

Confidential

JFS-C Annual Activity Report 2021

List of standards, standard documents and program provision

JFS-C Standard (Sectors: CI, CII, CIII, CIV/K)

JFS-C Certification Program Document

JFSM Approval Criteria Document for Approved Training institutions and Instructors



一般財団法人 食品安全マネジメント協会
Japan Food Safety Management Association

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PREFACE

This report summarizes the annual activities of the Japan Food Safety Management Association (hereafter referred to as "JFSM") regarding the operation of the standards and programs of JFS-C, operated by JFSM.

JFS-C Standards (Sectors: CI, CII, CIII, CIV/K) (hereinafter referred to as JFS-C)

JFS-C certification program document

JFSM Approval Criteria Document for Approved Training institutions and Instructors

1 OVERVIEW OF JFS-C STANDARD 2021

Re-recognition of JFS-C standard

An application for re-recognition to GFSI BR2020.1 was submitted at the end of 2020, and 2021 was a year of the re-approval process.

The documents had been revised to correct and take corrective actions in response to the items non-conformity in the desk top review and remote office audit by GFSI, and after soliciting public comments from GFSI and approval by the steering committee, the sub-sector CIV was re-approved by GFSI on December 9.

CI and CIII will be re-recognized when the audit cases reach to the 10 re-approval certified cases.

As for CII, since the number of organizations is 10 or less, we will continue to promote dissemination activities to increase the number of organizations.

1.1 Development and Revision of JFS-C Standard Requirements, Certification Program Documents and Related Documents during the GFSI Re-recognition Process

1.1.1 JFS-C STANDARD DOCUMENT

Following the revision to meet the GFSI benchmark requirements Ver. 2020.1 in 2020, the Ver. 3.0 to Ver. 3.0 Supplemental Requirements became effective in 2021 as a corrective action in the re-recognition process by GFSI. (August)

1.1.2 JFS-C CERTIFICATION PROGRAM DOCUMENT

In 2020, a revision was made to align with GFSI's benchmark requirements Ver. 2020.1. In 2021, Ver. 3.1 became effective on August 23 as a corrective action in the re-approval process by GFSI.

1.1.3 GUIDELINES BASED ON THE JFS-C STANDARD

With the entry into force of the JFS-C Standard Document Ver. 3.0 Supplemental Requirements, Guideline Edition 1.1 has been effective.

The guidelines based on the JFS-C standards were distributed free of charge to JFSM members (as a benefit of membership), contracted certification bodies, and registered certified organizations (including organizations applying for new certification) under conditions that prohibit unauthorized quotes or use without permission. It was also distributed free of charge to contracted auditors and training organizations upon submission of a similar agreement. For non-affiliated parties, the report was made available in print-on-demand format for a fee of 2,728 yen in September.

1.1.4 JFS-C STANDARD RELATED DOCUMENTS

The JFS-C standards-related documents which were published and revised in 2021 are as follows.

- JFS-C Provision for handling the JFS-C Certified Logo Version 5 (April 9)
- Provision for Handling of Appeals Concerning the JFS-C Cert (Version 2, August 18)
- Provision for Operating of Stakeholder Committee (Version 1, October 12)
- Surveillance activity provision for certification bodies relating to the JFS-C (Version 4, November 5)
- Provision for Handling of Complaints (Version 1, August 18)
- Provision for Preparation of Audit Reports for the JFS-C Certification Program (Initial Version, October 28)

The approval process for published documents (see the table below).

Document name	Public comment period	Consultation with the Stakeholder	Board approval	Effective date
JFS-C Standard Document (Sectors: CI, CII, CIII, CIV/K) Ver. 3.0 Supplementary Requirements	July 2 - 16	July 21	August 19 (Electronic Approval)	August 23
JFS-C Certification Program Document Ver. 3.1	July 2 - 16	July 21	August 19 (Electronic Approval)	August 23
Guideline Edition 1.1 based on the JFS-C Standard Ver. 3.0 Supplementary Requirements [Guideline]	N/A	N/A	August 19 (Electronic Approval)	August 24

1.2 Contract Status of Accreditation and Certification Bodies

1.2.1 CONTRACT STATUS OF ACCREDITATION BODY

Japan Accreditation Board (JAB)

Joint Accreditation System of Australia and New Zealand (JAS-ANZ)

Two Accreditation Bodies in total

1.2.2 CONTRACT STATUS OF CERTIFICATION BODY

JIA-QA Center

Nippon Kaiji Kentei Quality Assurance Ltd. Japan Management Association

TÜV SÜD Japan Ltd.

