Client Information Note – IFS Broker v3.2

Overview

In this Client Information Note we explain the key stages of the LRQA process for audit against IFS Broker version 3.2

IFS Broker v3.2 timeline

IFS Broker version 3.2 audits are mandatory from 1st July 2024.

In general, the applicability of version 3.1 ends on 30th June 2024. However, version 3.1 can apply after 1st July 2024 in some exceptional situations.

The general admission of these **exceptions** ends on 30th June 2025. Here is an overview:

> For **unannounced audits**: Version 3.2 applies when the audit window starts on or after 1st July 2024.

> For **multi-location audits**: the head office and the sites shall be audited to the same version. After 1st July 2024, version 3.2 applies to all audits performed at the head office.

> For **follow-up audits**: When the connected main audit took place according to version 3.1 before 1st July 2024 version 3.1 also applies for the follow-up audit.

> For **extension audits**: When the connected main audit took place according to version 3.1 before 1st July 2024, version 3.1 also applies for the extension audit.

IFS Broker v3.2 Certification Protocol

Before the audit

To prepare for your audit you must read the normative documents (standard and doctrine), which can be downloaded from IFS Homepage (ifs-certification.com), as well as supporting guidelines and documents issued by IFS.

To prepare for the "first" initial audit (see § Type of IFS Broker Audits), the site may perform a voluntary pre-audit to evaluate its current status and level. The pre-audit cannot be uploaded to the IFS Database and a different auditor shall perform the pre-audit to the one who will perform the subsequent IFS Audit.

IFS COID

IFS certification is always site-specific (one legal entity, one address, one certificate).

The IFS COID is the IFS identification code number, and it is site specific.

A new COID is required when:

> ➢ The site moves to a new address.
> ➢ There is a change of legal entity, and the new legal entity has no contract with the prior regulating data protection issues.

Global Location Number of GS1 (GLN)

The GLN allows to clearly identify the IFS certified site in the electronic communications in the supply chain.

If available, GLNs are included in the IFS Audit Report, on the IFS Certificate and in the IFS Database for each certified site(s).

Types of Broker sites

1) Single site

A single site is a site which is not centrally managed by a head office / central management and has only one legal entity. Such sites shall have one audit, one COID, one report and one certificate.

2) Multi-location sites with central management

If defined processes / services are centrally organised in a company with several trading sites (e.g. QA-management, resource management, internal audits, complaint management), the central managing site — headquarter — shall also be audited and relevant audited requirements outcome shall be considered in the audit reports of each trading site.

Each trading site shall be audited separately in a period of maximum twelve (12) months after the central managing site and shall be subject to its own audit report and certificate. Each trading site shall be mentioned in the relevant contract.

If the central managing site does not have any broker services, this site cannot be IFS Broker certified as an independent unit.

3) Multi-legal entity site

In the same physical location, there are multiple legal entities which can have the same scope or not.

Each legal entity shall have its own COID, report and certificate but the following apply to multiple legal entities at one physical location with the same scope:

- one audit,
- different COIDs,
- duplication of certificate and report.

The COIDs shall be mentioned in the company profile of each audit report and linked in the IFS Database (visible for CBs only).

Scope of the IFS Broker Audit

IFS Broker is a Standard for auditing / assessing services compliance of companies / persons who carry out trading activities related to food, household and personal care products and / or packaging materials. Those companies / persons typically comprise following types:

- **Broker / Middleman:** person or company who acts as an agent for others, as in negotiating contracts, purchases or sales in return for a fee or commission.
- **Sales Agent:** person or company who is authorized or appointed by a manufacturer to sell or distribute his products in a given territory but who is in business for himself, takes title of the goods and does not act as agent for a principal.
- **Trader / Dealer:** person or company whose business is buying and selling or bartering.

• **Importer:** person or company who brings goods into a place or country from another country with the purpose of selling.

The IFS Broker Standard applies to persons and / or companies who may or may not own the products but typically who do not take physical possession of the products (e.g. which do not have warehouses, packing

stations or truck fleet, but are legal entities with mailboxes, offices, etc.).

