



مركز الإمارات العالمي للاعتماد

Emirates International Accreditation Center

متطلبات اعتماد جهات منح الشهادات لنظم إدارة سلامة الاغذية

Accreditation requirements of Certification Bodies for Food Safety Management Systems (FSMS) and HACCP

EIAC-RQ-CB-002

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1 Scope

This document is applicable to certification bodies which are certifying:

- 1.1 Food Safety Management Systems (FSMS) ISO 22000 and
- 1.2 Hazard Analysis & Critical Control Point (HACCP) Certification based on Dubai Food Code issued by the Food Safety Department of Dubai Municipality.
- 1.3 This document is supplement to the ISO 22003-1:2022 and shall be read, understood and implemented in conjunction with ISO 22003-1:2022.

2 Definitions

2.1 Certification Body

For the purpose of this accreditation, a certification body (CB) is an independent & impartial third-party body, possessing the necessary competence and reliability and operates in accordance with ISO/IEC 17021-1 and relevant sector specific standard such as ISO 22003-1 to perform management system(s) certifications.

2.2 Shall

The term “shall” used throughout this document to indicate those provisions which, reflecting the requirements of EIAC Criteria is mandatory.

2.3 Should

The term “should” used to indicate guidance which, although not mandatory, is a recognized means of meeting the requirements.

2.4 Related Authority

Dubai Municipality (DM) – Food Safety Department (FSD) and Environment, Health and Safety Departments of the Ports Customs & Free Zone Corporation (EHS- PCFC). The relevant authority varies according to the area of jurisdiction; namely it is FSD-DM if the CB & food organization involved were operating in Dubai outside the Jebel Ali free zone, otherwise, if they are operating in the Jebel Ali free zone then it is EHS-PCFC.



3 General requirements

- 3.1 The Certification Body (CB) shall be a legally licensed entity, and all employees of certification body shall have legally valid document/permission (such as legal contract/legal work permit) to work for the certification body.
- 3.2 The Certification Body (CB) applying for accreditation for this scope must have a management system, which satisfy the requirements of ISO/IEC 17021-1:2015 and ISO 22003-1:2022. EIAC-RQ-CB-001 (Accreditation requirements for Certification Bodies of Management Systems Certifications), EIAC-RQ-GEN-001 (General Accreditation Requirements), EIAC-RQ-GEN-002 (The Conditions for the Use of EIAC Accreditation Symbol and ILAC MRA/ IAF MLA Marks) and EIAC-RQ-GEN-003 (Emirates International Accreditation Centre Fees Structure Requirements) are also applicable to all certification bodies.
- 3.3 The CB shall operate in accordance with the above-mentioned standards and EIAC requirements as well as any additional regulatory requirements set out by the related authority/respective governments.
- 3.4 The CB is required to have at least one permanently employed qualified auditor and one certification decision maker for the Food Safety Management Systems and/or HACCP certification scheme, applied for accreditation. (see 4.1 also).
- 3.5 The following are the pre-requisites for CBs, applying for accreditation. The applicant CB must have met the following conditions:
- a) Shall have granted at least one certification for the Food Safety Management Systems and/or HACCP OR the CB has one active applicant for whom they have completed at least stage 1 audit.
 - b) Completed the minimum one internal audit against the applicable criteria of accreditation and one management review.
 - c) Established a mechanism to safeguarding impartiality. Conducted at least one review of risks to impartiality/potential conflict of interests, with consultation/participation of balanced interested parties.
- 3.6 The CB shall have clear rules for the fees charged for the certification Services and for the issuance of the Certificate and the terms of payments for each.
- 3.7 The CB shall have agreement & arrangements with all clients that any of the CB's audit can be witnessed by the EIAC assessors.
- 3.8 The CB shall have agreement & arrangements with all clients that at any time during the certification cycle, EIAC assessment team can visit the client premises to verify certain certification requirements. The CB's representative(s) may accompany the EIAC assessment team.
- 3.9 Management system documents including quality manual and procedures of CB shall be in English language. Quality management systems records including internal audit, management review, safeguarding impartiality mechanism's proceedings shall also be in English language.



