1 General
This guidance document clarifies the requirements of the International Accreditation Forum – IAF – for the transition from ISO 22000:2005 to ISO 22000:2018. Its aim is the quick transition of accreditations for currently accredited certification bodies for food safety management systems within the specified transition period. This period ends three years after the publication of the ISO 22000:2018 issue (19 June 2018). For all certificates, still issued on the basis of the previous standard during the transition period, the expiry date must match the end of the transition period. At the end of the transition period, certificates for ISO 22000:2005 will become invalid.

As a rule, the review for the transition is performed by means of a comprehensive document review. An assessment of the office or offices of the certification bodies may be appropriate in individual cases. A combination with the routine surveillance assessment is possible, in this case at least a half day is added to the originally planned assessment duration.

This guidance reflects the status as of 15 September 2018. It will be adapted if so required by new EA and/or IAF resolutions.

For the time being, the transition of further voluntary, private certification schemes based on ISO 22000 (such as FSSC22000) is not affected.

2 Procedure

2.1 Applications to DAkkS
To change the accreditation to the new standard, an application for modification of accreditation (Form 72 FB 001.2) with a separate informal letter (reference: DAkkS case number; subject: Transition ISO 22000:2018) must be sent to the Central Application Processing Department – ZAB – at DAkkS, Spittelmarkt 10, 10117 Berlin, Germany.

2.2 Transition plan of the certification body
The transition plan of the certification body is an important document for transitioning to the new standard. This document contains an analysis of the differences between the previous and the future procedure, a schedule for the transition and information on the training of auditors and decision-makers (internal/external, integration of any offices), the measures for communication with customers, special features of audits within the framework of the transition, adaptation of audit documentation, arrangements in the event that individual customers do not achieve the transition of their certification on time, etc.
Audits can be carried out immediately after publication on the basis of the new standards, provided that auditors who are demonstrably qualified are used and the transition and training plan of the certification body has been confirmed by DAkkS.

**Accredited certificates under ISO 22000:2018 cannot be issued until accreditation for the new standards has been granted.**

During the transition phase, the certification body must ensure that a clear distinction can be made in the list of the certification bodies between certifications based on the old and the new standards. To transition to the new ISO 22000:2018, the certification body must demonstrate that it complies with the relevant requirements of the ISO/IEC 17021-1:2015 and ISO/TS 22003:2013 standards.

### 2.3 Training of auditors and certifiers

The certification body must document the planning and implementation of training for the new standards. For the training of auditors and certifiers, the information provided in Annex A of this document must be considered. DAkkS assessors review whether the planning and implementation of training is suitable and timely.

If the training was carried out based on the DIS or FDIS of the relevant ISO standard, the certification body must demonstrate that they have carefully reviewed the need for additional training due to substantial changes to the published ISO 22000:2018 standard, and that they have taken appropriate measures to effectively convey what is known about the differences between DIS and FDIS and the published standard.

### 2.4 Assessments for the transition

As a rule, the assessment for the transition of the accreditation includes a review of documentation. Irrespective of this, the review of the transition measures is an integral part of the assessments for all pending office audits.

If required on the basis of the results of the document review and a separate risk assessment, an additional assessment of the office may also be ordered. DAkkS points out that the quality of the documents submitted is an essential prerequisite for the procedure described. The document review assesses the transition plan, the approach to training, communication of the transition with customers, the audit checklist, audit reports and other internal specification documents. For scheduled office assessments, the implementation of the transition plan is reviewed on the basis of samples. Additional expenses will be incurred if the certification body wishes to undertake the transition assessment within an earlier time frame or as a special assessment.
The determination of competence for auditing on the basis of the new standard is by means of witness audits carried out in the subsequent annual interval after transitioning the accreditation.

2.5 Intended schedule

| With immediate effect: | • Application for amendment/request of certification body to DAkkS ZAB (Berlin)  
| • Submission of transition plan and supporting evidence (after confirmation of application)  
| • Start of document review and assessments in offices |

| From October 2018: | • Start of accreditations and amendment of accreditation certificates  
| • Earliest date for witness audits for the new ISO 22000:2018 by DAkkS assessors |

| 18 June 2021: | • End of the transition period |

3 Contact persons at DAkkS

a) Applications - DAkkS ZAB: Ms. Mirsch: Phone: +49 30/670591-125;  
E-mail: ingrid.mirsch@dakks.de

b) For all questions regarding the transition to ISO 22000:2018, the case managers of DAkkS – Division Systems of Certification and Verification – are at your disposal.

c) General questions about the transition: Mr. Hartmann: Phone: +49 30/670591-45;  
E-mail: wolfram.hartmann@dakks.de

4 Reference

Not used
Annex A:

Guide
For the implementation of the qualification measures for appointed auditors and persons who participate in the ISO 22000:2018 certification process and with respect to audit time.

1. Preparation of auditors:

It is expected that the auditors will study the standard and its main changes on its own before starting training.

2. Implementation of qualification measures:

If necessary, training for the ISO 22000:2018 only, can be divided into several activities (e.g. auditor exchange of experiences, training, webinars, e-learning).

Other persons who are involved in the certification process (e.g. offer preparation, disposition etc.) must obtain partial qualification in relation to their activities. Such training may be proven by e.g. a certificate of participation.

3. Learning objectives of the qualification measures:

The qualification measures relate to the necessary competence of the function and to the transition plan (defined procedure relating to additional expenditures and modified audit method) of the relevant conformity assessment body.

Contents of the qualification measure for ISO 22000:2018:

a. Understanding the differences and advantages of the new High Level Structure,
b. Understanding of risk-based thinking in context of the PDCA process, basic understanding risk definition / process risks, demarcation to risk management system (e.g. in accordance with ISO 31000 methods)
c. Understanding / room for interpretation of the enhanced flexibility of the system coupled with conveying a modified benchmark for defining deviations
d. Conveying understanding for the relevance of the context analysis as a new basic requirement of the management system
e. Understanding / room for interpretation of the expected quality control and monitoring of the process results in terms of customer requirements
4. Verification of training content:

Verification of competence *) must be part of the training concept and may include:
- Learning goal achievement check directly after training (e.g. effectiveness, technical discussion)
- Short-term: Assessment of competence after the audit through document review
- Medium-term: Exchanges of experience and other events
- Long-term: Monitoring and customer feedback
The verification of competence must be documented.

*) Competence - Example of auditors: Competence and knowledge to determine fulfilment of the requirements of the ISO 22000:2018 standard in the audit process with the relevant reference to the sub-category or category.

5. Recognition of qualification measures by third parties:

Equivalent qualification measures and parts of any previous training courses (e.g. for the ISO9001:2015 transition) can be recognised.

6. Audit times

It is likely that the transition of ISO 22000:2005 to the new standard will require additional auditing within the framework of normal surveillance. The transition plan of the certification bodies must therefore make allowance, in the context of

- Recertification, for a surcharge of at least 10%, but at least 0.25 audit days on site or
- Surveillance, for a surcharge of at least 20%, but at least 0.50 audit days on site

for the audit time calculations based on the current ISO/TS 22003:2013. Justified deviations from this rule are possible. The reasons must be documented by the certification body.