



SGF International e. V. (SGF)

– Voluntary Control System (VCS) for Tank Cleaning - Food

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Part 1 Introduction

1.1 Preface

This SGF International e.V (SGF) Voluntary Control System (VCS) for tank cleaning has, upon request of SGF members, been developed by a working group composed of fruit products related cargo loaders, cargo receivers, transport companies, data monitoring providers, representatives of the EU and National umbrella organisations for cleaning stations and related service companies. Other stakeholders in the fruit juice supply chain are already participating in similar risk reducing activities by SGF/IRMA (International Raw Material Assurance).

Herewith, we are offering cleaning stations, equipped for cleaning food bulk containers, the opportunity to become certified according the rules of the SGF VCS.

Requirements for certification have been developed and although there are no specific legal requirements for cleaning stations where applicable reference is made to European Legislation:

- Regulation 852/2004/EC on Hygiene of Foodstuffs
- Directive 98/83 EC on the quality of water intended for human consumption

We thank all members actively participated in the SGF working group:

| | |
|------------------|--------------------------------------|
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| Mr da Silva | : Continental Juice, The Netherlands |
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The working group is managed by a SGF project team consisting of: Mr Rieth and Mr Greeve

1.2 Definitions

For the purpose of this SGF VCS the following specific terms and definitions apply:

| <u>Term</u> | <u>Definition</u> |
|--|---|
| Accreditation | A process by which SGF gives formal recognition of the competence of a partner against defined requirements. |
| Audit | A systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled |
| Auditor | A person with the demonstrated personal attributes and competence to conduct an audit. |
| Bulk liquid transport units | Bulk liquid transport units are restricted to tank car, tank containers, and Intermediate Bulk Containers (IBC) designed for liquid foodstuffs only. |
| Certification | Process by which SGF, based on an audit report, provide written assurance that food safety and management system requirements and their implementation are conform to requirements. |
| Certification body | An independent, commercial, and professional organization that provides certification against specified criteria (SGF criteria). |
| Cleaning station | Company equipped and with a license to clean bulk transportation for foodstuff. |
| Cargo owner | Company which owns the cargo (can be cargo owner or cargo receiver depending on contract conditions). |
| Cargo loader | Company which loads the ordered cargo in an appropriate and sealed means of bulk transportation. |
| Cargo receiver | Company which is foreseen as receiver of the bulk transportation with the ordered cargo. |
| Data monitoring | Monitoring of essential process data covering the whole on-line cleaning process from beginning to end except the off-line cleaning of auxiliaries. |
| Independent third party data monitoring system | Process monitoring provided by an independent external company in combination with one online platform for communication data of all connected cleaning stations to their users. |
| Own data monitoring system | Process monitoring provided by a cleaning station itself with or without an own online platform for communication data of one cleaning station to own users. |
| Cleaning document | A self-declaration issued by the cleaning station indicating standardized information regarding bulk carrier, previous load, carried out cleaning, etc. |

1.3 Objective

The SGF VCS aims at reducing the contamination risk of bulk transportation in the food and in particular the fruit juice supply chain up to packers of the final consumer product.

1.4 Scope

The SGF VCS covers food safety and food quality aspects regarding cleaning of bulk transportation and is restricted to tank car, tank containers and Intermediate Bulk Container (IBC) designed for liquid foodstuff only.

1.5 Introduction

The food industry, including processed fruit derived products, in Europe utilises to a large extend logistic services offered by third parties when it comes to bulk transportation. Involved are not only bigger or smaller transport companies but also many independent cleaning stations and mixed operations offering both transport services and cleaning together. Cleaning the bulk tank or container from previous load(s) is absolutely necessary to exclude contamination of the successive load(s). The safety and quality related risk of remainders of previous loads, even foodstuff, is evident and can provide both cargo owners, cargo receivers as well as transport companies and cleaning stations serious conflicts and liability disputes. Transport companies and especially cleaning stations are usually limited in their liability (sometimes restricted to the cost of their own operation). Thus the main financial risk remains with either the cargo owner or cargo receiver depending on who was ordering the transport and cleaning operation. For this reason the cargo owners (cargo loaders or cargo receivers) need assurance that the cleaning is carried out according to instructions and the result is impeccable from a quality and safety point of view.

The SGF VCS documents the min. requirements for SGF certification of cleaning stations. Furthermore, the SGF VCS includes adequate process data monitoring solutions to evaluate the performance of cleaning stations.

