

Checklist IFS Food Version 6.1

Version 1/ Date: 1.01.2019

Number	Specific requirements of the IFS Food Standard Version 6.1
1.2.1	An organisation chart shall be available showing the structure of the company.
1.2.4	The senior management shall ensure that employees are aware of their responsibilities related to food safety and quality and that mechanisms are in place to monitor the effectiveness of their operations. Such mechanisms shall be clearly identified and documented.
1.2.9	The company shall ensure that all processes (documented and undocumented) are known by the relevant personnel and are applied consistently.
2.2.1.1	The basis of the company's food safety control system shall be a fully implemented, systematic and comprehensive HACCP system, based upon the Codex Alimentarius principles. It shall take into account any legal requirements of the production and destination countries which may go beyond such principles. The HACCP system shall be implemented at each production site.
2.2.1.4	HACCP system shall be reviewed and necessary changes shall be made when any modification is made in the product, process or any step.
2.2.3.6.2	For all steps which are important for food safety, but which are not CCP's, the company shall implement and document control points (CP's). Appropriate control measures shall be implemented.
2.2.3.7	For each CCP, the appropriate critical limits shall be defined and validated in order to clearly identify when a process is out of control.
2.2.3.8.1	Specific monitoring procedures shall be established for each CCP to detect any loss of control at that CCP. Records of monitoring shall be maintained for a relevant period. Each defined CCP shall be under control. Monitoring and control of each CCP shall be demonstrated by records. The records shall specify the person responsible as well as the date and result of the monitoring activities.
2.2.3.9	In the event that the monitoring indicates that a particular CCP or CP is not under control, adequate corrective actions shall be taken and documented. Such corrective actions shall also take into account any non-conforming products.
3.2.1.1	There shall be documented requirements relating to personnel hygiene. These include, as a minimum, the following fields: <ul style="list-style-type: none"> - protective clothing - hand washing and disinfection - eating and drinking - smoking - actions to be taken in case of cuts or skin abrasions - fingernails, jewellery and personal belongings - hair and beards. The requirements shall be based on hazard analysis and assessment of associated risks in relation to product and process.

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3.2.1.2	The requirements for personnel hygiene shall be in place and applied by all relevant personnel, contractors and visitors.
3.2.1.4	Visible jewellery (incl. piercing) and watches shall not be worn. Any exceptions shall have been comprehensively evaluated by hazard analysis and assessment of associated risks in relation to product and process. This shall be effectively managed.
3.2.1.5	Cuts and skin abrasions shall be covered by a coloured plaster/bandage (different from the product colour) – containing a metal strip, where appropriate – and in case of hand injuries, in addition to a plaster/bandage, a single use glove shall be worn.
3.2.2.2	In work areas where wearing headgear and/or beard snood (coverings) is required, the hair shall be covered completely, so that product contamination is prevented.
3.2.2.3	Clearly defined usage rules shall exist for work areas/activities where it is required to wear gloves (coloured differently from the product colour). Compliance with these rules shall be checked on a regular basis.
3.2.2.4	Suitable protective clothing shall be available in sufficient quantity for each employee.
3.4.1	The company shall provide staff facilities, which shall be proportional in size, equipped for the number of personnel and designed and operated so as to minimise food safety risks. Such facilities shall be kept in clean and good condition.
3.4.4	The company shall provide suitable changing rooms for personnel, contractors and visitors. Where necessary, outdoor clothing and protective clothing shall be stored separately.
3.4.5	Toilets shall not have direct access to an area where food products are handled. The toilets shall be equipped with adequate hand washing facilities. Sanitary facilities shall have adequate natural or mechanical ventilation. Mechanical airflow from a contaminated area to a clean area shall be avoided.
3.4.6	Adequate hand hygiene facilities shall be provided at access points to and within production areas, as well as at staff facilities. Based on hazard analysis and assessment of associated risks, further areas (e.g. packaging area) shall be similarly equipped.
3.4.7	Hand washing facilities shall provide as a minimum: <ul style="list-style-type: none"> - running potable water at an appropriate temperature - liquid soap - appropriate equipment for hand drying.
3.4.8	Where highly perishable food products are handled, the following additional requirements regarding hand hygiene shall also be provided: <ul style="list-style-type: none"> - hand contact-free fittings - hand disinfection - adequate hygiene equipment - signage highlighting hand hygiene requirements - waste container with hand contact-free opening.