The main aim of the Standard is to assess the services compliance, especially how the company selects and / or manages its suppliers and service providers for the products demanded by the customers, how it is able to fulfil traceability and other specific customer requirements of delivered products and how to manage a product recall.

The following scopes are defined for IFS Broker audits:

- Trading
    - o Food
    - o Household and personal care products
    - o Packaging materials
    - o A combination of above products.

    Note: LRQA is only accredited for IFS Broker under Food scope.

IFS Broker shall not apply to the following activities:

- processing of food or non-food products,
- any other physical handling of products, such as own logistics activities (by taking over the physical possession of the products)

The audit scope shall include the complete broker services of the company. The exclusion of broker services from the audit scope can only be done under exceptional circumstances and only when this is related to whole specific product scopes (according to ANNEX 5, Part 1), as long as they are not considered as the core business of the company subject to an IFS Broker audit. The exclusion shall be clearly noted and included in the company profile of the audit report and on the IFS Broker certificate.

Broker with logistics activities

In the IFS Broker, a number of requirements are laid down in case the company subject to the IFS Broker

certification is also organizing storage and / or transport activities for the traded products.

Broker services in terms of organisation of storage and / or transport activities can neither be excluded from the scope of the IFS Broker certification, nor allowed to be mentioned in the certification scope.

If a trading company additionally is taking over the physical possession of the traded products and thus conducting own logistics activities (storage, distribution and / or transport) at the Broker's physical location, an IFS Broker certification is not applicable alone and a combined certification according to IFS Broker and IFS Logistics shall be performed in case the company would like to certify those. In that case, the IFS Broker certificate shall specify: "*The company also has own logistics activities, which are IFS Logistics certified*".

If no combined certification is performed but own logistics activities are present but the trading company doesn't want to include those logistics activities into the scope of IFS certification, those activities shall be explicitly excluded from the certification scope by specifying on the IFS Broker certificate: "*The company also has own logistics activities, which are not IFS Logistics certified*".

Broker with processing activities

IFS Broker only covers broker services, but if a (food or HPC or packaging) processing company also has trading activities and would like to certify both activities, a combined audit, respectively IFS Food or IFS HPC or IFS PACsecure with IFS Broker shall be performed. For this, checklist of the relevant IFS Standard (Food or HPC or PACsecure) shall also be used.

If requirements of both checklists are fulfilled, two (2) separate reports shall be written and two (2) separate certificates shall be issued and uploaded into the IFS Database.

If no combined certification is performed but own processing activities are present or if the trading company doesn't want to include those processing activities in the scope of a IFS certification, those activities shall be explicitly excluded from the certification scope by specifying on the IFS Broker certificate: "*The company also has own processing activities, which are not IFS Food (or IFS HPC or IFS PACsecure) certified*".

Note: LRQA only offer IFS Food, Logistics and Broker certification.

Audit Duration

The minimum audit duration of an IFS Broker audit shall be six (6) hours, but can be increased based on following factors:

- the type of broker services (e.g. supplier selection, product development (own (Broker) brands or customer branded products, organisation of logistics activities)
- the number and volume of products traded
- the number of origin and destination countries the broker is trading with
- the number of personnel employed at the audited office / trading site
- the number of deviations and non-conformities found in the previous audit.
- Remote audit

Some specific situations like the use of an audit team or the use of an interpreter imply a mandatory increase of the minimum audit duration as per IFS rules.

A decrease of the minimum audit duration is only allowed in the case of combined IFS audits (e.g. IFS Broker/IFS Logistics, IFS Broker/IFS Food) or multi-location companies with central management if there is a previous audit of the central managing site. (More information on IFS Broker v3.2 Standard, Part 1, Section 5.3 Duration of an audit).

The only acceptable reduction reasons are those defined in the IFS Broker Standard. A combination of different reasons for reduction, including in the case of a combined IFS Audit, is not possible. The minimum audit duration after reduction is four (4) hours.

A normal audit day duration is eight (8) hours and shall never exceed ten (10) hours.