Japan Management Association Quality Assurance Registration Center

DNV Business Assurance Japan K.K.

TÜV SÜD Korea Ltd. Trading as TÜV SÜD Asia Pacific TÜV SÜD Group

Total of seven Certification Bodies

1.3 Cancellation of Contracts with Accreditation and Certification Bodies

JIC QUALITY ASSURANCE LTD. and Japanese Standards Association. (September 30st.)

Japan Environmental Certification Organization (December 31st.)

Above Three Certification Bodies have agreed to terminate its JFS-C certification program.

1.4 Registration Status of JFS-C Certified Organizations

Although 17 sites were newly acquired JFS-C certifications in 2021, the number of sites increased by 1 because there were 16 sites withdrawn their certifications from the organization due to the cancellation of the contract with the certification bodies.

Certified Organizations: 87 sites

JFS-C certified: 87 sites (2021 New: 17, Returned: 16)

1.5 Integrity Program

1.5.1 SURVEILLANCE ACTIVITIES OF ACCREDITATION BODIES (JFS-C CERTIFICATION PROGRAM)

Conducted liaison meetings, etc. with accreditation and certification bodies in accordance with the requirements of the JFS-C Certification Program Document Ver3.0, Section 4.

1.5.2 MONITORING OF CERTIFICATION BODIES AND ORGANIZATIONS (JFS-C CERTIFICATION PROGRAM)

Data analysis for 2021 was conducted based on the data entered into the JFSM database. 23 organizations (those entered into the DB by the end of December) were transitioned to Ver. 3.0 after the transition audits has begun in late May of 2021.

1.5.3 CONDUCTING OFFICE VISITS TO CERTIFICATION BODIES (JFS-C CERTIFICATION PROGRAM)

In 2021, periodic office examinations of 3 organizations were carried out.

DNV Business Assurance Japan K.K. (February 2)

JIA-QA Center (September 13)

Nippon Kaiji Kentei Quality Assurance Ltd. Japan Management Association (November 4)

1.5.4 RESPONSES TO NEWS REPORTS ON FOOD ACCIDENTS AND FRAUD BY NEWSPAPERS AND OTHER MEDIA (JFS-C CERTIFICATION PROGRAM)

In 2021, there was no report on food accidents and fraud.

1.5.5 WITHDRAWN ORGANIZATIONS (JFS-C CERTIFICATION PROGRAM)

In 2021, there were no organizations withdrawn due to non-conformity or other reasons, but there were 14 withdrawals of registration due to termination of the certification body's contract and two withdrawals due to organizational reasons, for a total of 16 withdrawn organizations.

1.5.6 MAINTAINING AUDITORS' REGISTRATION (JFS-C CERTIFICATION PROGRAM)

The registration was confirmed, suspended, and the suspension was lifted in accordance with the requirements of the JFS-C Certification Program Document Ver. 3.0.

2. JFSM-APPROVED TRAINING INSTITUTIONS, TRAINING COURSES 2021 OVERVIEW

The 'Approval criteria document for JFSM-approved training institutions and instructors Ver. 3.0' was developed to expand the scope of training and to support the step-up from JFS-B, to JFS-C and related documents were developed and put into effect.

In response to the growing need for online training, 'Provision for Online Training' entered into force.

2.1 Development and Revision of JFSM-approved Training Institutions, Training Courses, Approval Criteria Documents and Related Documents

2.1.1 JFSM-APPROVED TRAINING INSTITUTIONS, TRAINING COURSE APPROVAL STANDARDS DOCUMENT

Approval criteria document for JFSM-approved training institutions and instructors Ver. 3.0 came into effect on December 9.

2.1.2 JFSM-APPROVED TRAINING INSTITUTIONS AND COURSE-RELATED DOCUMENTS

In response to the growing need for online training, the following documents were developed and revised in conjunction with the entry into force of 'Provision for Online Training' and 'Approval criteria document for JFSM-approved training institutions and instructors Ver. 3.0'.