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3.4.10	Changing rooms shall be situated so that they allow direct access to the areas where food products are handled. Based on hazard analysis and assessment of associated risks, exceptions shall be justified and managed.
3.4.11	Where the hazard analysis and assessment of associated risks show the necessity, cleaning facilities shall be available and used for boots, shoes and further protective clothing.
4.5.5	The company shall ensure that the packaging used corresponds to the product being packed. The use of correct packaging shall be regularly checked and checks shall be documented.
4.6.1.	The company shall investigate to what extent the factory environment (e.g. ground, air) may have an adverse impact on product safety and product quality. Where it is established product safety and quality could be compromised, appropriate measures shall be established. The effectiveness of the established measures shall be periodically reviewed (examples: extremely dusty air, strong smells).
4.7.1	The factory exterior shall be maintained to be clean and tidy.
4.7.3	Outdoor storage shall be kept to a minimum. Where goods are stored outside, hazard analysis and assessment of associated risks shall be undertaken in order to ensure that there is no risk of contamination or adverse effect on quality and food safety.
4.8.1	Plans clearly describing internal flows of finished products, packaging materials, raw materials, waste, personnel, water, etc. shall be in place. A site map covering all buildings of the facility shall be available.
4.8.2	The process flow, from receipt of goods to dispatch, shall be in place so that contamination of raw materials, packaging, semi-processed and finished products is avoided. The risk of cross-contamination shall be minimised through effective measures.
4.8.3	In case of microbiologically sensitive production areas, these shall be operated and monitored to ensure product safety is not compromised.
4.8.4	Laboratory facilities and in-process controls shall not affect the product safety.
4.9.1.1	Rooms where food products are prepared, treated, processed and stored shall be designed and constructed so that food safety is ensured.
4.9.2.1	Walls shall be designed and constructed to prevent the accumulation of dirt, to reduce condensation and mould growth, and to facilitate cleaning.
4.9.2.2	The surfaces of walls shall be in a good condition and easy to clean; they shall be impervious and wear-resistant.
4.9.2.3	The junctions between walls, floors and ceilings shall be designed to facilitate cleaning.
4.9.3.1	Floor covering shall be designed to meet production requirements and shall be in good condition and easy to clean. Surfaces shall be impervious and wear-resistant.