By a combination of process data monitoring (3 options) and auditing not only the capability of a cleaning stations but also the performance of the actual cleaning against a recipe as ordered can be verified.

Two levels of certification (high and basic level) are established to enable also smaller cleaning stations to comply with at least minimum requirements, to be certified as well and to further improve in the future.

1.6 Short description SGF VCS and most important features

The SGF VCS includes requirements towards cleaning stations and other stakeholders. Furthermore it describes the provisions and operational structure of certification. The SGF VCS contains requirements for the following essential features:

a Data monitoring:

Data monitoring is considered essential in order to have a visual proof of the carried out cleaning and to be able to check the cleaning has been carried out according to agreed conditions. The SGF VCS enables 3 solutions regarding data monitoring, which are:

1. Independent third party data monitoring systems, providing the installation of the hardware and software as well as a common user platform which links customers with connected cleaning stations.
2. Data monitoring system and user platform installed and managed by a cleaning station itself and used by the customers of that cleaning station.
3. Hardware and software installed by cleaning station itself and (printed/electronic) information available upon request.

Remark: Independent third party data monitoring systems (1) have to be accredited by SGF or by a SGF accredited third party. The other options (2. and 3) will be evaluated during foreseen audits by a SGF accredited third party certification body.

b Auditing:

Auditing is important for verification of the abilities of a cleaning station to perform as expected. Expectations e.g. regarding availability and integrity of cleaning data (especially in option 2. and 3.), non-monitored activities such as cleaning of the auxiliaries and conformance to other expectations. Other expectations include precautions regarding safety, quality and food defense elements which can only be assessed by an audit. An audit frequency of once a year has been chosen in order to keep a close monitoring on the performance of the cleaning stations.

For auditing results we established two levels (high and basic level). Regarding auditing the cleaning stations we enable solutions whereby the SGF audit can be carried out as a stand-alone audit or in combination with other audits(e.g. SQAS and eventual others). Strict rules for the qualification and behavior of

auditors (incl. specific training for carrying out SGF audits) are implemented before the audits can be carried out.

SGF has chosen to outsource the audits and certification decision to one or more certification bodies with experience in auditing tank cleaning operations. The conditions for these certification bodies and the certification decision are laid down in this document. In this way a reliable evaluation on behalf of the fruit juice industry will be carried out and the additional cost of auditing will be kept as low as possible.

SGF has, in cooperation with the SGF ad-hoc Working Group, established a SGF audit checklist with food/fruit juice related audit elements. Furthermore, an evaluation and scoring standard has been developed.

The audit checklist, evaluation and scoring standard are tested in practice (pilot audits) and will be subject of a yearly evaluation and when necessary revision.

c Role of other stakeholders:

Stakeholders as cargo loaders, cargo receivers and transport companies play a very important role in ensuring a problem free transportation of food/fruit juice products. Providing clear instructions regarding both the cleaning itself as well as to the type of transportation and the use of tamper evident seals is essential. Stakeholders are strongly recommended to implement the requirements provided by this SGF VCS. In this respect there is no difference for high and basic level certification. It is left to the individual policy of stakeholders to order bulk cleanings from either a SGF high or a basic level certified cleaning station.

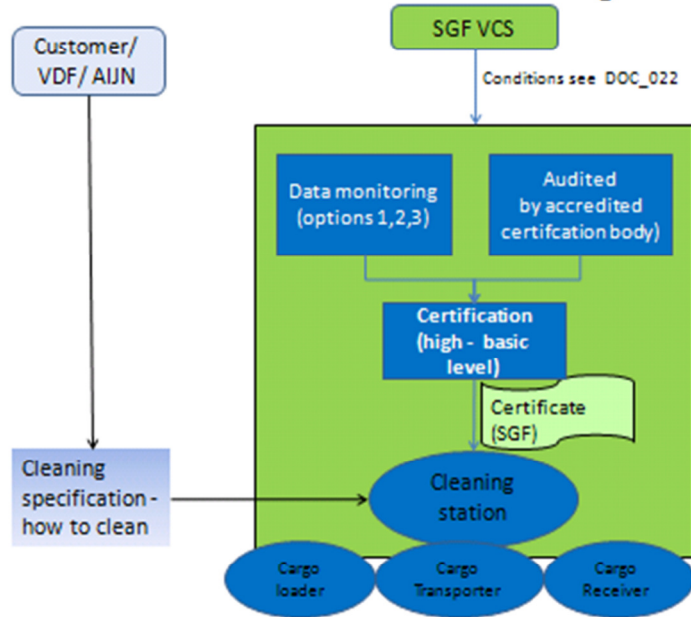
d Accreditation and Certification process

In order to evaluate the performance of external common data monitoring systems, certification bodies and auditors verification of compliance to requirements is necessary before these bodies are officially approved (accredited) by SGF. The audit process (part 2), audit requirements (part 3) and requirements for auditor, certification bod(y)(ies) and audit report (part 4) are laid down in this document.

