

	<b>UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME</b>	Document No: <b>CERT/SC/F03</b>	
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Document Title:	<b>APPLICATION FORM FOR SYSTEMS CERTIFICATION</b>	Issue No: 02	Rev. 03

### ANNEX - REQUISITE ATTACHMENTS

#### FOOD SAFETY MANAGEMENT SYSTEMS (ISO 22000:2018)

*Please mark **Y** (for attached) or **N** (for not attached) in the space provided*

SNo.	Requisite Attachment	Client	Official UNBS Use
a)	Scope of the food safety management system		
b)	Evidence of determined Internal and External Issues and Interested Parties		
c)	The processes under the scope of the FSMS and their interactions		
d)	Food safety policy		
e)	Planned actions to address risks and opportunities		
f)	Food safety objectives and action plan to achieve them		
g)	Characteristics of raw materials, ingredients, product contact materials and end products		
h)	Product process flow charts and plant layouts/floor plans		
i)	List of relevant food safety statutory and regulatory requirements		
j)	Documented Information specifying the selection and establishment of prerequisite programs		
k)	Documented Information established to identify and manage emergency situations and incidents		
l)	Identified hazards, methodology and result of hazard assessment		
m)	The CCP decision-making process and results of the selection and categorization of control measures		
n)	Hazard Control Plans (HACCP/OPRP Plans)		
o)	Control measures validation methodology and evidence of capability of the control measure(s).		
p)	Documented information including procedures, instructions and records for monitoring system, at each CCP and for each OPRP		
q)	Verification plan for PRPs, OPRPs and CCPs		
r)	Procedure for internal audits and results of the last internal audit e.g. internal audit report		
s)	Procedure for management review and records of the last management review		
t)	Names, competence, experience and responsibility of the HACCP team members		
u)	A copy of the organization chart /reporting structure		
v)	Procedures for corrections, corrective actions and withdrawals/recalls		
w)	Procedure for control of non-conforming products		
x)	A copy or photocopy of Certificate of Incorporation or registration		
y)	Names of top management		
z)	FSMS manual (if available) containing all the documents above and any other relevant documents required by ISO 22000 or determined by the organization as important for the effective implementation of the FSMS.		
aa)	A signed Certification Agreement (CERT/F15)		

*NOTE: It is important that documentation is proportional to the level of complexity, hazards and risks concerned and is kept to the minimum required for effectiveness and efficiency of the organization's management system.*

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