In addition to the audit duration, following time is added, at a minimum:

- 2 hours for audit preparation
- 0,5 days (4 hours) for audit report writing.

Type of IFS Broker Audits

IFS Audit (full on-site):

Performed on-site and during consecutive working days, for both announced and unannounced audit options.

IFS Remote Audit:
The remote option is voluntary and needs to be agreed well in advance between LRQA and the company subject to IFS Broker certification.

LRQA auditor will conduct a risk assessment prior to the audit (with two (2) hours duration) to determine if such option is realistic and possible regarding the use of ICT.

For more information check the IFS Broker Audit Protocol for remote auditing available in IFS website.

Initial Audit:

- **"First" initial audit**
  Audit of a site that has no previous IFS Certification history.
- **"New" initial audit**
  Audit that is performed after interruption of cycle or after failed certification audit (KO or >1 Major or <75%), failed follow-up audit or failed extension audit.

Recertification/Renewal audit

Audit to renew the existing certificate after re-evaluating all requirements. Particular attention is paid to the deviations and non-conformities identified during the previous audit, as well as to the effectiveness and implementation of corrections, corrective actions and preventive measures laid down in the company's action plan.

The period during which a recertification audit shall take place is shown on the certificate and the audit shall be performed during this period in order to maintain the certification cycle.

Follow-up audit

Audit to be conducted when one Major non-conformity was scored during the main audit and the total score is ≥75%. It is focused on the review of the implementation of the actions taken to solve the Major non-conformity. It shall be performed within six (6) months after the main audit. If this deadline is not fulfilled or if the site decides not to perform a follow-up audit, a full new initial audit shall be performed.

If the follow-up is successful, the site can only receive a certificate in Foundation Level (even if the final total score is ≥ 95%).

If the follow-up is failed, a new initial audit shall be performed and scheduled no earlier than six (6) weeks after the follow-up audit.

Extension audit

Additional audit to extend the current certification scope (to add new services/product. Conditions for passing the extension audit (relative score ≥ 75 %) remain the same as any other audit, but shall only focus on specific requirements which were audited.

If the extension audit demonstrates compliance, the certificate shall be updated including the new scope and uploaded into the IFS Database (the original audit score does not change).The updated certificate shall keep the same due date of end of validity as the current certificate.

- If the relative score is < 75 %, the extension audit is failed and it is not possible to update the certificate with the extended products / processes.
- If a Major non-conformity or a KO (Knock Out non-conformity) was identified during an extension audit, the full audit is failed resulting in the current certificate being suspended.

Announced and Unannounced Options
- **Announced:** the announced audit is conducted at a time and date agreed between the production site and LRQA and shall be performed on consecutive days.
- **Unannounced:**
  o **Re-certification audits:** the unannounced audit shall be performed within a time window of [–16 weeks before audit due date; + two (2) weeks after audit due date] and shall take place without prior notification of the date to the production site, to ensure the unannounced character of the audit.
  o **Initial audits:** the company can agree with LRQA the start of the unannounced window and the certificate validity will be calculated from the last day of the Audit date within the chosen time frame.
    An "initial" unannounced registration can also be done to adjust the window with operational periods, get alignment with the unannounced audit timeframe of other certification standard (e.g. combined audits) or due to a missed unannounced re-certification registration.

All IFS Checklist Requirements shall be implemented before the unannounced audit window starts.

The unannounced audit shall be performed on consecutive days and shall start and end within the unannounced window to be considered unannounced.

The selection of the unannounced option shall be registered in IFS Database. To make this registration, the site is responsible to send to LRQA the following information at latest four (4) weeks before the start of the unannounced audit time window:

- Name(s) of the on-site person(s) to be contacted at the site.
- If needed, blackout period of a maximum of ten (10) working days when the site is not available for audit, as well as non-operating periods. The ten (10) working days can be split into a maximum of three (3) periods.

If a site denies the auditor access (apart from "force majeure"), the currently valid IFS Certificate shall be withdrawn by the responsible certification body within a maximum of two (2) working days of the audit date. All stakeholders with access to the IFS Database and with the respective site in their favourites' list will receive an e-mail notification from the IFS Database, informing them that the current certificate has been withdrawn. This information will be visible in the site's history in the IFS Database. The site will be invoiced by LRQA for the total cost of the audit.

