

**Your One Stop for Organic & ISO 22000 Certification
In the World Market of Food**



How to get you Certified as per ISO 22000

**Guidelines for
Food Safety Management System (FSMS) / ISO 22000**

OneCert = Value

***Disclaimer:** These Guidelines are made for developing basic understanding only, Can not be used or referred as standard reference. For the standard reference please refer to applicable standards.*

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OneCert is a nationally and internationally recognized Organic Certification Agency accredited by APEDA under the **National Programme for Organic Production (NPOP-India) for Organic**. **OneCert Asia** is a branch of **OneCert Inc; US**.

As a second step towards certification services, **OneCert** is offering our certification services in Food Safety Management System (FSMS) / ISO 22000 and apply for accreditation in Quality Council of India (QCI).

At present OneCert is providing its services to Agriculture, Livestock, Processing (Perishable / Nonperishable), Catering (Hotel / Restaurant), Distribution (Retail, Shops & Wholesale), Services (Water supply, Cleaning & Waste disposal etc.), Transport & Storage, and Packaging Material Manufacture etc.

OneCert was formed to provide understandable, affordable and efficient certification services in Food Safety Management System / ISO 22000.

The name **OneCert** and logo are recognized internationally as a symbol of high integrity and quality. **OneCert** FSMS experts are internationally recognized and expertise in food handling, processing, transportation and distribution. OneCert ensures all the support, within the permitted limits, to its customer.

What is ISO 22000/FSMS Certification?

ISO 22000/FSMS Certification is a procedure to verify that the essential principles of food safety applicable through out the food chain (including primary production through to the final consumer), to achieve the goal of ensuring that food is safe and suitable for human consumption.

Why ISO 22000/FSMS Certification?

1. ISO 22000 / FSMS certification helps in building trust between consumers and producers.
2. ISO 22000 / FSMS to ensure integrity of food supply chain.
3. Labels and certification marks help a consumer to recognise trustworthy Food products easily.
4. ISO 22000:2005 certification and the logo are important marketing tools.
5. ISO 22000:2005 certification helps in getting comparatively a better price.

Benefits of ISO 22000/FSMS Certification by OneCert Asia

1. OneCert Certification services are understandable, affordable and efficient.
2. A team of young, energetic and experienced auditors having excellent knowledge of different types of operations is deputed. All the experts are recognized internationally.
3. OneCert Logo is recognized internationally as a symbol of very high integrity and quality.
4. Customer services and other supports to the clients are *par excellence*.
5. Neither hidden costs nor confusing statements.

Note: - HACCP, GMP certified facilities need only a few additional requirements for FSMS System.

The Inspection & Certification Process

The Certification process of OneCert is divided into 5 steps

STEP-1:- Registration and Application:-

For obtaining ISO 22000 Certification the first step is to be registered with OneCert Asia who in turn will provide you with an application packet. The packet contains **Application Form, Agreement and FSMS Questionnaire**. In FSMS Plan information about Food Safety Policy, Management Process, HACCP Plan, Pre-Requisite Programs, Internal Review and Audit regarding the FSMS, Record Keeping, Product Composition, Process Flow, Preventive Measures, and the Methods Used for Prevention of Contamination are required. While submitting the FSMS Plan one must attach the Facility Map, Site Plan and Product Label presently in use or to be used in future.

STEP-2:- Application Review:-

Once your complete application is received, we will review the same on the basis of applicable standards. If any incomplete information/non compliance are found or any additional information is needed, we will contact you. Once required information is gathered or non compliance is over, an on site audit is planned on a mutually agreed date and time.

This reviewing of application usually takes about a couple of days based on the information provided by applicant.

STEP-3:-Pre-Audit

We can also conduct a pre-audit to take an idea about the size, no. of employees, nature of the operation and organization's readiness about the audit. This visit will also help us to decide the number of auditors for the initial audit for grant of license, its duration and type of expertise required. The number of auditors for audit and its duration will vary according to the size and operation of the organization to be assessed. Any significant omissions and deviations from the prescribed requirement intimated by OneCert will have to be corrected and we should be informed accordingly to process the application further.

STEP-4:- Initial/Certification audit:

On the prescribed date a trained FSMS auditor, familiar with your type of operation will reach your facility.

The audit will consist of the following steps:

a) Opening Meeting: This will be conducted by the Auditor and the Top Management. Food Safety Team Leader and heads of all departments being audited are supposed to be present. This is an introductory meeting the purpose of which is to confirm the audit plan; provide a short story to how the audit will be undertaken; confirm communication channels; and to provide the auditee an opportunity to ask any questions.

b) Assessment

The auditor will thoroughly examine each process and documents of your operation and facility for the verification of your plan in an accurate description of FSMS standard compliance. Observations recorded by the auditors may be signed by the concerned departments personal as a token of acceptance, if desired by the auditor.

