IFS Progress PACsecure

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Development program for assessing packaging material manufacturers in relation to product safety and quality

VERSION 1

JULY 2021

ENGLISH

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PART 1
IFS Progress – PACsecure Assessment protocol

1 The IFS Progress – PACsecure program

Having worked with the IFS PACsecure Standard for several years, IFS recognised the need for technical assistance and support for small businesses and/or different sized companies in the development and/or implementation of their product safety and quality management system.

The size of the company, lack of technical expertise, the nature of their work, and the access to technical and/or financial resources are the difficulties encountered by packaging manufacturers for implementing product safety and quality management systems. This situation decreases the market opportunities within formal supply chains, where often exist high entry requirements related to safety and quality.

Following this, it was decided to draw up a standardised and voluntary step-by-step assessment approach based on the IFS PACsecure checklist to help packaging materials manufacturers gradually build a risk-based and optimised product safety and quality management systems and capacity building. The initiative is named the IFS Progress – PACsecure program and will provide assistance to packaging material manufacturers in the development of safe and high-quality products and to give the first steps in the implementation of the IFS PACsecure Standard.

The program's objective is to facilitate market access locally, create mutual acceptance along the supply chain and provide a framework for mentoring, developing and assessing small and less developed packaging companies. The program includes a protocol to drive the continuous improvement process in the quality and product safety management systems incrementally. Moreover, it offers a flexible application of the stepwise approach in the sense of time, starting level, and final level to achieve.

2 Benefits of the IFS Progress – PACsecure program

The IFS Progress – PACsecure program combines the checklist with the IFS Assessment protocol, basic requirements for certification bodies/assessment service provider and assessors as well as a defined assessment report. In addition, the program guarantees that every assessment report is developed in the same way and uploaded in the IFS Database, where all retailers and manufacturers supporting the IFS Progress program can find and follow the development of each service provider.

The main advantages of the IFS Progress – PACsecure program are:

- to help companies gradually build a risk-based and optimised product safety and quality management systems and capacity building,
- to provide a phased assessment program for small and/or different sized companies,

- to offer a systematic risk-based approach to achieve the IFS PACsecure Standard over a defined period of time,
- to establish a uniform consistent and differentiated evaluation system,
- to provide a path for continuous improvement process within the IFS Scoring System,
- to work with qualified certification bodies/assessment service providers and assessors, and
- to ensure comparability and transparency throughout the entire supply chain.

3 Purpose and content of the IFS Progress – PACsecure Assessment protocol

This assessment protocol describes the specific requirements for the companies involved in IFS Progress – PACsecure program. It also provides guidance for assessment against the basic and intermediate level requirements to assist with the process of attaining full certification to IFS PACsecure, if required.

The purpose of the protocol is to define the criteria to be followed by a certification body/assessment service provider performing assessments against the IFS Progress – PACsecure program requirements as a product and process assessment. It also details the procedures to be observed by the companies being assessed and clarifies the rationale of assessing them.

The IFS requirements for certification bodies, assessment service providers and assessors are clearly described in Part 3 of this document.

4 Steps within the IFS Progress – PACsecure program

The protocol should be used as an user guide in relation to the following key phases of the IFS Progress – PACsecure program:

(0) Self or pre-assessment:
A voluntary self- or pre-assessment against the basic or intermediate level checklist is carried out to allow the site/s to decide its entry level to the program. Subject to the outcome of the self- or pre-assessment, the company should pass to either phase 1 (basic level assessment), phase 2 (intermediate level assessment) or phase 3 (IFS PACsecure Certification).

(1) Assessment with certification body/assessment service provider: Basic level
A non-accredited assessment of the site/s is carried out against the requirements specified in the basic level checklist. The technical requirements at this level are comprised of approx. 40% of the key elements of the IFS PACsecure Standard. An overview of which requirements had been included in basic level can be found in part 1, ANNEX 4.

(2) Assessment with certification body/assessment service provider: Intermediate level
A non-accredited assessment of a site is carried out against the intermediate level checklist, which includes the basic level requirements and approx. a further 30 % more of the IFS PACsecure Standard elements. An overview of which requirements had been included in intermediate level can be found in part 1, ANNEX 4.

(3) Certification against the IFS PACsecure Standard by a certification body:
An official accredited audit can be carried out against the IFS PACsecure Standard.

Possible options to apply the checklists are stated in ANNEX 1, Part 1: Application of checklists.

As phases 1 and 2 are regarded as transitional, each level-duration should not exceed one (1) year, unless a different individual agreement/requirement with the business partner exists. Generally, a program must be agreed with the assessed company to achieve the requirements of the IFS PACsecure Standard within a maximum of three (3) years.

Product risk assessment and company performance should be considered when exceptions in regard to the timeframe are granted.

5 Types of assessments

5.1 Self-assessment

A voluntary self-assessment is conducted by the site against the basic or intermediate level checklist to decide on an entry level to the program.

5.2 Pre-assessment

A voluntary assessment is conducted with the support of an independent and qualified consultant or a mentoring certification body/assessment service provider against the basic or intermediate level checklist to decide on an entry level to the program.

5.3 Initial assessment

An initial assessment is either a site's first assessment to the IFS Progress – PACsecure against the basic or intermediate level checklist or the assessment after an interruption of the assessment cycle.

5.4 Re-assessment (after a "not approved" assessment)

A non-accredited scheduled assessment of the site is carried out against all the requirements of the basic or intermediate level checklist.

5.5 Renewal assessment

A non-accredited scheduled assessment of the site is carried out against the basic or intermediate level checklist after an initial assessment within the relevant assessment cycle.

Note: companies and retailers which favor the assessed site in the IFS Database will receive a message, if there is repetition of a certain level.

5.6 Coverage of the assessment

IFS Progress – PACsecure program is applicable for the production, processing and/or conversion of packaging components and/or packaging materials, intended to be used as primary or secondary packaging for:

- food products,
- cosmetics and personal hygiene products,
- household products,

and in general, for any product which is under the scopes of the IFS Standards.

The IFS Progress – PACsecure program is also applicable for packaging materials intended to be used only as secondary packaging in the following products:

- Medical devices "class I" that are not sterilised, coated and/or medical impregned.
- Over-the-counter drugs/pharmaceutical products.

In both cases, this applies only for products that can be sold to final users/consumers without any prescription, or pharmacist/health professional consultation.

Note: Pharmaceutical products, medical devices, explosive substances / munitions, or similar materials, waste/litter and resources are not included in the current IFS Progress – PACsecure assessment scope, therefore, cannot be mentioned in the letter of confirmation.

The product scopes defined for IFS Progress – PACsecure Assessments are detailed in Part 1, ANNEX 3.

5.7 Scope of the assessment

The next statements shall be taken into consideration for a better performance of the assessment:

a. The planned level and the scope of the assessment shall be clearly and unanimously stated in the contract between the certification body/assessment service provider and the assessed company. The attained level and scope of the assessment shall be declared in the assessment report and on the letter of confirmation.

b. The assessment scope will also be reviewed by the assessor during the opening meeting of the assessment.

c. The scope of the assessment shall include the complete activity of the company (i.e. the same kind of production on several lines for products under supplier brands and private labels) and not only the production line(s) for private labels.

d. The assessment shall take place when products of the defined assessment scope are being processed and/or packed. For example, it is not possible to include in the scope of the IFS Progress – PACsecure Assessment production lines of the assessed site which are not operating during the assessment, unless those production lines involve the same risk assessment study and the same product scopes as the lines which are assessed when operating. If, during the assessment, some lines are not operating at the assessed site and involve different risk assessment study(ies) and product scopes, the assessor can ask the company to run the production line(s) later during the assessment day so that the line(s) is/are assessed later during the assessment. An extension assessment is not possible. For an extension of the assessment scope at a later point after the assessment a full new assessment shall be conducted.

e. The assessment shall be specific to the site where the product(s) are processed and/or converted. Where decentralised structure(s) exist and the assessment of a certain location is insufficient for gaining a complete view of the company's processes, then all other relevant facilities shall also be included in the assessment (see definition of decentralised structure(s) in part 2, ANNEX 1: Glossary). Full details shall be documented within the company profile in the assessment report.

f. The activities undertaken during the assessment shall be reviewed and agreed at the beginning of the assessment after an initial risk assessment. In addition, these activities can be modified after the risk assessment (for instance, if a further activity interferes with the one concerned by the assessment scope).

g. In the case of outsourced processes, the certification body/assessment service provider shall be made fully aware of such arrangements. The scope of assessment shall clearly be described and specified in the report and on the letter of confirmation.

h. If, under exceptional circumstances, the company decides to exclude specific product(s) from the scope of the assessment, the certification body/assessment service provider may allow it, if the contamination risk between included and excluded products is properly controlled (and verified by the certification body/assessment service provider/assessor). If documented and justified, the exclusion shall always be specified in the letter of confirmation and in the company profile of the assessment report.

i. The assessment scope shall make reference to the assessed product scopes (see chapter 5.6).

j. The company shall inform its certification body/assessment service provider about any change that may affect its ability to conform with the assessment requirements (e.g. recall, alert on products, organization and management, contact address etc.). This information shall be communicated within three (3) working days. Details shall be defined and agreed between both parties.

6 Scope of the assessment

6.1 Voluntary self-assessment or pre-assessment

Before being assessed, the company shall read the current version of requirements of the IFS Progress – PACsecure program in detail. Information on the IFS Progress – PACsecure program and general requirements are available and can be downloaded free of charge from the IFS Website.

The self-assessment should be carried out by the site itself. Alternatively, the pre-assessment could be carried out by a certification body/assessment service provider or an independent and qualified consultant.

Self- or pre-assessment of requirements of the basic and intermediate level checklist is a voluntary step. Its intention is to allow the business to carry out its own gap analyses process and develop a corresponding action plan.

6.2 Certification body/assessment service provider selection—contractual arrangements

To ensure the integrity of the IFS Progress – PACsecure program the company going for an assessment against the basic or the intermediate level shall choose a certification body or assessment service provider with the corresponding assessors meeting the criteria of Part 3 of this program.

Certification bodies/assessment service providers can have assessors qualified for one or several scopes. Confirmation of the product scopes and product groups for which the certification body/assessment service provider can perform assessments shall be obtained from the individual certification body/assessment service provider. In general, an assessor (lead and co-assessor) is not allowed to perform more than three (3) consecutive assessments of the same company's site.

In case of a pre-assessment the assessor who performs this assessment shall be different form the assessor who performs the initial assessment.

An individual assessment agreement shall exist between the assessed company and the certification body/assessment service provider detailing the scope of the assessment, the assessment date, duration and further reporting requirements.

The agreement must be in place:

- authorising the certification body/assessment service provider to assess the management systems, facilities, sites and practices of the assessed party,
- authorising the certification body/assessment service provider to upload the assessment report in the IFS Database,
- clarifying invoicing of the assessment.

The assessment shall preferably be carried out in the working language of the company and the certification body/assessment service provider shall make every attempt to appoint an assessor whose native language or main working language is the language of the company. The language of the assessment report shall be agreed with the business partner.

It is the responsibility of the assessed company to verify that the certification body/assessment service provider is approved to conduct IFS Progress – PACsecure Assessment.

6.3 Duration of an assessment

The certification body/assessment service providers have an appropriate system for estimating the minimum time needed for an assessment. An assessment of the complete checklist(s) should typically eight (8) hours, however, depending on the conversion/production area of the company, additional time shall be added.

The assessment duration does not include time for assessment preparation and report generation, which shall require two (2) to three (3) hours.

A number of factors, which are detailed in the contract between the certification body/assessment service provider and the assessed company, play a role in determining the time required for a comprehensive assessment.

They include:

- the size of the company
- the scope of the assessment
- the number of personnel employed at the site
- the number of deviations and non-conformities identified in the previous assessment.

⅔ of the assessment duration shall be spent as a minimum, in the production area of the site.

In the event that not everything related to the defined assessment scope has been assessed during the planned assessment duration, additional time is necessary.

The assessor is encouraged to review documents and records within the production area rather than the office.

6.3.1 Basic level assessment

The assessor will carry out a non-accredited assessment against basic level checklist. The duration of the assessment depends on the nature and complexity of the assessed company.

6.3.2 Intermediate level assessment

The assessor will carry out a non-accredited assessment against the intermediate level checklist including basic level requirements. The duration of the assessment depends on the nature and complexity of the assessed company.

6.4 Drawing up an assessment time schedule

The certification body/assessment service provider shall provide the assessment time schedule.

The assessment time schedule includes appropriate details concerning the scope covered and the complexity of the assessment. The assessment time schedule shall be sufficiently flexible to respond to any unexpected events which may arise during the site inspection activity as part of the assessment. The assessment time schedule takes into consideration a review of the

assessment report and action plan relating to the previous assessment, whatever the date when the previous assessment has been performed. It also specifies which of the company's products or product ranges are to be assessed.

The assessment time schedule shall be sent to the assessed company before the assessment, to ensure availability of responsible persons on the day of the assessment.

The company will assist and co-operate with the assessor during the assessment. The assessor who conducts the assessment will assess all the requirements of IFS Progress – PACsecure program, which are relevant to the company's structure and function.

During the closing meeting, the assessor shall present and discuss with the company deviations and (all) non-conformity (ies) which have been identified. The certification body/assessment service provider shall issue a provisional assessment report and outline an action plan to the company, which shall be used as a basis for drawing up corrective actions for the deviations and non-conformity(ies).

6.5 Conducting the assessment

Assessments can be conducted according to ANNEX 1: application of checklists.

Certification bodies/assessment service providers shall download the current version of the program from the IFS Website. If available, the certification body/assessment service provider shall use the checklist in the local language of the assessed company. Where translation in local language is not available, the English version shall be used.

The assessor shall assess all requirements of the relevant checklist.

6.6 Evaluation of requirements

The assessor assesses the nature and significance of any deviation or non-conformity. In order to determine whether compliance with basic or intermediate level requirements of the IFS Progress – PACsecure program have been met, the assessor has to evaluate the requirements of the checklist agreed on. There are different levels to rank the findings.

6.7 Scoring system

6.7.1 Scoring a requirement

For the regular requirements of the IFS Progress – PACsecure program, there are four (4) scoring possibilities:

Chart N° 1: scoring of requirements

Score	Explanation	Points
A	COMPLIANCE: Full compliance with the requirement — Perfect implementation	20
B	DEVIATION: Almost full compliance with the requirement, but a small deviation was found — space for small improvements	15
C	DEVIATION: Only a small part of the requirement has been implemented — Basic implementation — it works in daily business many topics to improve	5
D	DEVIATION: The requirement is not implemented — Implementation is not sufficient or not done at all.	0

In addition to this scoring, the assessor can decide to give the company a "Major" non-conformity to any requirement of this program. This possibility is explained in the next section.

6.7.2 Scoring a requirement as a non-conformity

In IFS Progress – PACsecure, there is one type of non-conformity, which is "Major". It will lead to a subtraction of points from the total amount.

A Major non-conformity can be given to any requirement when there is a substantial failure to meet the requirements of the program. This includes non-respect of legislation, law, product safety, customer issued or in case of internal dysfunctions (e.g. completely not regulated and controlled processes).

A Major can also be given when the identified non-conformity can lead to a serious health hazard.

This non-conformity will subtract 10 % of the possible total amount of points.

In the event that one (in intermediate level) or several Major non-conformity (ies) is/are issued during the assessment, and there is a current IFS Progress report and letter of confirmation in place, these shall be withdrawn in the IFS Database by the certification body/assessment service provider as soon as possible and at latest two (2) working days after the assessment date. In the event of a Major in an IFS PACsecure Certification with a previous still valid IFS Progress – PACsecure Assessment, this rule applies as well.

In the IFS Database, explanation about reasons for withdrawing the current report/letter of confirmation shall be given in English language. Clear explanations about the identified non-conformity (ies) shall be provided by giving the number of involved requirement(s). These explanations shall be detailed and be the same as those described in the action plan.

Note: all users having access to the IFS Database and having mentioned the respective company in their favourites list will get an e-mail notification (with explanations about the identified non-conformity(ies)) from the IFS Database that the current report/letter of confirmation has been withdrawn.

In the event where more than one Major non-conformity have been identified, a complete new assessment shall be performed if continued compliance with IFS Progress – PACsecure is desired.

6.7.3 Scoring a requirement with N/A (not applicable)

Those requirements deemed not applicable to the site shall be identified and/or pre-determined by the business partner, where applicable.

When the assessor agrees that a requirement is not applicable for a site, it has to be scored as: "N/A: Not applicable", and provide a short explanation in the assessment report.

N/A requirements will not be included in the outline action plan, but they shall be listed in a separate table in the assessment report.

N/A requirements will be excluded from the final scoring.

6.8 Assessment report and letter of confirmation

Following each assessment, a written report shall be prepared in the agreed format (see Part 4). Furthermore, a letter of confirmation shall be issued if the assessment is provisionally approved or approved, only.

The report and the letter of confirmation shall be uploaded into the IFS Database after the assessment within the set timeframe (see Part 1, chapter 7). Even if the assessed company provides evidences after a provisionally approved assessment, the status will remain as during the assessment in the IFS Database.

The report gives an overview of the compliance of the company.

The letter of confirmation specifies details of the assessment and the final assessment result.

6.9 Format of the assessment report

The assessment report shall provide transparency and confidence to the reader and will be completed by the assessor. The assessment report can be subdivided into different sections:

- Assessment overview (see part 4, ANNEX 1)
- Assessment report (see part 4, ANNEX 2)
- Action plan (see part 4, ANNEX 3

All deviations and Majors identified during the assessment, are presented in a separate action plan (see part 4, ANNEX 3). Following the allocation of each deviation or Major, the site has to provide an action plan in order to avoid error´s recurrence. In this way, the reader of the report is made aware of the (Major) deviations and also the corrective actions that the site is initiating.

6.10 The different steps for the assessment report

6.10.1 Drawing up the report of the assessment and outline of the action plan

The assessor and/or certification body/assessment service provider shall issue a provisional assessment report and a provisional action plan with the findings addressed to the company.

In the assessment report, the assessor shall score each requirement and provide explanations:

- for all requirements scored with "B", "C" or "D" (deviations)
- for all requirements scored with "Major" (non-conformity),
- for all requirements scored with N /A,
- for requirements defined as compulsory fields, even if the requirements are scored with A (see part 4, ANNEX 2).

Once the assessment report is completed by the assessor, the action plan is generated by the auditXpressX™ software.

The certification body/assessment service provider shall review and send the company both the pre-report of the assessment and the outline action plan (see chart 2) within two (2) weeks after the assessment date.

Chart N° 2: Outline Action Plan

No. of Req.	IFS Progress – PACsecure requirement	Evaluation	Explanation (by the assessor)	Root cause (by the company)	Correction Responsibility/ Date / Status of implementation (by the company)	Corrective action Responsibility/ Date/ Status of implementation (by the company)	Release by the assessor and date of release
3.2.2	The requirements for personal hygiene shall be in place and applied by all relevant personnel, contractors and visitors.	Major	Field A	Field B	Field C	Field D	Field E
3.2.5	Suitable protective clothing shall be available and in sufficient quantity for each employee.	C					
4.2.1.3	Specifications shall be available and in place for all finished products. They shall be up to date, unambiguous and be in compliance with legal and customer requirements.	B			Only corrections	Only corrective actions	

6.10.2 Company's completion of the action plan

The company shall provide the following in the action plan:

- Root cause, proposed corrections and corrective actions for all deviations (B, C, D) and for non-conformities (Major) listed by the assessors (see chart 2, fields B, D, E)
- Responsibilities, implementation deadlines and status of implementation for corrections and corrective actions for non-conformities (Major) and **only for deviations C and D.**

Corrections shall be implemented within three (3) months and corrective actions shall be implemented at the latest before the renewal assessment date. If this is not possible, exceeded timeframe need to be agreed. The company shall forward the action plan to the certification body/assessment service provider within two (2) weeks of having received the assessment pre-report and the action plan layout. If this deadline is not respected the company has to undergo a complete new assessment.

Note: variant processes for drawing up the report and outlining the action plan could be agreed with the business partner.

6.10.3 Validation of the action plan

The assessor or a representative of the certification body/assessment service provider shall validate the relevance of proposed corrections and corrective actions, including their timelines, in the action plan submitted by the assessed company (chart N° 2, field E). If corrections and/or corrective actions proposed are not valid or inadequate, and/or if the dates of implementation are not relevant, the certification body/assessment service provider shall return the action plan to the company for completion in due time. If deadlines are not respected, the site has to undergo a complete new assessment.

6.11 Scoring and conditions for issuing an assessment report and a letter of confirmation

The general scoring of the different levels is described below.