The **IFS Star status** is introduced in IFS Broker v3.2 to indicate that the audit was unannounced. A star will be visible in the IFS Database and on the IFS Certificate.

Audit Preparation

Before the audit, the auditor has 2 hours for audit preparation and the site can be asked to provide additional information to help the auditor to plan the audit.

Our auditor will send an audit plan prior to the audit (unless the audit is unannounced).

The IFS Audit and Certification Process

The audit shall be performed at a time to ensure the full broker services can be thoroughly and effectively assessed.

The audit shall be scheduled based on the following steps:

- the opening meeting,
- the evaluation of services compliance, based on checking documentation (risk management, quality management, product specifications, analyses results, etc.).
  During the audit, the auditor shall ensure objective evidence is in place to establish if the broker services are compliant, by delivering safe, legal, and conforming products. Therefore, the auditor should use a product sampling program where the corresponding finished product specifications are used as a reference during the audit to check the services conformity.
- performance of a traceability test: for this, the auditor shall select an appropriate traded product and test downstream / upstream traceability,
- the on-site audit and interviewing of employees,
- the final conclusions drawn from the audit,
- the closing meeting.

The company will assist and co-operate with the auditor during the audit. As part of the audit, employees are being interviewed. It is advisable that the company's senior managers are present at the opening and closing meetings, so that any deviations and non-conformities can be discussed.

During the closing meeting, the auditor (or lead auditor in the case of an audit team) shall present all findings and discuss deviations and non-conformities, which have been identified during the audit.

Sampling

Audit work uses sampling techniques, and thus statistically it is possible that issues will remain unidentified during an audit.

Please consider this as you carry out your own internal audits.

IFS Scoring system

In the IFS Broker Standard, there are six (6) scoring possibilities and the option of non-applicability.

Points are awarded for each requirement according to the following chart:

Result	Explanation	Points
A	Full compliance.	20 points
B (deviation)	Almost full compliance.	15 points
C (deviation)	Part of the requirement is not implemented.	5 points
D (deviation)	The requirement is not implemented.	– 20 points
Major (non-conformity)	A Major non-conformity can be issued to any regular requirement (which is not defined as a KO requirement) for these reasons: •There is a substantial failure to meet the requirements of the standard, which includes but is not limited to product safety and/or the legal requirements of the production and/or destination countries. •A process is out of control which might have an impact on product safety.	Major non-conformity will subtract 15% of the possible total amount; the certificate cannot be issued.
KO requirements scored with a D (non-conformity)	The requirement is not implemented.	KO non-conformity will subtract 50% of the possible total amount; the certificate cannot be issued.
N/A Not applicable	The requirement is not applicable. N/A can apply to any requirement, except for KO requirements (exception is KO 2.3.8). The auditor shall provide an explanation in the report.	Not included in the calculation of the total score.

Non-conformities

There are two kinds of nonconformities:

- **KO (Knock out)** - there are specific requirements which are designated as KO requirements (KO –Knock Out). If during the audit the auditor establishes that these requirements are not fulfilled by the company, this results in non-certification.
- **Major** –can be given to any regular requirement (which is not defined as KO requirement) when:
  - There is a substantial failure to meet the requirements of the standard, which includes but is not limited to product safety and/or the legal requirements of the production and/or destination countries.
  - A process is out of control which might have an impact on product safety.

If one or several Major non-conformities has / have been issued and / or one or several KO requirement(s) is / are scored with D during the Audit, the following rules apply:

- The current IFS Certificate shall be withdrawn in the IFS Database by the certification body as soon as possible, and at latest two (2) working days after the last day of the recertification Audit.
- The report shall be uploaded to the IFS Database.
- In the IFS Database, the certification body shall provide explanations in English about the reasons for withdrawing the current certificate.
- Note: All IFS Database users with the respective company in their favourites list will receive an e-mail notification (with explanations about the identified non-conformities) from the IFS Database, informing them that the current certificate has been withdrawn.