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| 4.9.3.2 | The hygienic disposal of waste water shall be ensured. Drainage systems shall be easy to clean and designed to minimise the risk of product contamination (e.g. ingress of pests, etc.). |
| 4.9.3.3 | Water or other liquids shall reach drainage without difficulties, using appropriate measures. Puddles shall be avoided. |
| 4.9.3.4 | In food handling areas, machinery and piping shall be arranged so that waste water, if possible, goes directly into a drain. |
| 4.9.4.1 | Ceilings (or, where no ceilings exist, the inside of roofs) and overhead fixtures (incl. piping, cableway, lamps etc.) shall be constructed to minimise the accumulation of dirt and shall not pose any risk of physical and / or microbiological contamination. |
| 4.9.5.1 | Windows and other openings shall be designed and constructed to avoid the accumulation of dirt and shall be maintained in good condition. |
| 4.9.5.2 | Where there is risk of contamination, windows and roof glazing shall remain closed and fixed during production. |
| 4.9.5.3 | Where windows and roof glazing are designed to be opened for ventilation purposes, they shall be fitted with easily removable, good condition pest screens or other measures in order to avoid any contamination. |
| 4.9.5.4 | In areas where unpackaged product is handled, windows shall be protected against breakage. |
| 4.9.6.1 | Doors and gates shall be in good condition (e.g. no splintering parts, flaking paints or corrosion) and easy to clean. |
| 4.9.6.2 | External doors and gates shall be constructed to prevent the ingress of pests; if possible, they shall be self-closing. |
| 4.9.7.1 | All working areas shall have adequate lighting. |
| 4.9.7.2 | All lighting equipment shall be protected by shatter proof covers and installed to minimise the risk of breakage. |
| 4.9.8.1 | Adequate natural and / or artificial ventilation shall exist in all areas. |
| 4.9.8.2 | If ventilation equipments are installed, filters and other components which require cleaning or replacement shall be easily accessible. |
| 4.9.8.3 | Air conditioning equipment and artificially generated airflow shall not lead to any product safety or quality risks. |
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| 4.10.1 | Based on hazard analysis and assessment of associated risks, cleaning and disinfection schedules shall be available and implemented. These shall specify:
— objectives
— responsibilities
— the products used and their instructions for use
— the areas to be cleaned and / or disinfected
— cleaning frequency
— documentation requirements
— hazard symbols (if necessary). |
| 4.10.2 | Cleaning and disinfection schedules shall be implemented and documented. |
| 4.10.6 | The intended use of cleaning utensils shall be clearly identified. Cleaning utensils shall be used in a way to avoid contamination. |
| 4.10.8 | Cleaning chemicals shall be clearly labelled, used and stored appropriately, to avoid contamination. |
| 4.10.9 | Cleaning activities shall be carried out in periods of non-production. If this is not possible, these operations shall be controlled as to not affect the product. |
| 4.11.3 | Food waste and other waste shall be removed as quickly as possible from areas where food is handled. The accumulation of waste shall be avoided. |
| 4.11.4 | Waste collection containers shall be clearly marked, suitably designed, in good state of repair, easy to clean, and where necessary disinfected. |
| 4.11.5 | Waste collection rooms and containers (incl. compactors) shall be designed to be kept clean to minimise pest attraction. |
| 4.12.1 | Based on hazard analysis and assessment of associated risks, procedures shall be in place to avoid contamination with foreign material. Contaminated products shall be treated as non-conforming products. |
| 4.12.2 | In all areas, e.g. handling of raw materials, processing, packing and storage, where hazard analysis and assessment of associated risks have identified the potential for product contamination, the use of wood shall be excluded. Where the use of wood cannot be avoided, the risk shall be controlled and the wood shall be in good order and clean. |
| 4.12.3 | Where metal- and / or other foreign material detectors are required, they shall be installed to ensure maximum efficiency of detection, in order to avoid subsequent contamination. Detectors shall be subjected to regular maintenance to avoid malfunction. |
| 4.12.5 | The appropriate accuracy of detectors shall be specified. Checks of proper function of detectors shall be carried out regularly. In case of malfunction or failure of a metal and / or foreign material detector, corrective actions shall be defined, implemented and documented. |

