reviewer has completed the training, the CB adds the training as conversion training (section in-house trainings) into the corresponding auditor profile in the IFS Database.
- **Note:** the IFS Logistics version 3 Conversion Course is a separate training. It cannot be included in the regular in-house training.
- The IFS Integrity Program will review the profiles in the IFS Database accordingly.

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## CLARIFICATION ON PART 4 – 1.1 MINIMUM REQUIREMENTS FOR THE IFS AUDIT REPORT: AUDIT OVERVIEW (ANNEX 8)

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### PART 4 – Reporting, the IFS Software and the IFS Database

#### 4.1 Reporting

##### 4.1.1 Minimum requirements for the IFS Audit Report: audit overview (ANNEX 8)

###### 4.1.1.1 A) How is the COID managed for companies in some specific cases?

In the case of a **multi-legal entity site**:

- at one physical location **with the same scope**: one audit, separate COIDs, duplication of certificate and report.  
The COIDs shall be mentioned in the audit overview of each audit report and linked in the IFS Database (visible for CBs only).
- at one physical location **with different scopes**: multiple audits, separate COIDs, separate reports and certificates.  
The COIDs shall be mentioned in the audit overview of each audit report and linked in the IFS Database (visible for CBs only).  
The audit duration shall be calculated separately for each COID.

All audits shall be performed by one certification body.

In the case of **multi-location sites**:

- separate COIDs are created for each site and linked in the IFS Database.

**Note:** In each case where the COIDs are linked, a notification will be sent out to those who marked the company as favourite.

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## CLARIFICATION ON PART 4 – 1.1 MINIMUM REQUIREMENTS FOR THE IFS AUDIT REPORT: AUDIT OVERVIEW (ANNEX 8)

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### 4.1.1.1 B) When shall a new COID be created?

A new COID shall be created in two cases: change of the address and under specific circumstances, change of the legal entity.

If a site **moves to a new address**, a new COID shall be created, and the certification body shall evaluate whether an initial audit shall be organised.

The certification history will be visible but remains connected to the original COID. The access rights to the report, action plan and audit comparison are transferred to the new COID.

If a new audit is organised, the first audit performed at the new site is a first initial audit. The certification body decides whether the current certificate of the old site shall be withdrawn.

If a company **changes its legal entity** and under the prerequisite that the new legal entity **has no contract** with the prior regulating data protection issues, a new COID shall be created, and the certification body evaluates the certification status.

The certification history is invisible, but the old COID is provided. The access rights to the report, action plan and audit comparison are not transferred. It is recommended that the action plan of the prior audit is checked by the auditor. Especially in case of any product safety and quality management system deviation(s) and/or previous non-conformities.

Under the **prerequisite** that the new legal entity is **not in conflict with data protection rights**, the COID shall not be changed. In this case the certification body shall update the information in the IFS Database.

Read more on next page

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## // 4.1.1.1 How is the COID managed for companies in some specific cases?

	New address	New legal entity	
	new COID linked with old	not taking over rights* = new COID not linked	taking over rights* ≠ no new COID
New audit?	An initial audit shall be organised.	Certification body evaluates the situation.	Certification body evaluates the situation.
Certification history	Remains visible via the link to the old COID.	Is invisible, but the old COID is provided in the report.	Remains unchanged.
First audit after change	First initial audit	First initial audit	According to standard
Further information	Contact IFS Customer Support (CS) to link the COIDs. Certification body decides whether the certificate shall be withdrawn when production at the old site stops. COIDs can only be linked once.	It's recommended that the action plan of the current site is checked by the auditor. Especially in case of any food safety and quality management system deviation(s) and/or previous non-conformities.	The certification body changes the information in the IFS Database, updates the information in the AXP file and on the certificate (to be sent to CS).

*\*The Regulation on the protection of undisclosed know-how and undisclosed information is valid in the European Union. In other parts of the world different legislation may apply.*

**Note:** If a CB creates by mistake a new COID for a company with an already existing COID, they shall contact IFS Customer Support.

## CLARIFICATION ON PART 4 – 1.1 MINIMUM REQUIREMENTS FOR THE IFS AUDIT REPORT: AUDIT OVERVIEW (ANNEX 8)

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### 4.1.1.2 Clarification about the headquarter / central management information on the certificate

The headquarter/central management name including its address shall be written on the IFS Certificate and indicated as such in case one of the below is applicable:

- The headquarter/central management is responsible for certain central management system elements and is audited for that, being part of the IFS Multi-location/ Multi-site approach.
- The headquarter/central management is not responsible for certain central management system elements but according to ISO/IEC 17065:2012 norm is the legal responsible „client“ for the audit(s) of the processing site(s) and is having a contract with the certification body.