- Provision for Online Training (New) (August 23)
- Provision for Initial Registration Examination of Training Institutions (December 9)
- Provision for Maintain of Approval of JFSM Approved Training Institutions (December 9)
- Provision for the Audit Company and Training Course Approval Committee (December 9)
- Provision for JFSM Approved Training Logo Handling Edition 1 (December 9)

The approval process for published documents (see the table below).

Document name	public comment	Consultation with the	board approval	effective date
Approval criteria document for JFSM-approved training institutions and instructors Ver. 3.0	August 17 - September 6	October 15	November 9	December 9
Provision for Online Training		July 21 - August 4	July 13 (Report)	August 23

Provision for Initial Registration Examination of Training Institutions	September 15-29 *Stakeholder consultation for contracted training organizations, certification bodies, and auditing companies, approval committees, and training-related stakeholders	October 5 (Report)	November 9 (Report)	December 9
Provision for Maintenance of Approval of JFSM Approved Training Institutions	ditto	ditto	ditto	December 9
Provision for the Audit Company and Training Course Approval Committee		ditto	ditto	December 9
Provision for JFSM Approved Training Logo Handling Edition 1		ditto	ditto	December 9

2.2 Registration status of JFSM-approved training organizations and training Courses

No training institutions or training courses were approved for JFS-C in 2021.

3 COMMUNICATIONS

3.1 Communication with Accreditation Bodies and Certification Bodies

3.1.1 HOLDING OF HARMONIZATION MEETING

On 10 September, a harmonization meeting was held online via Zoom with the participation of contracted accreditation and certification bodies. A total of 17 persons participated.

The latest information related to GFSI, the re-approval status of JFS-C and points raised at the re-approval office audit were explained, as well as the transition to Version 3.1 of the certification program document published in August.

In addition, an external lecturer, Ms. Emiko Araki, gave a lecture on 'General Principles of Codex Food Hygiene'.

Separate liaison meetings were held with the overseas accreditation body JAS-ANZ on 18 February, 2 July and 1 October. (Including one held as the 8.1.2 JFS-C Standards Operations Liaison Meeting).

3.1.2 JFS-C STANDARD IMPLEMENTATION LIAISON MEETING WITH CERTIFICATION BODIES AND CERTIFICATION BODIES

In 2021, online meetings were held bimonthly via Zoom.

4 STAKEHOLDER COMMITTEE

All Stakeholder Committees held in 2021 (only for consultation related to JFS-C standards) were held online via Zoom. The dates are as follows.

Date	Consultation Agenda
July 21	<ul style="list-style-type: none"> •Revision of JFS-C Standard Requirements Ver. 3.0 •Proposed amendments to JFS-C certification program document Ver. 3.0
October 15	<ul style="list-style-type: none"> • Approval criteria document for JFSM-approved training institutions and instructors Ver. 3.0

5 HOLDING OF THE BOARD OF TRUSTEES

In 2021, the Board of Trustees held 1 regular meeting and 5 extraordinary meetings.

The dates are as follows.

	Date	How to hold the event	Number of Matters for Approval/Resolutions	Number of Matters to be Reported and Discussed
extraordinary	January 13	Holding via Zoom	1	0
regular	March 26	Holding via Zoom	2	4
extraordinary	July 16	Holding via Zoom	1	0
extraordinary	September 27	Holding via Zoom	1	0
extraordinary	September 28	Holding via Zoom	0	4
extraordinary	December 23	Holding via Zoom	0	3

6. HOLDING MEETINGS OF BOARD DIRECTORS

Six Board meetings were held in 2021 as follows. All matters on the agenda (items for approval or resolution) were approved by JFSM. An extraordinary meeting of the Board of Directors was held on 4 August by electronically. The matters on the agenda were resolved on 19 August.

The dates are as follows.

	Date	How to hold the event	Number of matters to be approved or resolved	Number of items to be reported
1st	January 12	Holding via Zoom	7	10
2nd	March 16	Holding via Zoom	10	8
3rd	May 11	Holding via Zoom	3	16
4th	July 13	Holding via Zoom	4	9
Extraordinary 1st	August 19	Deemed Resolution in Writing or	3	0
5th	September 14	Holding via Zoom	3	11
6th	November 9	Holding via Zoom	5	9

7 IMPLEMENTATIONS OF PUBLIC COMMENTS

The JFS-C public comments were posted on the JFSM website (<https://www.jfsm.or.jp/>) (2.3.12), as mentioned in the JFS-C Certification Program Document.