The non-conformities observed by the auditor will be handed over to the firm at the end of each day for necessary corrections and corrective actions.

c) Closing Meeting

During a closing meeting auditor will summarize his findings and ask for any additional information if required. Auditing time depends upon the complexity of operations and size of organization.

Time frame for the corrective action(s) will be decided according to the severity of noncompliance.

The non-conformity report will be signed by the Management Representative or authorized Signatory as a token of acceptance.

STEP-5:- Secondary Review & Certification Decision:

After submission of the auditor's report, it is reviewed to evaluate compliance with the applicable standards. During the Secondary Review if more information is required we will contact you. After the receipt of report from the auditor, the Secondary Review generally takes 2-4 days.

After completion of the Secondary Review, the final decision will be taken; this process can take 1-2 weeks. After receiving the final decision from our reviewers and auditors, you will receive your ISO 22000:2005 / FSMS Certificate along with a covering letter citing the conditions for awarding certificate. The FSMS Certificate contains name of your company, address, category of certification, list of certified product and validity of certificate. The entire Certification Process may take about 4-12 weeks depending upon documents and co-operation provided.

Basic Requirements for FSMS Certification

For the basic understanding we are giving below the general requirements for Food Safety Management System / ISO 22000. These requirements are made for developing basic understand only, can not use or referred as standard reference. For the standard reference please refer to applicable standards.

Food Safety Policy

The overall intentions & Directions of an organization related to quality as formally expressed by top management; an applicant should include a Food Safety Policy to show its intention and direction related to Food Safety.

Disciplined management process

Helps to coordinate activities to direct and control an organization with regard to quality.

HACCP Plan

It is a written document that describes how you plan to manage and control your organization's food safety hazards; it gives a structural idea of the whole process therefore it becomes easy to control & monitor the Food Safety hazards. This plan includes the Food Safety hazard at the CCP, control measure, Critical limit(s), monitoring procedure(s), corrections & corrective action(s), responsibilities & authority and record(s) of monitoring.

Pre-Requisite programs

These are the support programs required to ensure that controls can be implemented effectively. These can be:

- New product introduction
- Raw material controls
- Purchasing
- Equipment preventive maintenance and calibration
- Product tracking & traceability
- Transport
- Product Recall

Assigning clear roles, responsibilities, and authorities

This is done by making a chart which includes the roles, responsibility & authority of the employees based on their experience & competency.

Resources & Trainings

Sufficient resources should be provided by the management in order to fulfill the requirements of FSMS it also includes the training requirement.

Emergency preparedness/response program

It must include the emergency situation which can occur in the organization (eg; fire, flood etc.) with the response program which should be taken immediately.

Review and audit the FSMS

It helps in finding both the negative and positive points in the system & thus provides a system to monitor the effectiveness of FSMS.

Continuously update and improve the FSMS

There should be Continual Improvement in FSMS, this shows the success of FSMS or we can say that this is necessary for effective FSMS.

Establish and maintain internal and external communication

Internal communication includes:

- Top management with company personal;

- Internal communication between all departments;
- Communication of FSMS team leader with Top management & all other employees about any new requirement or amendment in the present FSMS system. Etc.

External communication includes:

1.) It refers to the communication of organization with external bodies like customer or Certification body.

Cost of FSMS Certification by OneCert:-

OneCert is formed to provide understandable, affordable and efficient certification services in Food Safety Management System (FSMS) / ISO 22000: 2005. The fees may vary depending upon the time required for different activities such as processing of application, review/s, inspection/s, report writing, decision making etc. Fees of a Client will depend upon:

1. No. of products applied for FSMS Certification.
2. No. of production lines (Processor only).
3. No. of employees
4. No. of Operation sites or Offices.
5. Size of operation.
6. Complexity of operation.
7. Records maintained and information provided.
8. Support provided by applicant.

The Fees for the different categories of Operators may be within in the range of Rs.10, 000/- to Rs.1, 00,000/-. For more details please write to OneCert Asia Office with brief description of your operations.

Time taken by OneCert Asia for Certification

The complete certification process may take 4 to 12 weeks depending upon the providence of information and support by the applicant.

Complaint & Appeals:

Under the provisions of OneCert Certification Procedure (OC-002) any decision taken in respect of granting withholding, renewal, suspension or cancellation of certification under ISO 22000:2005 can be appealed against. A client may also lodge the complaint.

For the Procedure and Guidelines for making an appeal and complaints, contact

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