

## IFS CERTIFICATION GENERAL RULES

### 1. SCOPE AND APPLICABILITY

- a) The IFS Inspection regulation is applicable to all modules within the scope of IFS. Control Union Services provides the service of audit/audit of the standards IFS Food and IFS PACsecure.
- b) The following documents are applicable for certification programs, these are mentioned below:
  - IFS Food version 7 Standard
  - IFS Food version 7 Doctrine
  - IFS Food version 8 Standard
  - IFS Food version 8 Doctrine
  - IFS PACsecure Version 2 Standard
  - IFS PACsecure Version 2 Doctrine

Current versions of these documents can be found on the IFS website <https://www.ifs-certification.com/en/>.

### 2. DEFINITIONS

- IFS: International Featured Standards
- COID: IFS Identification Code Number
- Global Location Number of GS1 (GLN): The GLN is required to clearly identify the IFS certified site in the electronic communications in the supply chain. It is mandatory for sites located within the European Economic Area (EEA), as well as for sites located within the United Kingdom if it leaves the EEA on 01.01.2021. GLNs are requested in the IFS Audit report, on the IFS Certificate and in the IFS Database for each certified site(s).
- Production site: An establishment in a specific physical location where the IFS Food/PACsecure Audit is conducted in which any stage of production, processing/conversion, and distribution of food/products can be carried out. It may also include facilities (e.g., a production area or warehouse) owned by the company where part(s) of the processes and operations take place.

### 3. TYPES OF PRODUCTION SITE

#### 3.1. SINGLE PRODUCTION SITE

A single production site is a site that is not centrally managed by a Head office/central management, which has a single legal entity and no decentralized structures. This site will have an Audit report, a COID and a certificate.

#### 3.2. MULTI-LOCATION PRODUCTION SITES:

Multi-location production sites refer to a company with several production sites in different locations, which may have a Head office/central management. A multi-location production site can individually choose to be certified as part of multi-location production sites, as a single production site or not to be certified at all.

- a) Version 7: Company with head office/central management

- i. If the head office/central management has processing activities, it shall be assessed and subjected to an own Certificate and audit report.

If the head office/central management does not have processing activities but is assessed, it cannot be subjected to an own Certificate and Audit report. Version 8: The company can decide whether to organise a specific audit (which can also be remote in this case) for the activities managed by the head office /central management.

In both cases the following rules apply:

- The Audit of the head office/central management shall always take place before the Audit of each production site.
  - Each site shall be assessed separately, within a maximum period of twelve (12) months from the head office/central management Audit. All Audits shall be performed by Control Union. Each site shall get an individual certificate and report.
  - IFS Food: The centrally managed processes, as well as the outcome of the Audit from the head office/central management, shall be described in the Audit report of each production site.
  - All KO requirements shall be assessed at all production sites, even if some of them are (partly) managed at the head office/central management.
  - IFS Food: In the Audit overview of the Audit report from each production site, both Audit dates of the respective production site and head office/central management shall be provided. Version 8: Each production site shall get an individual certificate and report.
  - All COIDs of the production sites linked to the head office/central management shall be mentioned in each Audit report. If a non-conformity has been raised during the Audit of the head office/central management, all assessed production sites are also affected and the certificates of these production sites shall be suspended.
  - Version 8: Deviations identified during the head office / central management audit cannot be partly solved in the audit reports of each production sites. Deviations can be downgraded, for example, to a non-conformity, but neither fixed nor improved to a better scoring.
  - After a positive follow-up Audit of the head office/central management, suspension of certificates of the production sites can be lifted. Depending on the type of non-conformity which has been issued in the head office/central management, a new Audit of the production sites may also be necessary.
- ii. If the head office/central management does not have processing activities and is not assessed, the company shall ensure that all necessary information and responsible personnel are available from the head office/central management (when necessary), to ensure that the auditor can assess centrally managed processes properly during the Audit of each production site (e.g., a representative from the head office/central management attends the Audit of the production sites, head office/central management documents are available on-site at production sites, etc.). This shall be defined by Control Union based on the information provided by the company in the Application Form before the Audit takes place.
- b) Company without head office/central management: If a company has several independent production sites at different physical locations, without any head office/central management, each production site shall have one Audit, one COID, one report and one certificate.