Also for cleaning stations the compliance with the requirements has to be verified before a certificate can be issued.

In the chosen model (see below) this role is outsourced to an external certification body.

Model - Certification cleaning stations



Remarks:

The SGF VCS does not include nor prescribe or recommend cleaning recipes as this is left to individual companies or branch organizations (e.g. VdF, AIJN).

The SGF VCS neither includes requirements for safe working conditions, social conditions, and environmental conditions as they are usually already covered by other auditing systems in the tank cleaning sector. Where these conditions are not covered and still requested by the cleaning stations and their clients, SGF can upon request provide an additional audit service.

1.7 General overview SGF VCS requirements

| | SGF VCS general requirements | Remarks |
|-----------|--|----------------|
| 1. | Cleaning Data monitoring requirements | |
| 1.1 | Essential cleaning process data monitoring | |
| | <ul style="list-style-type: none"> Water temperature, pressure and flow at each spray head or in central line for spray heads | |
| | <ul style="list-style-type: none"> Time of steaming | |
| | <ul style="list-style-type: none"> Concentration of cleaning chemicals | |
| | <ul style="list-style-type: none"> Overall timing | |

| | | |
|-----------|---|--|
| 1.2 | <i>Hardware (PLC, sensors) requirements</i> | |
| | <ul style="list-style-type: none"> Installed and maintained by an external data system owner (option 1) or on behalf of the cleaning station itself (option 2,3) | |
| | <ul style="list-style-type: none"> Protected against tampering | |
| | <ul style="list-style-type: none"> Sensor at each spray head or in central line | |
| | <ul style="list-style-type: none"> Accuracy sensor appropriate for purpose | |
| 1.3 | <i>Software requirements</i> | |
| | <ul style="list-style-type: none"> Measurements min. 4 / minute | |
| | <ul style="list-style-type: none"> Data online within 5 min. | |
| | <ul style="list-style-type: none"> Online data (option) available for designated users | |
| | <ul style="list-style-type: none"> Data available for 3 years | |
| | <ul style="list-style-type: none"> Data integrity must be guaranteed | |
| | <ul style="list-style-type: none"> Designated users can register remarks on cleaning | |
| 1.4 | <i>Management requirements</i> | |
| | <ul style="list-style-type: none"> Availability data on line : 24/7 | |
| | <ul style="list-style-type: none"> Availability data on local computer or printed | |
| | <ul style="list-style-type: none"> Customer support on line available | e.g. Green, orange, red signal to indicate conformity to spec. and graphics cleaning |
| | <ul style="list-style-type: none"> Process data available upon request | |
| 1.5 | <i>Verification</i> | |
| | <ul style="list-style-type: none"> Verification compliance external process data system owner by yearly SGF audit | Yearly accreditation |
| | <ul style="list-style-type: none"> Verification compliance data by auditing each cleaning station | Yearly |
| 2. | <i>Certification of cleaning stations</i> | Remarks |
| 2.1. | <i>Auditing cleaning stations</i> | |
| | <ul style="list-style-type: none"> A third party audit to check compliance with an approved audit checklist | Audit carried out by a SGF accredited certification body. |
| 2.2 | <i>Frequency audits</i> | Yearly |
| 2.3 | <i>Audit report</i> | |
| | <ul style="list-style-type: none"> Accredited certification bodies provide an audit report | |
| 2.4 | <i>Evaluation findings of the carried out audit</i> | By certification body |
| 2.5 | <i>Follow-up if evaluation shows non-compliance</i> | |
| | <ul style="list-style-type: none"> Corrective actions and follow-up activities established by certification body | |
| 2.6 | <i>Final evaluation and issuing Certificate</i> | |
| | <ul style="list-style-type: none"> Overall evaluation compliance all requirements and establishing a high or basic level | By certification body |
| 2.6 | <ul style="list-style-type: none"> Issuing a SGF certificate with level and additional remark regarding the availability of process data monitoring system with an on-line platform. | By certification body |
| 2.7 | <i>Duration certificate</i> | 3 years |
| | | |
| 3. | <i>Other stakeholder requirements</i> | |
| 3.1. | <i>Unambiguous cleaning instructions shall be given by:</i> | |