6.11.1 Basic level

The outcome of the assessment according to basic level can be:

Chart N° 3: assessment results in basic level (BL)

Assessment result	Status	Actions by the assessed site	Report form	Assessment frequency	Letter of confirmation issuance
Total score ≥ 75 % in BL **AND** No Major in BL	Approved at basic level	• Send completed action plan within a maximum of two (2) weeks after receiving the pre-report • Implement corrections within a maximum of three (3) months after assessment	Report including action plan provides status	Twelve (12) months to renewal assessment	Yes, letter of confirmation at basic level, 12-month validity. The letter of confirmation shall only be issued when the action plan has been validated by the CB/ASP*
Total score ≥ 75 % in BL **AND** Max. one (1) Major in BL	Provisionally approved at basic level as long as further actions taken and validated in regard to the Major by the partner or the CB/ASP* for final approval.	• Send completed action plan within a maximum of two (2) weeks after receiving the pre-report. • Implement corrections within a maximum of three (3) months after assessment. • Implement corrections and corrective actions for the Major non-conformity for final validation.	Report including action plan provides status	Twelve (12) months to renewal assessment	The letter of confirmation at basic level shall only be issued when the Major has been solved, and the action plan has been validated by the CB/ASP*
	In case no further actions are taken to solve the Major – Not approved at basic level	Actions and new assessment to be agreed upon	Report provides status	Re-assessment, if desired	No
Total score < 75 % in BL **AND/OR** More than one (1) Major in BL	Not approved at basic level	Actions and new assessment to be agreed upon	Report provides status	Re-assessment, if desired	No
*CB/ASP: certification body/assessment service provider					

6.11.2 Intermediate level

The outcome of the assessment according to intermediate level can be:

Chart N° 4: assessment results in intermediate level (IL)

Assessment result	Status	Actions by the assessed site	Report form	Assessment frequency	Letter of confirmation issuance
Total score ≥ 75 % and no Major in IL **AND** Total score ≥ 75 % and no Major in BL	Approved at intermediate level	• Send completed action plan within a maximum of two (2) weeks after receiving the pre-report • Implement corrections within a maximum of three (3) months after assessment	Report including action plan provides status	Twelve (12) months to renewal assessment	Yes, letter of confirmation at intermediate level, 12-month validity. The letter of confirmation shall only be issued when the action plan has been validated by the CB/ASP*
One (1) or more than one (1) Major in IL or total score < 75 % in IL **AND** Total score ≥ 75 % and no Major in BL	Not approved at intermediate level Approved at basic level	• Send completed action plan within a maximum of two (2) weeks after receiving the pre-report • Implement corrections within a maximum of three (3) months after assessment	Report including action plan provides status	Twelve (12) months to renewal assessment	Yes, letter of confirmation at basic level, 12-month validity. The letter of confirmation shall only be issued when the action plan has been validated by the CB/ASP*

Assessment result	Status	Actions by the assessed site	Report form	Assessment frequency	Letter of confirmation issuance
One (1) or more than one (1) Major in IL or total score < 75 % in IL **AND** Total score ≥ 75 % and Max. one (1) Major in BL	Not approved at intermediate level Provisionally approved at basic level as long as further actions taken and validated in regard to the Major by the partner or the CB/ASP* for final approval.	• Send completed action plan within a maximum of two (2) weeks after receiving the pre-report. • Implement corrections within a maximum of three (3) months after assessment. • Implement corrections and corrective actions for the Major non-conformity for final validation	Report including action plan provides status	Twelve (12) months to renewal assessment	The letter of confirmation at basic level shall only be issued when the Major has been solved, and the action plan has been validated by the CB/ASP*
	Not approved at basic level in case no further actions are taken to solve the Major	Actions and new assessment to be agreed upon	Report provides status	Re-assessment, if desired	No
Total score < 75 % in BL and/or more than one (1) Major in BL	Not approved at intermediate level Not approved at basic level	Actions and new assessment to be agreed upon	Report provides status	Re-assessment, if desired	No
*CB/ASP: certification body/assessment service provider					

Note: the total score is calculated as following:

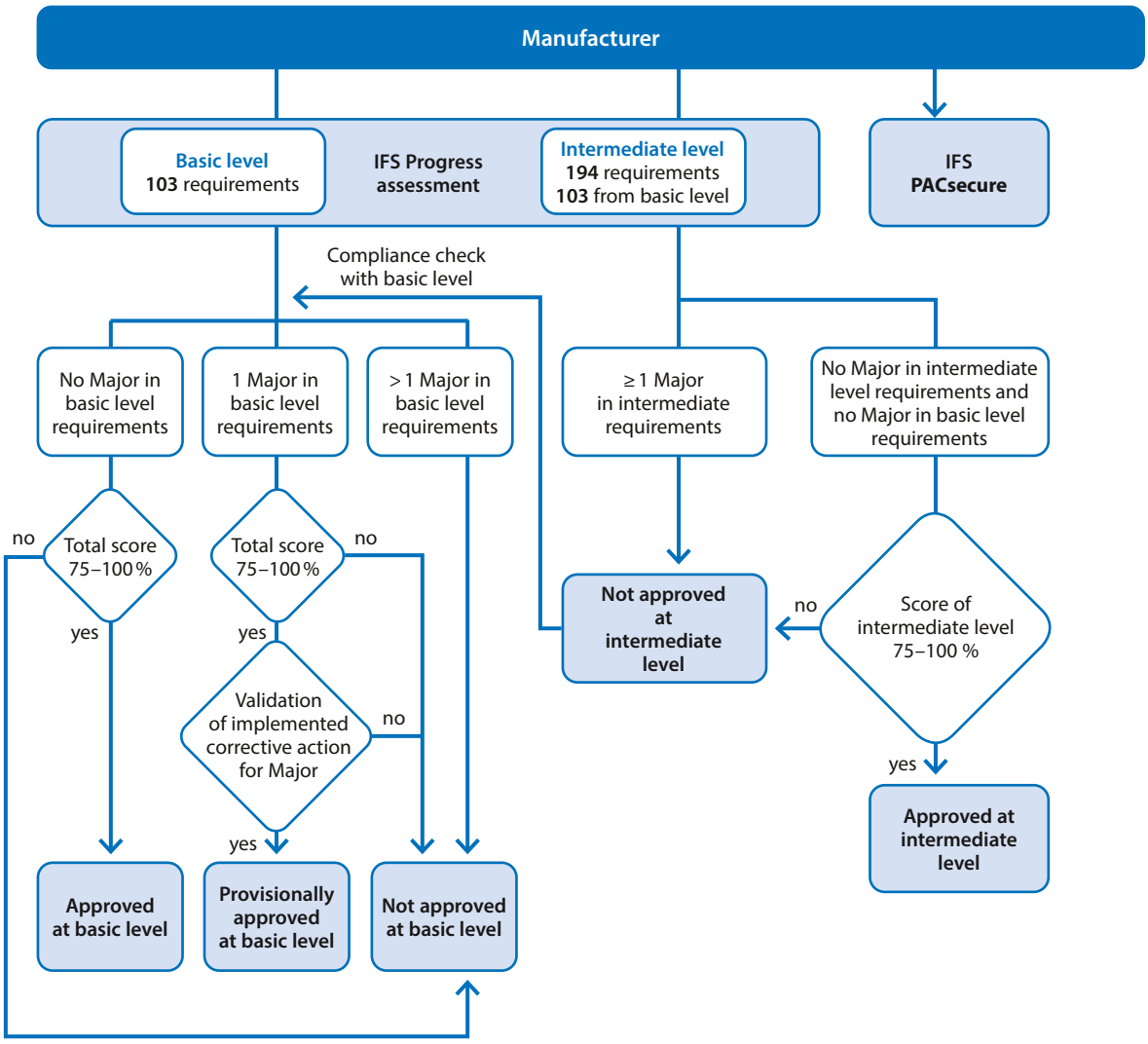
Total number of points
= (total number of relevant IFS Progress – PACsecure checklist requirements
– requirements scored with N/A) × 20

Final score (in %)
= number of points awarded/total number of points.

Generally, for the IFS Progress – PACsecure assessments, no certificate is granted, but a letter of confirmation is issued. A template can be found in Part 4 of this document .

The evaluation of the assessment is calculated, following the rules, outlined in the decision tree below:

Chart N° 5: decision tree



6.12 IFS Progress assessment timeframe

The assessment shall be valid effectively from the date of issue stated on the formal report and the letter of confirmation itself and shall end after initial assessment date + eight (8) weeks – one (1) day + one (1) year. The date for the following scheduled assessment shall be calculated from the date of the initial assessment, not from the date of issue of the report/letter of confirmation.

If the assessment is not performed in due time, users of the IFS Database, which have the assessed company in their favorites list may be informed via the IFS Database.

The time between the date of the assessment and the upload of the final report/letter of confirmation is determined as follows:

- two (2) weeks to draw up the pre-report of the assessment
- two (2) weeks for the company/site to respond to the deviations and non-conformity(ies) (draw up the action plan)
- two (2) weeks for the assessor to check the proposed corrections and corrective actions and upload of the assessment report, the letter of confirmation and the action plan to the IFS Database.

In total: six (6) weeks between the date of assessment and uploading the assessment report/ letter of confirmation to the IFS Database:

- Target time: six (6) weeks
- Maximum time: eight (8) weeks

Note: variant processes for drawing up report/letter of confirmation and outlining action plan could be agreed with the business partner.

7 Assessment cycle

The renewal assessment should be initiated by the business partner or the assessed company.

Note: the assessed company/site receives a reminder from the IFS Database three (3) months before the assessment report/letter of confirmation expiration.

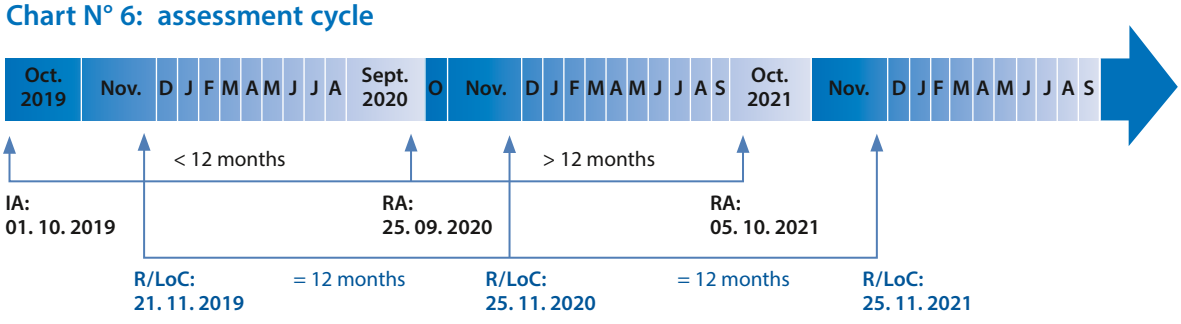
Even if the renewal assessment date changes every year and does not completely correspond to the anniversary date, the assessment report/letter of confirmation validity date shall remain the same each year.

This allows to avoid gaps between two (2) consecutive reports/letter of confirmations and to avoid when a company scheduling the assessment earlier loses some months of the report/letter of confirmation validity.

Example:

Initial assessment date:	01. October, 2019
Date of issue of report/letter of confirmation:	21. November, 2019
Report/letter of confirmation valid until:	25. November, 2020
Renewal assessment date:	25. September, 2020
Report/letter of confirmation valid until:	25. November, 2021 (Independently from the renewal assessment date)

Chart N° 6: assessment cycle



IA: initial assessment
RA: renewal assessment
R/LoC: assessment report/letter of confirmation valid until

The following assessment should be scheduled at earliest eight (8) weeks before and at latest two (2) weeks after the assessment due date (due date is anniversary date of the initial assessment).

Not respecting the mentioned rules in due time will lead to an assessment cycle break.

In case no renewal assessment takes place, the assessed company remains visible a further three (3) months after the validity of report/letter of confirmation expired on the IFS Database.

8 Information about conditions of withdrawal of the report and letter of confirmation

Withdrawal of the report and the letter of confirmation by the certification body/assessment service provider is only permitted in the event that any information confirming that the product no longer complies with the requirements of the IFS Progress program.

The only exception of this rule may be related to the non-payment of the current assessment by the assessed company.

The contract between certification body/assessment service provider and assessed company shall be in accordance with the assessment cycle (see above chart N° 6).

9 Distribution and storage of the assessment report

Assessment reports shall remain the property of the company and shall not be released, in whole or part, to a third party without the company's prior consent (except where required by law). This consent for distribution of the assessment report must be in writing and can be granted by the company vis-à-vis the certification body/assessment service provider and/or vis-à-vis the relevant user. The certification body/assessment service provider shall keep a copy of the assessment report. The assessment report shall be stored safely and securely for a period of five (5) years.

Access conditions to information about assessment reports are fully detailed in Part 4.

10 Supplementary action

The decision on the level of supplementary actions required on the basis of the assessment report shall be made at the discretion of the individual buying organisation.

11 Appeal and complaints

11.1 Certification bodies'/assessment service providers' appeal and complaints procedure

The certification body/assessment service provider shall have documented procedures for the consideration and resolution of appeals against the results of an assessment.

These procedures shall be independent of the individual assessor and will be considered by senior management of the certification body/assessment service provider.

Appeals shall be finalised within twenty (20) working days of receiving information from the assessed company.

The certification body/assessment service provider shall have documented procedures for handling complaints received from the companies and/or other relevant parties. An initial response will be given within ten (10) working days of receiving the complaint. A letter confirming receipt of the complaint will be issued within a maximum of five (5) working days. A full written response will be given after the completion of a full and thorough investigation into a complaint.

11.2 Quality assurance actions after complaint notification

Retailers or any other interested parties have the right to forward any possible complaint to IFS for investigation and management.

The IFS Offices collect complaints concerning IFS Progress assessments, reports or other circumstances in which the integrity of the IFS brand is in question.

Retailers, certification bodies/assessment service provider, employees assessed according to the IFS Progress – PACsecure or any person can use the complaint form on the IFS Website www.ifs-certification.com or can send an email to complaintmanagement@ifs-certification.com to inform IFS about a certain issue.

The IFS Offices will gather all necessary information in order to investigate the cause of the complaint and to establish if there are deficiencies by the assessed company, certification body/assessment service provider or the assessors in meeting IFS Progress requirements.

Based on this investigation, and if deviations are identified, the certification body/assessment service provider shall implement an appropriate action plan. In the event, that IFS Management has good reason to believe that an assessment is not compliantly performed according to the IFS Progress rules, IFS Management may contact or visit the assessed company as well as the certification body/assessment service provider itself in order to conduct a check. This check might be unannounced.

12 Ownership and usage of the IFS Progress – PACsecure Logo

The copyright of IFS Progress – PACsecure and the registered trademark is fully owned by the IFS Management GmbH. The IFS Progress – PACsecure Logo can be downloaded via the secured section of the IFS Database.

Furthermore, the terms and conditions stated below shall be checked by the assessor during the assessment and results of this check shall be described in the company profile of the assessment report.

In the event the assessor identified that the company doesn't fulfil those terms and conditions, IFS Offices shall be informed accordingly.

Application
These terms and conditions apply for all IFS Logos in general.

Form, design and colour of the IFS Logo
When used, the IFS Progress – PACsecure Logo must comply with the form and colour of the scale drawing. If it is used in documents, black and white print is also permitted.

An IFS Progress assessed company may—subject to the provisions mentioned below— use the IFS Progress – PACsecure Logo in its documents (for example invoices).

The IFS Progress – PACsecure Logo can be used in print, physical and electronic form, and in films, providing the forms and formats are respected. The same conditions apply to the use of the logo as a stamp.

Restriction of comment and interpretations
When an IFS Progress – PACsecure program assessed company, an IFS Training Centres, an IFS Consultant or a certification body/assessment service provider publishes documents bearing the IFS Progress – PACsecure Logo, comment and interpretations referring to the IFS shall be clearly identifiable as such.

Use of the IFS Progress – PACsecure Logo in promotional material
An IFS Progress assessed company may use the IFS Logo for promotional reasons and publish information about its IFS Assessment provided that it is not visible by the end consumer.

The IFS Progress – PACsecure Logo and the information about the assessment may be used in correspondence with relevant IFS users, but not in correspondence with the end consumer.

The IFS Progress – PACsecure Logo may not be displayed on the products themselves, or any kind of advertising document likely to reach the end consumer (e.g. public exhibitions for end consumers, brochures): The IFS Progress- PACsecure Logo may be displayed on any kind of general communications (e.g. exhibitions for business contacts, brochures, generic articles about product safety and quality management in general, vehicles). It must be ensured that all information concerning the IFS Progress – PACsecure Assessments shall clearly reference IFS.

The IFS Logo may not be used in presentations having no clear connection to IFS.

Further restriction on the use of the IFS Progress – PACsecure Logo
The IFS Progress – PACsecure Logo shall not be used in a way that could provide the interpretation that the IFS owner is responsible for the assessment decision. Furthermore, the same applies for opinions and interpretations which could be derived from it. In the event of withdrawal of the IFS Progress – PACsecure assessment decision, the assessed company has to immediately stop the inclusion of the IFS Logo on its documents and/or website and stop the communication about IFS.

Communication of the IFS Progress – PACsecure Assessment
All the above-mentioned rules apply to any communication regarding IFS Progress – PACsecure.

This also means that using the wordmarks "IFS", "International Featured Standards", or "IFS Progress – PACsecure" or similar is not allowed when communicating on finished products, which are available by the end consumer.

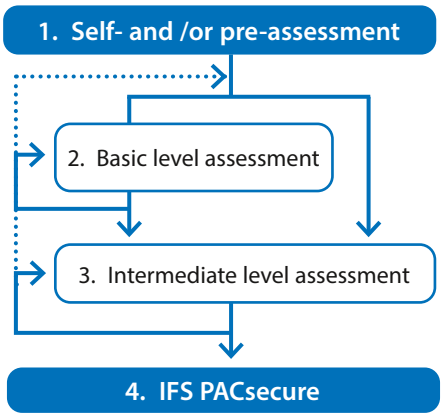
13 Review of the IFS Progress – PACsecure program

The review committee needs to demonstrate control of the quality and content of the program and will regularly review the basic and intermediate level checklists and the protocol to ensure that they are still in compliance with their requirements. The review committee shall be formed with all participants involved in the assessment process: representatives of the retailers, of the industry, of consultants and of certification body/assessment service providers. The objective of the review committee is to share experiences, discuss and decide about the changes to the checklist's requirements of the assessment report and training.

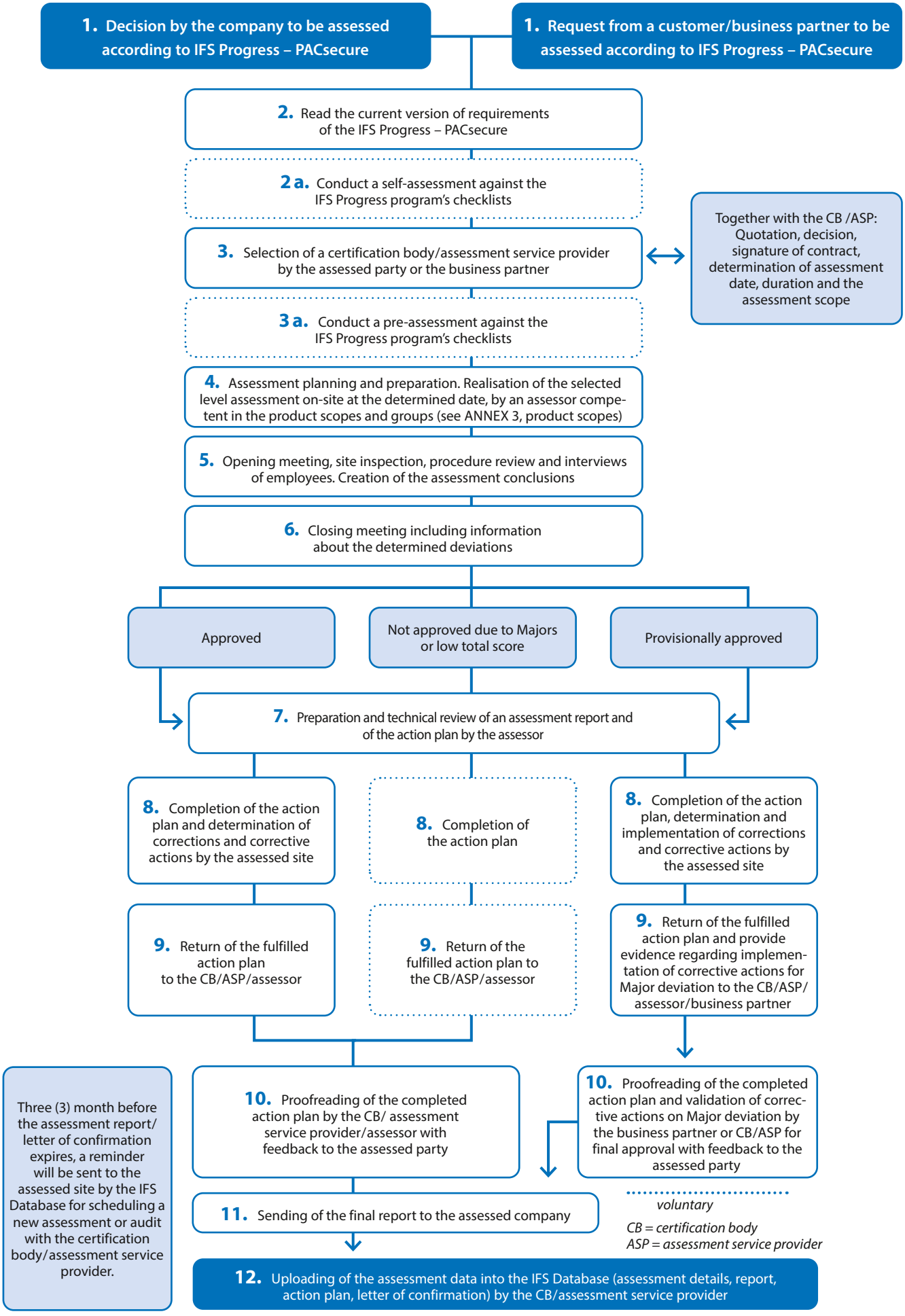
ANNEX 1: Application of checklists

There are possible variants to apply basic or intermediate level checklists. Typically, the time between passing the assessments is one (1) year and ideally, no fall back should be achieved.

Note: deviating application of checklists and timeframe can be agreed between the business partners.



ANNEX 2: Assessment process



ANNEX 3: Product scopes

Table N° 1: Product scope

N°	Product scope
1.	Flexible plastic
2.	Rigid plastic
3.	Paper and board
4.	Metals and alloys
5.	Glass and ceramic
6.	Other natural materials
7.	Other packaging components

Multi-component packaging materials shall be assigned based on the material which is the "main component of the material". The main component of the material is the component present in the highest percentage by weight. In the case in which two (2) or more components represent the highest weight, the main component will be the one with the higher density.

The main component shall be mentioned in the scope of the assessment on the report and the detailed list of all components in the company profile. Examples of multi-component packaging materials are poly-coated board paper, aluminium composite film bags, capsules, multilayer films, valves, lids/caps, etc.

ANNEX 4: Overview of basic and intermediate levels

A: Product safety and quality management system

Basic		Intermediate	
GOVERNANCE & COMMITMENT		**GOVERNANCE & COMMITMENT**	
		Policy	2
Corporate structure	2	Corporate structure	4
		Management review	1
PRODUCT SAFETY AND QUALITY MANAGEMENT		**PRODUCT SAFETY AND QUALITY MANAGEMENT**	
Records	2	Document Management	2
RESOURCE MANAGEMENT		**RESOURCE MANAGEMENT**	
Training and instruction	2	Training and instruction	2
OPERATIONAL PROCESSES		**OPERATIONAL PROCESSES**	
Contract agreement	1		
Specifications and formulas/configurations	3	Specifications and formulas/configurations	3
Purchasing	1	Purchasing	2
Product wrapping	2	Product wrapping	1
Traceability	3	Traceability	3
MEASUREMENTS, ANALYSES, IMPROVEMENTS		**MEASUREMENTS, ANALYSES, IMPROVEMENTS**	
Site and factory inspections	1	Site and factory inspections	1
		Internal audits	1
Calibration, adjustment and checking of measuring, monitoring devices and inspection equipment	1	Calibration, adjustment and checking of measuring, monitoring devices and inspection equipment	2
Product analysis	2	Product analysis	3
Product release	1	Product release	1
Management of complaints	1	Management of complaints	2
Management of incidents, product withdrawal, product recall	1	Management of incidents, product withdrawal, product recall	3
Management of non-conformities and non conforming products	3	Management of non-conformities and non conforming products	1
Corrective actions	2	Corrective actions	2

B: Good manufacturing practices (GMPs)

Basic		Intermediate	
RESOURCE MANAGEMENT		**RESOURCE MANAGEMENT**	
Personal hygiene	5	Personal hygiene	1
Staff facilities	3	Staff facilities	5
OPERATIONAL PROCESSES		**OPERATIONAL PROCESSES**	
Factory location	1	Factory location	1
Factory Exterior	1	Factory Exterior	1
Plant layout and process flows	1	Plant layout and process flows	3
Production and storage premises	25	Production and storage premises	3
Cleaning and disinfection	8	Cleaning and disinfection	3
Waste management	3	Waste management	2
Foreign material risk mitigation	4	Foreign material risk mitigation	6
Pest monitoring and control	6	Pest monitoring and control	2
Receipt and storage of goods	4	Receipt and storage of goods	1
Transport	2	Transport	3
Maintenance and repair	1	Maintenance and repair	3
Equipment	1	Equipment	1

C: Control of product hazards and risks

Basic		Intermediate	
PRODUCT SAFETY AND QUALITY MANAGEMENT		**PRODUCT SAFETY AND QUALITY MANAGEMENT**	
Hazard analysis and risk assessment system	1	Hazard analysis and risk assessment system	4
Hazard analysis and risk assessment team	2		
Hazard analysis and risk assessment	4	Hazard analysis and risk assessment	10
OPERATIONAL PROCESSES		**OPERATIONAL PROCESSES**	
Allergen risk mitigation	2	Allergen risk mitigation	1
		Product fraud	3
PRODUCT DEFENCE PLAN		**PRODUCT DEFENCE PLAN**	
		Product defence plan	3

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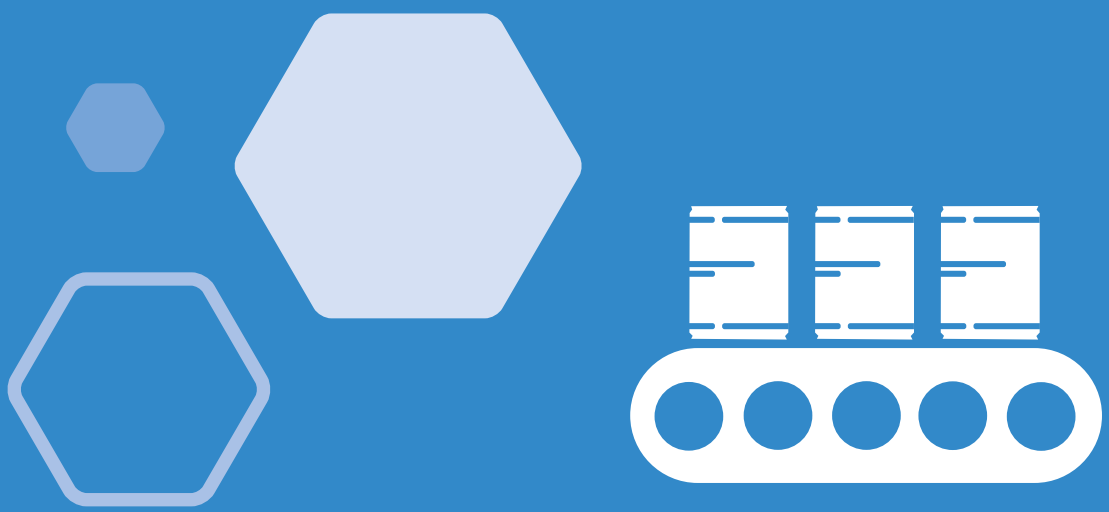

PART 2
List of IFS Progress – PACsecure Assessment requirements

General clarifications

a) About the guidance for industry and assessors

The purpose of the guidance is to help companies and assessors with the interpretation of the requirements, thus providing a general approach to what is expected.