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| 4.12.7 | In all areas, e.g. handling of raw materials, processing, packing and storage, where hazard analysis and assessment of associated risks have identified a potential product contamination, the presence of glass and brittle material shall be excluded. Where the presence of glass or brittle plastic cannot be avoided, appropriate measures shall be in place to protect against breakage. |
| 4.12.11 | Based on hazard analysis and assessment of associated risks, preventive measures shall be in place for handling of glass packaging, glass containers or other kinds of containers in the production process (turn over, blow, rinse, etc.). After this process step there shall be no further risk of contamination. |
| 4.12.12 | Where visual inspection is used to detect foreign material, the employees shall be trained and operative change shall be performed at an appropriate frequency to maximise effectiveness of process. |
| 4.13.1 | <p>The company shall have a pest control system in place which is in compliance with local legal requirements, taking into account, as a minimum:</p> <ul style="list-style-type: none"> — the factory environment (potential pests) — site plan with area for application (bait map) — identification of the baits on site — responsibilities, in-house / external — used products / agents and their instructions for use and safety — the frequency of inspections. <p>The pest control system shall be based on hazard analysis and assessment of associated risks.</p> |
| 4.13.2 | The company shall have qualified and trained in-house staff and / or employ the services of a qualified external provider. Where an external provider is used, the activities required on site shall be specified in a written contract. |
| 4.13.3 | Pest control inspections and resulting actions shall be documented. Implementation of actions shall be monitored and recorded. |
| 4.13.4 | Baits, traps and insect exterminators shall be functioning, shall be in sufficient numbers and shall be placed in an appropriate position. They shall be constructed and positioned as not to cause any contamination risk. |
| 4.13.5 | Incoming deliveries shall be checked on arrival for the presence of pests. Any infestation shall be documented and control measures taken. |
| 4.14.1 | All incoming goods, including packaging materials and labels, shall be checked for conformity against specifications and to a determined inspection plan. The inspection plan shall be risk based. Test results shall be documented. |
| 4.14.2 | The storage conditions of raw materials, semi-processed and finished products as well as packaging shall in each case correspond to product requirements (e.g. refrigeration, protective covers) and shall not be detrimental to other products. |

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4.14.3	Raw materials, packaging, semi-processed and finished products shall be stored so as to minimize the risk of cross contamination.
4.14.4	Appropriate storage facilities shall be available for the management and storage of working materials, process aids, and additives. The personnel responsible for the management of storage facilities shall be trained.
4.15.1	Before loading transport vehicles, their condition (e.g. absence of strange smells, high dust load, adverse humidity, pests, mould) shall be checked and action taken, if necessary.
4.15.2	Procedures to prevent contamination during transport shall be implemented (food / non-food / different categories of goods).
4.15.5	Adequate hygienic requirements for all transport vehicles and equipment used for loading / unloading (e.g. hoses of silo installations) shall exist. There shall be records of the measures taken.
4.15.6	Loading and unloading areas shall have equipment in place to protect transported products from external influences.
4.16.5	Temporary repairs shall be carried out so that product requirements are not affected. Such work shall be documented and a short-term deadline set for eliminating the fault.
4.17.3	Equipment shall be designed and located so that cleaning and maintenance operations can be effectively performed.
4.17.4	The company shall ensure that all product equipment is in good condition without any negative influence on food safety.
4.20.2	Based on hazard analysis and assessment of associated risk, control measures shall be in place from receipt to dispatch, to ensure that cross contamination of products by allergens is minimised. Control measures shall be verified.
4.20.3	Finished products containing allergens requiring declaration shall be declared in accordance with current legal requirements. For the adventitious or unintentional presence, the labelling of legally declared allergens and traces shall be based on hazard analysis and assessment of associated risks.
5.3.2	In circumstances where the control of process and working environment parameters (temperature, time, pressure, chemical properties etc.) is essential to ensure the product requirements, such parameters shall be monitored and recorded continuously and / or at appropriate intervals.
5.5.3	Checks shall be implemented and recorded, according to a sampling plan which ensures a proper representation of the manufacturing lot.
5.5.6	If applicable, all equipment used for final checking shall be legally approved.

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5.10.1 A procedure shall exist for the management of all non-conforming raw materials, semi-finished and finished products, processing equipment and packaging materials. This shall include, as a minimum:

- isolation / quarantine procedures
- hazard analysis and assessment of associated risks
- identification (e.g. labelling)
- decision about the further use (e.g. release, rework / post treatment, blocking, quarantine, rejection / disposal).

6.3.1 Visitor policy shall contain aspects of food defense plan. Delivery and loading staff in contact with the product shall be identified and shall respect the access rules of the company. Visitors and external service providers shall be identified in areas with product storage and shall be registered at the time of access. They should be informed about the site policies and their access controlled accordingly.