### 3.3. PRODUCTION SITE WITH MULTIPLE LEGAL ENTITIES:

- a) If a production site has multiple legal entities in a physical location with the same scope, one Audit shall be conducted. Each legal entity shall have their own COID, and the certificate and report shall be duplicated for each legal entity. The COIDs of each legal entity will be linked in the IFS Database.
- b) If a production site has multiple legal entities with different scopes at one physical location, each legal entity shall have their own COID, report, and certificate. If there is a contractual relationship, the COIDs of each legal entity shall be linked in the IFS Database.

### 3.4. PRODUCTION SITE DECENTRALIZED STRUCTURES:

A decentralized structure is a company-owned facility where part(s) of the production site's processes and operations are carried out. Where the Production Site Audit is insufficient to obtain a complete view of the company's processes, all other facilities involved shall also be included in the Audit. The scope and full details will be documented in the Audit overview of the Audit report.

If the decentralized structure is a warehouse with logistics activities located in the same location as the production site, the company has the option of including it in the scope of the IFS Food/PACsecure Audit.

## 4. EVALUATION OPTIONS

**4.1. Announced:** It takes place at a time and date agreed between the company and Control Union and shall be performed on consecutive days. It is scheduled at the earliest eight (8) weeks before the audit due date and at latest two (2) weeks after the audit due date (initial audit anniversary date). The audit date shall be registered in the IFS Database via the Dairy function at least two (2) weeks before the first day of the audit.

**4.2. Unannounced:** This option only applies to Initial and Recertification Audits and not to Extension or Follow-up Audits. The "unannounced" option will be mandatory at least once every three IFS Certification Audits. This rule must be adhered to even if the company changes of Certification Body.

**Note:** If the certification cycle is interrupted when the deadline for the unannounced audit has passed, the next certification audit (=initial) must be performed Unannounced.

The unannounced audit shall be registered in the IFS Database no later than four (4) weeks of the beginning of the Audit time window.

For the registration under the unannounced option, it must be done at most three (3) months of the last possible day of the audit time window.

## 5. AUDIT PROCEDURE

### 5.1. CONTRACTING

The applicant shall agree the entire contracting process directly with Control Union Services or with the local CU office on behalf of Control Union Services.

During this stage, the type of site will be determined, the type of audit that corresponds to the operator's certification history and the audit option.

Likewise, knowledge will be taken of the language in which the audit shall be carried out and the need for an interpreter.

The contract includes knowledge about the IFS Integrity Programme and the Data Protection Statement.

### 5.2. TYPES OF EVALUATION

#### 5.2.1. Initial audit

It is a complete and comprehensive audit of a production site. During the Audit, the auditor will evaluate all IFS Food/PACsecure requirements. An initial evaluation can be:

- the first IFS Audit of a production site
- the Audit made after an interruption in the certification cycle
- the Audit made after a failed Recertification Audit due to an Audit D of a KO (Knock Out Non-Conformity) requirement
- the Audit made after a failed Recertification Audit due to a total score of less than 75%.

Version 8: There are two (2) types of initial audits:

**a) "First" initial audit:** the very first IFS Food Audit of a production site. This type of audit is only applicable when there is no previous certification history available.

**b) "New" initial audit:**

- after an interruption in the certification cycle OR
- after a failed audit due to 1 or more Non-Conformity OR a total score < 75% OR
- after a failed follow-up audit OR
- after a failed extension audit.

Note: If an initial IFS Food Audit is not passed due to an Audit D in a KO requirement and/or more than one Major Non-Conformity, the IFS Food Audit report will be uploaded to the IFS Database and this Audit cannot be considered as a Pre-Audit. If an initial IFS PACsecure Audit is failed due to a KO requirement scored with "D" and/or more than one Major non-conformities, or if the total scoring is below 75%, the IFS PACsecure Audit Report shall be uploaded into the IFS Database and this audit cannot be considered as a pre-audit.