| | | |
|-----|--|---|
| | <ul style="list-style-type: none"> Customer ordering the tank transport and cleaning | Customer can be cargo loader or cargo receiver |
| 3.2 | <i>Cleaning instruction shall include:</i> | |
| | <ul style="list-style-type: none"> Specification of bulk/tank container itself (always for foodstuff only) | |
| | <ul style="list-style-type: none"> Cleaning stations | Preferably SGF certified cleaning stations |
| | <ul style="list-style-type: none"> Reference to accepted validated cleaning instructions | Preferably validated branch instructions, e.g. VDF instructions |
| | <ul style="list-style-type: none"> Type, place(s) of numbered tamper evident seals | |
| | <ul style="list-style-type: none"> Instruction that seals have to be placed under responsibility and supervision of by tank cleaning staff on the cleaning premises | In order to avoid that after a good cleaning the tank could be contaminated again |
| 3.3 | <i>Requirements transporters</i> | |
| | <ul style="list-style-type: none"> Provide cleaning instructions (as obtained in 3.1) in documented and traceable form to cleaning station. | |
| | <ul style="list-style-type: none"> Provide drivers information about previous 3 loads (CMR, other documents or by IT solutions) | |
| | <i>Clarify situations whereby cleaning instructions do not match with previous loads</i> | |
| 3.4 | <i>Requirements cargo loaders</i> | |
| | <ul style="list-style-type: none"> Verify the seals as placed by cleaning station (un-tampered, amount and numbers of seals) | |
| | <ul style="list-style-type: none"> Adequately handle data monitoring signals other than green | |
| | <ul style="list-style-type: none"> Place necessary amount of numbered tamper evident seals | |
| | <i>Put amount and number of seals on shipping document</i> | |
| 3.5 | <i>Requirements cargo receivers</i> | |
| | <i>Verify tamper evident seals are still intact and numbers are in accordance with shipping documents</i> | |

Part 2: Audit Process

2.1 Introduction

This audit process (Annex 1) describes the specific requirements applicable for tank cleaning stations involved in SGF audits.

2.2 Types of audit

The following audits are defined:

➤ Initial audit

An initial audit is the first audit to the SGF VCS performed at a time and date agreed between the company and the SGF accredited certification body. During the audit the whole company is assessed against all SGF requirements regarding food safety and food quality relevant aspects.

➤ Follow-up audit

A follow-up audit is required in the situation when the result of the initial or renewal audit have been insufficient to allow certification. During the follow-up audit the assessor is focusing only on the actions taken for established non-conformances and shall be carried out within 3 months. In case a follow-up audit takes place after 3 months of the previous audit or that requirements remain insufficient a complete new audit will be necessary.

➤ Surveillance audit

A surveillance audit is required in year 1 and 2 after an initial or renewal certification audit. This audit includes the status of non-conformities of the previous audit(s), the requirements as stated in the checklist and focus as much as possible on verification of compliance with requirements regarding operational activities.

➤ Renewal audit (re-certification)

A renewal audit shall take place within 3 years of the initial or previous renewal audit whereby the actual date is mentioned on the certificate. During the renewal audit a complete assessment of the SGF requirements is made.

For practical reasons the renewal audits can be carried out in the period of 8 weeks before and 2 weeks after the actual date as indicated on the certificate.

2.3 The audit and certification process

To start the certification process the cleaning station is recommended to visit the SGF website: www.sgf.org to find out all relevant information and applicable conditions.

The pre-audit activities can be described as follows:

a. Initiation of the certification process

SGF has chosen to outsource the certification process to one or more certification bodies (listed at the SGF website) complying with defined requirements as described in Part 4. Before starting the certification process the cleaning station has to become an extraordinary member of SGF by completing an application form available on the SGF website (see annex 5). Please note that in a multi-site situation each cleaning station has to be registered as an extraordinary member in order to be certified. To reciprocate a small contribution fee (see SGF website), SGF offers the cleaning stations promotion of their certification on the SGF website and monitoring the whole certification process including certification bodies, auditors and management of the SGF VCS . In this way the high quality standard of the whole process can be guaranteed and ensures that the certificate has its value in the market. The acceptance as SGF Extra Ordinary member shall take place after the membership fee has been received.

b. Certification body selection.

After having sent in and signed the application form SGF will inform an accredited certification body. The cleaning station shall contact an SGF accredited certification body as indicated on the SGF website and conclude a contract. At this time it the anticipated compliance to the 4 Exclusion Criteria can be checked for the cleaning station.

