

**GUIDANCE**  
**ON THE APPLICATION OF NABCB CRITERIA**  
**(BASED ON ISO /TS 22003)**

**GENERAL REQUIREMENTS**  
**FOR BODIES OPERATING ASSESSMENT**  
**AND CERTIFICATION / REGISTRATION OF**  
**FOOD SAFETY MANAGEMENT SYSTEMS**

**BCB 115G- Dec 2007**



Effective date : 1st Jan 2008

## INTRODUCTION TO NABCB GUIDANCE

With the publication of ISO/TS 22003, NABCB has decided to make it a criteria for accreditation and accordingly BCB 115- Mar 2006 has been revised as BCB 115- Dec 2007 to be effective from 1 January 2008.

In this guidance document explanations have been provided for some of the provisions of ISO TS 22003 for ease of implementation by certification bodies and these will form part of the NABCB criteria for accreditation of certification bodies.

The guidance is indicated by using alphabet G with the corresponding clause of ISO 22003. The clauses where no guidance is considered necessary have been omitted.

### **G 7.1**

Clause 7.1 of ISO/TS 22003:2007 refers to ISO/IEC 17021:2006 and ‘technical area’. “Examples of sectors” in Table A.1 of ISO/TS 22003 shall be the starting point for defining “technical areas”. CBs should demonstrate the basis / policies on which further classification is done.

### **G 7.2.2.1**

For the purpose of NABCB accreditation, ‘Secondary education’ means completion of 12<sup>th</sup> standard.

### **G 7.2.4**

Cl 7.2.4.1 of ISO 22003 requires that auditors shall have knowledge corresponding to a post secondary coursework in general microbiology and general chemistry as part of their education.

The certification body may ensure it by any of the following ways:

- a. Demonstrating evidence of educational qualification of the auditor with microbiology and chemistry as part of their course work in a post secondary course from a recognized university/institution.

b. By training of the auditors to impart the knowledge as prescribed in Clause 7.2.4.1. In this case, the certification body needs to provide details of curriculum, duration and faculty for each auditor to NABCB for review.

c. By any other means like work experience relating to microbiology. The certification body should provide the details of such experience to NABCB for review.

The auditor(s) qualified as per b. and/or c. above shall be interviewed by NABCB and the time of accreditation assessment will be increased accordingly depending on the number of such auditors.

#### **G 7.2.4.4**

Clause 7.2.4.4 of ISO 22003 prescribes that for first qualification in one or more categories, the auditor has to have a full time work experience of 5 years (or 4 years in case of appropriate post secondary education) in the food chain related industry and no alternatives are allowed. However, the 2 years of work in quality assurance or food safety functions can be within the food production and manufacturing, retailing, inspection or enforcement, or the equivalent.

This implies that in case an auditor has worked in a food chain related industry for 5 years (or 4 years), including 2 years in quality and food safety functions, it is acceptable. But any experience in inspection, enforcement or consultancy etc outside food chain related industry would have to be in addition to the 5 (or 4) year experience.

#### **G 7.2.4.5**

For “other FSMS audits” in Note under clause 7.2.4.5 of ISO/TS 22003, the certification body shall refer to the standards which are accepted by NABCB in its ‘Policy for acceptance of equivalent standards for FSMS’.

Clause 7.2.4.5 also prescribes the manner in which an auditor can be qualified for new categories. The certification body shall have a procedure for qualifying auditors from low risk to high risk category and NABCB shall reserve the right to witness/evaluate such auditors.

For assistance in classification of categories based on risk, certification bodies may follow NABCB’s ‘Classification of scopes for witnessing’ given in BCB 201(FSMS)- Dec 2007.

**G 9.1.2**

While deciding audit time in the client organization consideration shall be given to the processes which are critical for food safety. Audit shall be conducted at the time when critical processes for food safety are in operation and can be witnessed and audited.

**G B.1**

In determining the full time employees the certification body should consider all individuals whose work activities support the scope of the certification/registration as described by the food safety management systems. The total number of employees for all shifts is the starting point for determination of audit time.

The effective number of employees includes non-permanent (seasonal, temporary, and subcontracted) staff who will be present at the time of the audit. A certification/registration body should agree with the organization to be audited the timing of the audit which will best demonstrate the full scope of the organization. The consideration could include season, month, day/date and shift as appropriate.

Part-time employees should be treated as full-time-equivalent employees. This determination will depend upon the number of hours worked as compared with a full-time employee.