#### 5.2.2. Recertification audit

It is the audit carried out to renew the existing IFS Food/PACsecure Certification. The period in which a Recertification Audit will be conducted is shown on the certificate. It is a complete and comprehensive audit of a production site.

During the Audit, the auditor will evaluate all IFS Food/PACsecure requirements. Special attention will be paid to the deviations and non-conformities identified during the previous audit, as well as to the effectiveness and implementation of the corrections and corrective actions established in the company's action plan.

Assessed companies shall always inform Control Union if they have already had an IFS certification in the past. The auditor will read the Audit report and verify the action plan of the previous audit, even if the report was issued by another certification body or if the previous audit took place more than one year ago.

If the C and/or D scores of the requirements continue to exist from one Audit to the next, or if the scores worsen, the auditor shall assess the situation in accordance with Chapter 5.11 of the Audit Checklist, Part 2.

The link between two (2) Consecutive audits ensures a process of continuous improvement.

A Recertification Audit can be performed either announced or unannounced. The unannounced option is mandatory at least once every three (3) IFS Certification Audits.

Production sites are responsible for maintaining their certification. All IFS certified companies will receive a reminder from the IFS Database three (3) months before their certificate expires.

Control Union will contact customers in advance to set a date for an announced Audit or to register them for an Unannounced Audit.

### **5.2.3. Follow-up audit**

It occurs in a specific situation in which the result of the Audit (initial or recertification) has not allowed a certificate to be issued due to a major non-conformity and a total score  $\geq 75\%$ .

During the Follow-up audit, the auditor will focus on the implementation of the measures taken to correct the Major Non-Conformity determined in the previous Audit.

The closure of the Major non-conformity must always be verified by the auditor in an on-site audit. The Follow-up Audit will generally be performed by the same auditor who performed the Audit when the major non-conformity was identified. The Follow-up Audit shall be conducted no earlier than six (6) weeks, and no later than six (6) months, after the previous Audit.

If a Follow-up Audit is not performed within six (6) months from the date of the previous Audit, a complete initial new Audit shall be performed.

If the company decides not to conduct a Follow-up Audit, but to start again with a new Full Audit, the new Audit will be scheduled no earlier than six (6) weeks after the Audit in which the Major Non-conformity was issued.

If the Follow-up audit fails, a completely new audit shall be required, and it shall be scheduled no earlier than six (6) weeks after the Follow-up audit. The Failed Follow-up Audit report shall be uploaded to the IFS Database.

If the Follow-up Audit is successful, a certificate shall be issued only at the foundation level.

### **5.2.4. Extension evaluation**

If new processes or products other than those included in the scope of the current IFS Food/PACsecure Audit are implemented between two (2) Certification Audits, the certified company shall immediately inform Control Union, which shall conduct a risk audit to decide whether an Extension Audit should be conducted.

The results of this risk audit, based on good manufacturing practices and product safety and quality risks/hygiene and safety risks, shall be documented.

If the certification body decides that an Extension Audit is necessary, it is not necessary to conduct a completely new Audit, but an On-Site Extension Audit during the validity period of the certificate. For IFS Food: An Extension Audit shall always be performed as long as products and/or technological scopes and the HACCP plan (and especially the CCPs) are different from those evaluated during the "main" audit and/or if a significant change has been made in the production process and/or in its environment. For IFS PACsecure: An extension audit shall always be performed as long as the hazard analysis / risk audit system (especially the CCP's, if existing) and / or products are different from the one(s) assessed during the "main" audit.

If the Extension Audit demonstrates compliance, the certificate shall be updated with the new scope and uploaded to the IFS Database along with the Extension Audit report. The updated certificate shall maintain the same expiration date as the current certificate.

Where an Extension Audit has been conducted, the Recertification Audit shall include the activity assessed during the Extension Audit (all in one certificate).

In case of Major Non-Conformity, an Audit D in a KO requirement, or a total score  $<75\%$  after an Extension Audit, the full Audit (including the main one) is considered failed, and the current certificate shall be suspended.