These Exclusion Criteria are:

1. A hazard analysis shall exist (checklist 4.1)
2. Suitable process data monitoring (checklist 9.12)
3. Water for food cleaning must be drinking water quality (checklist 10.1)
4. Food cleaning bays shall be separate from non-food (checklist 11.1)

If these requirements are not fulfilled no certification can take place.

c. Assignment auditor.

The certification body shall than select an accredited auditor for the scope of the audit. The auditor will in principal be assigned to the cleaning station for max. two 3 year cycles. Afterwards, another auditor will be assigned.

d. Duration of the audit

The standard duration of the SGF audit for one site is: **one day**.

In case more time is needed due to unforeseen circumstances this shall be agreed between the cleaning station and certification body. The certification body shall provide the audit time schedule with appropriate details regarding scope and foreseen audit process.

However, the time schedule shall be sufficient flexible to respond to unexpected events or anticipate on last minute situations and shall have the following general structure:

- Opening meeting.
- Evaluation of the food safety and quality system(s) by means of checking documentation
- The on-site inspection and interviewing personnel
- Assessment of the availability and performance of process data monitoring system
- Drawing-up the conclusions
- Closing meeting

A more detailed time schedule will be prepared by the auditor in order to be able to assess all requirements in the given time. Performing the audit in combination with another standard/norm is possible but the time schedule shall then clearly indicate when each standard or part of it has been assessed.

The audit activities can be described as follows:

e. The audit.

The audit will be carried out in compliance with the SGF requirements as defined in this document. The audit can, when possible, be carried out in the language of the cleaning station. If this is not possible the audit can be conducted in another language understood and spoken by the cleaning station. However, for the final evaluation to which extend the cleaning stations meets the requirements, the English version of the checklist is valid and used.

The cleaning station will assist and co-operate with the auditor whereby the auditor is entitled to interview different levels of management and staff.

During the audit the auditor assesses the various requirements and makes the decision about the degree of compliance for each requirement. The requirement and additional guidance notes are included in the SGF checklist (see Annex 2) and regarding the availability of an accepted data monitoring system the auditor has to evaluate and report which of the 3 below mentioned options is applicable:

1. An own data monitoring system is available and working. Essential (see audit checklist) process data are obtained and available for each cleaning.
2. An own data monitoring system with an on-line platform for own stakeholders is available and working. Essential process data (see i) are available.
3. An independent third party data monitoring system with an on-line platform for stakeholders of different cleaning stations and their stakeholders. These third party systems have to obtain an accreditation from SGF before they can be accepted.

SGF accredited third party or own data monitoring systems (option 1 and 2 above) with an on-line platform will provide stakeholders with valuable actual cleaning information. For this reason the presence of such a system with an on-line platform will be indicated on the certificate and SGF website.

Furthermore, the auditor has 5 scoring possibilities, which are

| Score | Points |
|--|--------|
| Fully implemented | 20 |
| Almost fully implemented | 15 |
| Only small parts have been implemented | 5 |
| Requirement has not been implemented | 0 |
| Not Applicable | N.A. |

- A number of requirements are indicated as E.C. (Exclusion Criteria) and in these cases non-compliance (other than 20 points) means no certification possible.
- A number of requirements are indicated as Major and in these cases one or more scores of 5 and 0 points will mean that the certification is on hold. Corrective measures must be taken and appropriate feedback shall be given within 12 weeks before certification can take place. Verification of compliance within this time is possible either by desk research (in case proof of compliance can be provided by of e.g. documents, photos) or by a follow-up audit focused on non-compliances in case

of more operational issues. If corrective measures are not taken within these 12 weeks a new certification process will start.

- N.A. means that an element is not applicable and the reason shall be indicated under remark.
- All other scores with 5 and 0 points shall be explained in the audit report and will always result in a non-conformity and require a corrective measure for further improvement without an immediate consequence on the certification decision.

The closing meeting shall take place with participation of management and key staff and shall be used by the auditor to present his findings and discuss deviations and non-conformities identified. In this meeting the auditor may only give his provisional assessment of the actual situation.

The after audits activities can be describes as follows:

f. Evaluation of the audit report

Depending on the non-compliances the certification body, advised by the auditor, shall make a final decision and issue a final report with an outline of the corrective measures for the determined non-conformities. This report will be sent to the cleaning station independent of the overall score and includes recommended and, if necessary mandatory corrective actions.

g. Final certification decision.

