

IFS Food Safety Check Checklist IFS Food Version 8



VERSION 1

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Introduction

The IFS Food Safety Check is an unannounced, one-day on-site assessment. An IFS Management GmbH auditor checks the implementation of specific IFS Food Requirements regarding HACCP, Hygiene and GMP.

Suppliers may choose to have the IFS Food Safety Check performed to assure their stakeholders that they comply with these essential requirements on a daily basis. Likewise, retailers may ask suppliers to complement the IFS Audit with an IFS Food Safety Check. Retailers in the IFS Network consider the announced IFS Audit combined with the IFS Food Safety Check as being equivalent to an unannounced IFS Food Audit. Nevertheless, IFS Food-certified companies must comply with the standard requirement that one of every three certification audits must be unannounced.

The requirements listed in this checklist provide guidance for the auditor who performs the IFS Food Safety Check on-site. Certified companies, where a Food Safety Check will take place, can use this document as orientation. The numbers listed refer to **the IFS Food version 8 checklist** (part 2 of the IFS Food Standard). Depending on the findings, the auditor can decide to extend this checklist with further IFS Food 8 requirements.

You can download IFS Food version 8 from our website. In the document hub on the standard page, you will also find other documents, such as the IFS Food Version 8 Checklist Guideline with valuable information and practical references regarding implementing the standard's requirements.

Visit: <https://www.ifs-certification.com/en/food-standard>

Contact: safetychecks@ifs-certification.com

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| 1.2.1 KO | KO N° 1: The senior management shall ensure that employees are aware of their responsibilities related to food safety and product quality and that mechanisms are implemented to monitor the effectiveness of their operation. Such mechanisms shall be identified and documented. |
| 1.2.2 | The senior management shall provide sufficient and appropriate resources to meet the product and process requirements. |
| 1.2.3 | The department responsible for food safety and quality management shall have a direct reporting relationship to the senior management. An organisational chart, showing the structure of the company, shall be documented and maintained. |
| 1.2.4 | The senior management shall ensure that all processes (documented and undocumented) are known by the relevant personnel and are applied consistently. |
| 2.1.2.1 | Records and documented information shall be legible, properly completed and genuine. They shall be maintained in a way that subsequent revision or amendment is prohibited. If records are documented electronically, a system shall be maintained to ensure that only authorised personnel have access to create or amend those records (e.g. password protection). |
| 2.2.1.1 | The basis of the company's food safety management system shall be a fully implemented, systematic and comprehensive HACCP based plan, following the Codex Alimentarius principles, good manufacturing practices, good hygiene practices and any legal requirements of the production and destination countries which may go beyond such principles. The HACCP plan shall be specific and implemented at the production site. |
| 2.2.1.4 | In the event of changes to raw materials, packaging materials, processing methods, infrastructure and/or equipment, the HACCP plan shall be reviewed to ensure that product safety requirements are complied with. |
| 2.3.7.1 | Determining whether the step at which a control measure is applied is a CCP in the HACCP system shall be facilitated by using a decision tree or other tool(s), which demonstrates a logical reasoned approach. |
| 2.3.8.1 | Establish validated critical limits for each CCP: For each CCP, critical limits shall be defined and validated to identify when a process is out of control. |
| 2.3.9.1 KO | KO N° 2: Specific monitoring procedures in terms of method, frequency of measurement or observation and recording of results, shall be documented, implemented and maintained for each CCP, to detect any loss of control at that CCP. Each defined CCP shall be under control. Monitoring and control of each CCP shall be demonstrated by records. |
| 2.3.9.2 | Records of CCP monitoring shall be verified by a responsible person within the company and maintained for a relevant period. |
| 2.3.9.4 | Control measures, other than those defined for CCPs, shall be monitored, recorded and controlled by measurable or observable criteria. |