For seasonal products, an Extension Audit shall be carried out to evaluate the products that could not be assessed in the production of the “main” audit. The certificate shall specify all products and processes assessed. During the following year, there will be a recertification and an Extension Audit, to cover all products and processes.

#### 5.2.5. Considerations for evaluation

- The audit shall take place at a time when the products included in the scope are being processed.
- The production lines shall be operational during the IFS audit.

If production lines are not operational during the IFS audit, they shall not be included in the scope of the audit, unless they have the same HACCP plan and involve the same products and technological scopes/hazard analysis/risk audit system, and they involve the same products and conversion/production processes as the ones included in the scope of the audit.

- In Multi-location production sites with Head offices/central management
  - The Head office/central management shall be assessed by means of an announced or unannounced audit.
  - The Head Office/Central Management Audit shall always be performed prior to the Audit of each production site and in the case of unannounced audits it will be carried out before the start of the Unannounced Audit window of the production sites.
  - Each site shall be evaluated separately, within a maximum period of twelve (12) months from the audit of the Head office/central management. All Audits shall be conducted by the same certification body.
  - If the head office/central management does not have processing activities but is assessed, it cannot be subjected to an own Certificate and Audit report. Version 8: The company can decide whether to organise a specific audit (which can also be remote in this case) for the activities managed by the head office /central management.
  - When the Head office/central management is assessed by means of an announced audit: the announced audit of the head office/central management and the unannounced audit of the production site shall not be performed on consecutive days.
  - When the Head office/central management is assessed by an unannounced audit: the unannounced audits of the Head office/central management and the production site can be organized to take place on the same day.

#### 5.3. PLANNING

After receiving payment of the fee for the inspection and certification service, Control Union will plan the audit taking into consideration the type of site, type of audit and audit option.

A qualified auditor (audit team if needed) will be planned to carry out the audit process.

#### 5.4. LEAD AUDITOR/AUDITOR

- a) The lead auditor/auditor acts in accordance with Control Union procedures.
- b) Control Union's lead auditor/auditor will also respect Control Union's Code of Conduct/Confidentiality/No Conflict of Interest, as well as data protection documents (IFS.QUAL.F02) and ~~Evaluation Agreement (IFS.QUAL.F03)~~

#### 5.5. AUDIT

- a) A qualified lead auditor/auditor will perform the audit at the facilities stated on the application form. Control Union will provide an audit report with the results of the audit.
- b) The audit as to whether the applicable requirements are met shall be carried out through physical and administrative audit at the production site declared by the customer.

##### 5.5.1. Partially outsourced processes: the following requirements for management will apply:

- a) The customer shall establish a written contract covering partially subcontracted processes describing all agreements, including in-process controls, sampling, and analysis.
- b) If the supplier (of partially subcontracted processes) is not certified with IFS Food or with another food safety certification standard recognized by GFSI, the customer must perform a documented audit of the supplier by an experienced and competent person, covering at least the requirements of food safety, quality and authenticity of the product.
- c) Storage and/or transport activities carried out by a third party are not considered partially subcontracted processes and will be evaluated in accordance with the corresponding chapters of the IFS Food checklist (4.14 and 4.15), especially requirements 4.14.6 and 4.15.7.

- d) If the partially subcontracted processes relate only to freezing and/or thawing, an IFS Logistics certification or any other equivalent food safety certification from a third party recognized by GFSI can also be accepted.
- e) The rules regarding partially outsourced processes apply to both customer-branded products and the company's own-brand products.
- f) If the requirements for partially outsourced processes are not met, this may result in non-conformity for the IFS Food assessed production site.

**5.5.2. Fully outsourced product and traded products:**

- a) A fully outsourced product is a product manufactured, packaged, and labeled under the company's brand or a customer brand, by a company other than the one assessed.
- b) A traded product is a product manufactured, packaged, and labeled by and under the name of a company other than the company that is being IFS certified.
- c) Fully outsourced products and traded products are not covered by IFS Food certification but must be indicated on the certificate and in the company profile section of the Audit Report.