A certificate can only be issued by the certification body if:

- All E.C. requirements are fulfilled
- All Major requirements have scored 20 or 15 points.
- The overall score is min 60% (basic level) or 80% (high level).

Example: the score is calculated as follows:

- With a checklist of 120 questions the max. total score is: 120 questions x 20 = 2400 points
- The actual total score is: 1800 points with 10 questions N.A.
- Due to the 10 questions N.A. the max. score is in this case 110 x 20 = 2200 points
- The overall score for this example audit is:
$$1800/2200 \times 100 = 81,8\%$$

h. Distribution and storage of the audit report and certificate

The audit report (with or without certification) will be sent by the certification body to the cleaning station and SGF. The certificate will be sent to the cleaning station by the certification body as hard copy and in electronic form with a copy to SGF whereby SGF will place this certificate and audit report on a dedicated part of the member portal and will be there accessible for all SGF members. SGF members (also cleaning stations) can themselves administer their (other) certificates in the SGF member portal.

Appeals or complaints from cleaning stations related to the audit process or its findings shall be sent to the certification body. The certification body will immediately inform the SGF VCS owner (SGF) about the appeal/complaint and also about their feedback to the cleaning station (see further under 2.6).

i. Withdrawal of certificates

A decision on withdrawal of a still valid certificate shall be taken by the certification body upon one or more of the following conditions:

- The compliance with the SGF VCS requirements is not or not sufficiently ensured.
- Corrective measures on established non-compliances audits are not taken.
- Financial obligations towards SGF and/or certification body are not fulfilled.

A withdrawal of the certificate will be communicated to all stakeholders.

2.4 Ownership and usage rights for logos of SGF and the certification body remains the property of the owner.

- Logo ownership and usage rights are defined in DOC_018 (see Annex 4)

2.5 Review of the SGF VCS

- The SGF VCS will be regularly (min. once a year) reviewed by a Review Board based on experiences and comments. The Review Board shall be formed with all participants involved in the audit process: representatives of cleaning stations; industry, certification body and SGF.
- Changes to the SGF VCS, checklists, training etc. shall be discussed and decided.

2.6 SGF Integrity Program

The SGF integrity program includes:

- Preventive quality assurance actions

These actions include monitoring audits carried out by SGF on a regular basis in order to assess the whole certification system including the performance of certification body and auditors.

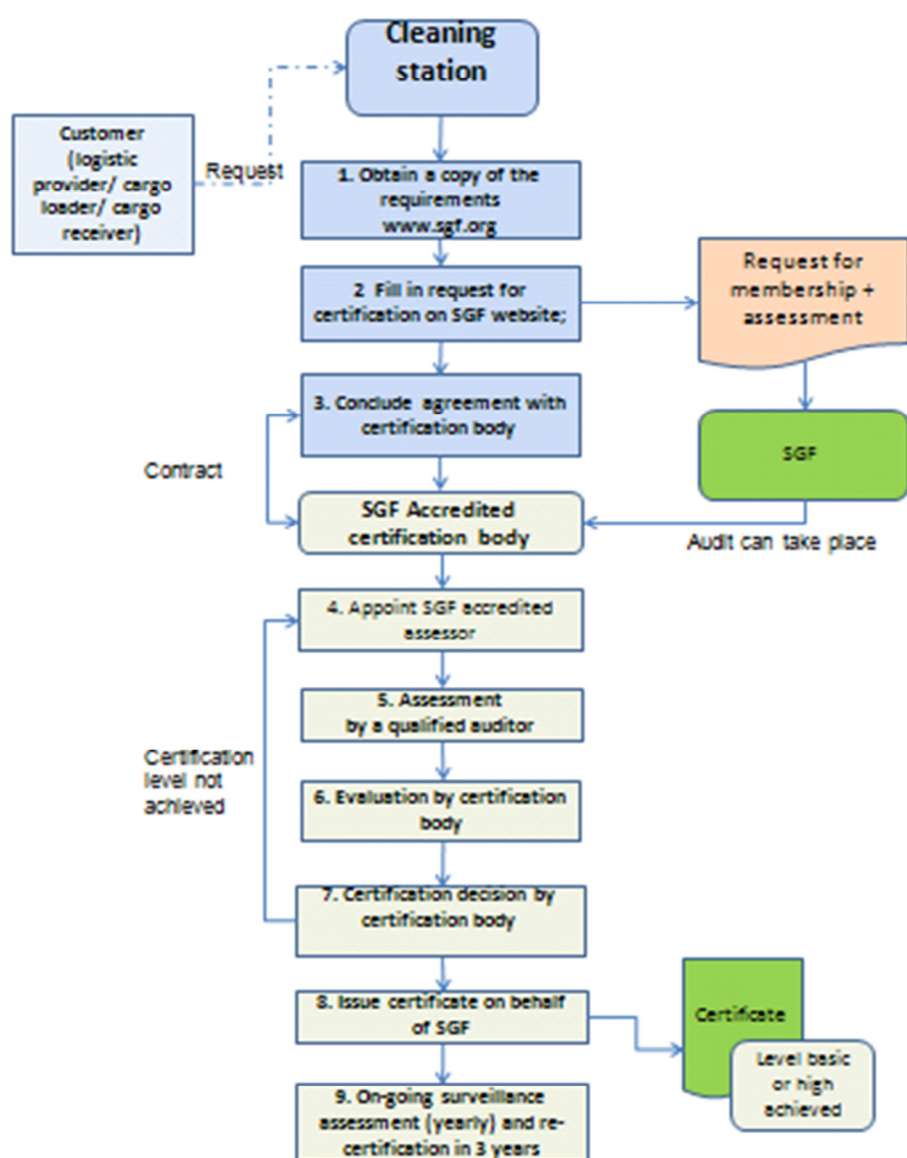
- Quality assurance actions after appeals and complaints.