- 3.10 The certification processes shall meet the requirements of ISO 17021-1:2015 and ISO 22003:2022. The certification body shall implement similar certification processes for both ISO 22000 and HACCP certifications based on Dubai Food Code issued by the Food Safety Department of Dubai Municipality.
- 3.11 The CB shall implement the Annex-B (Minimum Audit Duration) of ISO 22003:2022 for the calculation of audit time for ISO 22000 and HACCP audits.
- 3.12 In the Emirate of Dubai, the food sector is regulated by the Food Safety Department- Dubai Municipality. In case there is an adverse health effect caused to humans involving food organization certified by accredited CB and as a result of the official investigation it was determined that it was intentional or due to negligence or lack of competence, the relevant authority may notify the CB which certified the food organization which in turn shall carry out the immediate special audit to determine whether the CB has to reconsider the validity of the FSMS/HACCP certificate granted to the food organization or not. The actions taken by the CB in this regard must be notified to EIAC and to the relevant authority without delay. Failure to do so may subject the CB to immediate suspension of accreditation which may lead to withdrawal of accreditation, particularly in case the adverse health effect was serious (e.g. becoming epidemic) or was fatal.

4 Specific criteria of competence.

4.1 Competence criteria for CB's management

The CB shall define the competence of all personnel involved in certification process such as application/contract reviewer(s), auditor(s), decision maker(s). The required competence shall be in compliance with Annex C (Required food safety management system knowledge and skills to determine competence), Table C.1 of ISO 22003:2022.

4.2 Competence criteria for auditors and certification decision makers:

The CB shall define the requirements for establishing the competence of the auditors and certification decision makers in compliance with Annex C (Required food safety management system knowledge and skills to determine competence), Table C.1 of ISO 22003:2022 and the followings;

4.3 Auditors:

The CB shall ensure that its auditors for FSMS and HACCP audits possess the following qualifications as minimum:

4.4 Education

Qualifications of minimum graduation in science preferably with food related discipline such as food science/technology/food safety, agriculture, nutrition, biology, microbiology, chemistry, dairy, poultry, fisheries, veterinary medicine & surgery, general medicine & surgery, engineering (combined with training courses in food sectors).

4.5 Work Experience

Four years work experience required in food sector including at least one-year full time work experience, working on a direct production/quality control related position in food sector/industry/fruit vegetable feed farm/animal dairy farm, poultry farm, fish farm. In case auditor holds master's degree or higher, three years overall work experience may be acceptable, however, one-year full time work experience, working on a direct production/quality control related position is a must.

4.6 Audit Training & Knowledge

- Each auditor shall have successfully completed forty-hour ISO 22000 auditor/ lead auditor training from a reputable training course provider. If an auditor already has training on any other certification standard such as ISO 9001, 14001 then three days auditor/lead auditor course on ISO 22000 is considered adequate.
- Each auditor shall have attended training on HACCP principles, prerequisite programs, critical control points, food hygiene etc.
- Each auditor shall have specific technical knowledge as mentioned in Annex C, Table C.1 of ISO 2203:2022, relevant to his approved code based on food chain categories mentioned in Annex A, Table A.1 of ISO 22003:2022.
- Each auditor shall have knowledge of current regulatory requirements including Dubai Food Code, as applicable.

4.7 Certification Decision Maker(s):

The CB shall ensure that certification decision maker(s) possess the following qualifications as minimum:



4.7.1 Education

Qualifications of minimum graduation in science preferably with food related discipline such as food science/ technology/food safety, agriculture, nutrition, biology, microbiology, chemistry, dairy, poultry, fisheries, veterinary medicine & surgery, general medicine & surgery, engineering (combined with training courses in food sectors).

4.7.2 Work Experience

Four years work experience in food sector including at least one-year full time work experience, working on a direct production/quality control related position in food industry/fruit vegetable feed farm/animal dairy farm, poultry farm, fish farm. In case an auditor holds master's degree or higher, three years overall work experience may be acceptable.

4.7.3 Training & knowledge

- Shall also have successfully completed training in HACCP principles based on the Codex Alimentarius guidelines and/or ISO 22000 requirements (or equivalent) and be able to demonstrate competence in the understanding and application of HACCP principles and/or ISO 22000 requirements.
- Shall have specific technical knowledge as mentioned in Annex C, Table C.1 of ISO 22003-1:2022.
- Have knowledge of current regulatory requirements and other applicable Codes of Practice including Dubai Food Code as applicable.

4.7.4 Continual Training and Further Development

Each FSMS auditor and decisions maker and other experts involved in the certification activities shall undertake appropriate continual training according to his or her specific qualification requirements.

4.8 On-site Evaluation of Auditors

4.8.1 The initial competence evaluation of an auditor shall include the ability to apply required knowledge and skills during audits, as determined by a competent evaluator observing the auditor conducting an audit. This is also applicable when, CB hires/empanels a new auditor, and the subject auditor was previously qualified by any other CB. The job of witnessing evaluator shall only be to witness and evaluate the auditor, he shall not take part in any auditing activity for the subject on-site evaluation.