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| 2.3.10.1 | <p>Establish corrective actions:</p> <p>In the event that the monitoring indicates that a particular control measure defined for a CCP or any other control measure is not under control, corrective actions shall be documented and implemented.</p> <p>Such corrective actions shall also take any action relating to non-conforming products into account and identify the root cause for the loss of control of CCPs.</p> |
| 3.2.1 | <p>Risk-based requirements relating to personal hygiene shall be documented, implemented and maintained and shall include, at a minimum, the following areas:</p> <ul style="list-style-type: none"> • hair and beards • protective clothing (including their conditions of use in staff facilities) • hand washing, disinfection and hygiene • eating, drinking, smoking/vaping or other use of tobacco • actions to be taken in case of cuts or skin abrasions • fingernails, jewellery, false nails/eyelashes and personal belongings (including medicines) • notification of infectious diseases and conditions impacting food safety via a medical screening procedure. |
| 3.2.2 KO | <p>KO N° 3: The requirements for personal hygiene shall be understood and applied by all relevant personnel, contractors and visitors.</p> |
| 3.2.5 | <p>Visible jewellery (including piercing) and watches shall not be worn. Any exceptions shall have been comprehensively evaluated based on risks and shall be effectively managed.</p> |
| 3.2.6 | <p>Cuts and skin abrasions shall be covered with a plaster/bandage that shall not pose contamination risks. Plasters/bandages shall be waterproof and coloured differently from the product colour. Where appropriate:</p> <ul style="list-style-type: none"> • plasters/bandages shall contain a metal strip • single use gloves shall be worn. |
| 3.2.7 | <p>In work areas where wearing headgear and/or a beard snood (coverings) is required, the hair shall be covered completely to prevent product contamination.</p> |
| 3.2.8 | <p>Usage rules shall be implemented for work areas/activities where it is required to wear gloves (coloured differently from the product colour).</p> |
| 3.2.9 | <p>Adequate protective clothing shall be provided in sufficient quantity for each employee.</p> |
| 3.2.11 | <p>In case of any health issue or infectious disease that may have an impact on food safety, actions shall be taken to minimise contamination risks.</p> |
| 3.4.1 | <p>Adequate staff facilities shall be provided and shall be proportional in size, equipped for the number of personnel, and designed and controlled to minimise food safety risks. Such facilities shall be maintained in a way to prevent contamination.</p> |
| 3.4.2 | <p>Product contamination risks by food and drink and/or foreign materials shall be minimised. Consideration shall be given to food and drink from vending machines, canteen and/or brought to work by personnel.</p> |
| 3.4.3 | <p>Changing rooms shall be located to allow direct access to the areas where unpacked food products are handled. When infrastructure does not allow it, alternative measures shall be implemented and maintained to minimise product contamination risks. Outdoor clothing and protective clothing shall be stored separately unless alternative measures are implemented and maintained to prevent contamination risks.</p> |

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| 3.4.4 | Toilets shall neither have direct access nor pose contamination risks to areas where products are handled. Toilets shall be equipped with adequate hand washing facilities. The facilities shall have adequate natural or mechanical ventilation. Mechanical airflow from a contaminated area to a clean area shall be avoided. |
| 3.4.5 | Hand hygiene facilities shall be provided and shall address, at a minimum: <ul style="list-style-type: none"> adequate number of wash basins suitably located at access points to and/or within production areas designated for cleaning hands only. The necessity of similar equipment in further areas (e.g. packing area) shall be based on risks. |
| 3.4.6 | Hand hygiene facilities shall provide: <ul style="list-style-type: none"> running potable water at an adequate temperature adequate cleaning and disinfection equipment adequate means for hand drying. |
| 3.4.7 | Where the processes require a higher hygiene control, the hand washing equipment shall provide in addition: <ul style="list-style-type: none"> hand contact-free fittings hand disinfection waste container with hand contact-free opening. |
| 3.4.8 | Where needed, cleaning and disinfection facilities shall be available and used for boots, shoes and further protective clothing. |
| 4.5.3 | Used packaging and labelling shall correspond to the product being packed and shall comply with agreed customer product specifications. Labelling information shall be legible and indelible. This shall be monitored and documented at least at the start and end of a production run as well as at every product changeover. |
| 4.6.1 | Potential adverse impact on food safety and/or product quality from the factory environment (e.g. ground, air) shall be investigated. Where risks have been identified (e.g. extremely dusty air, strong smells), measures shall be documented, implemented and reviewed for effectiveness at least once within a 12-month period or whenever significant changes occur. |
| 4.7.1 | All external areas of the factory shall be clean, tidy, designed and maintained in a way to prevent contamination. Where natural drainage is inadequate, a suitable drainage system shall be installed. |
| 4.7.2 | Outdoor storage shall be kept to a minimum. Where goods are stored outside, it shall be ensured that there are no contamination risks or adverse effects on food safety and quality. |