The content is focused on examples of questions for each requirement, as the intention is for each company to be able to reflect on the purpose/objective of the requirement and determine how to implement them, according to the situation, processes and products of each site.

The guidance is not mandatory; therefore, it is not expected that the assessor asks the same questions, as the assessor has to adapt the assessment to the situation of each site.

b) About the requirements

Requirements with a "*" require compulsory information for the IFS Progress – PACsecure Assessment Report (see part 4, ANNEX 2).

When a requirement is marked with a hand (☞) it means that the IFS PACsecure requirement used as basis has been divided into the basic and intermediate level

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
1		**Governance & commitment**		
1.1		**Policy**		
1.1.1		The senior management shall develop, implement and maintain a clear corporate policy, which shall include, at a minimum: • customer focus • product safety culture • product requirements • sustainability The corporate policy shall be communicated to all employees.	• How and where is corporate policy documented? • What are the contents of the corporate policy? • How was corporate policy communicated to all employees? • Does the corporate policy include a commitment regarding product safety culture? • What kind of mechanisms are used to verify that the policy is understood and applied within the organisation? • Is the policy available for relevant interested parties as appropriate? ***Additional explanation*** *Sustainability is included in the IFS PACsecure even if it´s a product safety and quality standard, in order to initiate/ develop in companies the awareness on this topic.*	Intermediate
1.1.2	*	The corporate policy shall be broken down into measurable objectives, with responsibilities and timelines defined. These shall be known by the relevant departments/parts and shall be effectively implemented	• Is the content of corporate policy adapted to measurable objectives? • What product requirement objectives are addressed and how are the objectives attained? • Are the objectives clearly formulated and measurable? • What is the time frame to attain the objectives? • Who is responsible for the attainment of objectives? • What kind of mechanisms are used to measure whether the objectives have been attained?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
1.2		Corporate structure		
1.2.1		**The structure of the company, hierarchy, and job positions shall be available, documented, and shall be known by the relevant personnel.** The personnel responsible for the product safety and quality management shall have a direct reporting relationship to the senior management.	• How is the organisation structured? • Is an organisation chart available? • What is the version and date of issuing of the current organisational chart? • Who is(are) the person(s) responsible for product safety and quality management report? • To whom does the personnel responsible for product safety and quality management report?	Intermediate
1.2.2		The senior management shall ensure that employees are aware of their responsibilities related to the product safety and quality management system and product requirements. Clearly identified and documented mechanisms shall be in place to monitor the effectiveness of their operation.	• How does senior management ensure that employees know their responsibilities related to product requirements? • Are the employees aware of how they contribute to the effectiveness of the product safety and quality management system? • Are the employees aware of the implications of not conforming with product requirements or with the product safety and quality management system requirements? • How does the senior management take accountability for the effectiveness of the product safety and quality management system?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
1.2.3		The senior management shall provide sufficient and relevant resources to meet the product and process requirements, including those related to the product safety and quality management system.	• How were the necessary resources defined? • How does the company ensure the all critical functions are covered by competent personnel at all times? • How is it ensured that contact can be made in certain situations?, e.g. senior management in crisis situation? • In what manner (coordination/ communication) and in what form (resources) is the hazard analysis/risk assessment team supported by the senior management? • Is the hazard analysis and risk assessment team well known throughout the company? How has it been communicated?	Basic
1.2.4		The senior management shall ensure that all processes (documented and undocumented) are known by the relevant personnel (including new/ permanent personnel and temporary/ seasonal workers), and are applied consistently.	• What criteria are used to ensure process control? • What is done to ensure that all processes are known by the relevant personnel (incl. permanent staff and temporary / seasonal workers) and are applied consistently? • In case of new procedures/changes into existing procedures, what actions are taken to ensure that processes are known by the relevant personnel?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
1.2.5	*	The senior management shall ensure that the company is kept informed of all relevant legal and regulatory requirements, scientific and technical developments, industry codes of practice, product safety and quality issues, and that they are aware of factors that can influence product defence and product fraud risks.	• Which legal and regulatory requirements and/or industry codes of practice are relevant for the company? • What kind of system is used by the company to be informed and updated on relevant information? • If changes occurs, who checks the implementation of these changes? • How does the senior management ensure that all relevant legal and regulatory product requirements are in place and known by the relevant persons? • How does the senior management ensure that purchased products, services, and manufactured products comply with all relevant legal and regulatory requirements?	Intermediate
1.2.6	*	The senior management shall ensure that the certification body (OR Assessment service provider) is informed of any changes that may affect the company's ability to conform to the certification requirements. This shall include, at a minimum: • any legal entity name change, • any production site location change. For the following specific situations: • any product recall, • any product recall and/or withdrawals by official order for product safety and/or product fraud reasons, • any visit from health authorities which results in notifications and/or penalties issued by authorities, which are related to the IFS Progress – PACsecure scope. the certification body (or assessment service provider) shall be informed within three (3) working days.	• Has the company had changes about the legal entity name or production site location? If so, Did the company inform the certification body? • Has the company had voluntary recalls, and/or recall/withdrawals by official order, and/or notifications/ penalties issued by authorities? If so, Did the company inform the certification body within the timeframe? • What is the name of the authorities and when was the last visit?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
1.4		**Management review**		
1.4.1	*	The senior management shall ensure that the product safety and quality management system is reviewed at least annually, or more frequently if significant changes occur. Such reviews shall include, at a minimum: • a review of policies, including elements of product safety culture • results of audits and site inspections • customer audit results • process compliance and changes/ improvements • authenticity and conformity issues • status of corrections and corrective actions • notifications from authorities.	• How often is the product safety and quality management system reviewed and evaluated? • Who compiles the required data for the management review? • Does the management review include all listed topics? • Are the product safety culture objectives reviewed during the annual management review? • How does senior management ensure the suitability and effectiveness of the product safety and quality management system in case of changes?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2		**Product safety and quality management system**		
2.1		**Quality management**		
2.1.1		**Document management**		
2.1.1.2		A documented procedure shall exist for the control of documents and their amendments. All documents which are necessary for compliance with the product requirements shall be available in their latest version. The reason for any amendments to documents, critical to the product and process requirements, shall be approved by authorised personnel, and recorded	• What rules exist regarding document control? • Do the documents have an identification system? • How is the identification system structured? • How can a revision be identified? • Are there defined responsibilities? • Are changes and modifications traceable? • How is it possible to recognise that documents (e.g. specifications) are valid and up-to-date? • How is it ensured that only valid documents are in circulation? • Are the reasons for any amendments to documents reviewed, approved by authorised personnel, and recorded? • How do employees access the documents? ***Additional explanation*** *Control of documents comprises: distribution, access, retrieval, usage, storage, preservation, control of changes, retention, disposition and management of obsolete documents to prevent misuse.*	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.1.2		**Records and documented information**		
2.1.2.1		Records and documented information shall be complete, legible, genuine, and available on request. They shall be easily accessible; maintained in a way that subsequent manipulation or amendment is prohibited; securely stored and protected from loss, intentional adulteration and/or misuse.	• Are records plausible? • Are records legible? • How and where are records filed? • How is quick access to the records ensured? • Are records securely stored and protected from loss, intentional adulteration and/or misuse? • What kind of assurance is given that records cannot be subsequently manipulated? • Are the records reviewed by a supervisor?	Basic
2.1.2.2	☞	All records and documented information shall be kept in accordance with legal requirements and customer requirements. If no such requirements exist, records and documented information shall be kept for a minimum of one year after the specified converting time.	• Where are records stored? • Who stores records? • How long are records kept? • Are customer requirements defined in relation to record-keeping duration? • On what basis were record storage times defined? • How is data-backup carried out?	Basic
2.1.2.2	☞	For products which have no specified converting time, the duration of record and documented information keeping shall be justified and this justification shall be documented.	• For products with no specified converting time, is the record storage time definition justified?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2		**Product safety and quality management**		
2.2.1		**Hazard analysis and risk assessment system**		
2.2.1.1		Before developing a hazard analysis and risk assessment system, the company shall assess the implementation of legal and regulatory requirements, good manufacturing practices (GMP's), and industry guidelines when applicable to its scope of activity and relevant for product requirements.	• What kind of legal/regulatory requirements, good manufacturing practices (GMP's), and industry guidelines are relevant for the scope of activity and product requirements? • Has the company assessed the adequate implementation of relevant legal/regulatory requirements, (GMP's), and industry guidelines? • What was the result of the assessment? If gaps were identified, have the necessary corrective actions been implemented?	Basic
2.2.1.2		The basis of the company's product safety and quality management system shall be a fully implemented, systematic, comprehensive and documented hazard analysis and risk assessment system, based upon the Codex Alimentarius principles or on other applicable and recognised industry guidelines. It shall take into account any legal and regulatory requirements of the production and destination countries which may go beyond such principles or guidelines. The hazard analysis and risk assessment system shall be specific and implemented at each production site.	• The company's hazard analysis and risk assessment system is based on what principles? • Does every site/plant have a separate hazard analysis and risk assessment system? • What specific legal and regulatory requirements are taken care of in the hazard analysis and risk assessment system? • Are the applicable legal and regulatory requirements related to the production and destination countries included?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2.1.3		The hazard analysis and risk assessment system shall cover all raw materials, wrapping materials, products or product groups as well as every production/conversion process (including outsourced process) from incoming goods up to the dispatch of finished products, including product development.	• Does the hazard analysis and risk assessment system cover raw materials, wrapping materials, products or product groups as well as every process (including outsourced process) from incoming goods up to the dispatch of finished products? • Which processes are performed? • If the company has outsourced processes and/or product development, are these included in the hazard analysis and risk assessment?	Intermediate
2.2.1.4		The company shall ensure that the hazard analysis and risk assessment system is based upon scientific literature, or technical verified information related to the manufactured products and processes, or expert advice obtained from other sources, which may include: • trade and industry associations, • independent experts, • and regulatory authorities. This information shall be maintained in line with any new technical and scientific process development.	• Is the hazard analysis and risk assessment system based upon scientific literature and/or technical verified specifications related to products and processes, and/or expert advice obtained from other sources? • How is new technical and scientific process development taken care of? • Does a contract exist with an independent expert? • Does the hazard analysis and risk assessment system meet all applicable legal and regulatory requirements of the country in which it is established, including the required and applicable risk assessments and supporting documentation?	Intermediate
2.2.1.5		The hazard analysis and risk assessment system shall be regularly reviewed, at least annually, and/or in the event of changes to raw materials, wrapping materials, production/conversion process, formulas/configuration, products, infrastructure and/or equipment, to assure that product requirements are complied with.	• Is the hazard analysis and risk assessment system reviewed at least annually? • How are product development/ product modification and the hazard analysis and risk assessment system interconnected? • Have changes occurred since the last review? If so, What were the changes? Was the hazard analysis and risk assessment system reviewed due to the changes?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2.2		**Hazard analysis and risk assessment team**		
2.2.2.1		Assemble hazard analysis and risk assessment team The hazard analysis and risk assessment team shall be multidisciplinary and include operational staff. Personnel appointed as hazard analysis and risk assessment team members shall have specific knowledge of hazards and risks associated to products and processes.	• Who are members of the team? • Which personnel/departments are included in the team? • How was qualification for team membership verified? • What hazards are connected to the products and processes?	Basic
2.2.2.2		Those responsible for the development and maintenance of the hazard analysis and risk assessment system shall have received adequate training in the application of the hazard analysis and risk assessment principles. An internal team leader shall be designated.	• Were those responsible trained in the application of the hazard analysis and risk assessment principles? • When was the last training course held? • What were the contents of the training course? • How was the knowledge verified?	Basic
2.2.3		**Hazard analysis and risk assessment**		
2.2.3.1		Describe product A full description of the product including all applicable relevant information on product requirements shall exist, such as: • composition (raw materials, rework, reprocessing, recycled materials, plant based materials, functional additives, etc.) • physical, sensory, chemical, functional and microbiological characteristics • legal requirements in regard to product safety and quality • methods of treatments • wrapping and labelling • durability (converting time) • conditions for storage, method of transport and distribution	• Does a complete product description exist for each product? • What is included in the product description? • Is the information provided in the product description/specification updated and verified according to product requirements? • Are converting times justified?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2.3.2		Identify intended use The intended use of the product shall be described in relation to the expected use of the product by the customer, and also by consumers when: • Products are intended to be sold to consumers • There is no subsequent transformation process that changes the characteristics and/or intended use of the product after it is sold to the customers. When consumers shall be considered, possible misuse and vulnerable groups shall be taken into account.	• What is the intended use of the product(s) by the customers? • When consumers are considered, What is the intended use of the product(s) by the consumers? Has misuse and vulnerable groups been taken into account? • Are there any restrictions for usage? ***Additional explanation*** *Examples of products with no changes after they are sold to the customers: pizza boxes, hamburger clamshell, etc.*	Basic
2.2.3.3		Construct flow diagram A flow diagram shall exist for each product, or product group, and for all variations of the processes and sub-processes (including rework and reprocessing). The flow diagram shall be dated, and after the determination of control measures, clearly identify each CCP and other control measures. In the event of any changes, the flow diagram shall be updated.	• Are flow charts available for all products? • Are the flow charts dated? • Are other control measures, and CCPs, if existing, identified in the flow chart? • Are flow charts up-to date?	Basic
2.2.3.4		On-site confirmation of the flow diagram The hazard analysis and risk assessment team, or their defined representatives, shall verify the flow diagram by on-site verifications at all operation stages and shifts. Where appropriate, amendments to the diagram shall be made.	• Was the flow chart verified on-site?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2.3.5		**Conduct a hazard analysis and risk assessment for each step**		
2.2.3.5.1		A hazard analysis and risk assessment shall be conducted for all possible and reasonably expected physical, chemical (including radiological and allergens) and biological hazards. The hazard analysis and risk assessment shall include the hazards linked to the materials in contact with the product, wrapping materials, work environment, and also any other relevant risk related to product requirements.	• Does a hazard analysis and risk assessment exist for each step? • Are all hazard and relevant risks included? • Which biological, physical and chemical hazards (including radiological and allergens) can be expected? • How was the hazard analysis performed?	Intermediate
2.2.3.5.2		The hazard analysis and risk assessment shall consider the likelihood of adverse effects for the consumer and the potential severity of these adverse effects. Consideration shall be given to specific control measures applied which are relevant for controlling each hazard and risk identified.	• Does a hazard analysis for all product groups including harm and likelihood exist? • Which controls are relevant in regard to the hazards and risks identified.	Intermediate
2.2.3.6		**Determine Critical Control Points (CCP) and other control measures**		
2.2.3.6.1		The determination of relevant CCP's and other control measures shall be facilitated by the application of a decision tree or other tool(s) which demonstrates a logical reasoned approach. The determination of relevant CCP's and other control measures shall be justified and documented.	• How were the CCPs and other control measures determined? • Which CCPs and other control measures were defined? • How many CCPs and other control measures exist? • Are the determination of CCP's and other control measures justified and documented?	Intermediate
2.2.3.7		**Establish limits for each CCP and other control measures**		
2.2.3.7.1	*	For each CCP, the appropriate critical limits shall be defined and validated to clearly identify when a process is out of control. Validation of limits defined for each CCP shall be documented.	• Is a critical limit defined for each CCP? • What critical limits are defined? • How were the limits determined? • Have the limits been validated? **Note:** In case no CCP has been determined, this requirement can be scored as N/A.	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2.3.7.2		For other control measures defined, appropriate limits shall be determined.	• Is a clear limit defined for the other control measures defined? • How were the limits determined?	Intermediate
2.2.3.8		**Establish a monitoring system for each CCP and other control measures**		
2.2.3.8.1		Specific monitoring procedures in terms of method, frequency of measurement or observation, and recording of results, shall be established for each CCP to detect any loss of control at that CCP. Each defined CCP shall be under control. Monitoring and control of each CCP shall be demonstrated by records. The operative personnel in charge of the monitoring of CCP's shall have received specific training/instruction. Records of CCP monitoring shall be verified by a responsible person within the company and maintained for a relevant period.	• How are CCPs monitored? • Are the CCPs under control? • How is the monitoring of each CCP documented? • Are methods, frequency of measurement or observation, and result of monitoring documented? • Who is responsible for monitoring of the CCPs? • Has the person responsible for monitoring been trained in relation to these activities? • Is the person responsible for monitoring aware about what should be done in case the limits are not under control? • Who is responsible for the verification of CCPs monitoring records? • How long will records be stored? • Where are the records stored? **Note:** In case no CCP has been determined, this requirement can be scored as N/A.	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2.3.8.2		Control measure other than CCP shall be monitored, recorded and controlled by measurable or observable criteria. Records of monitoring shall be maintained for a relevant period. The operative personnel in charge of the monitoring of these control measures shall have received specific training/instruction.	• How are other control measures monitored? • Are the other control measures under control? • How is the monitoring of other control measures documented? • Are method, frequency of measurement or observation, and result of monitoring documented? • Who is responsible for monitoring of the other control measures? • Has the person responsible for monitoring been trained in relation to these activities? • Is the person responsible for monitoring aware about what should be done in case the limits are not under control? • How long will records be stored? • Where are the records stored?	Intermediate
2.2.3.9		**Establish corrective actions**		
2.2.3.9.1		In the event that the monitoring indicates that a particular CCP or a control measure other than CCP related to product safety is not under control, adequate corrective actions shall be taken and documented. Such corrective actions shall also take into account any action taken relating to non-conforming products and identify the root cause for the loss of control.	• What corrective actions exist? • When was a corrective action carried out? • Where are corrective actions documented? • Who documents the taken corrective actions?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
2.2.3.10		**Establish verification procedures**		
2.2.3.10.1		Procedures of verification shall be established to confirm that the hazard analysis and risk assessment system is working correctly. Verification of the hazard analysis and risk assessment system shall be performed at least once per year. Examples of verification activities include: • results of internal audits and site factory inspections • analyses • sampling • complaints by authorities and customers • deviations The results of this verification shall be incorporated into the hazard analysis and risk assessment system and shall be communicated to and reviewed by the senior management.	• How often is the system verified? • What was the date and result of the last verification? • What kind of activities were considered in the last verification? • Does the system reflect the results of the verification? • On what date was the system last changed?	Intermediate
2.2.3.11		**Establish documentation and record keeping**		
2.2.3.11.1		Documentation related to the hazard analysis and risk assessment system shall be in place. Examples of documentation include: • hazard analysis and risk assessment • determination of CCPs and other control measures • determination of critical limits • processes, procedures • results of hazard analysis and risk assessment system verification. Records examples: • outcome of CCPs and other control measures monitoring activities • training records of the operative personnel in charge of the monitoring of CCPs and other control measures • observed deviations and implemented corrective actions.	• What hazard analysis and risk assessment system related documents exist? • Do these documents include processes, procedures and results?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
3		**Resource management**		
3.2		**Personal hygiene**		
3.2.1	☞	The requirements for personal hygiene shall consider, at a minimum, the following topics: • coverage of hair and beards • protective clothing (including their condition of use in productive areas and staff facilities) • hand washing, disinfection and hygiene • eating, drinking and smoking • actions to be taken in case of cuts or skin abrasions • fingernails, personal belongings (including medicines), and prohibition to use jewellery • notification of infectious diseases and conditions impacting product safety via a medical screening procedure, subject to legal restrictions in the country of operation. The requirements relating to personal hygiene shall be documented and in place.	• What kinds of hair restraints are needed and in which areas? • What kind of protective clothing is used? If disposable garments are used, when and where are they used? How are they disposed of? • How is protective clothing handled during breaks/intervals (e.g. in catering areas, changing rooms, etc.)? • Is smoking allowed? If so, where is it allowed? • Which are the infectious diseases and conditions that shall be notified? • How is it ensured that personnel, contractors and/or visitors know and are aware of the notification? • What is defined in the medical screening procedure. • How should lesions be treated/ covered? ***Additional explanation*** • *Examples of protective clothing: suits, overalls, smocks, jackets, aprons, sleeves, among others. It also includes disposable garments (e.g. shoe covers, coveralls) and personal protective elements (e.g. hard hats, earplugs, face masks with filters, reusable gloves).* • *Fingernails include the usage of varnishes, acrylic nails, etc.* • *Jewellery includes watches, earrings, necklaces, piercings, wedding bands, etc.* • *Personal belongings include medicines, keys, mobile phone, etc.*	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
3.2.1	☞	The requirements relating to personnel hygiene shall be based on hazard analysis and assessment of associated risks.	• Do the rules regarding personal hygiene include all topics listed and are they based on a hazard analysis and assessment of associated risks related to product(s) and process(es)? ***Additional explanation*** *Some examples of the result from the hazard analysis and assessment of associated risks are:* • *The usage of glove is required. If so, control activities shall be in place to prevent product contamination due to its misuse (e.g. glove colour shall contrast with product colour, check gloves condition)* • *The usage of headgear is required. Considerations: If so, control activities shall be in place to prevent product contamination due to its misuse (e.g. check if the headgear covers the hair completely)* • *The usage of wedding bands is allowed as an exception (after evaluation and justification). If so, relevant control activities shall be in place to avoid product contamination due to the exception.*	Intermediate
3.2.2		The requirements for personal hygiene shall be in place and applied by all relevant personnel, contractors and visitors.	• How are the hygiene requirements communicated to personnel, contractors and visitor? • How is it assured that personnel, contractors and visitors know, understand and follow the relevant hygiene rules?	Basic
3.2.3		Compliance with personal hygiene requirements shall be checked regularly.	• How are employees monitored during work? • Is employee compliance to hygiene rules checked on a regular basis?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
3.2.5		Suitable protective clothing shall be available and in sufficient quantity for each employee.	• Is protective clothing given to the personnel? If so, how many? • What are the rules regarding protective clothing? • How often is an employee supposed to change his/her protective clothing?	Basic
3.2.7		In case the personnel, contractors and/ or visitors have infectious diseases and/ or conditions that may have an impact on product safety, actions shall be taken to minimise contamination risks.	• How shall personnel and visitors behave in case of the presence or suspicion of an infectious disease? • What kind of actions are taken when these issues are notified by the personnel, contractors and/or visitor? • Have restrictions for external personnel been implemented? • How is it ensured that personnel and visitors know the guidelines?	Basic
3.3		**Training and instruction**		
3.3.1	☞	The company shall ensure that all personnel are adequately trained in product safety, quality and practices according to their job responsibilities.	• Who is responsible for training? • Which trainings were conducted last year? • Is there any evidence for trainings carried out in-house and externally? • Are evidence of the trainer qualification kept? • Who participates in the training sessions? • How are foreign/temporary employees trained/ instructed? • How often are training sessions held?	Basic
3.3.1	☞ *	The company shall implement documented training and/or instruction programs with respect to the product and process requirements and the training needs of the employees based on their jobs.	• How does it identify the training needs? • How is the effectiveness of the training and/or instruction programs checked? • When training and/or instruction programs are not effective, what kind of corrective actions are taken?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
3.3.2		The training and/or instruction shall apply to all personnel, including seasonal and temporary workers and employees from external companies, employed in the respective work area. Upon employment, and before commencing work, they shall be trained/instructed in accordance to their jobs.	• Are prospective employees (including seasonal and temporary workers) trained/instructed upon employment? • Which employees are trained/ instructed upon employment? What is the content of these instructions? • Is an introductional training plan implemented for all relevant employees?	Basic
3.3.3		Records shall be available of all training/instruction events, stating: • list of participants (this shall include their signature) • date • duration • contents of training • name of trainer/tutor.	• When did the last training take place? • Are all training evidences comprehensive? • Do all records contain all necessary information?	Intermediate
3.4		**Staff facilities**		
3.4.1		The company shall provide suitable staff facilities, which shall be proportional in size, equipped for the number of personnel and designed and operated so as to minimise product safety risks. Such facilities shall be kept in a clean and good condition.	• How many employees are there? • Do they have access to a cafeteria? • Are there locker-rooms? • Where are the restrooms? • Are there bathing facilities? • Are there locker-rooms for employees and visitors with separation for outdoor and protective clothing? • Do locker-rooms give direct access to processing areas? ***Additional explanation*** *Examples of staff facilities are: changing room, smoking area, dining room, etc.*	Intermediate
3.4.3	☞	Changing rooms shall be located to allow direct access to the areas where products are handled. If this is not possible, control activities shall be in place to minimise product contamination risks. Where necessary, outdoor clothing and protective clothing shall be stored separately.	• Do locker-rooms give direct access to processing areas? • Are there locker-rooms for employees and visitors with separation for outdoor and protective clothing?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
3.4.3	☞	Control activities implemented in relation to changing rooms shall be justified by risk assessment	• Does a risk assessment exist for changing rooms with no direct access to processing areas? • Are control activities justified by risk assessment?	Intermediate
3.4.4		Toilets shall neither have direct access nor pose a contamination risk to an area where products are handled. The toilets shall be equipped with hand washing facilities. Sanitary facilities shall have adequate natural or mechanical ventilation. Mechanical airflow from a contaminated area to a clean area shall be avoided.	• Do toilets not have direct access nor pose a contamination risk to an area where products are handled?	Basic
3.4.5		Hand hygiene facilities shall be provided and shall address, at a minimum: • sufficient number of wash basins, • suitably located at access points to and/or within production areas, • sole use for cleaning hands only. Where similar equipment are needed in further areas (e.g. storage area), these shall be based on hazard analysis and assessment of associated risks.	• Are there enough hand hygiene facilities available at the entrance to processing areas and in staff areas?	Intermediate
3.4.6		Hand hygiene facilities shall provide: • running potable water at an appropriate temperature, • appropriate cleaning and disinfection equipment, • appropriate means for hand drying.	• Are all hand hygiene facilities provided with appropriate cleaning and disinfection equipment and appropriate means for hand drying? • Are all hand washing facilities provided with running potable water at an appropriate temperature?	Basic
3.4.8		Based on hazard analysis and assessment of associated risks, a program shall be in place to control effectiveness of hand hygiene.	• Does the company have a program to control the effectiveness of hand hygiene? • Is this program based on hazard analysis and risk assessment in relation to products and processes?	Intermediate
3.4.9		Where it is justified by risk assessment, cleaning and disinfection facilities shall be available and used for boots, shoes and further protective clothing.	• Are there cleaning facilities for boots and protective aprons?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4		**Operational processes**		
4.1		**Contract agreement**		
4.1.1		The requirements defined between the company and its customers shall be established, agreed upon and reviewed concerning their acceptability before the supply agreement is concluded. All requirements related to product safety and quality within defined agreement with customers, and any revision of these clauses, shall be communicated to and implemented by each relevant department.	• Who conducts the requirements review? • What assurances are given that customer requirements and specifications are in accordance with each other? • Do written supply agreements with customers exist? • Do specific customer requirements for purchased products exist? • How is it ensured that customers are informed about product changes? • In relation to the defined agreement, how are requirements related to product safety and quality communicated to relevant departments? ***Additional explanation*** *Some examples of topics that could be included in agreements are:* • *Handling or controlling of customer property* • *Usage of and protection of trademarks and logos* • *Post-delivery activities associated with the products and service* • *Gang printing and usage of digital printing* • *Batched production and holding of product in stock* • *Specific requirements about raw materials, product formula/configuration, technological requirements, wrapping and/or labelling, product validation, outsourced processes, etc.*	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
			• Definition of critical parameters to be controlled (e.g. in case of printing activities, text related to legal compliance in food safety). **Note:** In regard to the customer property, the controls should comprise, as the minimum, its identification, verification and protection. Also, in case of loss, damage, or any issue over this property, the company shall inform the customer and take corrective actions.	Basic
4.2		**Specifications and formulas/ configurations**		
4.2.1		**Specifications**		
4.2.1.1		A procedure to control the creation, approval and amendment of specifications and formulas/configurations shall be in place and shall include, where required, the acceptance of the customer(s). Where required by customers, specifications, formulas/ configurations shall be formally agreed upon. This procedure shall include: • the review and update of specifications in case of changes related to raw materials, formulas/configurations process, wrapping material, legal and/or customer requirements, when applicable. • how to communicate the information and its changes inside the company and, when applicable, to the customer. • the management of customers' specifications and the protection of its information, when existing.	• What minimum content has been determined for specifications? • Who writes, amends, checks and approves specifications and formulas/ configurations? • Do customers require a formal agreement on product specifications? If so, what products are concerned? • How are finished product specification updated? • How are customer specifications checked for correct entry into the company's systems, and protected to prevent loss of information? • How is the information and its changes communicated inside the company and, when applicable, to the customer? • If existing, how are customer specifications and the protection of this information managed?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.2.1.2	*	Specifications shall be available and in place for all raw materials. Specifications shall be up to date, unambiguous and be in compliance with legal requirements and, if existing, with customer requirements.	• Are specifications available for all raw materials? • What assurance is given that specifications are followed? • What assurance is given that specifications are in conformance with legal requirements and, if existing, with customer requirements? • How is it identifiable that specifications are up to date?	Basic
4.2.1.3	*	Specifications shall be available and in place for all finished products. They shall be up to date, unambiguous and be in compliance with legal and customer requirements.	• Are specifications available for all finished products? • What assurance is given that specifications are followed? • What assurance is given that specifications are in conformance with legal requirements and, if existing, with customer requirements? • How is it identifiable that specifications are up to date?	Basic
4.2.1.4		Specifications and/ or their components shall be available on-site for all relevant personnel.	• How are the specifications or their components shared with the relevant personnel? • Is the content of specifications available on site for the relevant personnel? • Who has access to specifications?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.2.1.5	*	A procedure shall be in place to verify and ensure, when applicable: • the fulfilment of specific customer requirements related to the exclusion of certain methods of treatment or production (e.g. GMOs), or the absence of specific components or ingredients (e.g. free-from Bisphenol A, phthalates, allergens, etc.). • the clearness, accuracy and truthfulness of claims according to the intended use of products, by means of scientific evidence and the relevant tests/analysis.	• Does the customer have specific requirements related to the exclusion of certain methods of treatment or production, or the absence of specific components or ingredients? • Have these specific requirements been included in specifications? • Has the company implemented procedures to verify and ensure these specific customer requirements? • How are claims verified and ensured by the company? • What kind of tests/analysis and scientific evidence are available to support claims? **Note:** In case there are no specific customer requirements, nor claims, the requirement can be scored as N/A. ***Additional explanation*** *Some examples of claims are: recycled material; plant-based material; functional additives; specific functions like shelf life extension, improvement of product conditions, track and/or trace of parameters in products, among others.*	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.2.2		**Formula/configuration**		
4.2.2.1	*	Where there are customer agreements related to: • product formulation/configuration • process and technological requirements • labelling • wrapping they shall be complied with.	• What assurance is given that specified formula/configuration is followed? • How is compliance with techno-logical requirements checked? **Note:** If no specific technological requirements and/or formulas are agreed between the company and the customer, the formula of the supplier is the basis. In this case the requirement can be scored as N/A. ***Additional explanation*** • *"Technological requirements" are applicable to processes; therefore, comprises all the activities and parameters connected to the manufac-turing process and the application of this specific technology (e.g. offset, flexography, dry transfer and other technologies used in printing process).* • *Examples of customer agreement about wrapping and labelling are when the customer uses automatic lines which requires a specific wrapping and labelling configuration; or wrapping with an additional condition (e.g. gas injection to remove oxygen), among others.*	Basic
4.4		**Purchasing**		
4.4.1		The company shall control purchasing processes to ensure that all externally sourced raw materials, semi-finished products, wrapping materials, which have an impact on product safety and quality, conform to defined requirements.	• How is it ensured that purchased products and services conform to specifications?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.4.2		A procedure for the approval and monitoring of suppliers shall be in place. The approval and monitoring procedure shall contain clear assessment criteria, such as: • audits performed by an experienced and competent person • certificates of analyses • supplier reliability • complaints • required performance standards.	• Does an approval procedure exist for new suppliers? • How does the company inform the suppliers about the approval requirements? • How does the company handle the non-approved suppliers and ensure that no goods/services are procured from them? • How are supplies monitored? • Are suppliers graded? • How is the qualification of suppliers ensured? • Which criteria are included in the supplier assessment? • How often are assessments made? • Which supplier has analysis certificates? • How is supplier reliability assessed and measured? • Does the supplier reliability include complaints and non-conformities? • What kind of performance standards are requested?	Intermediate
4.4.6		Where a company outsources a part of product processing/conversion (inclunding wrapping and/or labelling), the company shall have it documented in the product safety and quality management system and ensure control over such processes to guarantee that product safety and quality are not compromised. Control of such outsourced processes shall be identified and documented. There shall be evidence that, when required, the customer has been informed and has agreed to such outsourced process.	• Does the company have an outsourced process(es)? • Is the outsourced process(es) included in the product safety and quality management system? • What are the hazards/risk identified in the hazard analysis and risk assessment for the outsourced process(es)? • What are the specific controls defined to control each hazard and relevant risks identified for the outsourced process(es)? How are the controls carried out and documented? • At what frequency are the controls for the outsourced process(es) carried out? Who is responsible for controls? • If required, does the company have evidence that the customer was informed and did agree on the outsourced process(es)?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.5		**Product wrapping**		
4.5.1		Based on hazard analysis, assessment of associated risks and intended use, the company shall define the key parameters for the wrapping materials in detailed specifications complying with the current relevant legislation and other relevant hazards or risks. The company shall check and verify the suitability of the wrapping material used on products by means of the relevant test/analysis, such as: • sensory tests • chemical analysis • functional test • storage and distribution tests • migration test results.	• What materials are used for product wrapping? • Does a risk assessment determine the key parameters for the wrapping materials? • Which are the key parameters identified? • How is it ensured that wrapping materials have no negative effects on the product? • Is there any legal requirement applicable to the wrapping used? If so, are the legal requirements included in the specifications? • Are specifications available for wrapping materials used? • How is the suitability of wrapping materials checked and verified?	Intermediate
4.5.2		For all wrapping material which could have an impact on products, certificates of conformity shall exist which attest conformance with legal requirements. In the event that no specific legal requirements are applicable, evidence shall be available to demonstrate that wrapping materials are suitable for use. This applies for wrapping material which could have an influence on raw materials, semi-finished and finished products.	• When required by legislation, are certificates of conformity in place? • Does the company have evidence available to demonstrate the suitability of wrapping materials?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.5.3		The company shall ensure that the wrapping and labelling in use corresponds to the product being wrapped and complies with agreed customer product specifications. When applicable, special consideration shall be given to these specific issues: • label reprints • label and/or wrapping rework activities • suitability of reused containers or wrapping materials • Information to be added on labels when special transport or storage conditions for products are used. This shall be regularly checked and documented.	• What kind of control activities are taken to avoid mixing and wrong information in label reprints, and rework activities? • How are the containers reused verified? • Are there special transport or storage conditions for products that shall be included on labels? If so, Are these included?	Basic
4.6		**Factory location**		
4.6.1	☞	The company shall investigate the extent to which the factory environment (e.g. ground, air) may have an adverse impact on product safety and product quality. Where it is established that product safety and/or product quality is at risk of being compromised, appropriate control activities shall be implemented.	• Does a location investigation exist? • Can a location have a negative influence on product safety and product quality? • What kind of control activities have been established if potentially damaging materials/substances are nearby?	Basic
4.6.1	☞	The effectiveness of the implemented control activities shall be periodically reviewed (examples: extremely dusty air, strong smells).	• Is efficiency of control activities regularly reviewed? • Who reviews the efficiency of the established control activities? • How is efficiency of established control activities reviewed?	Intermediate
4.7		**Factory exterior**		
4.7.1		All external areas of the factory shall be clean, tidy, and maintained in good condition. Where natural drainage is not effective, a suitable drainage system shall be installed.	• Are factory exteriors tidy? • Are factory exteriors reviewed through internal audits? • Are grounds within the factory premises in good condition? • Is natural drainage sufficient? • If natural drainage is insufficient, has a suitable drainage system been installed?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.7.2		Outdoor storage shall be kept to a minimum. Where goods are stored outside, it shall be justified by risk assessment to ensure that there is no risk of contamination or adverse effects on product safety and quality.	• Are goods stored outdoors? • What is stored outdoors? • What rules exist for outdoor storage? • Is outdoor storage justified by risk assessment?	Intermediate
4.8		**Plant layout and process flows**		
4.8.2	☞	The process flow from receipt of goods to dispatch, shall be established, reviewed and where necessary, modified to ensure that microbiological, chemical and physical contamination risks of raw materials, wrapping, semi-finished and finished products are avoided.	• Has the risk of cross-contamination, mix-ups and mixing been identified within factory premises and process flows? • How is the risk avoided within factory premises and process flows? • What kind of actions and control activities has the company implemented to minimise the identified risks?	Basic
4.8.2	☞	The risk of cross-contamination, mix-ups and mixing, shall be minimised through effective control activities.	• How is the effectiveness of control activities checked?	Intermediate
4.8.3		In the case of areas sensitive to microbiological, chemical and physical risk(s) which is/are justified by risk assessment, they shall be designed, operated and monitored to ensure product safety is not compromised.	• Are there sensitive areas? • What sensitive areas were defined? What were the risks identified? • What kind of controls are implemented? **Note:** In case of no sensitive areas, this can be scored as "N/A".	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.8.4		Laboratory facilities and in-process controls shall not affect product safety.	• Is there a laboratory on site? • Does the lab have direct acess to production premises? • Can lab waste (e.g. lab waste water) contaminate the production premises?	Intermediate
4.9		**Production and storage premises**		
4.9.1		**Constructional requirements**		
4.9.1.1		Premises, where products are prepared, treated, processed and/or converted, wrapped and stored, shall be designed and constructed to ensure product safety.	• Are the premises designed and constructed to ensure product safety • Are the premises in good condition?	Basic
4.9.2		**Walls**		
4.9.2.1		Walls shall be designed and constructed to prevent the accumulation of dirt, to reduce condensation and mould growth, and to facilitate cleaning. Walls shall be impervious, wear-resistant, and their surfaces shall be clean and in good condition, to minimise product contamination risks.	• Are walls mouldy? • How often are walls cleaned?	Basic
4.9.2.2		The junctions between walls, floors, and ceilings shall be clean, in good condition, and shall not pose contamination risks.	• Are junctions and corners clean and in good condition?	Basic
4.9.3		**Floors**		
4.9.3.1		Floor coverings shall be designed to meet production requirements, and to facilitate cleaning. Floors shall be impervious, wear-resistant, and their surfaces shall be clean and in good condition, to minimise product contamination risks.	• Are floors cleanable? • How often are floors cleaned?	Basic
4.9.3.2		The hygienic disposal of water and other liquids shall be ensured. Drainage systems shall be easy to clean and designed to minimise the product contamination risks (e.g. entry of pests, transmission of odours, among others).	• How is water and other liquids disposal ensured? • How often are gullies cleaned?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.9.3.3		Water or other liquids shall reach drainage without difficulties to minimise product contamination risks. Puddles shall be avoided.	• Are there water or other liquid puddles on the floors of production areas?	Basic
4.9.3.4		In product handling areas, machinery and piping shall be arranged to allow waste water, if possible, to flow directly into a drain.	• Where is machinery which produces a large amount of waste water located?	Basic
4.9.4		**Ceilings/Overheads**		
4.9.4.1		Ceilings (or, where no ceilings exist, the inside of roofs) and overhead fixtures (including piping, cableway, lamps, etc.) shall be constructed to minimise the accumulation of dirt and condensation, and shall not pose any physical and/or microbiological contamination risks.	• How often are ceilings cleaned?	Basic