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## CLARIFICATION ON PART 4 – 3 THE IFS DATABASE

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### 4.3 The IFS Database

#### 4.3.1 Form for extraordinary information to be filled out by the certification bodies

The following information needs to be added in the description:

- Company (COID)
- Product (including private labels and/or brands);
- Date of recall/withdrawal;
- Involved batches;
- Reason of the recall

After ten (10) working days from the initial information in the IFS Database:

- Cause of the incident (if relevant with corrections and corrective actions taken by the company)
- The actions taken by the certification body. Especially with reference to the certification status of the company

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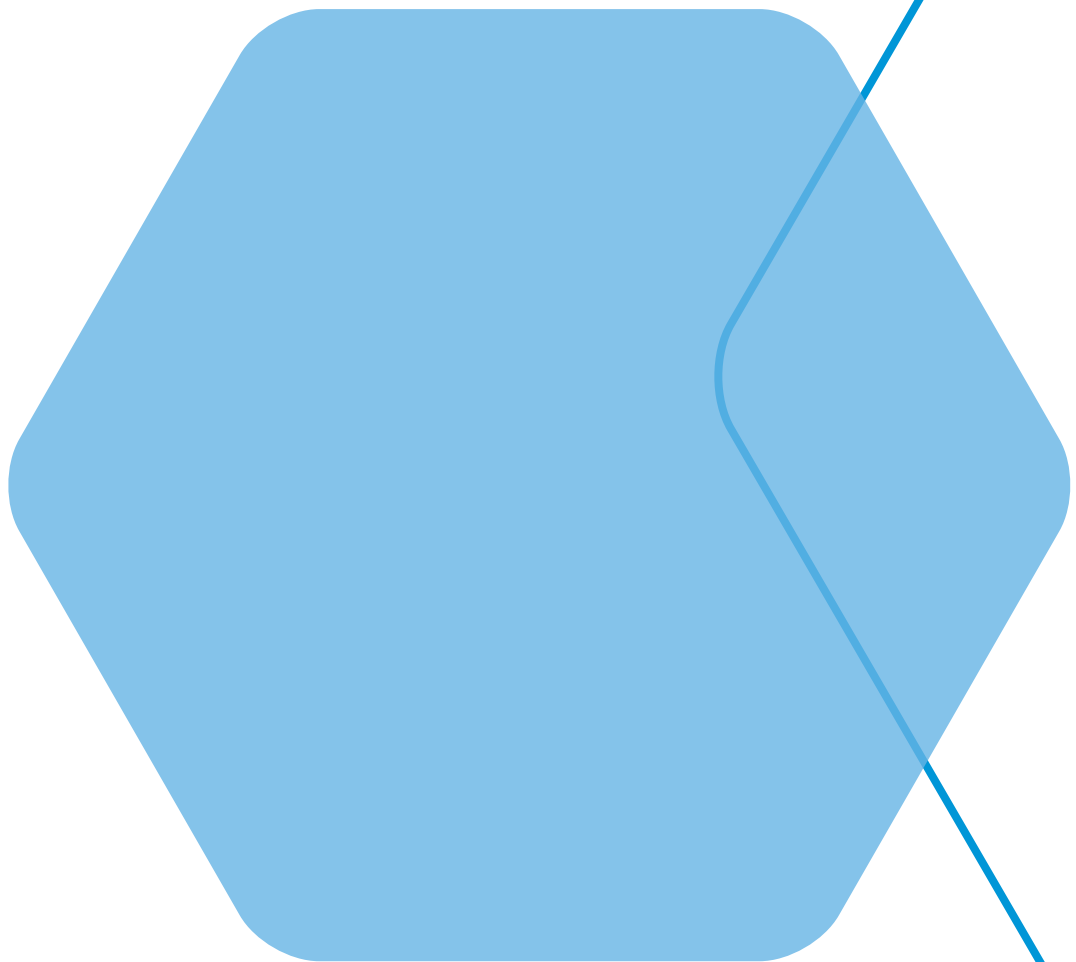
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