The certification body has a documented procedure for accepting and handling appeals against results of a carried out audit as well as for complaints regarding the way an audit is planned, conducted and reported.

An initial response will be given in all cases within 5 working days. A full written response will be given after a full investigation of the appeal/complaint but in any case within a month. SGF will receive a copy of the written response for information.

In case the cleaning station does not agree with the response of the certification body the cleaning station has the right to address the SGF Certification Board in which both the certification body as well as SGF is represented. This Board will make the final decision.

Annex 1: SGF VCS certification process flow-chart



Part 3: List of audit requirements

The SGF food audit checklist for tank cleaning operations is restricted to food safety and food quality aspects. Other aspects as safe working conditions, environmental conditions or social conditions are not addressed.

The conditions are categorized in 13 chapters:

1. Senior Management responsibility
2. Quality Management Documentation
3. Records
4. HACCP/Quality Plan
5. Personal hygiene
6. Resource Management/ Training and Instruction
7. Sanitary facilities
8. Contract agreement
9. Realization of the service
10. Water supply
11. Good Manufacturing Practice
12. Measurement, analysis, improvements
13. Food Defense

Each chapter has a number of questions (requirements) which together with the guidance notes provide a clear understanding of what conditions have to be complied with in order to become certified.

Audit questions are described as a mandatory condition (shall form) in order to make clear what is required and the degree of implementation will be evaluated and scored.

The audit checklist and guidance notes together are therefore the leading tool for both cleaning stations as well as the auditors.

Annexes:

Annex 2. Audit checklist - DOC_OP_020_version 2.0 of 31-10-2013

Annex 3 Overview Audit questions and Guidance notes - DOC_OP_021_version 2.0 of 31-10-2013

Part 4: Requirements for Certification Bodies, Auditors and Reporting

4.1 Introduction

SGF certification is based on an internal standard elaborated by an international working group with representatives of the fruit juice industry, cleaning stations, logistic providers and relevant providers of technical cleaning equipment. For this reason certification bodies and auditors do not automatically have to be accredited to existing recognized (e.g. ISO) standard requirements. However, to ensure quality in the certification process and trust in the performance of certified cleaning stations the certification bodies and auditors involved in the certification process shall comply with the same min. requirements of well-respected and recognized standards. The most important and at the same time min. requirements for SGF accredited certification bodies and auditors are laid down in this document.

4.2 Requirements for the certification Bodies

Certification bodies are preferably accredited according ISO 17021 or by IAF Accreditation Body (e.g. UKAS) as this will provide confidence that necessary processes and procedures are in place and practiced. These accredited certification bodies are automatically also accredited by SGF. When necessary also other certification bodies can be considered when they comply basically with the same requirements regarding competence and internally documented processes and procedures. In these cases a certification body can be accredited by SGF if requirements have been complied with. An SGF accredited Certification Body will appoint one contact person for communication with SGF.

SGF, on basis of a recognized accreditation or by verification of the competency by SGF, accepts the certification body and announce this on the SGF member portal and in other communication. The accepted certification body agrees to meet all SGF requirements as described in this SGF VCS document.