**5.6. SCORING SYSTEM**

- a) There are six (6) possible scores. Points are awarded for each requirement according to the following table:

Result	Explanation	Points
<b>A</b>	Full compliance.	20 points
<b>B (point of attention)</b> Version 8: B (deviation)	Point of attention as it may lead to a future deviation. Version 8: Almost full compliance.	15 points
<b>C (deviation)</b>	Part of the requirement is not implemented.	5 points
<b>D (deviation)</b>	The requirement is not implemented.	-20 points
<b>Major (non-conformity)</b>	A Major non-conformity can be given to any regular requirement (which is not defined as a KO requirement). Reasons for Major rating are: <ul style="list-style-type: none"> <li>• There is a substantial failure to meet the requirements of the standard, which includes but is not limited to product safety and/or the legal requirements of the production and/or destination countries.</li> <li>• A process is out of control which might have an impact on product safety.</li> </ul>	Major non-conformity will subtract 15 % of the possible total amount; the certificate cannot be issued.
<b>KO requirement scored with a D (non-conformity)</b>	The requirement is not implemented.	KO non-conformity will subtract 50 % of the possible total amount; the certificate cannot be issued.
<b>Version 8: N/A Not applicable</b>	The requirement is not applicable. N/A can apply to any requirement, except for KO requirements numbers 1, 3 and 5 to 10. The auditor shall provide an explanation in the report.	Not included in the calculation of the total score.

If the auditor raises one or more major non-conformity and/or a KO non-conformity, the certificate cannot be issued.

- b) The SCORE of the KO requirements is as follows:

Result	Requirement	Criteria
<b>A</b>	Full compliance	20 points

<b>B (point of attention)</b> <b>Version 8: KO B (deviation)</b>	<b>Point of attention as it may lead to a future deviation.</b> <b>Version 8:</b> Small part of the requirement is not implemented, with no impact on food safety, legality, and customer requirements.	<b>No "B" scoring is possible.</b> <b>Version 8:</b> 0 points
<b>C (deviation)</b>	Part of the requirement is not implemented. <b>Version 8:</b> empty	5 points <b>Version 8:</b> "C" scoring is not possible
<b>D (=KO non-conformity)</b>	The requirement is not implemented.	KO non-conformity will subtract 50 % of the possible total amount, the certificate cannot be issued.

- c) The auditor sends the preliminary report with the findings and the corrective action plan to the client within two (2) weeks of the audit.

In case of any deviation or non-conformity (NC) follow-up is necessary. It is the customer's responsibility to take appropriate corrective actions. When there is a pending NC, the positive certification decision cannot be made, and the certificate cannot be issued.

The company shall define in the corrective action plan the following:

- corrections and proposed corrective actions for all deviations (C, D), Knock Out requirements scored with a C and for non-conformities (Major or a KO requirement scored with a D).
- responsibilities and implementation deadlines, both for corrections and corrective actions.

The Company will forward the Corrective Action Plan within a maximum of four (4) weeks of receiving the Corrective Action Plan.

If this deadline is not met, the company shall pass an Initial Audit since an IFS certificate cannot be issued if all corrections have not been implemented.

### 5.7. VALIDATION OF THE ACTION PLAN

- The action plan, will be reviewed and approved in the first instance by the auditor; and in the second instance by the reviewer during the decision-making process.
- The validation process is recorded in the assigned column in the action plan form, before preparing the final audit report.
- If evidence of corrections and/or corrective actions is invalid or inappropriate, and/or if implementation dates are not adequate, the auditor will return the action plan to the client for final correction within the established timeframe (twenty-eight (28) days).
- If the plan is not approved within the established deadline, certification will be at risk.

### 5.8. REVIEW OF AUDIT RESULTS

- The reviewer reviews all the documents of the audit, including the draft report, action plan and evidence of implementation, among others.
- Based on the results of the review, a decision, which may be positive or negative, will be recommended.
- If the corrective action plan and evidence are approved by the auditor, however, during the review the reviewer considers that these are not sufficient for closing, the client will be notified so that he can correct as long as it is within the established time.
- If the plan is not approved, a certification cannot be issued.