4.9.4.2		Where false ceilings are used, access to the vacant area shall be provided to facilitate cleaning, maintenance and inspections for pest control.	• How often are false ceilings cleaned?	Basic
4.9.5		**Windows and other openings**		
4.9.5.1		Windows and other openings shall be designed and constructed to avoid the accumulation of dirt and shall be maintained in a clean and good condition.	• Can dirt accumulate on window sills?	Basic
4.9.5.2		Where there are contamination risks, windows and roof glazing shall remain closed and fixed during production.	• Are windows kept open?	Basic
4.9.5.3		Where windows and roof glazing are designed to be opened for ventilation purposes, they shall be fitted with protective barriers to minimise the product contamination risk. If pest screens are utilised, they shall be maintained in good condition and clean.	• Are windows sealed with insect gratings? • Is the integrity of gratings regularly reviewed?	Basic
4.9.5.4		In areas where exposed products are handled (e.g. not covered or protected by wrapping), windows shall be protected against breakage.	• How are windows protected against breakage?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.9.6		**Doors and gates**		
4.9.6.1		Doors and gates shall be maintained in a clean and good condition. They shall be constructed with materials which avoid: • splintering parts • flaking paint • corrosion.	• Are doors damaged?	Basic
4.9.6.2		External doors and gates shall be constructed to prevent the access of pests; if possible, they shall be self-closing.	• Do external doors prevent pest entrance into production areas?	Intermediate
4.9.6.3		Plastic strip curtains separating the internal areas shall be clean and in good condition.	• Are plastic strip curtains damaged?	Basic
4.9.7		**Lighting**		
4.9.7.1		All production/conversion, storage, receipt and dispatch areas shall have the levels of light according to the activities carried out.	• Is there a legal requirement applicable regarding lighting? • Which are the criteria defined by the company to determine light conditions? • How is this checked? • What is the assurance that all working areas have adequate levels of light according to the activities carried out?	Basic
4.9.8		**Air conditioning/Ventilation**		
4.9.8.1		Natural and/or artificial ventilation covering process/product needs shall be in place in all areas.	• If required due to product and/or process requirements, Is the air adequate in terms of volume, condition and/or quality? • How is ventilation reviewed?	Basic
4.9.8.2		If ventilation equipment is installed, filters and other components shall be easily accessible and checked, cleaned or replaced as necessary.	• How are air filters maintained and cleaned?	Basic
4.9.8.3		Air conditioning equipment and artificially generated airflow shall not compromise product safety and quality.	• Are there production areas with under- or over-pressurization?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.9.8.4		Dust extraction equipment shall be installed in areas where considerable amounts of dust are generated.	• Are there areas where large amounts of dust are formed? • Do dust extraction devices exist in these areas?	Basic
4.9.9		**Water**		
4.9.9.1	*	Water which is used as an ingredient in the production/conversion process or for cleaning shall be of potable quality at the point of use and supplied in sufficient quantity; this also applies to steam and ice used within the production/conversion area.	• Where does the water supply come from? (City supply, well water, tanker)? • Is water demand always covered?	Basic
4.9.9.2		Recycled water, which is used in the process, shall not pose contamination risk.	• For what purpose is water used in the company (staff facilities, cleaning procedures, product ingredient)? • Is water treated on site (water hardness correction, chlorination, sterilization, filtration …)? • Are local legal requirements on hand? • Is water analysed according to legal requirements (own water supply, outside supply). Do results comply with standards?	Basic
4.9.9.3	☞	The quality of water (including recycled water), steam or ice shall be monitored following a sampling plan.	• Is the water, steam or ice used monitored? • What kind of piping system exists (e.g. ring-pipes, water-tanks)? • What is piping made from?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.9.9.3	☞	The sampling plan shall be based on hazard analysis and assessment of associated risks.	• Are the analysis and sampling plan based on hazard analysis and risk assessment?	Intermediate
4.9.9.4		Non-potable water shall be transported in separate, properly marked piping. Such piping shall neither be connected to the drinking water system nor allow the possibility of reflux to avoid contamination of potable water sources or the factory environment.	• Is drinking water system completely separated from non-potable water piping? • What other systems are there (e.g. used water, cooling water, water used for firefighting)? • Are water systems properly marked and where are they located? • Is reflux avoidance equipment installed wherever necessary?	Basic
4.9.10		**Compressed air and gases**		
4.9.10.1		The quality of air (including compressed air) that comes in direct contact with products or surfaces in direct contact with products, shall be monitored based on hazard analysis and assessment of associated risks. If gases are used, their safety and quality shall be demonstrated through a declaration of compliance and shall be suitable for the intended use.	• Is compressed air used in direct contact with products or surfaces in direct contact with products? If compressed air is used: • What kind of oil is used in the compressor? • What kind of filter is in use? • How often are filters changed? • What kind of hazard/risks has the company identified and assessed • In regard to the identified and assessed hazard/risks, what kind of controls has the company implemented? If gases are used: • In which products/processes is the gas used? What for? • What are the characteristics relevant for product safety and quality? How is this monitored? • Is there a declaration of compliance for gases?	Intermediate
4.9.10.2		Compressed air shall not pose a risk of contamination.		Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.10		**Cleaning and disinfection**		
4.10.1	☞	Cleaning and disinfection schedules shall be available and implemented. These shall specify: • objectives • responsibilities • the products used and their instructions for use • dosage of cleaning and disinfection chemicals • the areas to be cleaned and/or disinfected • cleaning and disinfection frequency • documentation requirements • hazard symbols (if necessary).	• Who is in charge of cleaning and disinfection? • What kind of cleaning products and disinfectants are used? • Are the instructions for use in place? • What shall be observed when using different cleaning products and disinfectants? • Is the dosage of cleaning and disinfection chemicals defined and controlled? • What areas are cleaned and disinfected? • How often are areas cleaned and disinfected? • Where are cleaning and disinfection procedures documented? • Do hazard symbols exist? • Does a contract exist for external service providers? ***Additional explanation*** *Cleaning schedules can include SSOP's.*	Basic
4.10.1	☞	Cleaning and disinfection schedules shall be based on hazard analysis and assessment of associated risks.	• Are the cleaning and disinfection schedules based on a hazard analysis and assessment of associated risks?	Intermediate
4.10.2		Defined cleaning and disinfection methods shall be implemented, documented, monitored, and shall result in effectively cleaned premises, facilities and equipment.	• Where are the cleaning and disinfection methods documented? • How is their adequate implementation monitored? • How are the cleaning and disinfection methods validated?	Basic
4.10.3		Monitoring records for cleaning and disinfection shall be available.	• How is cleaning and disinfection monitoring performed? • Who performs such monitoring? • How often is cleaning and disinfection monitoring performed? • Where are cleaning and disinfection monitoring records documented?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.10.4		Only qualified personnel shall be allowed to undertake cleaning and disinfection. The personnel shall be trained and retrained to carry out the cleaning and disinfection schedules.	• Are cleaning personnel qualified? • How often are they trained? • Who trains them? • Are these trainings documented?	Basic
4.10.5		The effectiveness and safety of the cleaning and disinfection activities shall be verified and justified by risk assessment. The verification shall be based on an appropriate sampling schedule and shall consider: • visual inspection • rapid testing • analytical testing methods Resultant corrective actions shall be documented.	• How is the effectiveness and safety of the cleaning and disinfection activities verified? • Who performs these verifications? • How often are these verifications performed? • Where are these verifications documented? • When are corrective actions executed? • Who executes corrective actions? • Who reviews effectiveness of corrective actions? • Where are corrective actions documented?	Intermediate
4.10.6		Cleaning and disinfection schedules shall be reviewed and modified in the event of a change to products, processes, cleaning and disinfection activities and/or equipment, if necessary.	• When are cleaning and disinfection procedures validated? • Who adapts cleaning and disinfection procedures? • How often are cleaning and disinfection schedules changed?	Intermediate
4.10.7		The intended use of cleaning and disinfection utensils shall be clearly identified. Cleaning and disinfection utensils shall be used in a way that avoids contamination.	• How can the intended use of utensils be identified? • What kinds of control activities are in place to avoid the contamination of utensils? • Where are utensils stored?	Basic
4.10.8		Safety Data Sheets and instructions for use shall be available for chemicals and cleaning and disinfection agents. Personnel responsible for cleaning and disinfection shall be able to demonstrate their knowledge of such instructions, which shall be always available on site.	• Are current safety data sheets available for all chemicals and cleaning and disinfection agents? • How are instructions transmitted to personnel in charge of cleaning procedures? • Where and when can the instructions be inspected?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.10.9		Cleaning and disinfection chemicals shall be clearly labelled, used and stored appropriately, to avoid contamination.The access to cleaning and disinfection chemicals shall be limited to authorized personnel.	• Are the chemicals labelled? • What kinds of control activities are in place to ensure chemicals are used according to instructions and intended use, to avoid contamination? • Where are chemical stored?	Basic
4.10.10		Cleaning and disinfection activities shall be carried out in periods of non-production. If this is not possible, these operations shall be controlled in order not to affect the products.	• When is the cleaning and disinfection activities carried out? • When cleaning and disinfection activities are carried out in periods of production, what kinds of controls are taken to ensure cleaning and disinfection activities do not affect the products?	Basic
4.11		**Waste management**		
4.11.1		A waste management procedure shall be in place to avoid cross contamination.	• Has the company implemented a waste management procedure? • What kind of waste has the company defined? • What are the controls defined to manage the waste and avoid cross-contamination? • How is the waste collected and storage?	Intermediate
4.11.2		All local legal requirements for waste disposal shall be met.	• How is it ensured that current legal waste disposal requirements are met? • How is waste material disposed of?	Basic
4.11.3		Product waste and other waste shall be removed as quickly as possible from areas where the product is handled. The accumulation of waste shall be avoided.	• How often are product waste and other wastes removed from packaging material handling areas? • Who is responsible for waste removal?	Basic
4.11.5		Waste collection rooms and containers (including compactors) shall be maintained tidy, clean and in good condition to minimise pest attraction.	• Are the waste collection rooms and containers kept clean and tidy? • Are waste collection rooms protected from pests?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.11.7		A procedure to manage and control the disposal and / or destruction of trademark materials/products shall be in place. The procedure shall comply with legal requirements and customer agreements, when applicable. The disposal and / or destruction of trademark materials/products shall be recorded, and shall be included in the traceability system of the company	• What kind of system is in place to control the disposal and/or destruction of trademark material? • What kinds of waste disposal and/or destruction records exist for trademark materials? • Who is responsible for waste disposal and/or destruction of trademark materials? • How is traceability ensured?	Intermediate
4.12		**Foreign material risk mitigation**		
4.12.1		The products being processed shall be protected against physical contamination, which includes but is not limited to: • environmental contaminants • oils or dripping liquids from machinery • dust spills. Special consideration shall be given to product contamination caused by: • equipment and utensils, • pipes, • walkways, • platforms, • ladders. In the event that this is not possible due to technological characteristics and/or requirements, appropriate controls shall be defined and applied.		Basic
4.12.2	☞ *	Procedures shall be in place to avoid contamination with foreign materials. Contaminated products shall be treated as non-conforming products.	• What kinds of foreign material may be found? • Are staples used? • How are contaminated products handled?	Basic
4.12.2	☞	The procedures shall be based on hazard analysis and assessment of associated risks.	• Where are sources of foreign material identified through hazard analysis and assessment of associated risks?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.12.3		Where metal and/or other foreign material detectors are required, they shall be installed to ensure maximum efficiency of detection, in order to avoid subsequent contamination. Detectors shall be subjected to regular maintenance to avoid malfunction.	• Where are the foreign material detectors installed? • How are the metal parts found in the product? • What effects do the shape, position and type of metal have on the detection? • Has the position of the test sample been correctly chosen? • Is the text sample size and material appropriate for the product? • Has the functioning of the metal detector been validated regarding products, processes and processes condition?	Intermediate
4.12.4		The accuracy of all equipment and methods designed to detect and/or eliminate foreign materials shall be specified. Functionality checks of such equipment and methods shall be carried out regularly. In case of malfunction or failure, corrective actions shall be defined, implemented and documented.	• How often are detector accuracies checked? • Who checks functionality and accuracy of equipments? • What corrective actions exist when a detector is defective? • Are corrective actions verified? • Are operational defects documented?	Intermediate
4.12.5		Potentially contaminated products shall be isolated. Access and actions for the further handling or checking of these isolated products shall only be carried out by authorised personnel according to defined procedures. After this check, contaminated products shall be treated as non-conforming products.	• Are contaminated products automatically isolated? • Who may handle/has access to isolated products? • How are isolated products handled?	Basic
4.12.8		Procedures shall be in place describing the measures to be taken in case of glass breakage and/or brittle material. Such measures shall include identifying the scope of goods to be isolated, specifying authorised personnel, cleaning the production environment and releasing the production line for continued production.	• What is done in case of glass breakage? • What should be taken into account? • Who cleans the production environment? • Who permits production continual?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.12.9		Breakages of glass and brittle material shall be recorded. Exceptions shall be justified and documented.	• Is every glass breakage documented? • Where is glass breakage documented? • Are there exceptions to documentation? • Are exceptions justified?	Basic
4.12.10		In areas where raw materials, wrapping materials, semi-finished and finished products are handled, the use of wood shall be excluded; however where the presence of wood cannot be avoided, the risks shall be controlled and the wood shall be clean and pose no risk to product safety.	• Under what circumstances is the use of wood allowed? • Is the wooden tool in use in a good and clean condition? • Where is the use of wood allowed and what kinds of conditions were defined for this? • Are the wooden surfaces / tools in use in good conditions (clean, free from splinters or other sources of physical contamination)? • Who inspects and how often is the condition of the wooden tool inspected? • Are pallets checked to verify that they are clean, sound, dry, free from damage and contamination?	Intermediate
4.12.11		Where visual inspection is used to detect foreign materials, the employees shall be trained and operative changes shall be performed at an appropriate frequency to maximise the effectiveness of the process.	• Where are visual inspections carried out? • What different kinds of visual inspections exist? • Which influences shall it take into account? • At what frequency are the operative changes carried out? • How has the effectiveness of the process been checked?	Intermediate
4.13		**Pest monitoring and control**		
4.13.1		Site infrastructure and operations shall be designed and built to prevent pest infestation.		Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.13.2	☞ *	The company shall have adequate pest control activities in place which shall be in compliance with local legal requirements and shall take into account, at a minimum: • factory environment (potential pests) • type of raw material/finished products • site plan with area for application (bait map) • constructional designs susceptible for pest activity, such as ceilings, cellars, pipes, corners • identification of the baits on site • responsibilities, in-house/external • agents used and their instructions for use and safety • frequency of inspections • rented storage if applicable.	• How is pest control organised? • Which pests are controlled? • Which kinds of baits are used? • Is product contamination through baits prevented? • Who is responsible for pest control? • What is the inspection schedule?	Basic
4.13.2	☞	The pest control activities shall be based on hazard analysis and assessment of associated risks.	• Are the pest control activities based on a hazard analysis and assessment of associated risks?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.13.3		Where a company hires a third-party service provider for pest control, all requirements specified above shall be clearly defined in the service contract, to prevent any negative impact on products. A person at the company shall be appointed and trained to monitor the pest control activities. Even if the pest control service is outsourced, responsibilities of the necessary actions (including ongoing supervision of pest control activities) shall remain within the company.	• Is pest control executed by own staff members? • Who is responsible for pest control? • What kind of training does the responsible person have? • Is pest control executed by an external service provider? • Where has the company defined the requirements for the third-party service provider?; are the relevant requirements included? • What kind of training does the external service provider have? • Does the contract include requirements about personal hygiene, declaration of health issue or infectious disease, or any others measures (e.g. access restrictions, training, etc.), in order to prevent any negative impact on products? • If absences of external personnel occur, what kind of actions are taken by the third-party service provider and the company? • Are control activities to manage the incidents and/or potential emergency situations which could have an impact on the product requirements and/or the provision of services included in the contract? • How does the company monitor the execution of the hired activities? • How does the company verify the effectiveness of the hired activities? • Who is responsible for the monitoring and verification activities?; what are the competencies defined for the responsible person?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.13.4		Pest control inspections and resulting actions shall be documented. Implementation of actions shall be monitored and recorded. Any infestation shall be documented and control activities taken promptly.	• Where are inspections and resulting corrective actions documented? • Are documents signed and dated by both parties? • Which corrective actions were executed lately? • Are control activities defined in case an infestation occurs? What kind of control activities are defined? In the case of an intervention threshold, how is it notified and controlled? • Are the personnel aware of the need to report any evidence of plague to responsible person?	Basic
4.13.5		Baits, traps and insect exterminators shall be fully functioning, sufficient in number, designed for purpose, placed in appropriate positions and used in a way that avoids any contamination risks.	• Where are electrical fly killers installed? • Are all fly killers working correctly and connected?	Basic
4.13.6		Incoming deliveries shall be inspected on arrival for the presence of pests. Any findings shall be recorded and control activities taken.	• Are incoming goods inspected for pest contamination? • Where is this documented? • Is pest presence documented? • What control activities are taken when pests are found? • Where are these control activities documented?	Basic
4.13.7		The effectiveness of the pest control activities shall be monitored, including trend analysis, to take actions as soon as possible. Records of this monitoring shall be available.		Intermediate
4.14		**Receipt and storage of goods**		
4.14.1	☞	All incoming goods, including wrapping materials, shall be checked for conformity against specifications and to a determined inspection plan. Records of those inspections shall be available.	• What goods (including semi-processed products) are inspected when received? • What is checked when received? • Is receipt documented? • Who checks?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.14.1	☞	The inspection plan shall be justified by risk assessment.		Intermediate
4.14.2		The storage areas of raw materials, wrapping materials, semi-finished and finished products, including loading/ unloading areas to store and dispatch bulk goods, shall: • be clearly identified, • allow cleaning and inspection, • be clean and in good conditions to minimise the contamination risks or other negative impact (e.g. cross-contamination, mixing issues)	• Where are raw materials, semi finished products and wrapping materials stored? • How is contamination avoided? • Where and how are products and equipments stored? • How is contamination through products avoided? • How is the return of products to the storeroom regulated? • What kind of storage regulations exist? • Are pests taken into account during storage? • Are there baits laid out in storage rooms? • Are there sensitive products stored? • What kinds of control activities are in place for these goods?	Basic
4.14.3		Appropriate storage facilities shall be available for the management and storage of working materials, equipments, tools, process aids, and additives. The personnel responsible for the management of storage facilities shall be trained.	• How are chemicals stored? • Who uses chemicals and takes them out of storage? • How is equipment and its tools stored? • Is the equipment and its tools in a good condition of cleanliness? • Are the chemicals users trained? • Is training documented?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.14.4		A system shall be implemented and maintained to manage the storage of raw materials, semi-finished, finished products and wrapping materials. It shall consider, at a minimum: • clear identification of all products, • control activities to ensure the storage conditions correspond to product specification and shall not have any negative impact on other products, • usage of products in accordance with the principles of First In/ First Out and/ or First Expired/ First Out, • how to proceed when converting time established or expiry date of products is exceeded, • how to manage incoming goods, including wrapping materials, which have no converting time established or expiry date.	• What kind of control activities are carried out to ensure the storage conditions correspond to product specification? • How does the company proceed when the recommended converting time or expiry date is exceeded? • How does the company manage incoming goods, including wrapping materials, which have no converting time established or expiry date?	Intermediate
4.15		**Transport**		
4.15.1		The transport vehicles used to transport goods shall be in good condition and shall protect the products from adverse weather conditions and external influences. The conditions of transport vehicles, such as: • cleanliness, • pests, • foreign materials (e.g. wood splinters, stones, organic contaminants, etc.), • strange odours, • surfaces, shall be checked before loading, and these checks shall be documented to ensure compliance with the specified conditions. When applicable, actions shall be taken to avoid any negative impact on products and to ensure compliance with the specified conditions.	• What is checked before loading? • Where is inspection documented? • What corrective actions are taken?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.15.2		Procedures to prevent contamination during transport, including loading and unloading, shall be in place. This shall consider different categories of goods (e.g. products, wrapping materials, etc.).	• May goods be transported alongside non packaging material products? • How is contamination prevented?	Intermediate
4.15.3		Where goods shall be transported at certain conditions, these shall be checked and documented inside the vehicle before loading. The maintenance of these conditions during transport shall be ensured and documented.	• Are products which require certain conditions (e.g. humidity during paper transportation) being loaded? • Are vehicle conditions checked and documented before loading? • What procedures are to be followed when vehicle condition is not according to specifications or other legally required documentation? • How does the company ensure the compliance of conditions during transport? • How is it ensured that products reach destination in good conditions?	Basic
4.15.4		Hygienic requirements for all transport vehicles and equipment used for loading/unloading (e.g. hoses of silo installations) covering product and process needs shall exist. There shall be records of the control activities and actions taken.	• Are transport vehicles cleaned? • Where are cleaning procedures documented?	Intermediate
4.15.5		The loading/unloading area shall be appropriate for its intended use. They shall be constructed in a way that: • the risks of pest ingress are mitigated • products are protected from adverse weather conditions and external influences • accumulation of waste is avoided • condensation and growth of mould are prevented • cleaning can be easily undertaken.	• How is the reception of goods organised? • How is loading organised? ***Additional explanation*** *Some examples of external influence are pollen, climate, etc.*	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.16		**Maintenance and repair**		
4.16.1		An adequate maintenance plan shall be in place, maintained and documented, that covers all critical equipment (including transport) for compliance with product requirements. This applies both to internal maintenance activities and service providers. The plan shall include responsibilities, priorities and due dates.	• How is maintenance organised? • Where are maintenance procedures documented? • Which equipments are subject to external maintenance?	Intermediate
4.16.2		Product requirements and prevention of contamination shall be ensured during and after maintenance and repair work. Records of maintenance and repair work and of corrective actions taken shall be kept.	• How is it ensured that maintenance and repair works do not affect product safety? • How are lighting fixtures repaired? • Where are repair works documented? • What rules are in place for re-activating equipment when maintenance is completed?	Intermediate
4.16.3	*	All materials used for maintenance and repair shall be fit for the intended use and shall not pose contamination risks.	• How is it ensured that materials used in maintenance or repair work are fit for intended use? • What kinds of greases are used? • Are the lubrication points identified and have application methods been implemented to prevent product contamination with lubricants while these are used / applied during production process and maintenance? • Are application methods validated regarding prevention of product contamination?	Basic
4.16.4		Failures and malfunctions of plant and equipment (including transport) essential for product safety and quality shall be notified, documented and reviewed to carry out prompt actions and to improve the maintenance plan.	• What happens when a failure occurs? • Are key management personnel notified of equipment failures and malfunctions? • Are processing interruptions documented? • Are processing interruptions considered in maintenance planning?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.17		**Equipment**		
4.17.1		Equipment shall be suitably designed and specified for the intended use. Before commissioning, it shall be verified that the product requirements are complied with.	• Are equipments suitably designed and were they checked before start up?	Basic
4.17.3		All equipment shall be located to allow effective cleaning, disinfection and maintenance operations. The company shall ensure that all product equipment and its related tools are identified, controlled, maintained in good condition without any negative influence on products, stored and transported in a way that does not compromise product safety and product quality (e.g. damage, mixing, printing errors).	• Is equipment suitably designed and is it checked before start up? • What rules exist for the start up of new equipments? • Is new equipment immediately considered in maintenance plan? • Does an equipment installation plan exist? • Are product equipment and related tools identified and controlled? • Are product equipment and related tools in good condition?	Intermediate
4.18		**Traceability**		
4.18.1	*	A traceability system shall be in place which enables the identification of product batches and their relation to batches of raw materials and wrapping materials. The traceability system shall incorporate all relevant records of: • receipt • production/conversion processes • use of rework • distribution Traceability shall be ensured and documented until delivery to the customer.	• How is the finished product batch identified? • Is the traceability system defined by the company including the relation between finished product batches, raw materials, production/conversion processes and controls involved? • How is traceability ensured? • What products come from which supplier? • Is there a list available with all current suppliers?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.18.2		The traceability system shall be tested on a periodic basis, at least annually and each time the traceability system changes. The test samples shall represent the complexity of the company´s product range. The test records shall verify upstream and downstream traceability (from delivered products to raw materials, and vice versa). The traceability of the finished products shall be performed within four (4) hours maximum.	• When was the last test for verifying the traceability system carried out? • The samples was selected according to which criteria? • Did the test include verification of upstream and downstream traceability? • Are complete records for the test available? • What percentage of the total amount was traced? • How big is a batch? • How much time did the company take to trace the final products?	Intermediate
4.18.3	*	Test results, including the timeframe for obtaining the information, shall be recorded and where necessary appropriate actions shall be taken. Timeframe objectives shall be defined and be in compliance with customer requirements.	• Are there customer requirements for the timeframe? • Have timeframes been respected during own traceability exercises?	Intermediate
4.18.4		Traceability shall be in place to identify the relationship between batches of final products and their labels.		Basic
4.18.5		Traceability shall be ensured at all stages, including work in progress, post treatment and rework.	• Can rework be completely traced? • How is rework documented?	Basic
4.18.6		Labelling of semi-finished or finished product batches shall be made at the time when they are directly wrapped to ensure their clear traceability. Where they are labelled at a later time, the temporarily stored of semi-finished or finished products shall have a specific batch labelling.	• When is batch labelling done? • What is the batch labelling code? • When are labels applied to product units? ***Additional explanation*** *Where semi-finished or finished products are labelled at a later time, the converting time of the finished products shall be calculated from the original production batch.*	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.19		**Allergen risk mitigation**		
4.19.1		The company shall identify and maintain a continuously up to date listing of all raw materials containing or potentially containing allergens (e.g. traces, due to the adventitious or technically unavoidable presence) used at its premises. The formulas/configurations, semi-finished products and finished products, in which such raw materials are utilised shall be also identified.	• Does the company have a list with all raw materials containing allergens? • Are the allergens identified in formulas/configurations, semi-finished products and finished products? • Are allergens identified in specifications? • Does a list exist that covers allergens in use? ***Additional explanation*** *Some examples of allergens present in raw materials are soy-based grease, nut-based oils, starch-based glues, among others.*	Basic
4.19.2	*	A documented allergen management plan shall be developed and implemented to ensure that: • all allergens entry are identified • potential cross-contamination of products by allergens is minimised. The potential cross-contamination risks related to the environment, transport, storage, raw materials,equipment, personnel (including contractors and visitors),cleaning and disinfection activities, process flow (from receipt of goods to dispatch) and rework shall be considered. • the declaration of allergens are in accordance with legal and customer requirement, if existing. The preventive and control measures, methods of control and monitoring shall be defined, implemented, and controls shall be verified.	• Is a documented allergen management plan implemented? • Are legal and customer requirements related to the declaration of allergens in final products? • Are preventive and control measures in place to minimise potential cross-contamination risks? • How are preventive and control measures verified?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.19.3		The allergen management plan shall be regularly reviewed, at least annually, and/or in the event of increased risks, or in case of changes in legal and/or customer requirements. If necessary, the allergen management plan and the related preventive and control measures shall be revised/updated accordingly.	• How often is the allergen management plan reviewed? • Are control and monitoring requirements changed, and if so, why? • What are the criteria defined for the allergen management plan to be reviewed in addition to the annual review, i.e. when changes to risk could occur? • Is the effectiveness of the allergen management plan reviewed? If so, how is this undertaken?	Intermediate
4.20		**Product fraud**		
4.20.1		The responsibilities for a product fraud vulnerability assessment and mitigation plan shall be clearly defined. The responsible person(s) shall have the appropriate specific knowledge and full commitment from the senior management.	• Who is responsible for product fraud mitigation activities? • How is it ensured that the responsible person has the appropriate knowledge? • How is the support of senior management ensured? ***Additional explanation*** *The IFS product fraud mitigation guideline has been designed to assist users of IFS Standards to understand the concept of risk management in relation to product fraud threats and how vulnerability assessments are an integral part of the risk management process.*	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
4.20.2	*	A documented product fraud vulnerability assessment shall be undertaken on all raw materials, wrapping materials and processes (including outsourced), to determine the risks of fraudulent activity in relation to substitution, mislabelling, adulteration or counterfeiting. Criteria considered within the vulnerability assessment shall be defined.	• What is the defined vulnerability assessment methodology? • Are all raw materials, processes and labelling subject to a vulnerability assessment? • Are vulnerability assessments undertaken on new raw materials, suppliers, processes and products? • Did the company cluster specific products into groups? If so, is it reasonably justified? • Are vulnerability scores, ranking or grading available for review? • Which risk factors are defined for raw materials, suppliers, processes and products? • How often is a vulnerability assessment undertaken?	Intermediate
4.20.3		A documented product fraud mitigation plan shall be developed, with reference to the vulnerability assessment, and implemented to control any identified risk. The methods of control and monitoring shall be defined and implemented.	• What are the control activities applied to mitigate the risk of potential product fraud activity identified within the vulnerability assessment? • How is the product fraud mitigation plan defined? • Are control activities regularly reviewed for suitability and effectiveness? • Who monitors, and where necessary takes action when issues are identified by the control activities? • Are control activities appropriately and consistently applied in accordance with identified risks?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5		**Measurements, analyses, improvements**		
5.1		**Internal audits**		
5.1.1	*	The company shall have an effective internal audit program in place which shall cover, at least, all the requirements of the IFS Progress – PACsecure. Scope and frequency of internal audits shall be determined and justified by risk assessment. The internal audit program shall also apply to off-site storage locations owned or rented by the company.	• How is the audit program organised? • Is there an audit plan? • Is the audit plan determined by risk assessment?	Intermediate
5.2		**Site and factory inspections**		
5.2.1	☞ *	Site and factory inspections shall be planned and carried out for topics, such as: • constructional status of production and storage premises • external areas • product control during processing • hygiene during processing and within the infrastructure • foreign material hazards • personal hygiene • product defence Any deviation and the associated actions shall be documented.	• How often and who performs site inspections? • What is reviewed during site inspections? • For which areas do site inspections exist? • Are actions documented in case of deviations? • How was the frequency defined?	Basic
5.2.1	☞	The frequency of inspections shall be justified by risk assessment and be based on the history of previous experience.	• Is the frequency of inspections justified by risk assessment?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.4		**Calibration, adjustment and checking of measuring, monitoring devices and inspection equipment**		
5.4.1		The company shall identify and record the measuring and monitoring devices required to ensure compliance with product requirements. Their calibration status shall be recorded, and when possible, visible on the device (e.g. labelled). Measuring and monitoring devices shall be agreed with the customer, or conform to accepted industry standards (e.g. spectrophotometers, lighting in print inspection cabinets, pantone patterns), and legally approved, if required by legislation.	• What kinds of monitoring devices exist? • What is demanded of monitoring devices? • What monitoring device is relevant for which kind of measurement? • How are monitoring devices identified? • Do calibrated devices exist? • How is the calibration status of a measuring device identified?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.4.2		All measuring devices shall be checked, adjusted and calibrated at specified intervals under a monitoring system in accordance with defined, recognised national or international standard/ methods and within relevant limits of the process parameter values. The results of the checks, adjustments and calibrations shall be documented. When inspection equipments are used to control parameters relevant for the compliance with product requirement, the company shall specify the method and accuracy to control the parameter values and its limits. The continuous operation and efficiency of the inspection equipments to control the parameters under the values and limits defined shall be monitored on a regular basis.	• How are measuring device checks organised? • Are measuring devices regularly calibrated? • Who is responsible for calibration? • How is calibration carried out? Where is it documented? • What corrective actions are taken when a tolerance deviation is found? • Is calibration up to date? When the company has inspection equipments: • What kind of equipment is used? • Which are the inspection parameters? • How is the equipment functioning monitored? • How is the equipment effectiveness verified? ***Additional explanation*** *Some examples of inspections equipments are:* • *In-line vision inspection systems (e.g. to detect mix-ups; check cap inserts; inspect cracks or flaws in glass bottles, inspect coating thickness on beverage cans; check printed materials, among others).* • *X-ray inspection systems (e.g. to detect packaging deformations, foreign bodies, among others).*	Intermediate
5.4.3		All measuring, monitoring devices and inspection equipment shall be used exclusively for their defined purpose. Where the results of measurements or the status of the device/equipment indicate a malfunction or failure, the device in question shall be immediately repaired or replaced. Where necessary, corrections and corrective actions on processes and products shall be carried out.	• What actions are taken when measurement results are uncertain? • How are device/equipment with malfunction/failure identified?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.6		**Product and process analyses**		
5.6.1	☞ *	Testing plans for internal and external analyses shall exist to ensure that product safety, quality, legal and specific customer requirements are met. The plans shall cover topics, such as: • raw materials • semi-finished products • finished products • wrapping materials • contact surfaces of processing equipment • relevant parameters for environmental monitoring. All test results shall be recorded.	• Does an inspection plan exist? • Who organises the inspection plan? • Which products are encompassed in the inspection plan? (raw materials, semi-finished and finished products, wrapping materials, environmental tests?) • Where are test results documented? • Which chemical, physical or microbiological analyses are made or subcontracted?	Basic
5.6.1	☞	Testing plans for internal and external analyses shall be justified by risk assessment.	• Is the testing plan justified by risk assessment?	Intermediate
5.6.2		Analyses, which are relevant for product safety, shall preferably be performed by laboratories with appropriate accredited programs/methods (ISO/IEC 17025). If the analyses are performed internally by the factory or a laboratory without appropriate accredited programs/methods, the results shall be verified on a regular basis by laboratories accredited to these programs/methods (ISO/IEC 17025).	• Is there an analytical laboratory on site? Is it accredited under ISO/IEC 17025? • Are internal lab results verified by an accredited lab? • Which external laboratories are used? Are these accredited under ISO/IEC 17025?	Intermediate
5.6.3		Procedures shall exist which ensure the reliability of the internal analyses results, based on officially recognised analysis methods. This shall be demonstrated by ring tests or other proficiency tests.	• How is it ensured that internal analytical methods are appropriate? • Are ring tests performed?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.6.4		Results of analyses shall be evaluated promptly by competent personnel. Appropriate corrective actions shall be undertaken for any unsatisfactory results. The analytical results shall be reviewed regularly to identify trends and, where necessary, corrective actions shall be taken.	• Who reviews analytical results? • How are analytical results verified? • Are trends investigated? • Are corrective actions introduced when results are unsatisfactory?	Basic
5.7		**Product release**		
5.7.1	☞	A procedure for quarantine (blocking / hold) and release shall be in place. The procedure shall ensure that only raw materials, semi-finished, finished products and wrapping materials conforming to product requirements, are processed/converted and dispatched.	• Does the company have a quarantine and release procedure? • What are the criteria defined to block/hold products? • Which measures are in place to promptly block goods? • What are the criteria defined to release products that are on hold/ blocked? • Who quarantines or releases products? • How are quarantined products identified?	Basic
5.7.1	☞	The procedure for quarantine (blocking / hold) and release shall be justified by risk assessment.	• Is the procedure justified by risk assessment?	Intermediate
5.8		**Management of complaints**		
5.8.2		All complaints shall be registered, readily available and assessed by competent staff. Where it is justified, appropriate actions shall be taken immediately.	• How are complaints received, and by whom? • Who evaluates complaint significance? • Who defines the actions to be taken? • Within what time frame shall actions be taken?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.8.3		Complaints shall be analysed with a view to implementing appropriate actions to avoid the recurrence of the non-conformity.	• How are complaints analysed? • Who manages complaint statistics? • How often are complaints analysed? • Is there a breakdown for the different complaint reasons? • Does the company investigate the causes for complaints? • Are there examples of corrective actions resulting from complaints? • Were these corrective actions effective, i.e. did these complaints recur? • What actions are taken to avoid recurrence? • Who is responsible for the process?	Intermediate
5.8.4		The results of complaint data analysis shall be made available to the relevant responsible persons and to the senior management.	• To whom are complaint statistics data presented?	Intermediate
5.9		**Management of incidents, product withdrawal, product recall**		
5.9.1	☞ *	The company shall demonstrate the ability to withdraw and recall affected products, contact relevant customers and maintain records of these incidents.	• Can the company withdraw and recall affected product? • Are records of incidents maintained?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.9.1	☞	A procedure shall be implemented and maintained for the management of incidents and of potential emergency situations with an impact on product safety, legality and quality. It shall include, at a minimum: • the decision-making process • the nomination of a person, authorised by the company and permanently available, to initiate the incident management process promptly • the nomination and training of an incident management team • an up to date alert contact list including customer information, sources of legal advice, contacts availability • a communication plan including authorities.	• Has the company defined an incident management team? If so, who belongs to the team? • Are the team members trained in topics relating to risk and incident management? • Has the company considered external resources (e.g. lawyer)? • Who is the person responsible for initiating the incident management process?; is this person permanently available?; how are potential absences covered (vacations, sick leave, etc.)? • How can the incidents and emergency situations be detected by the company? • What are the sources of information to be aware/alert of new potential emergencies/incidents? • Is there an information system to keep the crisis team up-to-date as a basis for decisions? • Is there a set infrastructure to enable regular meetings between members of the crisis team? • What are the incidents and emergencies currently identified by the company? • What are the identified critical processes and resources to support them? • What is the level of risk of those incidents and emergencies defined regarding product and process compliance and in regard to operational and financial aspects? • What are the plan and actions defined to recover, resume and restore the activities in case the emergency/incidents described by the company occurs? • Are potential external business corporations considered to ensure customer supply continuity?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
			• Are the responsibilities clearly defined within the defined actions? • Does the company have an internal/ external communication plan (in case of incidents, product withdrawal, product recall, considering who, what, how, restrictions, timelines, etc.)? • Is an up to date alert contact list available? ***Additional explanation*** *In regard to the management of incidents, the company should consider the impact for consumers, customers, and the impact on the relationship with other stakeholders, such as reputation, confidence gained, corporate image, and business continuity.*	Intermediate
5.9.2		An effective procedure for the withdrawal and/or the recall of all products shall be in place. This procedure shall include a clear assignment of responsibilities and a comprehensive information policy for customers, including consumers and competent authorities when applicable.	• To what extent is distribution involved with incident management? • Has the company implemented a recall and withdrawal procedure? • Which are the actions defined in case of recall/withdrawal? • Are the responsibilities clearly defined within the defined actions? • How does the company evaluate that the procedure is implemented? • Has a comprehensive information policy for customers been established? • When and who informs the customer?	Intermediate
5.9.3		The procedures for the management of incidents and withdrawal/recall shall be regularly tested, at least annually. The tests shall be carried out to ensure the effective implementation and operation of both procedures and shall include the verification of the updated contact data.	• How does the company evaluate that the procedures (management of incidents and potential emergency; withdrawal/recall) are effective? • How often is effectiveness of the procedures tested? • Is the update of contact data verified? • Are corrective actions taken in case the procedures are not effective?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.10		**Management of non-conformities and non conforming products**		
5.10.1	☞	A procedure shall be in place for the management of all non-conforming raw materials, semi-finished products, finished products, converting/ processing equipment and wrapping materials. This shall include, at a minimum: • defined responsibilities • isolation/quarantine procedures • identification including labelling • decision about the further use (e.g. release, rework, blocking, quarantine, rejection/disposal).	• What procedures exist for non-conforming product management? • How are non-conforming products identified? • What rules exist for product isolation/ quarantine procedures? • Does the company have an identifiable isolation/quarantine area(s) for non-conforming products? • How is the isolation/quarantine area(s) identified on-site? • Are only non-conforming products stored in isolation/quarantine area(s)? • What kind of actions and control activities has the company implemented to prevent the cross-contamination with the isolation/quarantine area(s)? (e.g. between products with/without allergens compounds; between contaminated product destinated to disposal and the one intended for rework, etc.)	Basic
5.10.1	☞	The procedure shall be based on hazard analysis and assessment of associated risks.	• Is the procedure based on a hazard analysis and assessment of associated risks?	Intermediate
5.10.2		The procedure for the management of non-conforming products shall be understood and applied by all relevant employees.	• Who is responsible for putting non-conforming products into quarantine? • Who may release quarantined products? • How is it ensured that only authorised persons release quarantined products?	Basic
5.10.3		Where non-conformities are identified, immediate actions shall be taken to ensure that product requirements are complied with.	• What procedures are implemented with non-conforming products? • Who decides about non-conforming products?	Basic