The certification decision shall be based on the compliance with requirements as documented. The certification decision by the certification body can only be made by a competent person different from the auditor or by a certification committee. The competent person shall be a qualified (registered) auditor employed or contracted by the certification body. The auditor who carried out the SGF audit cannot be the competent person. However, the advice of this auditor can be taken into consideration.

The certification body(ies) have to ensure that at least one member of their staff is appointed as SGF contact person and as Trainer for the SGF checklist.

The Trainer shall have the following profile:

- a. Fulfill requirements for SGF auditors (see 4.3.)
- b. Is registered (IRCA) as a lead auditor for another recognized standard
- c. Have knowledge of all applicable food legislation
- d. Have taken part in a Train the trainer course
- e. Keep training competencies up to date by follow-up courses

The certification body(ies) have to ensure that all SGF auditors are competent for the job and well trained before starting SGF audits and to provide subsequently witness audits (at least once in a 3 years period) .

The training shall include 2 elements applicable for all auditors. These elements are:

- f. Basic audit training for those auditors not yet have sufficient experience and qualification. In this course all theoretical and practical elements of the auditing process will be trained.
Duration: min 1 day or longer depending on the experience and qualification of the auditor
- g. Specific SGF training for all auditors performing SGF audits for cleaning stations. In this course the background of the SGF certification system, the SGF checklist with the different elements, the different types of audits and their focus and the scoring system will be explained and trained. This training course will be given in co-operation with SGF.
Duration: 1 day

Training elements 1 and 2 are finalized by an exam and corresponding certification if successfully passed the exam. The Certificate will have a validity of 5 years. After these 5 years the training elements 1 and /or 2 have to be renewed.

4.3 Requirements for SGF auditors

In general, the auditors shall meet the requirements of ISO 19011

Additional requirements for accredited auditors:

- a. They shall have signed a contract with an accredited certification body.
- b. They confirmed that they are available for SGF audits for at least one year. However, they are allowed to carry out audits for other certification bodies or standards with notification to the accredited certification body.
- c. They shall have provided all necessary information about their competence and experiences as auditor for other recognized standards. An up-to-date CV shall be available for the certification body.
- d. They shall have audit experience in food safety (incl. HACCP) and quality management systems as well as with the operational processes of cleaning stations.
- e. They shall have participated and passed the indicated trainings and exams of the accredited certification body.

SGF accredited auditors may as a rule only be assigned for max 6 years (two cycles of 3 years) to one cleaning station. After the 6 years the auditor shall be replaced by another accredited SGF auditor. Only in exceptional cases deviation of this rule may be accepted after approval of SGF and based on the right arguments.

4.4 Reporting, audit software and SGF member portal

4.4.1 Audit overview (as provided by certification body)

4.4.2 Audit report (as provided by certification body)

4.4.3 Action plan (as provided by certification body)

4.4.4 Min. requirements for SGF certificate

The SGF certificate shall include the following information:

- i. Name of the cleaning station
- ii. Audit scope:
- iii. Certificate number
- iv. Current Certificate date
- v. Certificate expiry date
- vi. Score: high or basic
 - Furthermore it will be indicated whether the company has a data monitoring system with on-line platform or not.
- vii. Logo SGF and Certification Body
- viii. Signature SGF and Certification Body
- ix. Clarification ownership certificate

4.4.5 SGF member portal and database (www.sgf.org)

SGF installs and maintain a dedicated member portal and database for certification of cleaning stations and related documents.

There are 3 user groups which have access to the SGF member portal:

- Certification bodies
- Certified companies
- SGF members

The access rights of the different user groups are as follows:

Certification bodies:

- Can view audit report and action plan and certificate (up-loaded by SGF)

Certified cleaning stations and their headquarters:

- Have access to general information according to their Extraordinary Membership.
- Have access to their own data regarding the certification (audit reports, action plans, certificates).
- Can up-load other issued certificates for their company.
- Download the SGF logo (see also logo user rights).

SGF members

- Stakeholders (cargo loaders, cargo receivers, logistic providers) can only view the audit report, action plan and certificate if they are a SGF member.

All user groups will get information by email in case of suspension of certificates.

Annexes:

1. Audit process
2. SGF audit checklist DOC_020 version 2.0 of 29-10-2013
3. Overview SGF audit questions and guidance notes DOC_021 version 2 of 29-10-2013
4. SGF logo ownership and usage rights DOC_018 version 1 of 15-10-2013
5. SGF Application form DOC_019 version 1 of 16-10-2013