### 5.9. CERTIFICATION

- The certification decision will be made within a period not exceeding eight (8) weeks from the date of audit.
- Certification will be awarded if they present the following scoring levels:



Audit result	Status	Client Actions	Report Form	Certificate
Total score $\geq$ 95%	Passed at IFS Food "Higher Level" after receiving the action plan	<p>Submit action plan within 4 weeks of receiving the provisional report.</p> <p>Version 8: Send completed action plan within four (4) weeks of receiving the action plan with the list of findings.</p>	Report includes the action plan and shows the status.	<p>Yes. <b>Higher level.</b> Valid for 12 months. It is issued only when corrections are closed.</p> <p>Version 8: The certificate shall only be issued when the corrections are implemented.</p>
Total score is $\geq$ 75% and $<$ 95%	Passed at IFS Food "Foundation Level" after receiving the action plan	<p>Submit action plan within 4 weeks of receiving the provisional report.</p> <p>Version 8: Send completed action plan within four (4) weeks of receiving the action plan with the list of findings.</p>	Report includes the action plan and shows the status.	<p>Yes. <b>Foundation level.</b> Valid for 12 months. It is issued only when corrections are closed.</p> <p>Version 8: The certificate shall only be issued when the corrections are implemented.</p>
Maximum one Major and total score $\geq$ 75% (Diagram 1)	Not passed unless additional actions are taken and validated after the Follow-up Audit	<p>Submit action plan within 4 weeks.</p> <p>Follow-up audit: minimum 6 weeks after previous audit or maximum six (6) months after the previous audit.</p>	<p>Report includes the action plan and provides status.</p> <p><b>In addition, the report will be updated including:</b>            *"Date" section: specify the date of the follow-up audit, in addition to the audit's date that gave place to the major NC.            *"Final result audit" section: specify that follow-up audit has been carried out and that the major NC has been resolved.            *"observations" section relating to KO and older NC: explain for which requirement the major NC has been resolved.</p>	<p>Yes. <b>Foundation Level; if the Major NC is resolved in the follow-up audit.</b></p> <p>Certificate is issued only when corrections are closed.</p> <p>Version 8: The certificate shall only be issued when the corrections are implemented.</p>



**Certification will not** be awarded if the following scoring levels are presented:

Audit result	Status	Client Actions	Report Form	Certificate	Subsequent ACTIONS of CU
Total score < 75%	Not passed	Actions and new initial Audit will be agreed upon (no earlier than 6 weeks after the audit where the score was <75%).	Report displays the status.	No	
> One A Major NC and/or total score < 75% (Diagram 2)	Not passed	Actions and new initial Audit to be agreed upon.	Report displays the status. <u>Version 8</u> : Report including action plan provides status. Upload audit report to IFS database <b>after</b> receiving the action plan (document not visible, administrative purpose)	No	Perform new initial audit no earlier than 6 weeks after the audit in which the major NCs were issued
At least one KO requirement scored with D (Diagram 3)	Not passed	Actions and agree on new initial audit. Action plan should be completed (recommended) for improvement purposes.	Report displays the status. <u>Version 8</u> : Report including action plan provides status. Upload audit report to IFS database (document not visible, administrative purpose)	No	Perform new initial audit, no earlier than 6 weeks after the audit in which one or more KO requirements were scored D.

c) **SUSPENSION OF THE CERTIFICATE:** When the intention is to reinstate the exact same certificate (with same issue number, same validity, etc.).

Examples: pending payment of audit fee, pending investigation following a food safety incident.

NOTE: It may happen that a suspended certificate will not be reinstate, e.g., company fails to complete corrective actions following a failed Food Safety Check or Integrity On-site Check or food safety incident/recall.

Version 8: In case of pending investigations by the certification body, following a food safety incident or other event.

Version 8: For the certificates of all companies linked to a head office / central management, when a non-conformity is issued during the audit of the head office / central management.