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| 4.8.1 | A site plan covering all buildings shall be documented and maintained and shall describe, at a minimum, the process flow of: <ul style="list-style-type: none"> • finished products • semi-finished products, including rework • packaging materials • raw materials • personnel • waste • water. |
| 4.8.2 | The process flow, from receipt of goods to dispatch, shall be implemented, maintained, reviewed and where necessary, modified to ensure that the microbiological, chemical and physical contamination risks of raw materials, packaging materials, semi-finished and finished products are avoided. The cross-contamination risks shall be minimised through effective measures. |
| 4.8.3 | In the case where areas sensitive to microbiological, chemical and physical risks, have been identified, they shall be designed and operated to ensure product safety is not compromised. |
| 4.8.4 | Laboratory facilities and in-process controls shall not affect product safety. |
| 4.9.1.1 | Premises where food products are prepared, treated, processed and stored shall be designed, constructed and maintained to ensure food safety. |
| 4.9.2.1 | Walls shall be designed and constructed to meet production requirements in a way to prevent contamination, reduce condensation and mould growth, facilitate cleaning and if necessary, disinfection. |
| 4.9.2.2 | The surfaces of walls shall be maintained in a way to prevent contamination and easy to clean; they shall be impervious and wear-resistant to minimise product contamination risks. |
| 4.9.2.3 | The junctions between walls, floors and ceilings shall be designed to facilitate cleaning and if necessary, disinfection. |
| 4.9.3.1 | Floor covering shall be designed and constructed to meet production requirements and be maintained in a way to prevent contamination and facilitate cleaning and if necessary, disinfection. Surfaces shall be impervious and wear-resistant. |
| 4.9.3.2 | The hygienic disposal of water and other liquids shall be ensured. Drainage systems shall be designed, constructed and maintained in a way to minimise product contamination risks (e.g. entry of pests, areas sensitive to transmission of odour or contaminants) and shall be easy to clean. |
| 4.9.3.3 | In food handling areas, machinery and piping shall be arranged to allow waste water, if possible, to flow directly into a drain. Water and other liquids shall reach drainage using appropriate measures without difficulty. Stagnation of puddles shall be avoided. |
| 4.9.4.1 | Ceilings (or, where no ceilings exist, the inside of roofs) and overhead fixtures (including piping, cableway, lamps, etc.) shall be designed, constructed and maintained to minimise the accumulation of dirt and condensation and shall not pose any physical and/or microbiological contamination risks. |

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| 4.9.4.2 | Where false ceilings are used, access to the vacant area shall be provided to facilitate cleaning, maintenance and inspection for pest control. |
| 4.9.5.1 | Windows and other openings shall be designed and constructed to avoid the accumulation of dirt and shall be maintained in a way to prevent contamination. |
| 4.9.5.2 | Where there are contamination risks, 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 easy to clean pest screens or other measures to prevent any contamination. |
| 4.9.5.4 | In areas where unpackaged products are handled, windows shall be protected against breakage. |
| 4.9.6.1 | Doors and gates shall be maintained in a way to prevent contamination and be easy to clean. They shall be designed and constructed of non-absorbent materials to avoid: <ul style="list-style-type: none"> • splintering parts • flaking paint • corrosion. |
| 4.9.6.2 | External doors and gates shall be constructed to prevent the access of pest. |
| 4.9.6.3 | Plastic strip curtains separating areas shall be maintained in a way to prevent contamination and be easy to clean. |
| 4.9.7.1 | All production, storage, receipt and dispatch areas shall have adequate levels of light. |
| 4.9.8.1 | Adequate natural and/or artificial ventilation shall be designed, constructed and maintained in all areas. |
| 4.9.8.2 | If ventilation equipment is installed, filters and other components shall be easily accessible and monitored, cleaned or replaced as necessary. |
| 4.9.8.3 | Air conditioning equipment and artificially generated airflow shall not compromise product safety and quality. |
| 4.9.8.4 | Dust extraction equipment shall be designed, constructed and maintained in areas where considerable amounts of dust are generated. |
| 4.9.9.1 | Water which is used for hand washing, cleaning and disinfection, or as an ingredient in the production process shall be of potable quality at the point of use and supplied in sufficient quantities. |
| 4.9.9.3 | Recycled water, which is used in the process, shall not pose contamination risks. |
| 4.9.9.4 | Non-potable water shall be transported in separate, properly marked piping. Such piping shall neither be connected to the potable water system nor allow the possibility of reflux, to prevent contamination of potable water sources or factory environment. |
| 4.9.10.1 | The quality of compressed air that comes in direct contact with food or food contact materials shall be monitored based on risks. Compressed air shall not pose contamination risks. |
| 4.9.10.2 | Gases that come in direct contact with food or food contact materials, shall demonstrate safety and quality for the intended use. |