Action Plan

The auditor and/or certification body shall issue the action plan (with the list of findings) to the company at latest within two (2) weeks from the last audit day.

The company shall forward to the auditor a completed action plan, including evidence of corrections, as latest in four (4) weeks of having received the action plan.

The completed action plan shall include:

- Evidence of implementation of corrections and proposed corrective actions for all deviations (B, C, D), KO requirements scored with B and for non-conformities (Major or D evaluation of a KO requirement) listed by the auditor.
- Responsibilities and implementation deadlines for both corrections and corrective actions.

When completing the action plan, consider the difference between "Correction" and "Corrective Action" given in the IFS Glossary:

- **Correction**: Action to eliminate a detected deviation and/or non-conformity. The correction shall be implemented, at latest, before the certificate is issued.
- **Corrective Action**: Action to eliminate the cause of a detected deviation and/or non-conformity. The corrective action shall be implemented, at latest, before the IFS renewal audit.

Examples of acceptable evidence for the implementation of corrections:

- Training records
- Updated procedures with traceable modifications
- Evidence (e.g. e-mail) of communication of documents to the relevant personnel
- Internal audit report
- For an updated document, it may be necessary to get evidence of training and/or

communication related to the updated document for the company personnel, in case other personnel/departments have to work with it.

- For an updated form, based on its importance and frequency of use, it may be necessary to send it to the certification body / auditor.

If the evidence of the corrections and/or corrective actions are not valid or inadequate, and/or if the dates of implementation are not relevant, the auditor shall return the action plan to the company for completion in due time. If the action plan is not completed and released in due time, certification may not be issued.

Technical Review

A technical review of the report shall be conducted by a nominated reviewer from LRQA.

Based on the result of the technical review, the nominated reviewer can recommend the issuance of an IFS Certificate or not.

The final decision of awarding the IFS certificate is dependent both on final scoring and on relevance of the action plan communicated by the company to LRQA. The decision is made by person(s) other than those who have carried out the audit.

Scoring and conditions for issuing the IFS Certificate

Audit result	Result	Issue of Certificate?
Total score is ⩾ 95%	Passed at IFS broker Higher Level	Yes, certificate at higher level, 12-month validity.
Total score is ⩾ 75% and < 95%	Passed at IFS Broker Foundation Level	Yes, certificate at foundation level, 12-month validity.
Maximum one Major and total score is ⩾ 75%	Not passed unless further actions taken and validated after follow-up audit	Certificate at foundation level, if the Major nonconformity is effectively

		solved during the follow-up audit.
> one Major and/or total score is < 75%	Not passed	No, full "initial" audit to be agreed
At least one KO requirement scored with D	Not passed	No, full "initial" audit to be agreed

The time between the date of the audit and the awarding of certificate is between 6 up to 8 weeks.

Each certificate has a QR-code with a verification link to the IFS Database.

IFS Database

LRQA must upload each audit report, action plan and certificate to the IFS audit portal. Each certified company will receive access with a dedicated password.

Information about the company and its employees is stored in the IFS Database in line with the General Data Protection Regulation, please check § *Duties of the Certification Body within the framework of IFS auditing and certification: Information on Data Privacy Protection.*

Use of IFS Logos

The copyright of IFS Broker and the registered trademark are fully owned by IFS Management GmbH. The IFS Logos shall be downloaded via the secured section of the IFS Database.

Terms and conditions for using the IFS Broker logo and communication about the IFS Broker certification are laid out in IFS Broker v3.2 Standard, Part 1, Section 10. **The auditor shall check compliance with these terms and conditions during the audit. The results of this check shall be described in the company profile of the audit report. If the auditor identifies that the company does not fulfil those terms and conditions, IFS shall be informed accordingly.**

Suspension and withdrawal

An IFS Certificate shall be withdrawn by LRQA in the situations such as:

- When any information indicates that the broker services may no longer comply with the requirements of the certification system, especially in case of non-conformity(ies) identified during the audit (main or follow-up audit) or when access is denied (apart from force majeure).
- In case of cancellation of the certification contract (between the certification body and the company).