Version 8: In case of non-payment for the current audit by the audited company.

d) **WITHDRAWAL OF THE CERTIFICATE:** When it is neither intended nor possible to reinstate the exact same certificate (with same issue number, same validity, etc.).

Examples: cancellation of certification contract with immediate effect, when KO and/or Major non-conformity(ies) is/are issued, false statement on certificate which may jeopardize the IFS certification status.

Version 8:

An IFS Certificate shall be withdrawn by the certification body in the situations such as:

- When any information indicates that the products/processes may no longer comply with the requirements of the certification system, especially in case of non-conformity(ies) identified during the audit (main or follow-up audit) or when access is denied (apart from force majeure).

- In case the production stopped and moved to a new location.
- In case of cancellation of certification contract (between the certification body and the company).

NOTE: after a new initial audit or successful follow-up, it is expected that a new certificate is issued resulting in a new issue number and new validity.

## 6. LOGO

IFS Management GmbH fully owns the copyright of all IFS Publications and the registered trademark.

The appropriate use of the logos will be assessed by the auditor during the audit. The client shall comply with the Terms and conditions for using the IFS Logos and communication about the IFS Certification/Application. The results of this check will be described in the company profile of the audit report as a compulsory field. If the auditor identifies that the company does not fulfill these terms and conditions, IFS will be informed and will act as its discretion.

Refer to <https://www.ifs-certification.com/en/terms-and-conditions-for-using-the-ifs-logos>.

### 6.1. TERMS AND CONDITIONS FOR USING THE IFS LOGOS AND COMMUNICATION ABOUT THE IFS CERTIFICATION/APPLICATION

- The IFS Logos shall be downloaded via the secured section of the IFS database.
- Only the latest version of the IFS Logos shall be used.
- The companies shall only use the logo of the standard(s) it is certified for.
- The IFS Logo(s) shall comply with the form and color of the scale drawing.
- If used in documents, black and white print is also permitted.
- The respective logo can be used from the announcement of the certification until the end of the certification validity.
- The IFS Logo(s) can be used in print, electronic form and in films, if the form and format are fulfilled. The same conditions apply to the use of the logo(s) as a stamp.
- When the IFS Certified Production Site publishes documents bearing the IFS Logo(s), comments and interpretations referring to IFS shall be clearly identifiable as such.
- The IFS Logo(s) shall **NOT** be displayed on the product itself, primary packaging of the product, or any kind of advertising document likely to reach the end-consumer (e.g., intercompany sales packaging, public exhibitions for end consumers, product specific brochures for end consumers, etc.).
- The logo(s) can only appear on a website section related to quality management or to quality and safety in general.
- It shall not be used for any kind of business-to-consumer marketing.
- It shall be clear that all information concerning certification clearly refers to IFS.
- The IFS Logo(s) shall not be used in presentations that have no clear connection to IFS.
- An IFS Certified Production Site, which accepts IFS Certificates from its suppliers or service providers (brokers, logistics service providers or wholesalers), may use the general IFS Logo for promotional reasons and publish information about IFS Certification. If they have no certification of their own, it shall be clearly stated that the company supports or works with IFS Certified Companies. Any kind of use that gives the impression that the company itself is certified is not accepted.
- The IFS Logo(s) shall not be used in any way that may imply that IFS Management GmbH is responsible for the certification decision.
- In case of suspension or withdrawal of the IFS Certificate, the assessed production site and company have to immediately stop including the IFS Logos on their documents and/or website.
- In case of exclusion regarding the audit scope, the IFS Logo may continue used, but the following claim shall be written at the bottom: "Some products are excluded from the scope of the IFS Audit. Exclusion details can be provided upon request." It is also possible to list only those products that fall under the respective IFS Certification.
- All the rules mentioned above apply to any communication regarding the IFS Standards. This also means that it is not allowed to use the wordmarks "IFS", "International Featured Standards", or "IFS plus name of standard/Global Markets program" or similar on finished products which are available to the end consumer.

## 7. CHANGE CONTROL

No. version and date	Description
Version 1.0; 15/08/2022	First version of the document.