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| 4.10.1 | <p>Risk-based cleaning and disinfection schedules shall be validated, documented and implemented. These shall specify:</p> <ul style="list-style-type: none"> • objectives • responsibilities • the products used and their instructions for use • dosage of cleaning and disinfection chemicals • the areas and timeslots for cleaning and disinfection activities • cleaning and disinfection frequency • Cleaning In Place (CIP) criteria, if applicable • documentation requirements • hazard symbols (if necessary). |
| 4.10.2 | <p>Cleaning and disinfection activities shall be implemented and shall result in effectively cleaned premises, facilities and equipment.</p> |
| 4.10.3 | <p>Cleaning and disinfection activities shall be documented and such records shall be verified by a responsible designated person in the company.</p> |
| 4.10.5 | <p>The intended use of cleaning and disinfection equipment shall be clearly specified. It shall be used and stored in a way to avoid contamination.</p> |
| 4.11.3 | <p>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.</p> |
| 4.11.4 | <p>Waste collection containers shall be clearly marked, suitably designed and maintained, easy to clean, and where necessary, disinfected.</p> |
| 4.11.5 | <p>If a company decides to separate food waste and to reintroduce it into the feed supply chain, measures or procedures shall be implemented to prevent contamination or deterioration of this material.</p> |
| 4.12.1 KO | <p>KO N° 6: Based on risks, procedures shall be documented, implemented and maintained to prevent contamination with foreign materials. Contaminated products shall be treated as non-conforming products.</p> |
| 4.12.2 | <p>The products being processed shall be protected against physical contamination, which includes but is not limited to:</p> <ul style="list-style-type: none"> • environmental contaminants • oils or dripping liquids from machinery • dust spills. <p>Special consideration shall also be given to product contamination risks caused by:</p> <ul style="list-style-type: none"> • equipment and utensils • pipes • walkways • platforms • ladders. <p>If, for technological characteristics and/or needs, it is not possible to protect the products, appropriate control measures shall be implemented.</p> |
| 4.12.3 | <p>All chemicals within the site shall be fit for purpose, labelled, stored and handled in a way not to pose contamination risks.</p> |

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| 4.12.4 | Where metal and/or other foreign material detectors are required, they shall be installed to ensure maximum efficiency of detection to prevent subsequent contamination. Detectors shall be subjected to maintenance to avoid malfunction at least once within a 12-month period, or whenever significant changes occur. |
| 4.12.5 | The accuracy of all equipment and methods designed to detect and/or eliminate foreign materials shall be specified. Functionality tests of such equipment and methods shall be carried out on a risk-based frequency. In case of malfunction or failure, the impact on products and processes shall be assessed. |
| 4.12.6 | Potentially contaminated products shall be isolated. Access and actions for the further handling or testing of these isolated products shall only be carried out by authorised personnel. |
| 4.12.7 | In areas where raw materials, semi-finished and finished products are handled, the use of glass and/or brittle materials shall be excluded; however where the presence of glass and/or brittle materials cannot be avoided, the risks shall be controlled and the glass and/or brittle materials shall be clean and pose no risks to product safety. |
| 4.12.11 | Where visual inspection is used to detect foreign materials, the employees shall be trained and operative changes shall be performed at an appropriate frequency to maximise the effectiveness of the process. |
| 4.12.12 | In areas where raw materials, semi-finished and finished products are handled, the use of wood shall be excluded; however, where the presence of wood cannot be avoided, the risks shall be controlled and the wood shall be clean and pose no risks to product safety. |
| 4.13.1 | Site premises and equipment shall be designed, built and maintained to prevent pest infestation. |
| 4.13.2 | Risk-based pest control measures shall be documented, implemented and maintained. They shall comply with local legal requirements and shall take into account, at a minimum: <ul style="list-style-type: none"> • factory environment (potential and targeted pests) • type of raw material/finished products • site plan with area for application (bait map) • constructional designs susceptible for pest activity, for example ceilings, cellars, pipes, corners • identification of the baits on-site • responsibilities, in-house/external • agents used and their instructions for use and safety • frequency of inspections • rented storage if applicable. |
| 4.13.3 | Where a company hires a third-party service provider for pest control, all above-mentioned requirements shall be documented in the service contract. A competent person at the company shall be appointed to monitor the pest control activities. Even if the pest control service is outsourced, responsibilities for the necessary actions (including ongoing supervision of pest control activities) shall remain within the company. |
| 4.13.5 | Baits, traps and insect exterminators shall be fully functioning, sufficient in number, designed for purpose, placed in appropriate positions and used in a way to avoid contamination. |

