# FOOD SAFETY AUDITING POLICY FOR
## MANAGEMENT OF SERIOUS EVENTS

*Serious Event* means a situation or event preventing a planned audit to take place caused by **humans** (e.g. war, strike) or by **nature** (flood, storm) which also includes situations where an unannounced audit is not possible (e.g. security reasons)

On 11 February 2020, WHO announced a name for the new corona virus disease: COVID-19 i.e. Cornoa Virus Disease and we declare it as a serious event .

As a global company, we have decided to publish a policy for how the audits will be handled in this COVID-19 since this current situation of pandemic of the Novel Coronavirus (COVID-19) have impacted our ability to complete the scheduled onsite audits. OneCert International Rajasthan based Indian Certification Body, where government has announced complete shutdown till 14th April 2020 due to pandemic. **OneCert has decided to give exemption/grace period to all its certified clients by providing them following options.   This period will be given only when you inform to us (through email or telephone) by selecting one option out of the two mentioned.**

## ONECERT EMPOWERING THEIR CLIENTS

## I. FOR FSMS/FSSC CERTIFICATION AUDITS

**Stage 1** Audit will be conducted remotely with the use of information and communication Technology (ICT).

**Stage-2** Audits will be conducted within 6 months from the date of Satge-1 audit.

## II. FOR FSMS/FSSC SURVEILLANCE AUDITS

*QUARANTINE* OPTION 1.  Postpone the full surveillance audit by a maximum of 6 months within the calendar year.

*QUARANTINE* OPTION 2.  Conduct the surveillance audit as a two stages process consisting of a remote audit followed by an onsite audit within 6 months. The *remote audit\** combined with the onsite audit constitutes a complete surveillance audit. Where the 6 months between the remote and the onsite audit is exceeded, the full surveillance audit has to be conducted onsite within the calendar year or then the delay may lead to the certificate suspension

*Note - The remote audit will normally be 1 day and the onsite verification audit the remainder of the total duration of the surveillance audit. The onsite audit cannot be less than 1 day and should at least be 50% of the total audit duration.*

## *QUARANTINE* REMOTE AUDIT REQUIREMENTS (*Stage- 1 of Option 2*)

The remote audit will at least review the following key FSMS elements:

➢ Key changes since the last audit e.g. HACCP plans, product recalls and significant complaint levels.

➢ Risk and opportunity analysis/ Risk Assessment Plan
   (Note- Risk here means for the both Organization and Organizational risk)

➢ Emergency (also Incident if any) and their preparedness.

➢ Status with regard to objectives and key process performance, management review and internal audits. It is required that certified organizations increase the frequency of internal audits in support of the FSMS and to ensure food safety.

➢ Processing records including but not limited to the monitoring and corrective actions linked to OPRPs and CCPs; video and what what is covered. This will be recorded in the audit report.

➢ Any non-conformities identified during the remote audit will be classified according to the scheme/standard requirements and closed out within 28 days after the last day of the audit. In the case of a critical nonconformity, the certificate will be suspended and a full new onsite surveillance audit will be required to lift the suspension within 6 months.

## *QUARANTINE* FSMS/FSSC ONSITE AUDIT REQUIREMENTS (*Stage-2 of Option 2*)

➢ The onsite audit will preferably be conducted by the same auditor who did the remote audit to ensure continuity.

➢ The effective close out of any nonconformities identified at the remote audit, will be verified for effective implementation.

➢ The onsite audit serves as the verification audit with a focus on the remainder of the clauses not covered during the remote audit and the onsite production/GMP audit. It might be necessary to review parts of the remote audit again to ensure implementation of requirements. All the requirements of the Scheme/Standard will be covered between the remote and the onsite audit and will be declared in the audit plans.

➢ Any non-conformities identified during the onsite audit will be followed by the existing requirements of the scheme/standard.

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*QUARANTINE* ONECERT's OPTION-2 AUDIT REPORTING

The surveillance audit report will include all the summarized information and findings of the remote and onsite audit that will covers all the Scheme/Standard requirements.

The surveillance audit is only concluded once both the remote and the onsite audit have been successfully completed.

# III. FOR FSMS/FSSC RE-CERTIFICATION AUDITS

In case the certificate will expire, a validity extension of up to 6 months will be extended on the basis of the documented risk assessment and a successful remote audit. The same two part process (remote and onsite audit) as described under the Surveillance audit Option 2 process will be followed, including the specified audit criteria, audit principles and the audit process. The onsite FSMS/FSSC audit needs to take place within the 6 months validity extension window, with sufficient time to ensure that the extended certificate does not expire, and continuous certification is maintained. Upon successful completion of the onsite audit, including addressing any non-conformities as per the Scheme/Standard requirements, the recertification audit is complete.

## ONECERT's MEASURES FOR CB PERSONALS

From 20th March 2020, entire OneCert Staff is **Working From Home** as we believe that Health and Safety of our own employees is first priority . Also we have strictly warned all our employees to remain in quarantine positions till next governmental official notice.

OneCert will be at its level best to balance in this situation for our clients. All our CB personals will be available over calls (mobiles) and emails. You can contact us for further clarifications (if any).

*If you have any queries related to this or OneCert's ongoing activities, then you may contact our Team Lead Ms. Shuchi Arya @ +91-9414014812.*