

SWISSCERT

SWISS CERT PVT. LTD.

412, BEST SKY TOWER, NETAJI SUBHASH PLACE,
PITAMPURA, DELHI – 110 034, INDIA

Ph. : +91-11- 41539720,

Fax : +91-11- 41539721

Email : info@swisoindia.com

Web : www.swisoindia.com

1.0 INTRODUCTION

SWISS CERT Pvt. Ltd. is a legal entity incorporated under the Companies Act 1956, in India. The main objective of the company is to offer independent third party certification to organizations against various Management System Standards; (e.g. ISO 9001: Quality Management System & ISO 14001: Environment Management System). SWISS CERT Pvt. Ltd is directly accredited by NABCB (National Accreditation Body for Certification Bodies under Quality Council of India) and DAC (Dubai Accreditation Center).

2.0 Criteria for Granting Certification of a Multi-site organization:

2.1. General rules and regulation- (Document PD-02)

2.1.1. The rules & regulations specified in the document, PD-02 shall be applicable to all organizations applying for certification to SWISSCERT

2.2. Rules and regulation- Multi site

2.2.1. For multi-site organizations the rules & regulations specified in this document, PD-04 shall be additionally applicable. All organizations seeking multi-site certification shall essentially comply with these.

2.3. Eligibility

2.3.1. Multi-site organization is defined as an organization having an identified central function (central office) at which certain activities are planned, controlled or managed and a network of local offices and branches (sites) at which such activities are fully or partially carried out.

2.3.2. A multi site organization need not be a unique legal entity, but all sites shall have a legal or contractual link with the central office and be subject to a common management system. The management system is laid down, established and subject to continuous surveillance and internal audits by the central office. This means that the central office has rights to ensure that the sites implement corrective actions when needed at any site.

2.3.3. The processes at all the sites have to be substantially of the same kind and have to be operated to similar methods and procedures. Where some of the sites under consideration conduct similar, but fewer processes than others, they may be eligible for inclusion provided that the site or sites, which conduct most processes or critical processes, are subject to full audit . All the sites should be in the same country.

2.3.4. Organizations, which conduct their business through linked processes in different locations, are also eligible for certification under multi-site. Where processes in each location are not similar but are clearly linked, the sampling plan shall include at least one example of each processes conducted by the organization (e.g. fabrication of electronic component in one location, assembly of the same components – by the same company in several other locations)

2.3.5. The organization’s management system shall be under a centrally controlled and administered plan and be subject to central management review. All the relevant sites including the central office shall be subject to the organization’s internal audit program and all sites have been audited prior to certification audit.

2.3.6. The central office has established the management system in accordance with the relevant ISO or other standard and the whole organization meets the requirements of the standard including relevant legal regulations.

2.3.7. The organization should demonstrate its ability to collect and analyze data (system documentation and changes, management review, complaints, corrective actions, internal audit, legal requirements etc) from all sites including the central office and its authority and also demonstrate its authority and ability to initiate organization changes if required.

2.3.8. If all the sites of an organization where the activity subject to certification is performed are not ready to be submitted for certification at the same time, the organization shall be required to inform SWISSCERT in advance of the sites that it wants to be included in the certification and those which are to be excluded.

2.3.9. Specific to FSMS:

2.3.9.1 SWISSCERT certifies a multi site organization under one management system under the following conditions,

- a) all sites are operating under one centrally controlled and administered FSMS
- b) internal audit has been conducted on each site within one year prior to certification
- c) audit findings of the individual sites are considered indicative of the entire system and correction is implemented accordingly

2.3.9.2 The use of multi-site sampling is only possible for organizations for categories A, B, E, F & G (refer attachment -1) and for organizations with more than 20 sites operating within these categories. This applies to initial certification, surveillance and recertification audits. SWISSCERT maintains the justification for its decision on sampling