The proposed document and time frame for public comment are as follows:

Document name	Public Comment Start Date	Public Comment End Date
"JFS-C Standard Document Version 3.0: Proposed amendments"	July 2	July 16
"JFS-C Certification Program Document Version 3.0: Proposed amendments"	July 2	July 16
Approval criteria document for JFSM-approved training institutions and instructors Ver. 3.0	August 17	September 6

8 ESTABLISHMENT AND OPERATION OF WORKING GROUPS

The working group in 2021 was designated as the JFS Standards Review Working Group and discussed the incorporation of CODEX HACCP and JFS-C standard requirements following the publication of GPFH2020, and the revision of JFS-A/B.

*The term of office of the committee members is from 1 March 2021 to 28 February 2022, so the information is given until February 2022.

The dates are as follows.

Date	
March 30	1st JFS Standards Review Working Group
May 12	2nd JFS Standards Review Working Group
June 22	3rd JFS Standards Review Working Group
July 28	4th JFS Standards Review Working Group
September 29	5th JFS Standards Review Working Group
October 27	6th JFS Standards Review Working Group
December 7	7th JFS Standards Review Working Group
January 19, 2022	8th JFS Standards Review Working Group
February 16, 2022	9th JFS Standards Review Working Group

9 INTERNAL AUDITS AND MANAGEMENT REVIEWS

9.1 Internal Audits

9.1.1 JFS-C PROGRAM

An internal audit of the JFS-C certification program was conducted on 10 November. Two minor non-conformities and six recommendations were identified. The minor non-conformities will be addressed by the end of March, and the recommendations will be implemented by considering improvement plans as appropriate.

9.2 Management Review

The management review was conducted on 17 December. Based on feedback from top management, the 2020 management review instructions were followed up and progress in achieving the 2021 business plan was reviewed. 2020 management review matters were reviewed and progress reported once a month throughout 2021, and it was reviewed that the 2020 instructions have been addressed.

The inputs for 2021 are as follows.

- (1) Follow-up on 2020 management review instructions and progress in achieving the 2021 Budget target
Key measures
- (2) Feedback from stakeholders on objections and complaints, etc.

(3)Indications from the previous year's management review (status of actions when includes corrective actions)

(4)Technical Group (excluding priority measures)

- ① Status of Internal Audits (Certification)
- ② Status of Internal Audits (Conformity Assessment Program)
- ③ Feedback from Certification Body Harmonization Meetings
- ④ Feedback from audit company Harmonization Meetings
- ⑤ Status of compliance with GFSI requirements or alignments.
- ⑥ Status of program-related enactments and revisions (JFS-C certification, certificate of conformity)
- ⑦ Training related to JFS standard

(5)Business Group (excluding priority measures)

(6)General Affairs Group (excluding priority measures)

(7)Promotion group (excluding priority measures)

In contrast to the above, the outputs for 2021 are as follows.

There are no nonconformities in the output (s) and no remediation requests.

Budgets

The revenue fell below the budget. "Decrease in membership fee revenue," "Decrease in the number of certification organizations," and "Difficulty in increasing the number of newly registered audit companies" are issues to be addressed.

Key Measures

•Based on the inputs, standard operation issues and business issues will be identified and addressed in priority measures projects for 2022 and business issues of each group.

10 HANDLING COMPLAINTS (ANALYSIS OF 'FEEDBACK AND ENQUIRIES')

No cases were initiated in 2021 as objections or complaint responses for both JFS all operational standards. The JFS continues to respond to enquiries by telephone and email. It has been one year since the logging of case entries began and a routine for responding to enquiries has been established. The number of contacts during the year was 1,185, of which 811 were from auditing companies, certification bodies and food businesses (including businesses wishing to register). After a year of unifying the receipt and answering of questions as a whole, rather than to individuals, by all in one the contact for email enquiries, it is now possible to analyze the data: the main questions from the 623 audit companies were about the operation of the standard, the use of the logo mark, and the concept of auditing and standards, accounting for They accounted for 70% of the total number of questions. The number of enquiries from food businesses was 44.

No complaints were found among those submitted via 'Feedback and enquiries'.

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