



International Featured Standard

## Compulsory fields to be filled in the IFS audit report

## Preface

The following requirements, where compulsory precisions shall be completed, shall lead to a **more significant and descriptive IFS audit report**, even if the auditee nearly fulfils all IFS requirements. These precisions are an added value for every user of the audit reports. The auditor is requested to provide, **during an audit, and even in the case of an A evaluation**, an additional justification and/or additional background information for some specific IFS requirements.

In every case, each auditor shall provide written supplementary information about the procedures and documents which are implemented by the audited company, as regards to the 10 KO-requirements.

**The following points shall at any rate be replied to:**

<b>Part of the audit report</b>	<b>Number of IFS requirement</b>	<b>Compulsory remarks to be added</b>
<b>Company profile</b>	<b>First page of the audit report</b>	<p>The auditor shall provide the following information:</p> <ul style="list-style-type: none"> <li>- The year of construction of the company,</li> <li>- The registration numbers of the company by authorities if available (e.g. in the EU, meat and dairy production sites have registration numbers)</li> <li>- When the last investment was made in production, product oriented investments concerning quality and safety (construction changes, machines)</li> <li>- How many production lines are operated in the company,</li> <li>- How many product groups and products per group are produced in the company, please name the groups,</li> <li>- How many employees are there, listed according to full-time and part-time workers (own employees, external companies), shift work,</li> <li>- The number and names of the sub-companies (sites) of the company (where are they situated, if they are IFS certified), precision about names and kinds of sub-contracted part(s) of the process (precise as well if they are certified),</li> <li>- The site area of the company in square meters,</li> <li>- Dispatch turnover between national / exported products within Europe / exported products extra Europe,</li> <li>- Global turnover,</li> <li>- Percentage (turnover) for retail branded products.</li> </ul>
<b>Corporate structure</b>	<b>KO n° 1: 1.2.4</b>	Description
<b>Corporate Structure</b>	<b>1.2.8</b>	<p>The auditor shall provide the following information:</p> <ul style="list-style-type: none"> <li>- To whom does the quality management report? Precision about the “senior management”.</li> </ul>
<b>HACCP</b>	<b>Introduction</b>	<p>The auditor shall provide the following information:</p> <ul style="list-style-type: none"> <li>- Date of the last verification and how the verification of the HACCP concept was carried out,</li> <li>- Number and names of CCPs.</li> </ul>
<b>HACCP Analysis</b>	<b>2.1.3.6</b>	<p>The auditor shall provide the following information:</p> <ul style="list-style-type: none"> <li>- Explanation about the method for determining of CCPs.</li> </ul>
<b>HACCP Analysis</b>	<b>KO n°2: 2.1.3.8</b>	<p>Description. As mentioned in the doctrine, there is a possibility to score the KO 1.2.3.8 as NA. In this case, the auditor shall explain the reasons why.</p>
<b>Personnel hygiene</b>	<b>KO n°3: 3.2.1.2</b>	Description
<b>Product specifications / raw materials</b>	<b>KO n°4: 4.2.2</b>	Description

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<b>Product specifications / recipe</b>	<b>KO n°5: 4.2.3</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- How many specifications did the auditor check? Method for checking?</li> <li>- How many specifications have the company to deal with?</li> </ul>
<b>(Drinking) Water supply</b>	<b>4.6.4.9.1</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- Where the drinking water/used water is coming from (sources)?</li> <li>- How the drinking water/used water is checked, stating particularly whether the water is checked by the company's own laboratory or via an external laboratory?</li> <li>- Which analyses are performed?</li> </ul>
<b>Risk of foreign bodies</b>	<b>KO n°6: 4.9.1</b>	Description The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- The number and the type of foreign bodies detected by equipment detection (filter, sieve, X ray, metal detection, visual detection) during internal audits and issued from customer complaints</li> <li>- In this case, what were the corrective actions thereof?</li> <li>- Have there been analyses of causes? If yes, please precise.</li> </ul>
<b>Pest control</b>	<b>4.10.1</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- Is it an internal or external pest controller who is used?</li> <li>- Frequency and kinds of checks,</li> <li>- In case of identification of pest, what were the corrective actions?</li> </ul>
<b>Traceability</b>	<b>KO n°7: 4.16.1</b>	Description
<b>Traceability</b>	<b>4.16.2</b>	The traceability test shall always be based on a sample purchased from a retail outlet or at least chosen by the auditor, (e.g. in cases in which the "product" is not sold to the final consumer but to other clients like industry).
<b>GMO</b>	<b>4.17.1</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- Is the company working with products consisting of GMOs, containing GMOs or produced from GMOs?</li> <li>- In case of use of processing aids, carry over's, "solvents" (which are not considered as ingredients) derived from GMO's, even if the legislation does not require that it appears on the labelling of the product, the auditor shall mention the absence/presence in the process.</li> </ul>
<b>Allergens</b>	<b>4.18.1</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- How the allergens are managed in the company?</li> <li>- Which allergens are present?</li> </ul>
<b>Internal audits</b>	<b>KO n°8: 5.1.1</b>	Description
<b>Product analysis / Laboratory</b>	<b>5.6.2</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- Are analysis <u>regarding critical controls</u> performed in the own laboratory of the company, or are they undertaken by an external laboratory?</li> <li>- Which analysis are performed in the own laboratory? Percentage of analyses undertaken by accredited / non</li> </ul>

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		accredited laboratory - Does the company use validated methods? If yes, please precise.
<b>Complaints management</b>	<b>5.8.3</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- How often complaints (linked to food safety and quality) are received and from how many different customers are these complaints?</li> <li>- Differentiation between complaints by consumers, retailers and authorities.               <ul style="list-style-type: none"> <li>- Number of complaints raised from consumers (per million of sold units)</li> <li>- Number of complaints raised from authorities</li> <li>- Number of non-conformities linked to non-conforming analysis on products (number of non conforming analysis per total number)</li> </ul> </li> </ul>
<b>Withdrawal / Recall</b>	<b>KO n°9: 5.9.2</b>	The auditor shall provide the following information: <ul style="list-style-type: none"> <li>- How many withdrawals and recalls have been performed since the last audit?</li> <li>- What were the reasons of withdrawals and recalls: precise the cause of withdrawals and the food safety issue in case of recall.</li> <li>- Presence/existence of a permanent contact person available (yes/no).</li> </ul>
<b>Corrective actions</b>	<b>KO n°10: 5.11.2</b>	Description