

Menu-Safe®



HACCP Certification Proposal

This document outlines the proposal offered to clients by TSI for certification audit services. The following pages provide an overview and description of each stage in the certification process.

TSI adheres to the most rigorous international standards for certification audit, based on ISO 17021. TSI is accredited for the provision of HACCP audit by the Dubai Accreditation Centre (DAC):



CB-025-MS

In line with ISO requirements, TSI offers three year certification, with yearly surveillance activities and regular additional monitoring of compliance.

To begin the process, please submit an application to:

Website: www.tsiquality.com

Email: haccp@tsiquality.com

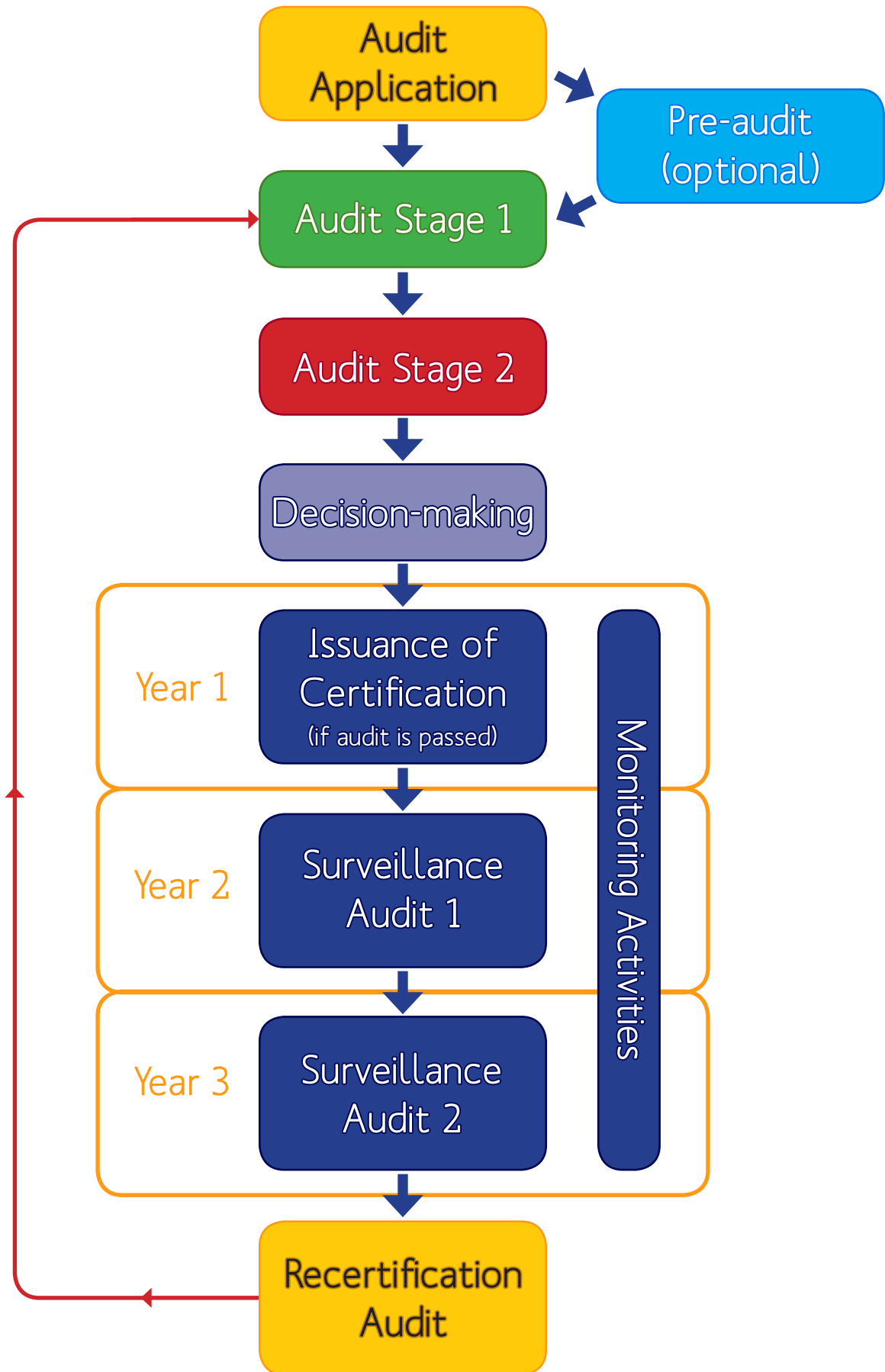
Phone: +971 (0)4 458 7743



Quality Services



Certification Process Overview



Each step is described on the following page



Certification Process Description

Audit Application

Audit Application: Clients may apply to TSI Quality Services via the TSI website, via email to haccp@tsiquality.com or by phone to +971 (0)4 458 7743. TSI will contact the client to provide a quote and arrange the details of the audit.