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| 4.13.6 | Incoming deliveries shall be inspected on arrival for the presence of pests. Any findings shall be recorded. |
| 4.14.1 | All incoming goods, including packaging materials and labels, shall be checked for compliance with specifications and a determined risk-based monitoring plan. The monitoring plan shall be justified by risk assessment. Records of those inspections shall be available. |
| 4.14.2 | A system shall be implemented and maintained to ensure storage conditions of raw materials, semi-finished, finished products and packaging materials, correspond to product specifications, and do not have any negative impact on other products. |
| 4.14.3 | Raw materials, packaging materials, semi-finished and finished products shall be stored to minimise contamination risks or any other negative impact. |
| 4.14.4 | Adequate 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. |
| 4.14.5 | All products shall be identified. Use of products shall be undertaken in accordance with the principles of First In/First Out and/or First Expired/First Out. |
| 4.15.1 | The conditions inside the vehicles related to the absence of, for example: <ul style="list-style-type: none"> • strange smells • high dust load • adverse humidity • pests • mould shall be checked before loading and documented to ensure compliance with the defined conditions. |
| 4.15.2 | Where goods are transported at certain temperatures, the temperature inside the vehicles shall be checked and documented before loading. |
| 4.15.3 | Procedures to prevent contamination during transport, including loading and unloading, shall be documented, implemented and maintained. Different categories of goods (food/non-food) shall be taken into consideration, if applicable. |
| 4.15.4 | Where goods are transported at certain temperatures, maintaining the appropriate range of temperatures during transport shall be ensured and documented. |
| 4.15.5 | Risk-based hygiene requirements for all transport vehicles and equipment used for loading/unloading (e.g. hoses of silo installations) shall be implemented. Measures taken shall be recorded. |
| 4.15.6 | The loading/unloading areas shall be appropriate for their intended use. They shall be constructed in a way that: <ul style="list-style-type: none"> • the risks of pest intake are mitigated • products are protected from adverse weather conditions • accumulation of waste is avoided • condensation and growth of mould are prevented • cleaning and if necessary, disinfection can be easily undertaken. |

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| 4.16.5 | Temporary repairs shall be carried out to avoid compromising food safety and product quality. Such work shall be documented and a short-term deadline set for eliminating the issue. |
| 4.17.3 | Equipment shall be located to allow effective cleaning, disinfection and maintenance operations. |
| 4.17.4 | All product equipment shall be in a condition that does not compromise food safety and product quality. |
| 4.18.1 KO | <p>KO N° 7: A traceability system shall be documented, implemented and maintained that enables the identification of product lots and their relation to batches of raw materials, and food contact packaging materials, and/or materials carrying legal and/or relevant food safety information. The traceability system shall incorporate all relevant records of:</p> <ul style="list-style-type: none"> • receipt • processing at all steps • use of rework • distribution. <p>Traceability shall be ensured and documented until delivery to the customer.</p> |
| 4.19.2 | <p>Risk-based measures shall be implemented and maintained from receipt to dispatch, to ensure that potential cross contamination of products by allergens is minimised. The potential cross contamination risks shall be considered, related to, at a minimum:</p> <ul style="list-style-type: none"> • environment • transport • storage • raw materials • personnel (including contractors and visitors). <p>Implemented measures shall be monitored.</p> |
| 4.19.3 | Finished products containing allergens that require declarations shall be declared in accordance with legal requirements. Accidental or technically unavoidable cross-contaminations of legally declared allergens and traces shall be labelled. The decision shall be risk-based. The potential cross-contamination with allergens from raw materials processed in the company shall also be taken into account on the product label. |
| 4.21.3 | The food defence plan shall be tested for effectiveness and reviewed at least once within a 12-month period or whenever significant changes occur. |
| 5.3.2 | Process parameters (temperature, time, pressure, chemical properties, etc.) which are essential to ensure the food safety and product quality shall be monitored, recorded continuously and/or at appropriate intervals and secured against unauthorised access and/or change. |
| 5.4.1 | Measuring and monitoring devices required to ensure compliance with food safety and product quality requirements shall be identified and recorded. Their calibration status shall be recorded. Measuring and monitoring devices shall be legally approved, if required by current relevant legislation. |

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| 5.5.2 | Quantity control monitoring shall be implemented and recorded, according to a sampling plan which ensures a proper representation of the manufacturing lot. The results from this monitoring shall be compliant with defined criteria for all products ready to be delivered. |
| 5.10.1 | <p>A procedure shall be documented, implemented and maintained for the management of all non-conforming raw materials, semi-finished products, finished products, processing equipment and packaging materials. This shall include, at a minimum:</p> <ul style="list-style-type: none"> • defined responsibilities • isolation/quarantine procedures • risk assessment • identification including labelling • decision about the further usage like release, rework/reprocessing, blocking, quarantine, rejection/ disposal. |
| 5.10.2 | The procedure for the management of non-conforming products shall be understood and applied by all relevant employees. |