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
5.11		**Corrective actions**		
5.11.1	☞	A procedure shall be in place for the recording and analysis of non-conformities and non-conforming products, by preventive actions, corrections and/or corrective actions. The root cause analysis for corrective actions related to product safety shall be documented.		Basic
5.11.1	☞	For corrective actions not related to product safety, the need to document the root cause analysis shall be defined and justified by risk assessment.		Intermediate
5.11.2		Corrective actions shall be clearly formulated, documented and undertaken as soon as possible. The actions defined shall be focused on avoiding the recurrences of non-conformities. The responsibilities and the timescales for corrective actions shall be clearly defined.	• Which corrective actions were implemented? • Where are corrective actions documented? • Who is responsible for corrective actions? • How long may it take to implement corrective actions?	Basic
5.11.3		The effectiveness of the implemented corrective actions shall be assessed and the results of the assessment documented.	• Where are corrective actions documented? • How are corrective actions verified?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
6		**Product defence plan**		
6.1		The responsibilities for the product defence plan shall be clearly defined. Those responsible shall have the appropriate specific knowledge and training, and have full commitment from the senior management.	• Who has the accountability for the product defence program? • What are the competences and qualifications demonstrated for the person(s) responsible for the product defence program? • What is the position of the person(s) responsible for the product defence program with respect to the management team? • How do management teams support the person(s) responsible for the product defence program? • Where are the responsibilities clearly defined? • Was this communicated to the members of the company? How?	Intermediate
6.2		A documented product defence assessment shall be undertaken to determine the risks of malicious and ideologically motivated threats. This shall include, at a minimum: • legal requirements • customer requirements • site security conditions • identification of critical or high risk areas of the site • practices and policy of access by employees, visitors and contractors • any other appropiate control activities The criteria considered within the vulnerability assessment shall be defined.	• Are legal/customer product defence requirements applicable to the company? • Based on legal requirements in the country where the plant is located or by the country where the product is consumed, is it required to apply for formal registration? If registration is required, who has this information?; how can the company demonstrate compliance with such requirements? • What is the process/procedure used to perform the vulnerability assessment? • Is the vulnerability assessment in line with legal and/or customer needs and/or expectations? • How do the systems assist the company to identify critical or high risk areas? • What areas have been identified as critical? • What are the implications if a major breach is identified?	Intermediate