Pre-audit (optional)

Pre-audit (optional): If requested, TSI can provide a pre-audit. This will involve a visit to the client to review the implementation of the Menu-Safe HACCP system and assess readiness for audit.

Audit Stage 1

Audit Stage 1: The first stage of the audit involves a detailed review of the HACCP documentation, including all SOPs, record-keeping, training records, internal / self-audit and management review documents. This stage also includes a Stage 2 readiness assessment.

Audit Stage 2

Audit Stage 2: The second stage of the audit involves an assessment of practices, facilities and HACCP system implementation. Staff behaviour is observed, management interviews are conducted and the auditor forms an overall judgement of the client's HACCP operations.

Decision-making

Decision-making: Audit findings are reviewed by TSI's Certification Committee. The Committee reaches an independent and impartial decision on certification (granting, suspending, etc. see the next page).

Issuance of Certification (if audit is passed)

Issuance of Certification: Once the audits are complete, TSI's Certification Committee will review the results, and determine the result. If the client passes the audit, they will receive certification. Note: refer to the 'Certification Mark Terms' page later in this PDF.

Surveillance Audit 1

Surveillance Audit 1: Menu-Safe HACCP certification is valid for three years subject to the successful maintenance of compliance. Ongoing compliance is assessed by surveillance activities, including a full onsite audit visit on a yearly basis.

Surveillance Audit 2

Surveillance Audit 2: Menu-Safe HACCP certification is valid for three years subject to the successful maintenance of compliance. Ongoing compliance is assessed by surveillance activities, including a full onsite audit visit on a yearly basis.

Monitoring Activities

Monitoring Activities: Menu-Safe HACCP certification is valid for three years subject to successful maintenance of compliance. In addition to the yearly Surveillance Audits, TSI monitors compliance via activities such as remote record-keeping review, market observation, etc.

Re-certification Audit

Re-certification Audit: Once the three year certification validity period is complete, TSI delivers a full re-certification audit (Stage 1 and Stage 2), which restarts the certification process.



Certification Decision Types

Certification Decision Type	Description
Grant certification	For a first-time certification site, this represents the first certification. It indicates that the site has met the requirements of certification with no outstanding non-conformities requiring action and no other circumstances to prevent maintenance.
Maintain certification	For a certified site, this represents that the site has met the requirements for maintaining certification following a surveillance audit, i.e. there are no outstanding non-conformities requiring action and no other circumstances to prevent maintenance.
Grant re-certification (re-new) of certification	For a repeat certification site, this represents the second, third (or further) certification. It indicates that the site has completed at least one three-year cycle of certification, and has successfully achieved re-certification for the subsequent three-year cycle.
Refusing certification	If a first time or repeat site does not meet the requirements of certification or re-certification, this represents refusal by TSI to grant or re-new certification.
Suspend certification	This indicates that non-conformities exist that have not been satisfactorily addressed by the client. Suspension means that the site cannot display any certification materials or claim certification status until the suspension has been lifted. Suspension can last up to six months depending on circumstances.
Withdraw certification	This indicates that following suspension, non-conformities have still not been satisfactorily addressed. Following withdrawal, the site must re-start the certification process.
Restore certification	Following suspension, if a site satisfactorily addresses non-conformities, this indicates that the certification will be restored.
Extend certification	If a site adds additional scope to certification, this represents the certification of that additional scope.

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Certification Mark Terms

Any use of the Certification Mark or certification status must meet the below terms:

1. The Certification Mark shall be reproduced according to the following requirements:
 - The layout shall be as shown below, without alteration or addition

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International HACCP Certificate

- The Certification Mark shall always be displayed in full CMYK colour.
 - The Certification Mark shall be accompanied at all times by the following text positioned anywhere on the same page as the Certification Mark in a readable font size: "Menu-Safe' and the Menu-Safe logo are registered trademarks of Taylor Shannon International Ltd."
2. The Certification Mark and / or any reference to The Client's certification status shall only be used by The Client on any document, website, poster, marketing material or any other such public material and / or communication media if the document relates in whole or in part to certified activities of The Client.
 3. The Certification Mark and / or any reference to The Client's certification status shall not be used to imply or communicate (via any medium) that certification applies to any activity other than the activity specifically listed on the certification materials.
 4. The Client's use of Certification Mark and / or any reference to The Client's certification status shall be audited as part of TSIQS' surveillance monitoring activities and re-certification audit(s).
 5. Any and all use (in any medium for any purpose) of the Certification Mark and / or any reference to The Client's certification status shall cease upon suspension or withdrawal of certification.
 6. The Client must not use the Certification Mark and / or any reference to The Client's certification status in any way that would bring TSIQS and / or the Certification Audit Services into disrepute.
 7. The Certification Mark and / or any reference to The Client's certification status shall not be used in any medium to imply, attest, suggest or in any other manner give the impression of a guarantee of food safety.
 8. Any usage of the Certification Mark and / or any reference to The Client's certification status considered as potentially in breach of the above conditions shall be submitted by The Client to TSIQS for review and approval prior to use / publication.

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