An IFS Certificate shall be suspended by LRQA in the situations such as:

- In case of pending investigations by the certification body, following a product safety incident or other event.
- For the certificates of all companies linked to a head office / central management when a non-conformity is issued during the audit of the head office / central management.
- In case of non-payment for the current audit by the audited company.

If the suspension is lifted, LRQA shall make all necessary modifications to public information, authorisations for use of brands, etc., in order to ensure transparency and that the Broker services continue to be certified.

If a decision to reduce the scope of certification is made as a condition of reinstatement, LRQA shall make all necessary modifications to formal certification documents, public information, authorisations for use of brands, etc., in order to ensure the reduced scope of certification is clearly communicated to the client.

Complaints and Appeals

Information on LRQA Complaints and Appeals procedure is available in our website.

Complaints can be sent to LRQA through an online form.

Complaints can be sent to IFS using the Complaint form in IFS Database.

Notification requirements: product recalls/withdrawals, product safety incident and main changes

During the certification cycle, the senior management of the production site shall ensure that LRQA is informed in due time about changes in organisation and management, important modifications on services/activities, changes in contact details, new address of the production site, etc.

The company shall inform LRQA within 3 working days of:

- **any product recall/ withdrawal for own broker brands, customer branded products or imported product where the broker has taken legal responsibility or if it was caused /initiated by the broker company**
- **any visit from authorities which results in mandatory action connected to product safety, and/ or product fraud.**

Failure to comply with the notification deadline may result in the IFS certificate suspension.

Incidents and recalls/withdrawals must be reported via our website through our recall/incident notification form.

The notification form can be reached from your local LRQA website. From the home page click on 'Contact Us' to find a link to the form or use the search bar at the top right of the home page.

If no local LRQA website exists in your area, please use our global LRQA website at http://www.lrqa.com to notify LRQA of your recall/incident.

After receiving such notifications from the sites, LRQA shall:

- Inform IFS Management GmbH, via a dedicated form in IFS Database, within three (3) working days after receiving the information from the site.
- Communicate to IFS Management GmbH the root cause analysis and progress report of the investigation within ten (10) working days (after submitting the form).

In some cases, a special additional audit may be performed by LRQA to evaluate the information provided by your company i.e., summary of measures is comprehensible, and the quality and safety of the affected product(s) is maintained. The information provided is the base to enable LRQA decision to suspend or to maintain your IFS Certificate(s).

IFS Integrity Program

The IFS Integrity Program includes different measures to ensure the quality of the IFS Standards by reviewing IFS Audit Reports of certified companies and also by using several measures to analyse the performance of certification bodies and auditors. The majority of the IFS Integrity Program activities follow a risk-based approach (risk-based monitoring), with a smaller portion based on complaints and/or whistle-blowers (complaint management). The IFS Integrity Program strengthens the reliability and confidence of the IFS Standards by monitoring their implementation in practice.

Among the activities of the IFS Integrity Program there are:

IFS Integrity On-site Checks

IFS Integrity On-site Checks are carried out to evaluate IFS certified sites and can be organized risk-based or following complaints. These checks are generally unannounced (announcement by email 30 minutes

before start), but in some special cases, they might be performed on an announced basis (generally announced 48 hours before).

These checks are conducted by independent auditors directly commissioned by IFS Management within the IFS Integrity Program activity.

Please be aware there will be an intensification of rules which determine the access for Integrity Program (IP) auditors when performing an integrity on-site check:

- If the auditor has to wait 30 mins (up to 59 mins) before starting the Integrity onsite check a deviation will be raised by the IP auditor.

Note 1: 'Starting' refers to the check itself (entry to the facility), not the site tour.

Note 2: The deviation shall be raised against IFS Food V7 KO-requirement 1.2.1 (C-deviation), respectively related requirements of other IFS Standards.

- If the Integrity onsite check cannot be started one hour after arrival at the site (no entry to the facility), the integrity onsite check is classified as "non-realizable" which needs to be considered as a breach of certification contract.