Ref.		IFS Progress PACsecure requirements	Guidance What to check? / What should be asked?	LEVEL
6.3		A documented product defence plan shall be developed, with reference to the product defense assessment, and implemented in place to effectively mitigate the identified risks. The methods of control and monitoring shall be defined and implemented.	• What kind of policies and control activities are in place in order to control the entrance of employees, visitors and contractors to critical or high risk areas? • How is the company alerted of any product defence breach? • Are there means to verify if products have been tampered with? • What controls are implemented at the time of hire/termination of an employee or creation/termination of a service by a contractor? • Are access controls updated at the time of termination of an employee or when the work is finished on the part of a contractor? • Has product defence breach been detected? • What kind of control activities have been defined? • How does the company evaluate the effectiveness of the product defence program? • Has product defence breach been detected? • What kind of control activities have been implemented? • Are there tests to verify that measures against tampering are properly applied and working properly? • How does the company evaluate the effectiveness of the product defence plan? • How often is effectiveness of the product defence plan tested? • Are corrective actions taken in case the product defence plan is not effective?	Intermediate

ANNEX 1: Glossary

Definitions which are not mentioned within the glossary can be found in relevant regulations and directives. In relation to the terms used within this document, the following definitions apply and shall be respected.

Term	Explanation
Additive	Materials such as plasticizers, preservatives, slip agents, antistatic agents, processing aids, and others, added to a base material in order to achieve a specific result.
Adhesive	An adhesive substance (as glue or cement, or starch in paper industry).
Allergen (EU)	Food causing an adverse reaction that is mediated by an immunological response. Defined allergens are: • Cereals containing gluten (i.e. wheat, rye, barley, oats, spelt, kamut or their hybridised strains) and products thereof • Crustaceans and products thereof • Eggs and products thereof • Fish and products thereof • Peanuts and products thereof • Soybeans and products thereof • Milk and products thereof (including lactose) • Nuts i.e. Almond (Amygdalus communis L.), Hazelnut (Corylus avellana), Walnut (Juglans regia), Cashew (Anacardium occidentale), Pecan nut (Carya illinoiesis (Wangenh.) K. Koch), Brazil nut (Bertholletia excelsa), Pistachio nut (Pistacia vera), Macadamia nut and Queensland nut (Macadamia ternifolia) and products thereof • Celery and products thereof • Lupin and products thereof • Molluscs and products thereof • Mustard and products thereof • Sesame seeds and products thereof • Sulphur dioxide and sulphites at concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO_2 Regulation (EU) No 1169 / 2011 of the European Parliament and of the council.

Term	Explanation
Allergen (US)	There are 8 major allergens recognised in the United States according to the 2009 U.S. Food and Drug Administration (FDA) Model Food Code, Definitions section, page 12. (1) "Major food allergen" means: (a) Milk, egg, fish (such as bass, flounder, cod, and including crustacean shellfish such as crab, lobster, or shrimp), tree nuts (such as almonds, pecans, or walnuts), wheat, peanuts, and soybeans (b) A Food ingredient that contains protein derived from a food, as specified in Subparagraph (1) (a) of this definition. (2) "Major food allergen" does not include: (a) Any highly refined oil derived from a food specified in Subparagraph (1) (a) of this definition and any ingredient derived from such highly refined oil; or (b) Any ingredient that is exempt under the petition or notification process specified in the Food Allergen Labeling and Consumer Protection Act of 2004 (Public Law 108–282).
Assessment (IFS)	Determination process which includes evaluation methods such as auditing and inspection, to determine to what extent a production site and its related processing activities comply with the specified requirements (laid down in Part 2). The IFS Assessment is conducted by following an assessment trail, including an on-site evaluation and a documentation and record review/inspection in which auditing and inspection technics are applied alternately.
Assessment service provider (ASP)	These are organisations not accredited against ISO 17065 for the certification of food/product safety scheme(s) but qualified for those. Within the IFS Progress – PACsecure program they are allowed to conduct the assessment, if they comply to the rules mentioned in Part 3 of this document. Assessments shall be performed by an impartial assessor and in an independent way.
Batch (or lot) number	A unique combination of numbers, letters, and/or symbols that identifies a batch (or lot) and from which the production and distribution history can be determined. **Note:** When a company uses the word "lot" and "batch" simultaneously; the company shall determine what is the definition and application of both words used.
Biological hazards	Parasites, bacteria, moulds, or viruses that have the ability to cause illness or death.
Calibration	Set of operations that establish, under specified conditions, the relationship between values of quantities indicated by a measuring instrument or measuring system, or values represented by a material measure or a reference material and the corresponding values realised by standards.

Term	Explanation
Certification body (CB)	These are organisations accredited against ISO 17065 norm for the certification of a food/product safety scheme(s) conducting audits in regard to food/product safety (and quality) with the issue of an accredited certificate, if the audit passes successfully (3rd party audits). Within the scope of the IFS Progress – PACsecure program and under non-accredited procedures, certification bodies can be in charge of the assessment without the issuing of an accredited certificate. Assessments shall be performed by an impartial person and in an independent way.
Characteristics	A designated feature or property of product.
Chemical hazards	Chemical products (e.g. agricultural chemicals, cleaning agents, food/packaging additives, waxes and coatings, heavy metals, inks, solvents, etc.) that have the potential to cause illness or death especially when used in excess of regulatory limits.
Claim	Any message or representation, including pictorial, graphic or symbolic representation, in any form (product label, packaging, advertisement, specifications, product inserts), which states, suggests or implies that the product has particular characteristic(s) or effect(s) that is/are not inherent to the product and/or is not generally present in similar products. The following list of examples of the particular characteristic(s) and/or effects doesn't claim to be exhaustive: • nature or composition (e.g. organic, "natural", "free from", "source of", "reduced", etc.), • standards of identity for products (e.g. meat products, specific labels, etc.), • origin or provenance (e.g. "made in…", "product of…", PDO/PGI etc.), • methods of production/processing (e.g. fairtrade, religious claims, etc.), • specific properties, structure and/or function related to a risk reduction for customers and/or consumers (e.g. related to prevent or reduce the risk of health diseases, prevent the contamination by spoilage or pathogen microorganisms, etc.), • specific properties, benefits and/or effects for customers and/or consumers due to the usage of the product (e.g. anti-aging effect in cosmetics, extend shelf life of food in packaging, improving or modifying a physiological function or biological activity associated with health in food, etc.). Claims linked to the product can be declared only if: • Evidential support is available to demonstrate their truthfulness, honesty, fairness and the legal compliance. • Are approved to be used by the relevant authority, when applicable. • Clear and understandable information is provided to the users (customer, consumer and/or end-user, as applicable) about the particular characteristic(s) and/or effect(s) declared in regard to the intended use of the product. **Note:** in case of IFS Progress – PACsecure Assessments, claims shall not be used in the description of the assessment scope on the letter of confirmation or the report.

Term	Explanation
Cleaning	The removal of soil, residue, dirt, grease or other objectionable matter.
Company	Any establishment in which any stage of production, conversion and/or distribution of products is carried out. The company can have one or several legal entities registered and/or approved by the relevant authority.
Composition	Quantified list of components/ingredients used to define the semi-finished or the finished product and how these are brought together. (e.g. batch formulation, recipe, configuration, etc.).
Consultants	Consultants are independent persons from the assessed company or relevant CB/ASP, who provide professional or expert advice in regard to the IFS Progress – PACsecure program. They support the assessed party in their practical implementation of the IFS Progress – PACsecure requirements. Within the scope of the IFS Progress – PACsecure program, consultants do not conduct assessments, besides the pre-assessment.
Consumer unit	It refers to the smallest unit of the product that can be sold to the final users and/or consumers, which is available on the market, at the point of purchase.
Contact surfaces	Surfaces that contact packaging product. This also includes any surface that might drip or drain onto a surface that contacts packaging product during the normal course of operations. Contact surfaces include equipment such as containers, tables and conveyor belts used in packaging operations. It does not include forklifts, hand trucks, or pallets that are used for handling wrapped packaging products.
Contamination	Introduction or occurrence of a contaminant in the product or product environment. A contaminant can be any biological, chemical agent, physical foreign matter, or any other substances that may compromise product safety, quality or suitability.
Control measure (former CP)	A step within the production process identified by the hazard analysis and risk assessment at which control shall be applied and which is essential to prevent, eliminate or reduce to an acceptable level a hazard/risk in the product and/or the environment to an acceptable level. However, the loss of control at this point may not lead to an adverse health effect of the consumer (e.g. illness, injury, etc.). Acceptable levels may be derived from; legal and regulatory requirements; industry standards; scientific information; internal requirements; customer requirements; specifications, among others.
Converter	A manufacturer that takes raw materials and converts them into a usable package or package component (incl. printing process).
Converting time	The period in which a product may be processed/converted before being considered unsuitable for the purpose.