2.3.9.3 When SWISSCERT while utilizing the sampling program ensures an effective audit of FSMS applying the following,

- a) With organizations with 20 sites or less all sites are audited. The sampling for more than 20 sites the ratio of 1 site per 5 sites is employed All the sites shall be randomly selected and after the audit, no sampled sites may be non conforming
- b) at least annually the audit of central office is performed by SWISSCERT
- c) at least annually the surveillance audits are performed on the required number of sampled sites
- d) the audit findings of the sampled sites are considered indicative of the whole System and corrections are applied accordingly .
- e) an internal audit is performed on each site within one year prior to certification

2.3.9.4 Example of multisite sampling

	Total number of sites								
	x between 1 and 20	21	22	23	24	25	26	27	28
No. of sites above 20	0	1	2	3	4	5	6	7	8
Additional no. of sites to be audited	0	1	1	1	1	1	2	2	2
No of sites to be audited	x	21	21	21	21	21	22	22	22

2.4. Nonconformities.

2.4.1. Whenever any non-conformity is found at an individual site, either through the organizations internal auditing or auditing by SWISSCERT, the organization shall investigate whether it leads to a system deficiency affecting all other sites or limited to the particular site only. If it is found a system deficiency correction and corrective action should be performed both at central office and at the individual sites. If the corrective action is limited to only the site where the nonconformity has been reported, the organization should be able to demonstrate to SWISSCERT the justification for limiting its follow up corrective action.

2.4.2. At the time of the decision making process, if any site has nonconformity pending the certification shall be denied to the whole network pending satisfactory corrective action.

2.4.3. It shall not be admissible that, in order to overcome the obstacle raised by the existence of non-conformity at a single site, the organization seeks to exclude from the scope the “problematic site “site during the certification process. Such exclusion can only be agreed in advance as stated in section 2.3.8.

2.5. Certification Document

2.5.1. SWISSCERT shall issue the certificate after completing the procedural requirements (PD-02) and the sites included in the certificate are either individually audited or audited as per a sampling scheme as defined in SWISSCERT procedure.

2.5.2. SWISSCERT shall withdraw the entire certificate if the central office or any of the sites does not fulfill the necessary provisions for the maintenance of the certification.

2.5.3. As the list of sites needs to be updated by SWISSCERT, the organization shall inform SWISSCERT about the closure of any of the sites covered by the certification. Failure to provide such information will be considered by SWISSCERT as a misuse of the certification and SWISSCERT shall initiate appropriate action for suspension as specified in PD-02.

2.5.4. SWISSCERT shall grant additional sites to the existing certification either through the routine surveillance, special audit or re-certification audit.

2.6. Sampling

2.6.1. The number of sites selected for certification shall be based on the norms framed by SWISSCERT to meet the requirements of the applicable standard.

2.6.2. It is not necessary to select the sites before starting of the audit process, but can also be done after the audit of the central office.

Date:

Authorized Signature

For SWISS CERT Pvt. Ltd.

Note: This document should be read in conjunction with general Rules & Regulations for Certification specified in PD-02.

Food Chain Categories – Attachment-1

Cluster	Category		Subcategory		Examples of included activities
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing and storage
			AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing and storage
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packing and storage
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing and storage
Food and feed processing	C	Food Manufacturing	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products
			CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
			CIII	Processing of perishable animal and plant products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready to- eat meals
			CI V	Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
	D	Animal Feed Production	DI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
			DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals

Catering	E	Catering		Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit	
Retail, transport and storage	F	Distribution	FI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
			FII	Food Broking / Trading	- Buying and selling food products on its own account or as an agent for others Associated packaging c
	G	Provision of Transport and Storage	GI	Provision of Transport and Storage Services for Perishable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging c
Auxiliary services	H	Services		Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.	
	I	Production of Food Packaging and Packaging Material		Production of food packaging material	
	J	Equipment manufacturing		Production and development of food processing equipment and vending machines	
Bio chemical	K	Production of (Bio) Chemicals		Production of food and feed additives, vitamins, minerals, bio-cultures, flavorings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents	

Note:

- a) "Farm packing" means packaging without product modification & processing
- b) "Associated packaging "means packaging without product modification and processing and without altering the primary packaging.