August 23rd, 2021

Overview of the revision of the JFS-C Certification Program Document

Japan Food Safety Management Association

I. Purpose of revision

The Japan Food Safety Management Association (hereafter referred to as JFSM) publishes Version 3.1 of the JFS-C Certification Program Document as corrective actions versus the comments raised by the Benchmark Leader (hereafter referred to as BML) during the re-approval audit versus the Benchmarking Requirements (hereafter referred to as BR) 2020.1 by GFSI.

II. Revision policy

This revision as a part of corrective action to GFSI benchmarking process. As a result of the GFSI re-approval audit of Version 3.0 of the JFS-C certification program document published by JFSM in October last year, it is necessary to make corrections. A separate notice will be issued to accreditation bodies, certification bodies and certified organizations regarding their response.

III. Overview of the JFS-C Certification Program Document revisions

(1) Program requirements

・　2.9 JFSM confirms that the certification bodies have a process to publish audit reports in English, the official translation language, or in the language required by the organization.

・　3.6.1 JFSM establishes and implements an Integrity Program to demonstrate that the certification bodies conform to the requirements of the Certification Program and manage their activities effectively.

・　3.6.3 JFSM implements a risk-based assessment program when conducting a desktop review of certification body audit activities.

・　3.6.4 JFSM implements a risk-based certification body office audit program that focuses on the implementation of the Certification Program requirements by the certification bodies.

・　3.6.5 JFSM defines key performance indicators (KPIs) for certification body activities in the results of desktop reviews and office audits performed on certification bodies.

・　3.6.8 JFSM carries out the desktop reviews, office audits of certification bodies, evaluation of certification operations through entries in the database, and monitoring of audit reports as described in 3.6.1-3.6.7 as part of the surveillance activities for the integrity program. Each program will be a risk-based assessment and risk-based factors are summarized in Annex 4. Details of the implementation of the integrity program are set out in the "Rules on surveillance activities for certification bodies in

relation to JFS-C certification program documents"

- 3.11 The switch from other GFSI recognized standards is acceptable only if the scope of JFS-C standard is equivalent to current certified scope when certified organization is willing to switch to our standard and the equivalence of both scopes of certifications, audit reports including the previous unannounced audit and audit histories are minimum requirements defined by JFSM. Certification bodies shall decide on the validation and approval of the switching and ensure that JFSM is notified of its approval rationale.
- 5.2.2 3）Certification bodies shall implement procedures for auditor selection, including auditor rotation, such as no more than six consecutive audits at the same site, in order to maintain the impartiality of the audits.
- 5.2.2　6)　③When a minor nonconformity is found in an audit, the auditor shall request the organization to take correction and establish corrective action plan, and to submit those relevant evidences. Within 30 days from the end of the audit, those completion of correction and efficacy of corrective action plan shall be verified and approved when acceptable. The completion and effectiveness of the corrective action shall be evaluated in the next scheduled audit.
- 5.2.3 1）The audit report is a record to prove that the auditor has properly conducted the audit and determined the conformity of the organization. The certification body shall have a clear structure for the preparation and production of the audit report. The certification body shall prepare the audit report in accordance with this structure and deliver it to the organization within two weeks after the decision to certify or continue certification.
- 6.2.1 Certification bodies shall have systems and procedures in place to ensure that the auditors conducting audits comply with the competence requirements set forth in ISO/IEC17021, ISO/TS 22003 and IAF MD4, and in particular the requirements set by JFSM, regardless of their scope of accreditation.
  Systems and procedures should include:
  1) Maintain records to ensure that each auditor has the required competence for the sector or sub-sector in which they are registered.
  2) The qualifications, education and work experience of the auditors required for each sector or sub-sector (as specified in Annex 3)
  3) The certification body shall re-evaluate the competence of each auditor every three years by attending on-site audits to GFSI endorsed standards.
    A witness-assessment on auditor performance by an accreditation body may only be substituted for a witness-assessment on auditor performance by a certification body, only if the report is reviewed and verified as equivalent by witness-assessor of the certification body.
  Witness-assessments shall not be carried out on the following assessment occasions
      ① Extraordinary audit
      ② Additional audit
      ③ Re-audit
  If there is any doubt about the competence of an auditor, JFSM will request the certification body to provide evidence to support the competence of the auditor. If the certification body is unable to provide evidence of the competence of the auditor for each registered sector or subsector, JFSM will delete the registration of the sector or subsector for which the competence was not recognized.
  In addition, certification bodies shall reassess the competence of each auditor every three years in a witnessed on-site audit under the GFSI Approved Standards.
- 6.2.6 1）Auditor training

- Certification bodies shall ensure that trainers in charge of conducting auditor training in the certification bodies (hereinafter referred to as "trainers") have completed the training provided by JFSM.

- Trainers shall establish annual training programs based on the training defined above and conduct the programs for the auditors. The training programs shall include the following.

- Annex1 4　Only If the minimum man-hours for audit is lower than calculated minimum man-hours for audit due to circumstances such as combined audit, the certification body shall submit the relevant supporting evidence to JFSM and explain the reason for the lower man-hours for approval.
  JFSM shall approve it only when it judges that the validity of man-hours and audit items is ensured by the risk factors in the integrity program of the audit.

- Annex 2　From a reference to a regulation (the regulation does not require the auditor to demonstrate competence in all elements one by one) The rules are not intended to require the auditor to demonstrate each and every element of competence), and the scope of the rules has been extended to include auditors, audit witness assessors and technical reviewers.

- Annex 3　Scope of application of JFS-C standards and certification program is added

- Annex 4 is added