Term	Explanation
Correction	• Action to eliminate a detected deviation and / or non-conformity. • In the case of corrections for the action plan of the IFS Progress – PACsecure Assessment (see part 1), these shall be implemented, at latest, three (3) months after the receipt of the provisional IFS Assessment Report and the provisional action plan for completion
Corrective action	• Action to eliminate the cause of a detected deviation and / or non-conformity. • In the case of corrective actions for the action plan of the IFS Progress – PACsecure Assessment (see part 1), these shall be implemented, at latest, before the renewal Assessment.
Critical control point (CCP)	A step within the production process identified by the hazard analysis and risk assessment at which control can be applied and which is essential to prevent, eliminate or reduce to an acceptable level a product safety hazard. Loss of control at this step may increase the likelihood of an adverse health effect of the consumer (e.g. illness, injury, etc.).
Critical Limit	A maximum and/or minimum value to which a biological, chemical or physical parameter must be controlled at a CCP to prevent, eliminate or reduce to an acceptable level the occurrence of a product safety hazard.
Customer	A customer is a business company or person to whom products are sold either as a finished product or as a semi-finished part of the finished product.
Customer branded product	A product which is manufactured by the production site and sold under the brand name of its customer (e.g. private label).
Decentralised structure	Facility (for example a workshop or a warehouse) owned by the company where part(s) of the processes and operations of the production site take place, which are not in the same physical location as the site being assessed in IFS Progress – PACsecure.
Deviation	Non-compliance with a requirement, without an impact on product safety related to products and processes. In the IFS Progress, deviations are requirements scored with a B, C or D.
Equipment	Machines, instruments, apparatus, utensils or appliances used or intended to be used in or in connection with product handling and includes equipment used or intended to be used to clean and disinfect product premises or equipment.
Factory Inspection (versus Internal audits)	Factory inspection covers specific subjects and can be carried out by any appropriate person. That means regular visits in any areas, for any purposes, to check the conformity (hygiene, pest control, product control, fabrication, foreign material hazards, surrounding control etc.).
Flow diagram	A systematic representation of the sequence of steps or operations used in the production or manufacture of a particular packaging material item.
Formula	Exhaustive description of quantity and quality of raw materials to be used to process the products, as required in customer specifications. Formula can also include technological parameters and specific "know-how" on the process.

Term	Explanation
Fully outsourced products	Products manufactured, wrapped and labeled by a different company than the company being IFS Progress – PACsecure assessed, either under its own brand or customer brand.
Glue	Any of various strong adhesive substances, especially: a hard protein chiefly gelatinous substance that absorbs water to form a viscous solution with strong adhesive.
HACCP	Hazard analysis and critical control points: A system which identifies, evaluates and controls hazards which are significant for food safety.
Hazard	A biological, chemical or physical agent in the product, or in its condition, with the potential to cause an adverse health effect (e.g. illness, injury, etc.).
Hazard analysis	The process of collecting and evaluating information on hazards and conditions leading to their presence to decide which are significant for product safety and therefore shall be addressed in the hazard analysis and risk assessment system.
Individual assessment agreement	An individual agreement between the certification body/assessment service provider and the assessed company, under which the certification body/assessment service provider shall provide the assessment.
Inert	Material without active chemical properties.
Inspection	Examination of a process/product, product design or installation and determination of its conformity with specific requirements or, on the basis of professional judgement, with general requirements. Inspection of a process includes inspection of product characteristics, customer requirements, persons, facilities, technology and methodology.
Instruction program	A defined program designed to provide clear and concise instructions to personnel to meet product safety and quality objectives.
Intended use/ purpose	The objective intent of the manufacturer regarding the use of a product, process or service as reflected in the specifications, instructions and information provided by the manufacturer. Ref: GHTF/SG5/N6:2012
Internal audit	General process of audit, for all the activity of the company. Conducted by or on behalf of the company for internal purposes. Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
Key roles	Personnel who have significant responsibilities and accountability for the development and maintenance of product integrity.
Legal autorisation number	Official authorisation number of the site.
Legal entity	A legal entity is the registered office of the packaging business where, according to agreement, the packaging business operator has its administrative center. It generally identifies the place where the administrative organization of the company is located.

Term	Explanation
Letter of confirmation	Final written statement done by the CB /ASP confirming that a company has succesfully passed or provisionally passed the assessment.
Location	One physical address where the production site(s) is/are situated.
Monitoring	The act of conducting a planned sequence of observations or measurements of control parameters to assess whether CCPs, other control measures, and control activities are under control.
Multi-location production sites	It refers to a company that has multiple production sites at different locations (with or without head office/central management), besides the production site being IFS Progress assessed.
Non-conformity	Non-fulfilment of a specified requirement. A non-conformity which can be given to any requirement when there is a substantial failure to meet the requirements of the program. This includes the non-respect of legislation, law, product safety, customer issues or in case of internal dysfunctions (e.g. completely not regulated and controlled processes). In the IFS Progress – PACsecure, defined non-conformities are "Majors". A Major can also be given when the identified non-conformity can lead to a serious health hazard.
On-site evaluation	Inspection and audit of the production area, which includes: • Production processes • Receipt, storage and dispatch areas • Good Manufacturing Practices (GMP), including maintenance, hygiene pest control and cleaning activities • Product development • On-site laboratory and / or maintenance facilities • Staff and sanitary facilities • External areas
Packaging material	Any material used to: • Contain the product, which depends on the product's physical form and nature • Protect and prevent the product of mechanical damage due to the hazards of distribution • Preserve the product, to prevent or inhibit chemical changes, biochemical changes and/or microbiological spoilage • Inform and communicate about the product, e.g. legal requirements, product ingredients, usage, brand communication, etc. • Extend the shelf-life or to maintain or improve the condition of the product (active food contact materials) • Monitor the condition of packaged product or the environment surrounding the product (intelligent food contact materials) • Handling, delivery and presentation of products

Term	Explanation
Partly outsourced process	Production step(s) or part(s) of production/conversion process carried out off-site by a third party on behalf of the production site being IFS Progress – PACsecure assessed. **Note:** Wrapping and labeling are also considered as production steps. If carried out outsourced, these shall be considered as partly outsourced processes.
Physical hazards	Physical components (e.g. wood or glass chip, metal piece, etc.) and foreign matter that can cause illness or injury. This includes pests and their components.
Potable water	Water fit for human or animal consumption (e.g. drinking, cooking and food preparation) that in principle must be free from microorganisms and other contaminants that may endanger public health. Ref.: Regulation (EC) No 852/2004
Primary packaging	Material that fulfils one or more of the following conditions: • It is in contact and/or intended to be in contact with goods (e.g. food, cosmetics, household chemical, etc.) • It can transfer their constituents to the goods, and if it is removed, the quality, safety and legality of its content is affected • It is part of the consumer unit **Note:** In the definition of primary packaging material, "consumer unit" refers to the smallest consumer unit of the product that includes legal information and a bar code, if applicable.
Procedure	Specified way to carry out an activity or process. Procedures shall be implemented and the elaboration of procedures shall be done by documents or process description (e.g. flowchart).
Product	Result of a process or activities transforming inputs into outputs. In the context of this standard a product is a packaging component and/or packaging material intended to be used as primary or secondary packaging under the scope of application of the IFS Progress – PACsecure Program (see part 1).
Product autenthicity	The characteristic of a product in relation to its origin, and/or process of production/convertion and/or its inherent properties (e.g. sensory or chemical).
Product defence	Procedures implemented to assure the protection of products and their supply chain from malicious and ideologically motivated threats (e.g. contamination or adulteration by biological, chemical, physical, or radiological agents).
Product fraud	The intentional substitution, mislabelling, adulteration or counterfeiting of product, raw materials, product formula/configuration or wrapping placed upon the market for economic gain. This definition also applies to outsourced processes.

Term	Explanation
Product fraud mitigation plan	A process that defines the requirements on when, where and how to mitigate fraudulent activities, identified by a product fraud vulnerability assessment. The resulting plan will define the measures and controls that are required to be in place to effectively mitigate the identified risks. The control measures required to be put into place may vary according to the nature of: • the product fraud (substitution, mislabelling, adulteration or counter-feiting) • detection methodology • type of surveillance (inspection, audit, analytical, product certification) • source of the raw material, product formula/configuration and wrapping.
Product fraud vulnera-bility assessment	A systematic documented form of risk assessment to identify the risk of possible product fraud activity within the supply chain (including all raw materials, product formula/configuration, wrapping, product and outsourced processes). The method of risk assessment may vary from company to company, however the systematic methodology for product fraud vulnerability assessment shall include as a minimum: • The identification of potential product fraud activities, using known and reliable data sources. • The evaluation of the level of risk; both product and supply source. • The evaluation for the need for additional control measures. • The development and implementation of the product fraud mitigation plan, using the results of the vulnerability assessment. • An annual review, or more often if there is increased risk identified by change to defined risk criteria. The criteria used to evaluate the level of risk should be as follows: • History of product fraud incidents • Economic factors • Ease of fraudulent activity • Supply chain complexity • Current control measures • Supplier confidence.
Product integrity	The product safety, quality, authenticity, legal, regulatory, and any other requirements or criteria applicable to the product defined by the company or customer.
Product recall	Any measure aimed at achieving the return of a dangerous product that has already been supplied or made available to consumers by the producer or distributor.
Product requirements	Product requirements includes product safety, product quality, product authenticity, product legal and regulatory compliance, product functionality, process and specification.

Term	Explanation
Product safety culture	Shared values, beliefs and norms that affect mindset and behavior toward product safety in, across and throughout an organization. Elements of product safety culture are those elements of the product safety and quality management which the senior management of a company may use to drive the product safety culture within the company. These may include, but are not limited to: • Communication about product safety policies and responsibilities, • Training, • Employee feedback on product safety related issues, • Performance measurement.
Product withdrawal	Any measure aimed at preventing the distribution, display and offer of a product dangerous to the consumer.
Production area	Part of the production site which includes: • Production/conversion processes • Receipt, storage and dispatch areas • Good Manufacturing Practices (GMP), including maintenance, hygiene, pest control and cleaning activities • Product development • On-site laboratory and / or maintenance facilities • Staff and sanitary facilities • External areas
Production site	An establishment in a specific physical location where the IFS Progress – PACsecure Assessment is conducted in which any stage of production, processing/conversion, and distribution of products defined in the IFS Progress – PACsecure Assessment scope can be carried out. It can also include facilities (for example workshop or warehouse) owned by the company where part(s) of the processes and operations take place.
Protective clothing	Clothing provided by the company (which includes footwear and gloves) which are worn by employees, contractors and visitors to protect the products from contamination.
Quarantine	The status of goods (incl. raw materials, semi-processed, finished products and wrapping materials) isolated physically or by other effective means pending a decision on their subsequent approval or rejection.
Raw material	A base material used for the manufacture of a product. Raw materials includes additives, inks, adhesives, solvents, wrapping materials, rework.
Resources	A stock or supply of money, materials, staff, and other assets that can be drawn on by the company in order to meet the product and process requirements, including the related to the product safety and quality management system.
Reprocessing	Introducing a non-conforming semi-processed or finished products back into the process, to repeat one or more processing steps that are part of the established manufacturing process. Continuation of a process step after an in-process control test has shown that the step is incomplete is considered to be part of the normal process and is not reprocessing.

Term	Explanation
Rework	Subjecting a non-conforming semi-processed or finished products to one or more processing steps, which are different from the established manufacturing process, to make it conform to the requirements.
Risk	A function of the probability of an adverse effect and the severity of that effect, consequential to (a) hazard(s) in products.
Risk assessment	Documented information of the process of risk identification, risk analysis, risk evaluation and acceptability of the risk, to determine control measures.
Root cause analysis	Process or procedure that helps understanding the initiating causes of a problem. The goal of this process is to determine the missing or inadequately applied controls that will prevent a recurrence.
Safety Data Sheet (SDS)	Safety data sheets (SDS) are safety instructions for handling dangerous substances, they are principally intended for use by professional users and must enable them to take the necessary measures in regards the protection of health, safety and the environment at the place of work. The safety data sheet may be supplied on paper or electronically, provided that the addressee has the necessary means of receiving it.
Secondary packaging material	Material used for grouping of a certain number of goods whether the latter is sold as such to the customer and/or consumer, or whether it serves only as a means to replenish product supply. It can be part of the consumer unit, but if it is removed, the quality, safety and legality of the goods are not affected.
Securely	To retain in a safe location, which is not open to unauthorised personnel or persons.
Senior management	Executive management
Sensory tests	Methods to assess the changes in the organoleptic attributes of a product (e.g. odour, flavour) by the senses. **Note:** Some examples of standards about sensory test of packaging material are: DIN 10955, "Robinson test", ASTM standards (e.g. E619, E460–88, E462, E1870, E2609, etc.), UNE-EN 1230, ISO 13302, ISO 22308, among others.
Service	An organisation that provides a network, storage or processing service (e.g. transport, storage, order picking, pest control, cleaning and disinfection, among others).
Shifts	Work schedules in which employees change or rotate.
Staff facilities	Areas within a site, other than product handling areas, that are used by personnel, e.g. cloakrooms, toilets, canteens and rest rooms.
System	Set of interrelated or interacting elements. System is a planned, sustainable structured course of action. Depending on the complexity, documentation is recommended. System includes: documentation, procedure description, control/monitoring, corrective action, site plan.

Term	Explanation
Tertiary packaging material	Material conceived to facilitate handling and transport of a number of grouped products, in order to prevent physical handling and transport damage. Transport packaging does not include road, rail, ship, and air containers.
Traceability	Ability to trace and follow a material (e.g. raw material, packaging material, packaging compound, wrapping material) intended to be, or expected to be incorporated into a product, through all stages of production/conversion and distribution.
Traded products	Products manufactured, wrapped and labeled by and under a different company name than the company being IFS Progress – PACsecure assessed and which are not customer branded products.
Validation	Obtaining evidence that a control measure or combination of control measures is capable of controlling the hazard to a specified outcome.
Verification	The application of methods, procedures, tests and other evaluations, in addition to monitoring, to determine whether a control measure is or has been operating as intended.
Wrapping	In the context of this standard, wrapping is the material used to package the final product of the assessed company. If they are removed, the quality, safety and/or legality of the final products are affected.

PART 3

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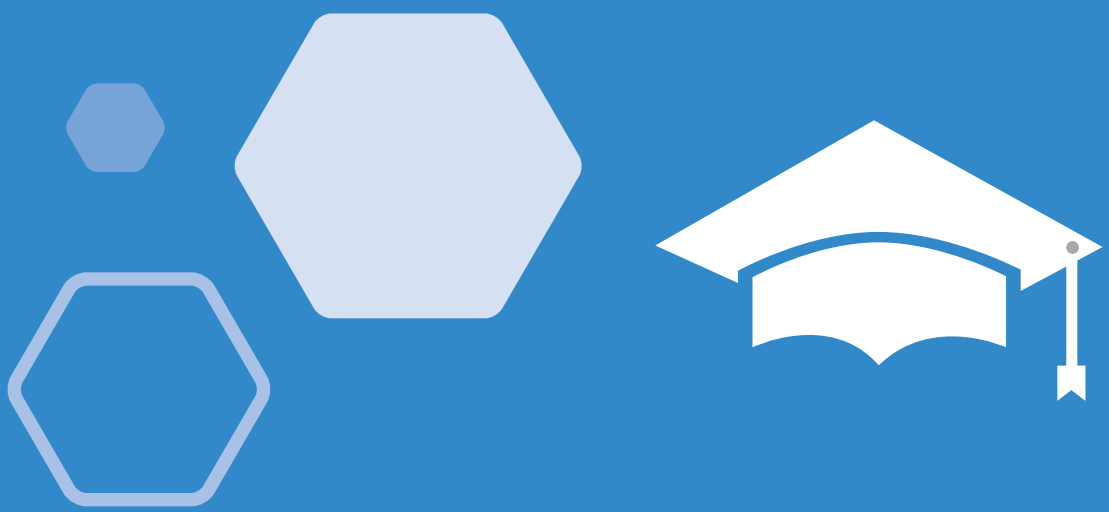

PART 3
Requirements for certification bodies, assessment service providers and assessors

0 Introduction

The IFS Progress – PACsecure program includes a product and process assessment. To conduct the assessment a representative product sample has to be chosen for the assessment trail. All bodies involved shall comply with the international rules and IFS-specific requirements described in this document. Part 3 of the IFS Progress – PACsecure program mainly deals with certification bodies, assessment service providers and assessors.

1 Requirements for certification bodies/assessment service providers

Certification bodies and assessment service providers intending to perform IFS Progress – PACsecure Assessments shall comply with the following rules.

1.1 Certification bodies

The certification body shall be accredited against ISO 17065 and/or ISO 17021 by an IAF or EA recognised accreditation body.

Certification bodies shall have signed a separate IFS Progress agreement with the IFS Management GmbH. The agreement includes the acceptance of the IFS Progress program's rules and enables access to the IFS Database.

1.2 Assessment service providers

The assessment service provider shall provide written evidence about their involvement in the assessment process on behalf of a retailer or business partner.

Assessment service providers shall have signed an IFS Progress agreement with the IFS Management GmbH. The agreement includes the acceptance of the IFS Progress program's rules and enables access to the IFS Database.

1.3 Certification bodies'/assessment service providers' responsibilities for IFS Progress – PACsecure Assessors

Certification bodies/assessment service providers have the following responsibilities:

To ensure that the assessor:

- is competent for the scope of the assessment and its execution,
- is able to access and to apply relevant laws and regulations,
- has knowledge in product safety and hygiene practices, and the assessment is conducted in an independent way by an impartial assessor.

Note: to ensure impartiality the assessor who performs the assessment shall not have previously provided consultancy to the company they shall assess within the last two (2) years. Conflict of interests shall be avoided. Further information can be found in the glossary.

The certification body/assessment service provider shall maintain these competences (continuous supervision by the certification body/assessment service provider) and shall monitor assessment execution by on-site witness audit.

- To organise a one (1) day training session for IFS Progress – PACsecure Assessors once a year. The purpose is sharing experience, calibration and updating knowledge of relevant legal requirements, among other relevant aspects related to the program. In general this training shall be executed face-to-face.
- An exceptional IFS yearly In-house training remotely for IFS Progress – PACsecure Assessors is possible under the following conditions:
  - The certification body/assessment service provider shall notify IFS about the execution of the yearly In-house training for assessors in a remote manner via email to the IFS PACsecure Standard Manager three weeks before the execution of the session.
  - The session must have a duration of eight (8) hours, and it must be recorded.
  - The system to be used shall allow sharing audio and video, so the participants can talk and interact with each other.
  - The session shall be dedicated to the IFS Progress – PACsecure program only, and it must include, at a minimum, the following contents: packaging-related legislation, hazard trends in packaging materials, standard requirements, assessment practices, failures in reports and findings, exercises to calibrate criteria in IFS Progress scoring system, customer requirements. The recorded session and attendance registration should be stored by the certification body/assessment service provider and shall be available in case of IFS request.
- To maintain evidences of assessor competences

The certification body/assessment service provider is responsible for choosing an assessor with the corresponding scope(s), language, competence(s), etc. for each IFS Progress – PACsecure Assessment.

2 Requirements for IFS Progress – PACsecure Assessors

During an IFS Progress – PACsecure Assessment, assessors shall use relevant samples of products, in order to investigate on-site the assessed sites 'processes and where applicable documentation and to check the fulfilment of IFS Progress – PACsecure requirements.

2.1 General requirements

IFS Progress – PACsecure Assessors shall meet the following requirements:

- They shall have signed a contract with the certification body/assessment service provider,
- They shall have submitted all relevant information about their competence to the certification body/assessment service provider,
- They shall communicate the certification body/assessment service provider clearly, if the necessary impartiality might not be ensured.

Note: the certification body/assessment service provider shall have observed and confirmed the professional qualification and competence of the assessor.

2.2 Requirements for IFS Progress – PACsecure Assessors

2.2.1 General requirements on assessors for initial application

Candidates applying for the approval as IFS Progress – PACsecure Assessor shall meet the following minimum requirements:

Chart 1: General candidates without third party audit experience

	Education	Work experience	Additional requirements
Option 1	A packaging technology or material engineering-related university degree	Two (2) years professional experience in the packaging material industry in relation to packaging material production activities (quality, production, …) **OR** Two (2) years of second party audit experience (min. ten (10) audit days and five (5) audits per year) in the packaging material industry in relation to packaging material production activities (quality, production	To pass a hazard and risk assessment training course on the basis of the internationally recognised standards/norms for risk assessment techniques. To have knowledge of local and, if applicable, of the destination country legislation for concerned assessment scopes. To have knowledge of the assessed scope To have knowledge of the local language. If the assessor wishes to perform assessments in language(s) different from their native language he/she shall be able to provide evidence for speaking fluently this/these other language(s). To complete the IFS Progress – PACsecure Assessor training course (see section 2.2.4, point (b)). In case the candidate does not have assessment and/or audit experience, the candidate needs to participate as observer in two (2) assessments or audits with regard to product safety in the packaging material industry.
Option 2	Professional education in the packaging material industry **AND** a certificate in packaging technology		
Option 3	A food technology or food safety-related university degree **AND** A certificate in packaging technology		

2.2.2 Approved IFS Auditors

- The IFS PACsecure Auditors can start conducting IFS Progress – PACsecure Assessments without any further qualification in all scopes.
- The IFS HPC Auditors with the scope 3 are allowed to perform IFS Progress – PACsecure Assessments without any further qualification. In any other case, the IFS HPC Auditors shall:
  - Demonstrate at least one (1) year of professional experience in the packaging material industry in relation to packaging material production activities (quality, production, …)

  OR

  - two (2) years of second- and/or third-party audit experience (min. ten (10) audits days and five (5) audits per year) in the packaging material industry in relation to packaging material production activities (quality, production, …)

  Complete the IFS Progress – PACsecure Assessor training (see section 2.2.3, point (b)).
- The IFS Food Auditors shall
  - Demonstrate two (2) years of professional experience in the packaging material industry in relation to packaging material production activities (quality, production, …)

OR

- two (2) years of second- and/or third-party audit experience (min. ten (10) audits days and five (5) audits per year) in the packaging material industry in relation to packaging material production activities (quality, production, …)

Complete the IFS Progress – PACsecure Assessor training course (see section 2.2.3, point (b)).

2.2.3 Other experienced auditors

In case of auditors approved for other GFSI recognised schemes in the scope "I", these auditors shall complete the IFS Progress – PACsecure Assessor training course (see section 2.2.3, point (b)).

