



Additional requirements for IFS Food certified sites

APRIL 2022

VERSION 1.0



PURPOSE

This document is to be used as a reference when conducting an IFS Food Assessment at a current or prospective Costco Wholesale supplier. The document outlines the specific requirements Costco Wholesale has beyond the IFS Food Standard v7, and has instructions on how findings should be recorded within the IFS Assessment report.

BACKGROUND

Previously Costco Wholesale has required IFS certified suppliers to have the Costco Addendum completed during their IFS certification audit. The additional requirements for the Costco Addendum were recorded separately from the IFS report.

It should be reasonably assumed that all IFS certified sites have a customer focus process in place to maintain knowledge of customer expectations, and strive to meet those expectations wherever possible. Costco in collaboration with IFS, decided that additional guidance would be of value to show where Costco requirements differ from the IFS standard, and how those requirements shall be verified during an IFS Assessment without the need for a separate assessment report. In the IFS Assessment software the Assessment shall be marked as combined Assessment mentioning in "others" Costco.

Depending on the product, technology and sampling an adjustment of assessment duration can be agreed between the assessed company and the responsible Certification Body.

VERIFICATION

- Non-conformances against the additional Costco requirements are to be noted in the related IFS clause of the IFS Assessment report, and will be counted against the overall IFS Assessment score.
- Reference to the customer requirement and evidence of the non-conformance shall be recorded.
- Costco should NOT be named as the specific customer.

IFS requirement N°	IFS requirement	Additional Costco requirement
<p>3.2 Personal hygiene 3.2.1</p>	<p>Documented requirements relating to personal hygiene shall be in place 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 and smoking • actions to be taken in case of cuts or skin abrasions • fingernails, jewellery and personal belongings (including medicines) • notification of infectious diseases and conditions impacting food safety via a medical screening procedure. <p>The requirements shall be based on hazard analysis and assessment of associated risks.</p>	<ul style="list-style-type: none"> • Regardless of risk level, all employees shall wear a hairnet when working around exposed products. If workers have facial hair, Costco requires that all facial hair be covered around exposed products. <ul style="list-style-type: none"> • Beard nets shall cover both beard and moustache. • Costco does not view hats or bump caps as a hair cover or hair restraint and will require hair nets to be worn under the hat or cap. • Where hats or caps are made of a material that is not easily cleanable (e.g. fabric) then it must also be covered with a hairnet.
<p>3.2 Personal hygiene 3.2.7</p>	<p>Clearly defined usage rules shall exist for work areas / activities where it is required to wear gloves (coloured differently from the product colour).</p>	<ul style="list-style-type: none"> • Costco has a “No Bare Hands” policy i.e. gloves must be used where there is direct hand contact with ready-to-eat products regardless of risk level • The facility must have a written procedure for the proper handling and usage of gloves and must include verification documentation. • Reusable rubber gloves must be washed and sanitized frequently, after breaks, and/or after handling potential contaminants. • If fabric gloves are used when hands are in contact with food, they need to be covered with an outer non latex, powder free disposable glove. • All other types of gloves are to be latex free and powder free. • All gloves should always be clean and in good condition.

IFS requirement N°	IFS requirement	Additional Costco requirement
4.4 Purchasing 4.4.2	<p>A procedure for the approval and monitoring of suppliers (internal and external) shall be in place. The approval and monitoring procedure shall contain clear assessment criteria, such as:</p> <ul style="list-style-type: none"> • audits performed by an experienced and competent person • certificates of analyses • supplier reliability • complaints • required performance standards. 	<ul style="list-style-type: none"> • Raw material/ingredient suppliers must <ul style="list-style-type: none"> • Be operating under a HACCP or preventive controls program • Have a current (within one calendar year) third party food safety audit • Traceability system with exercises performed • Have a product specification sheet which includes product requirements, labeling and code dates for each supplier. • Suppliers producing primary packaging must have <ul style="list-style-type: none"> • A documented monitoring program to evaluate packaging compliance to specifications • A traceability system to identify specific lot numbers • A third party quality management system audit (e.g. ISO 9001 or equivalent).
4.12 Foreign material risk mitigation 4.12.4	<p>The adequate accuracy of all equipment and methods designed to detect and/or eliminate foreign materials shall be specified. Functionality checks of such equipment and methods shall be carried out regularly. In case of malfunction or failure, corrective actions shall be defined, implemented and documented.</p>	<ul style="list-style-type: none"> • Costco will require at a minimum ferrous, non-ferrous, and stainless steel test standards be used for functionality checks.
4.18 Traceability 4.18.2	<p>The traceability system shall be tested on a periodic basis, at least annually and each time the traceability system changes. The test samples shall represent the complexity of the company's product range. The test records shall verify upstream and downstream traceability (from delivered products to raw materials, and vice versa). The traceability of the finished products shall be performed within four (4) hours maximum.</p>	<ul style="list-style-type: none"> • Costco requires that suppliers show that traceability exercises were conducted independently at least twice during the year. • The system must be able to account for 100% of the product in a 2 hour timeframe. • Site must show that they have conducted separate trace exercises for two of the three areas defined in the Costco requirements <ul style="list-style-type: none"> • Finished goods • Raw material/ingredients • Primary packaging • The third area should be the subject of the onsite auditor initiated trace exercise • Each exercise must be completed within the 2 hour limit and account for 100% of the selected sample.

IFS requirement N°	IFS requirement	Additional Costco requirement
<p>5.6 Product and process analysis 5.6.1</p>	<ul style="list-style-type: none"> Testing plans for internal and external analyses shall be justified by risk assessment to ensure that product safety, quality, legal and specific customer requirements are met. The plans shall cover topics, such as: <ul style="list-style-type: none"> raw materials semi-finished products finished products packaging materials contact surfaces of processing equipment relevant parameters for environmental monitoring. All test results shall be recorded. 	<ul style="list-style-type: none"> Costco will require vendors to have a documented finished goods microbial test and hold program in place when they produce any of the following types of products: <ul style="list-style-type: none"> High Risk Kirkland Signature products where pathogens are listed in the specification Note: All Kirkland Signature products have a specification sheet that lists microbiological specifications. Test and hold program requirements: <ul style="list-style-type: none"> Robust sampling plan Developed by or under the consultation of a competent authority Performed on all Costco Wholesale production lots. Require products be held under positive release Suppliers subject to the Finished Goods Test and Hold program producing high risk, ready-to-eat food items must have a documented Environmental Sampling Monitoring Program to detect organisms of concern. Fresh and frozen produce suppliers with production and storage facilities where water is introduced must also have a documented Environmental Sampling Monitoring program. Environmental Monitoring Program Requirements: <ul style="list-style-type: none"> The program must be based on a risk assessment of the operation and its effectiveness must be re-evaluated when deficiencies are identified or at least on an annual basis. On-going review and analysis of the data from routine monitoring programs should be performed to detect trends before major issues develop.