Note: A breach of certification contract is likely to result in certificate suspension / withdrawal by the responsible certification body. As per IFS Framework Agreement, every certification body has signed with IFS Management GmbH, certification bodies are obliged to ensure that all activities of the IFS Integrity Program can be conducted.

If KO or Major non-conformity(ies) is/are issued in the Integrity On-site Check, the responsible certification body is obliged to suspend/withdraw (depending on number and severity of the issues) the current IFS certificate within 3 working days after receipt of the result. The certificate can only be re-issued based on an on-site investigation audit carried out at the respective company by an auditor of the certification body and objective evidence has to be provided to IFS that the Major or KO non-conformity issue(s) is/are no longer valid and that sustainable improvement by adequate measures has been reached. IFS Management has the right to finally decide about the acceptability of the proofs.

Confidentiality

We will not disclose any of the information we gather about your organisation, including the contents of reports, to any other party, except as required by the accreditation body and IFS Management GmbH. The IFS Certificate Programme Owner and accreditation body reserve the right to audit any of our IFS clients and contractually you must allow all auditors visiting the site to be witnessed either by our accreditation body, IFS Management and LRQA.

Duties of the Certification Body within the framework of IFS auditing and certification: Information on Data Privacy Protection

LRQA is aware that IFS MANAGEMENT is storing and using data from companies which have been certified by Certification Body ("Relevant Persons").

LRQA is obliged to fulfil its and IFS information duties with regard to data protection by handing over the "Information on Data Protection" as required in annex 1 of Framework Agreement on the auditing and certification of the International Featured Standards (IFS) as stated below:

"IFS Management GmbH informs you that data about you (name, contact data, position within your company) will be stored at IFS Management GmbH ("Data").

This is done in conjunction with the auditing against an IFS standard of your company. The Data is included in the audit report that IFS Management GmbH receives from your company, the auditor or the certification body.

II. (1) Name and contact details of the responsible company

IFS Management GmbH, Am Weidendamm 1A, 10117 Berlin,

Phone: +49 (0) 30 726 250 74,

Fax +49 (0) 30 726 250 79,

dataprotection@ifs-certification.com

www.ifs-certification.com

III. (2) Contact data of the data protection officer

Nils Gustke,

Gesellschaft für Personaldienstleistungen mbH,

Pestalozzistraße 27, 34119 Kassel,

Telefon +49 (0) 561 7896868,

Telefax +49 (0) 561 7896861,

gustke@gfp24.de,

www.gfp24.de

III. (3) Processing purposes

IFS Management GmbH stores the data for internal administrative and own business purposes. The Data, together with the audit reports, document that your company has been audited against a specific audit of an IFS standard.

III. (4) Legal basis

The processing of the Data is permitted in accordance with article 6 (1) (f) GDPR. The processing of the Data is necessary so that IFS Management GmbH can maintain its legitimate interests (internal administration and own business purposes).

III. (5) Data origin

You have provided the Data to your company or to an auditor in connection with the auditing of your company. IFS Management GmbH receives the audit report from your company, the auditor or the certification body.

III. (6) Duration of storage

The Data is stored by IFS Management GmbH as long as Data on your company are available in the IFS portal at www.ifs-certification.com or as long as the certification body which has certified your company or the auditor who has audited your company are still active for IFS Management GmbH. IFS Management GmbH also stores the data if it is obliged to store the data due to statutory retention periods. The statutory retention periods are six years according to section 257 German Commercial Code (HGB) and ten years according to section 147 German Tax Code (AO).

III. (7) Rights of the person concerned

If the legal requirements are met, you are entitled to the following rights under articles 15 to 22 GDPR: rights to information, rectification, erasure, restriction of processing, object and data portability.

III. (8) Right of appeal to the supervisory authority

You have the right to complain to the supervisory authority in accordance with article 77 GDPR if you consider that the processing of your Data is not lawful. The address of the supervisory authority responsible for the IFS Management GmbH is:

Berliner Beauftragte für Datenschutz und Informationsfreiheit (Commissioner for data protection and freedom of information), Friedrichstr. 219, 10969 Berlin.

Disclaimers

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