4.8.2 The periodical on-site evaluation of auditors shall be designed in such away so that each auditor is witnessed by a competent evaluator, on-site at least once within a period of 3 years. The job of witnessing evaluator shall only be to witness and evaluate the auditor, he shall not take part in any auditing activity for the subject on-site evaluation.

5 Time & duration requirements for office assessment & witness audits.

The time required for assessment is based on the following main elements which are covered during assessment:

- Head office assessment.
- Assessment of all locations where key activities take place.
- Witness audits for different scopes of certification.

5.1 Initial assessment

5.1.1 Office assessment

5.1.2 Minimum two-man days may be required for office assessment if CB operates all key activities from the head office only.

5.1.3 All critical locations shall be assessed during initial assessment.

5.1.4 All branches where key activities are carried out with respect to EIAC applied scope, shall be assessed at the time of initial assessment.

5.1.5 All other branches, where any key activity is not carried out and CB wants to include subject branches in EIAC accreditation scope document, shall be assessed at the time of initial assessment.

5.2 Witness Audits

5.2.1 The scope for ISO 22000 & HACCP certifications is defined in clusters category codes and subcategory codes based on ISO 22003-1:2022 scope defined in Annex A (Classification of food chain categories), Table A. 1 (Food chain categories). This table is used to defined witness audit requirements.

5.2.2 Minimum two witness audits should be conducted to grant accreditation for any applied scope. The witness of an initial certification audit, including stage 1, should be undertaken as part of the initial accreditation.

5.2.3 For witness audits, certification and recertification audits are preferred; however, surveillance audits can also be witnessed. At least one of the witness audits per accreditation cycle should include an initial certification audit or recertification audit.

5.2.4 If CB has applied for all codes, then minimum one audit shall be witnessed in each of clusters mentioned in Annex A, (Table A.1).

5.2.5 The CB is obliged to send the following documents to EIAC lead assessor/assessment team member(s) before each audit to be witnessed.

- a) CV(s) of auditor(s) and confirm that auditor(s) are qualified for the relevant category code(s).
- b) Man-days calculation/estimation (justification for calculation of the audit time).
- c) Previous audit report (if applicable),
- d) Audit plan for the audit to be witnessed.



5.3 Surveillance

- 5.3.1 During the accreditation cycle, the EIAC should conduct surveillance every year. An accreditation cycle shall begin at or after the date of the decision for granting the initial accreditation or decision after reassessment.
- 5.3.2 At least one audit in **cluster 2- Processing food for humans and animals** (if covered by the accredited scope of the Certification Body) shall be witness each year and at least one audit in each of the other clusters during the accreditation cycle.

5.4 Reassessment

- 5.4.1 The reassessment is similar to the initial assessment, however, experience gained during previous assessments are taken into account. It is expected that total number of man days would be less than the initial assessment and more than any surveillance assessment.

5.5 Scope Extension

- 5.5.1 For scope extension, both office assessment & witness audits should be applicable.
- 5.5.2 Minimum one-man day should be required for office assessment for each applied standard.
- 5.5.3 Required number of witness audits depends upon the applied scope.
- 5.5.4 At least one audit performed in the cluster for the relevant food chain category shall be witnessed in order to grant accreditation in that cluster.
- 5.5.5 For extensions inside a cluster, witnessing is not mandatory. Witnessing is mandatory for extensions to categories in a new cluster.

5.6 Extraordinary assessments

- 5.6.1 The EIAC may conduct extraordinary assessments because of complaints or changes in CB.
- 5.6.2 During surveillance assessment, EIAC may decide to verify the authenticity of certification process by conducting short visits to some of the selected certified clients. EIAC assessor will visit the certified company and verify the implementation of the system(s) by reviewing some of quality documentation & records and by meeting with the certified companies' management. The CB representative may accompany the EIAC assessor during such visit(s).

5.7 Multi Location Certification Bodies

- 5.7.1 The certification bodies may operate from various geographical locations. All such locations where one or more key activities are conducted or controlled are subject of EIAC assessment.
- 5.7.2 The CB shall formally apply and seek approval of EIAC for inclusion of a branch office and or new geographical location for certification in EIAC scope of accreditation.
- 5.7.3 If a CB is operating in one country (country A) and intends to offer EIAC accredited certifications in another country (country B) by establishing a branch office in country B. Then EIAC will assess the branch office in country B and



after successful assessment & EIAC's scope extension decision, subject branch office shall be included in scope of accreditation.