2.2.4 Application considerations

a. The assessor application must be done via the IFS Auditor Portal. IFS PACsecure Auditors are activated for IFS Progress – PACsecure Assessments automatically.

b. The training material related to the IFS Progress – PACsecure Assessor training course is provided by IFS Management GmbH and held by IFS via IFS Academy and it has a duration of sixteen (16) hours. Nevertheless, it can be conducted internally, given by an approved IFS PACsecure Auditor in a face-to-face manner.

c. The IFS Progress – PACsecure Assessor training material can be found in the certification body/assessment service provider login area after its activation.

d. In the event that the assessors training is conducted by the certification body/assessment service provider internally, the assessor shall have a contract to execute assessments with the certification body/assessment service provider which is providing the training.

e. The prove of attendance to the IFS Progress – PACsecure Assessor training course shall be uploaded into the IFS Auditor Portal, otherwise, the assessor will not be released into the IFS system.

f. The IFS Progress – PACsecure Assessor training course can be executed in a remote manner only under extraordinary circumstances and after IFS authorization.

g. The product scopes are assigned according to work experience and/or audit experience. Therefore, the product scopes of the assessor should be added in the Auditor portal under one or a combination of any following option in the assessor CV:

- The applicant has executed at least five (5) audits in the requested scope.
- The applicant has at least one (1) year of professional experience in the packaging material industry in relation to the requested scope.
- The applicant has a training that covers the added scope.

PART 4

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PART 4
Reporting, auditXpressX™ software and IFS Database

0 Introduction

After an IFS Progress – PACsecure Assessment has been performed, a detailed and well-structured assessment report shall be completed. In general, the language of the report shall be the working language of the company. In special cases, where the native language of the trade partner is different from the language of the company, an English language version of the complete report could also be prepared.

Requirements evaluated with C, D and/or Major shall always be translated into English within the action plan and the assessment report. Exceptions shall be agreed with the business partner.

The IFS Progress – PACsecure Assessment Report should be prepared according to the following format.

1 Reporting

1.1 Assessment overview (ANNEX 1)

Cover page

The cover page of the assessment report shall include:

- certification body/assessment service provider logo
- IFS Progress – PACsecure Logo
- assessed level (basic/intermediate) and assessment result (approved/provisionally approved/not approved)
- name of the assessed site and date(s) of the assessment
- legal authorisation number and packaging code, if applicable
- name and address of the certification body/assessment service provider

Assessment overview

The assessment overview shall include the following mandatory information:

- assessed level (basic/intermediate) and assessment result (approved/provisionally approved/not approved)

- assessment details:
  - name of the lead assessor, co-assessor and trainee, if applicable
  - name of the certification body's /assessment service provider's persons(s) responsible for the assessment result decision
  - assessment date(s) and duration of the assessment (start and end time for each assessment day)
  - previous assessment date, name of the certification body/assessment service provider, and name of the assessor who performed the previous assessment
  - name, address and phone number of the company (or head office)
  - name and address and phone number of the assessed site
  - details of the responsible person of the assessed site
  - details of the contact person of the assessed site in case of emergency (e.g. recall): name, e-mail and phone number at a minimum
  - COID (IFS identification code number) as defined in the IFS Database
- scope of the assessment
  - codes / numbers of product scopes
  - detailed description of processes and products, including the information about the intended use of products (primary and / or secondary packaging materials)
- company profile and assessment data: both sections require compulsory information on the company's structure and activities. This allows readers to have a clear understanding of the company's structure, organisation, production, processes, etc. In addition to the required compulsory information, further information can be added by the auditor for each section.

1.2 Assessment report (ANNEX 2)

The assessment report itself is structured as follows:

- Assessment result: level assessed, number of Major non-conformities in basic/intermediate level checklist, total score in basic/intermediate, result in basic/intermediate
- Observations regarding non-conformities (Major)
- Description of follow-up on corrections and corrective actions from previous assessment
- Overview of evaluation and chapters
- Overall summary (table of compulsory fields for specific defined IFS Progress – PACsecure)
- Separated lists (including explanations) with the summary of all deviations and non-conformities and with the summary of all requirements evaluated with N/A (including explanations)
- The detailed IFS Assessment Report (checklist)
- Annex of the assessment report: assessment participants' list, reminder of IFS rules (tables on product scopes, IFS Scoring System and conditions for issuing of certificate)

1.3 Action plan (ANNEX 3)

The certification body/assessment service provider/the assessor describes and explains all established deviations and Mayor non-conformity(ies) in each chapter in the action plan, which has a specified format shown in the ANNEX 3.

2 AuditXpressX™ software

In order to increase the standardisation of IFS reporting, the auditXpressX™ software has been developed.

Alternativly, as long as the software isn't available an excel reporting is provided by IFS.

It offers the following advantages:

- easy collection of assessment data through a user-friendly interface,
- production of quick and error-free IFS Assessment Reports,
- automatic evaluation of the assessment results by dynamic computation of all relevant items,
- automatic generation of a standardised assessment report,
- temporary storage of interim assessment data for later completion.
- simple and secure export of completed assessment reports to the IFS Database,
- simple exchange of assessment files between the assessors and their competent certification body/assessment service provider,
- offline working, i.e. no permanent internet connection required,
- an update option provides constant access to the most recent version of the IFS.

3 The IFS Database (www.ifs-certification.com)

Every IFS Progress assessment report shall be uploaded in the IFS Database by the certification body/assessment service provider (uploading of report, action plan, letter of confirmation).

There are different user groups which have access to the IFS Database:

- Auditors / assessors
- Certification bodies / assessment service providers
- Assessed companies
- Verified authorities
- Consultants
- Retailers

The different groups' access rights are as follows:

Auditors/assessors:

- manage their own data,
- download the own assessor/auditor profile, which includes all information available at the IFS Database about the assessor/auditor—standards, scopes, examinations, overview about the performed audits and assessments,
- receive IFS Newsletter,
- access user group specific information.

Certification bodies/assessment service providers:

- manage their assessed companies (generate login data, upload IFS Assessment Reports, action plans and certificates/letter of confimation, update the contact information, create head office account)
- suspend/unlock reports in specific situations,
- manage all IFS Assessment dates via the diary function, enabling retailers and companies to have a good overview of the scheduled assessment
- manage their sub-accounts,
- manage their assessors,
- have the possibility to compare two consecutive assessment reports and action plans, for internal assessment training and calibration purposes, manage their auditors through the IFS Auditor Portal,
- download the IFS Logo(s),
- receive important notification and IFS Newsletter

Assessed companies:

- have access to their own assessment data,
- have the possibility to unlock retailers and other users for their achieved percentage, detailed assessment report and action plan,
- have the possibility to compare two consecutive assessment reports and action plans, for improvement purposes,
- download the IFS Progress – PACsecure Logo,
- manage their certification bodies/assessment service providers,
- manage company personnel access (create sub-accounts) to the assessment data,
- search for other assessed companies,
- manage their suppliers using a "favourites" option,
- receive important notification (possibility to define which notification they would like to receive) and IFS Newsletter

Access for the headquarters of assessed companies:

- A headquarter access for assessed companies can be set up which allows a company head-quarter to administer all of their assessed sites through a single access point.

Verified authorities:

- search for assessed companies,
- manage their assessed companies via a "favourites" option with "My Assessments",
- receive important notification and IFS Newsletter.

IFS Consultants:

- manage their own data about the programs/standards, scopes, languages, get access to special consultant's training etc.,
- visible on the public IFS Website –including reviews from their customers,
- possibility to download their own individualised IFS Logo,
- receive important notification and IFS Newsletter.

Retailers:

- search for assessed companies,
- manage their assessed companies via a "favourites" option via "My Assessments",
- receive a list of assessments where further information is unlocked by the supplier,
- possibility to see the upcoming assessment date of a supplier,
- possibility to compare two (2) consecutive assessment reports and action plans,
- possibility to download a list of all suppliers with suspended certificates/letter of confirmations,
- receive important notifications and relevant list that can be set individually,
- receive IFS exclusive Newsletter translated in different languages.

The user manuals for the IFS Database are available on the respective secured area for each user group.

Data protection

Data protection is an important issue for the IFS Management GmbH. IFS fulfils all data protection regulations that are applicable to the company. The data policy of IFS Management GmbH is available on the website www.ifs-certification.com

The access provides general information about all certified companies. If no further authorisation is granted by the certified companies, the user groups are able to see the following information only:

- the company's name and address and GPS data
- the certification body's/assessment service provider's name and address site
- the auditor's name
- the scope of the assessment
- the date and duration of the assessment
- the level achieved at the assessment
- the IFS letter of confirmation, its date of issue, its validity duration and the time frame for the realization of the next assessment
- the IFS letter of confirmation itself

By using their secure login access, the certified companies themselves can give the authorisation for access to the following detailed information:

- assessment report and corrective plan

The IFS User Groups automatically receive access to the unlocked data by the assessed company after the data has been unlocked. Communication to retailers and other IFS user groups is via a secure Web process which guarantees that only authorised retailers and other users/assessed companies can view specific data of the assessed companies/suppliers. For further information, see the IFS Website.

Tool "My Assessments"

The tool "My Assessments" enables retailers, authorities and suppliers to select their favourites from all assessed companies that are listed on the IFS Database and to store them in a separate list.

For each assessed site which is stored under "My Assessments" as a favourite, the user can pre-set following notifications via e-mail:

- reminder three (3) months before the expiration date of the certificate/letter of confirmation.
- the certificate/letter of confirmation is expired and no valid certificate exists.
- a surveillance assessment is recorded.
- if the certificate/letter of confirmation is withdrawn by the certification body/assessment service provider before the expiration date.
- a certificate/letter of confirmation is edited.
- a new assessment has not been entered until now. The current certificate/letter of confirmation expired three (3) months ago.
- monthly e-mail of all new registered assessments of the current month, of companies which are in the favorite list.
- monthly e-mail about all assessments which are expired during the current month.

- receive the action plan comparison via e-mail for the set favourites.
- a new assessment date was scheduled for one of the companies in the set favourites list.
- receive e-mails in case suspensions of certificates/letter of confirmation have been decided by certification bodies/assessment service provider based on non-conformities rated in Integrity On-Site Checks.
- receive e-mails on IFS Progress status, if applicable.
- receive e-mails if a site changes the responsible certification body/assessment service provider.
- receive e-mails if the date of an Assessment in the diary was edited or deleted.
- notification e-mail when two (2) sites in the IFS Database were merged.

ANNEX 1: Assessment overview

Cover page

Logo of the certification body/ assessment service provider

IFS Progress – PACsecure
Version 1, July 2021

[Basic/Intermediate] Level
Status [Approved/Provisionally approved/Not approved]

Final assessment report

Company/site: "Paperboard solutions Ltd"

Date of assessment: 3/2/2021 and 3/3/2021

Name and address of certification body/ assessment service provider

First page of the assessment report

IFS Progress – PACsecure

[Basic/Intermediate] Level
Status [Approved/Provisionally approved/Not approved]

Assessment details			
Lead assessor: Max Mustermann ***Co-assessor:*** ***Name of the certification body's / assessment service provider's persons(s) responsible for the assessment result decision:***	***Date/Duration of assessment:*** 02.03.2021 (09:00–18:00) 03.03.2021 (08:30–12:30)	***Date of the last assessment:*** 09.03.2020 ***Certification body/Assessment service provider and assessor orf previous assessment:*** TEST GmbH/Frank Test	
Name and address of the company (or head office): Perfect Packaging Example street 12345 Witzenhausen Germany		***Name and address of the assessed site:*** Paperboard solutions Ltd Musterstraße 12346 Berlin Germany ***Responsible person:*** ***Name and phone of an emergency contact:***	
Phone: 0 12 34 56	Fax: 01 23 45 67 89	Phone: 0 12 34 56	Fax: 01 23 45 67 89
		IFS COID	

Scope of the assessment
Product scope(s): 3 Paper and board
Sheeting, printing, laminating, die-cutting, windowing and glueing of laminated/coated paperboard packaging intended to be used as primary packaging for food and cosmetic industry.

Company profile
Year of construction of the assessed site(s):
Last structural measures (when and what):
Number and kind (full, part) of employees:
Size of site:
Products manufactured on site:
Production lines:
Production volume:
Shift patterns:
Own/third party transportation of products:
Finished product storage – on site/off site:
Which products were produced, and which processes have been running during the on-site evaluation?
Does the company fulfil the requirements about the use of the IFS Logo? [yes / no]. If "no", [explanation]
Additional information:

Assessment data
Products intended to be used as food contact materials: [yes / no]. If "yes", [explanation]
Exclusions: [yes / no]. If "yes", [description]
Partly outsourced processes: [yes / no]. If "yes", [description]
Decentralised structure(s): [yes / no]. If "yes", [description]
Multi-location production sites: [yes / no]. If "yes", [description]
Fully outsourced products: [yes / no]. If "yes", [description]
Traded products: [yes / no]. If "yes", [description]

ANNEX 2: Assessment report

IFS Progress – PACsecure

[Basic/Intermediate] Level
Status [Approved/Provisionally approved/Not approved]

Assessment report

Assessment Result	
Number of Major non-conformities in basic level checklist:	0
Number of Major non-conformities in intermediate level checklist:	0
Total Score Basic:	100%
Result Basic:	Approved in Basic Level
Total Score Intermediate:	100%
Result Intermediate:	Approved in Intermediate Level
Level:	Intermediate Level

Observations regarding non-conformities (Major):

Description of follow-up on corrections and corrective actions from previous Assessment

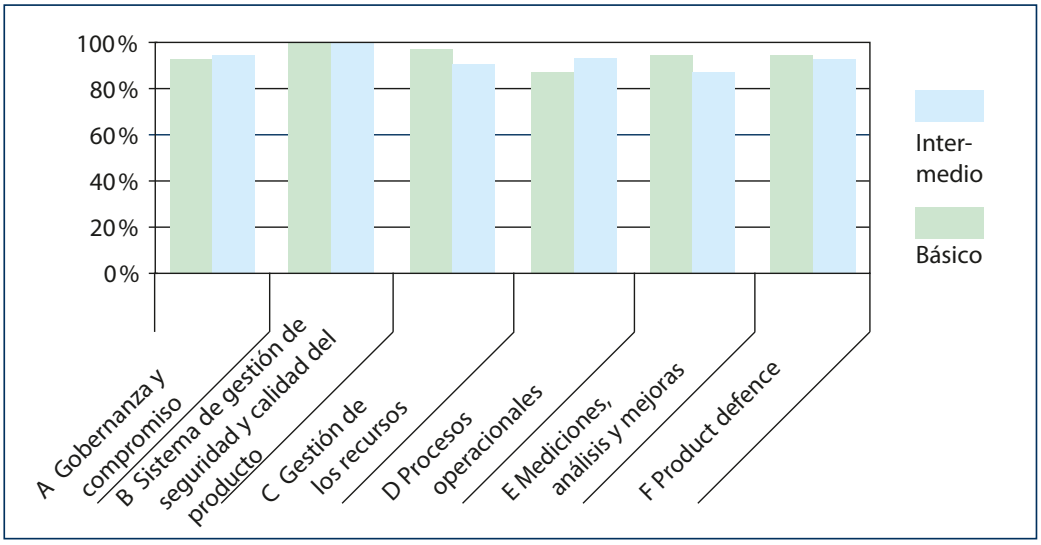
Overview evaluation

	Basic						Intermediate					
	1	2	3	4	5	6	1	2	3	4	5	6
A	41	19	2	5	2	3	35	26	3	10	1	0
B	0	0	0	0	0	0	0	0	0	0	0	0
C	0	0	0	0	0	0	0	0	0	0	0	0
D	0	0	0	0	0	0	0	0	0	0	0	0
Major	0	0	0	0	0	0	0	0	0	0	0	0
N/A	0	0	0	0	0	0	0	0	0	0	0	0

Overview of chapters

		Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 5	Chapter 6
Points	Basic	820	380	40	100	40	60
	Intermediate	700	520	60	200	20	80
Percent	Basic	100%	100%	100%	100%	100%	100%
	Intermediate	100%	100%	100%	100%	100%	100%

Chart



Overall summary: Table of compulsory fields for specific defined IFS Progress PACsecure

Chapter	Level	No. of Requirement	Compulsory information to be added.
Policy	Intermediate	1.1.2	• List of objectives implemented related to product requirements and product safety culture.
Corporate structure	Intermediate	1.2.5	• Description of how the senior management ensures that the company is informed on legal and regulatory requirements.
Corporate structure	Basic	1.2.6	• Name of the authorities. • Date and time of last visit (if existing, even when more than 12 months ago) and name of the authorities. • Indicate if legal authorisation required to operate is updated and if it is in compliance with legal aspects related to the IFS Progress – PACsecure scope.
Management review	Intermediate	1.4.1	• Indicate if objectives related to product requirements and product safety culture were reviewed in the management review and the outcome of the review.
Hazard analysis and risk assessment	Intermediate	2.2.3.7.1	• List CCP type(s) with associated critical limits. **Note:** In case of N/A evaluation, provide explanations.
Training and instruction	Intermediate	3.3.1	• Indicate what kind of topics are included in the training and/or instruction program and if topics related to product requirements and product safety culture are included.
Specifications	Basic	4.2.1.2	• Description of raw material specifications which have been checked during the IFS Assessment. • Description of how the company ensures that the specifications are up to date. • Indicate if any raw material used comes from a recycled source.

Chapter	Level	No. of Requirement	Compulsory information to be added.
Specifications	Basic	4.2.1.3	• Description of finished product specifications which were checked during the Assessment. • Indicate if the finished product specifications have been agreed upon with the customers.
Specifications	Intermediate	4.2.1.5	Description of: • methods of treatment or production that are excluded (e.g., GMO), if applicable, • specific components or ingredients (e.g. agrochemicals and/or pesticides etc.), if applicable.
Formula/configuration	Basic	4.2.2.1	• Description of customer agreements checked, specifying the topics of the customer agreement which were checked in detail, If applicable.
Water	Basic	4.9.9.1	Description of: • the type of source(s) of the potable water / used water, • how the potable water/used water is checked, stating particularly whether the water is checked by the company's own laboratory or via an external laboratory and analyses performed.
Foreign material risk mitigation	Basic	4.12.2	• Description of the equipment and methods used to detect foreign materials (e.g., filters, sieves, X-ray, metal detection) and where they are placed in the process. If no foreign material detection equipment is available, descriptions of the used preventive measures (e.g., visual detection methods).

Chapter	Level	No. of Requirement	Compulsory information to be added.
Pest monitoring and control	Basic	4.13.2	Indicate: • if the pest control services are managed by in-house staff or by an external provider, • frequency and kind of control activities, • in case of identification of pest activity, corrective actions taken.
Maintenance and repair	Basic	4.16.3	• Indicate if food grade lubricants are used on equipment and surfaces that may come in contact with products.
Traceability	Basic	4.18.1	• Description of the traceability system and documentation for traceability in the company. • Description of product/s was/ were used for the traceability test carried out by the ASSESSOR during the IFS Progress – PACsecure Assessment, including details concerning used raw materials, rework, wrapping for the final product/mass balance/ results of the traceability tests backwards and forward. **Note:** The traceability test(s) shall always be based on samples chosen by the assessor.
Traceability	Intermediate	4.18.3	• Description of product/s was/ were used for the traceability test carried out by the COMPANY, including the results of the traceability tests backwards and forward, and actions taken (if applicable).
Allergen risk mitigation	Basic	4.19.2	In case allergens have been identified, indicate: • type and source of each allergen, • how are allergens managed, • how allergens are declared, if required by law and customer.

Chapter	Level	No. of Requirement	Compulsory information to be added.
Product fraud	Intermediate	4.20.2	• Indicate which raw material groups, product groups and/or processes were identified in the vulnerability assessment and the risks identified. • Explain which criteria were selected in the vulnerability assessment. • Provide details of the vulnerability assessment (dates, responsibilities, points of discussion, etc.).
Internal audits	Intermediate	5.1.1	Indicate: • if the internal audit program covers all the requirements of the IFS Progress – PACsecure, • the frequency of internal audits.
Site and factory inspections	Basic	5.2.1	Indicate: • if site and factory inspections covers all topics mentioned in the requirement, • the frequency of the inspections, • how are deviations and actions taken documented.
Product and process analyses	Basic	5.6.1	Indicate: • if analyses are performed by own laboratory and/or by an external laboratory and how frequently, • if the laboratories (internal/external) used are accredited under ISO 17025 (accreditation number of the laboratory), • if migration analysis are carried out, which ones, and if they are according to legislation and customer specification.
Management of incidents, product withdrawal, product recall	Basic	5.9.1	• Indicate how many withdrawals and recalls have been occurred since last year, specify the product(s) involved and the cause(s) of withdrawals and product recall.

Summary of all deviations and non-conformities found for each chapter and requirement

Nº	Reference	IFS requirement	Evaluation	Explanation
1	1.1.1			
2	1.1.2			

Summary of the N/A evaluations

Nº	Reference	IFS requirement	Evaluation	Explanation
1	1.1.1			
2	1.1.2			

Detailed IFS Assessment Report

Nº	Reference	IFS requirement	Evaluation	Explanation
1	1.1.1			
2	1.1.2			

ANNEX to the IFS Assessment Report

List of key participants

Assessment participants					
Name	Position	Opening meeting	On-site evaluation	Documen-tation review	Closing meeting
Mr. Quality	Quality Manager	X	X	X	X
Mr. Manager	General Manager	X			X
Mr. Interpreter	Interpreter	X	X	X	X

Product scopes (based on part 1, ANNEX 3)

N°	Product scope
1.	Flexible plastic
2.	Rigid plastic
3.	Paper and board
4.	Metals and alloys
5.	Glass and ceramic
6.	Other natural materials
7.	Other packaging components

IFS Scoring System

Evaluation	Explanation	Points
A	Full compliance	20 points
B	Almost full compliance	15 points
C	Small part of the requirement is implemented	5 points
D	Requirement has not been implemented	0 points
Major non-conformity	Non-respect of a program's requirement, including legislation, law, product safety, customer issues and/or in case of internal dysfunctions (e.g. completely not regulated and controlled processes). A Major can also be given when the identified non-conformity can lead to a serious health hazard.	10 % of the total amount of points possible to reach is substracted
N/A	Not applicable Requirement not applicable for a company	N/A equirements will be excluded from the final scoring

Scoring and issue of certificate (based on chart 3 and 4, Part 1)

ANNEX 3: Action plan

Assessed company: Name of the company/Address

Date/time of current assessment: 02.03.2021 (09:00–18:00) / 03.03.2021 (08:30–12:30)

Lead Assessor: Max Mustermann

Co-Assessor(s):

Trainee(s):

No. of Req.	IFS Progress – PACsecure requirement	Evaluation	Explanation (by the assessor)	Root cause (by the company)	Correction Responsibility/ Date /Status of implementation (by the company)	Corrective action Responsibility/Date/ Status of implementation (by the company)	Release by the assessor and date of release

ANNEX 4: Letter of confirmation

Letter of confirmation

Herewith the certification body/assessment service provider

Name of the certification body/assessment service provider

confirms that the activities of

Name of the assessed site
Address
COID
(Headquarters)

for the assessment scope:

detailed descriptions of processes/products

got approved/provisionally approved
according to the requirements set out in the

IFS Progress – PACsecure
Version 1, July 2021

and other associated normative documents

at basic/intermediate level

with a score of XX % (if required)

Assessment date

Date of issue of letter of confirmation

Letter of confirmation valid until
Next assessment to be performed within the time period
(specify soonest and latest assessment date, according to requirements of assessment protocol, Part 1)

- Date and place
- Name and signature of the responsible person at the certification body/assessment service provider
- Address of the certification body/ assessment service provider

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