- 5.7.4 If a CB is operating in one country (country A) and intends to offer EIAC accredited certifications through branches in other cities of the same country. Then same principle applies as mentioned in above clause.
- 5.7.5 At initial assessment EIAC will visit all such branches.
- 5.7.6 At surveillance assessment EIAC will select the sample of branches.
- 5.7.7 If a CB has its head office in one country and provides EIAC accredited services to various other countries by managing all key activities from head office. The CB shall apply and seek approval of EIAC before providing certification in any other country/economy. Then EIAC may decide to witness the audit (s) in those countries as applicable. After EIAC's scope extension decision, subject country (ies) shall be included in scope of accreditation.
- 5.8 If a CB intends to issue certificates from its any "other certification office" and intends to write the address of that certification office on the certificate, the CB shall formally apply and seek approval of EIAC for inclusion of "other certification office" in the scope of accreditation. The other certification office must be under direct legal control of the certification body. The certification body shall be an owner/shareholder of the "other certification office".
- 5.8.1 The EIAC shall conduct assessment at that "other certification office" and after successful assessment & EIAC's scope extension decision, subject "other certification office" shall be included in the scope of accreditation.
- 5.8.2 The EIAC follows cross frontier accreditation policy while accrediting foreign CBs.



6 EIAC accredited certificates

- 6.1 The certification body shall issue a Certificate for certified clients in line with ISO/IEC 17021-1 requirements. The accredited certification bodies are entitled to issue certificates bearing EIAC accreditation symbol for accredited scope only.
- 6.2 Before using EIAC accreditation symbol or any reference to EIAC accreditation symbol, the accredited certification bodies are required to take formal approval from EIAC for the use of EIAC accreditation symbol or any reference regarding EIAC accreditation.
- 6.3 The certificate must contain the full name and full address of head office of certification body. If “other certification office” of CB is included in the EIAC’s scope of accreditation, then address of “other certification office” can be written/printed on the certificate.
- 6.4 The certificate must contain the full name and full address of a certified client.
- 6.5 There shall have clear identification of all premises/branches/locations which are covered by the scope of certification.
- 6.6 If the certificate is issued for hotel/hotel apartment/guest house, then the restaurants covered in the scope of certification shall also be mentioned on the certificate.
- 6.7 The certificate must contain the scope of certification along with relevant cluster, category and subcategories as mentioned in ISO 22003:2022.

7 Suspension of Accreditation

- 7.1 If the accreditation of CB is suspended. The CB is required to take corrective action and remove the reason of accreditation within three months of suspension.
- 7.2 If CB is not able to implement corrective action or remove the reasons of suspension within three months, then it can request to EIAC for extension in suspension duration. EIAC may extend the suspension to six months.
- 7.3 In case the CB does not implement the corrective action or remove the reasons of suspension within six months, the accreditation should be withdrawn.
- 7.4 EIAC may require conducting follow-up assessment/ special assessment to verify the corrective actions taken by the CB before lifting the suspension.

8 Scope Reduction or Withdrawal of Accreditation

- 8.1 If the scope of accreditation of CB has been reduced either voluntarily on the request of CB or enforced by EIAC, the accredited CB is required to recall all EIAC accredited certificates related to the reduced scope.
- 8.2 If the accreditation of CB has been withdrawn either voluntarily on the request of CB or enforced by EIAC, the accredited CB is required to recall all EIAC accredited certificates.

Annex A, Table A. 1

(Scope of ISO 22000 & HACCP Certification)

No.	Cluster	Category		Subcategory	
1	Primary production	A	Farming or handling of animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey
				AII	Farming of Fish and Seafood
		B	Farming or handling of plants	BI	Farming – Handling of plants (other than grains and pulses)
				BII	Farming – Handling of grains and pulses
				BIII	Pre-process handling of plant products
2	Processing food for humans and animals	C	Food, ingredients, and pet food processing	C0	Animal – Primary conversion
				CI	Processing of perishable animal products
				CII	Processing of perishable plant-based products
				CIII	Processing of perishable animal and plant – Products (mixed products)
				CIV	Processing of ambient stable products
		D	Feed and animal food processing		
3	Catering/ food services	E	Catering/ food services		
4	Retail, Transport and Storage	F	Trading, retail and e-commerce	FI	Retail / Wholesale
				FII	Brokering / Trading
		G	Transport and storage services		
5	Auxiliary Services	H	Services		
6	Packaging material	I	Production of packaging material		
7	Auxiliary equipment	J	Equipment		
8	Bio/chemical	K	Chemical and bio-chemical		

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