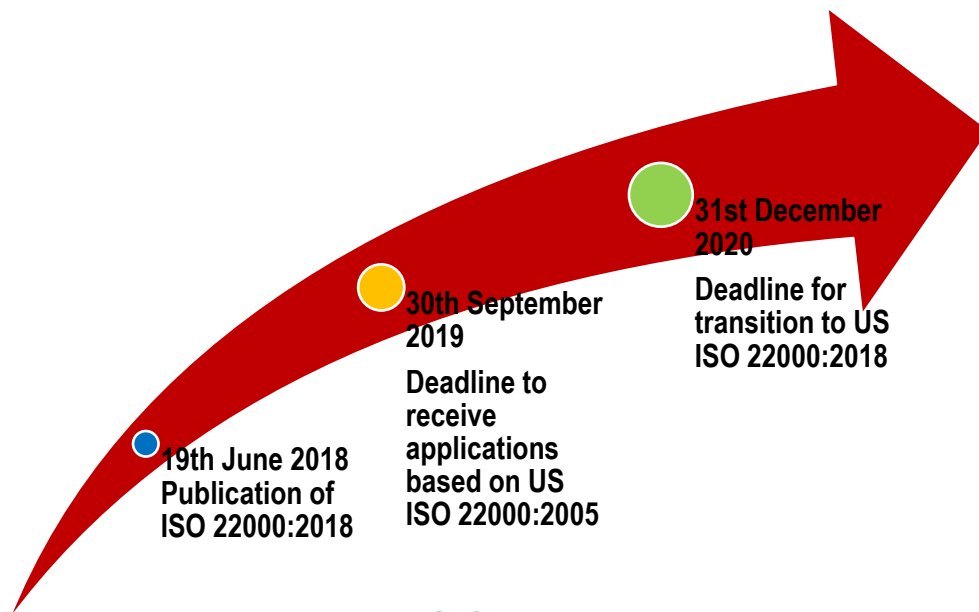




---

# UNBS TRANSITION IMPLEMENTATION PLAN AND GUIDE FOR US ISO 22000:2018

---



**AUGUST 15, 2018**

Uganda National Bureau of Standards Plot 2 – 12, Bypass Link, Bweyogerere Industrial & Business Park, Kyaliwajala Road,  
P.O Box 6329 Kampala, Uganda Telephone: 0417 – 333 250, 0417 – 333 251



## 1. Scope and Background

This document provides guidance for the transition from US ISO 22000:2005 and US 130:2017 (HACCP) to ISO 22000:2018 and was prepared following the UNBS transition guide to new & revised requirements (CERT/OP/14). The transition guide will be communicated to our clients through our website, public stakeholder engagements and by email.

The 2018 version of ISO 22000 revised with significant changes and published on the 19<sup>th</sup> June 2018. The aim of its revision was to harmonize the requirements for food safety management on a global level. The standard is meant to ensure food safety throughout the whole food chain from farm-to table. The standard does not state specific criteria for Food Safety Performance, nor is it prescriptive about the design of a management system. Since its publication UNBS is in the process of adopting ISO 22000:2018 in its entirety to US ISO 22000:2018.

The standard is based on Annex SL of the ISO Directives, a high-level structure (HLS) which standardizes sub-clause titles, core text, common terms and core definitions to enhance compatibility and alignment with other ISO management system standards such as ISO 9001 and ISO 14001. Some of the changes in ISO 22000:2018 vs. ISO 22000:2005 are prompted by the HLS, while some are specific to food safety management.

**The main changes in the new version of ISO 22000:2018 are:**

### 1) Changes due to the adoption of HLS

- a) *Business Context and interested parties*: Clause 4.1, external and internal issues, introduces new clauses for systematic determination and monitoring of the business context, and Clause 4.2, needs and expectations of interested parties, introduces demands to identify and understand factors that can (potentially) affect the ability of Management System to reach the intended results.
- b) *Strengthened emphasis on leadership and management commitment*: Clause 5.1 now includes new demands to actively engage and take accountability for the effectiveness of the management system.
- c) *Risk management*: - Chapter 6.1 now requires companies to determine, consider and, where necessary, take action to address any risks that may impact (either positively or negatively) the ability of the management system to deliver its intended results.
- d) *Strengthened focus on objectives as drivers for improvements*: these changes can be found in Clause 6.2, and performance evaluation clause 9.1.
- e) *Extended requirements related to communications*: Clause 7.4 is now more prescriptive in respect to the “mechanics” of communication, including determination of what, when and how to communicate.
- f) *Less strict requirements for a food safety manual*: – the change is introduced in clause 7.5. It is still required to have documented information. Documented information shall be controlled to



ensure it is adequately protected (clause 7.5.3). The explicit requirement to have a documented procedure has been removed.

## 2) Other changes that are specific to ISO 22000 and food safety management

- a) *The PDCA cycle*: the standard clarifies the Plan-Do-Check-Act cycle, by having two separate cycles in the standard working together; one covering the management system and the other, covering the principles of HACCP.
- b) *The scope now specifically includes animal food*: food for animals not producing food for human consumption. Feed is intended to be fed to food producing animals.
- c) *Some important changes in the definitions*: 'Harm' is replaced by 'adverse health effect' to ensure consistency with definition of food safety hazard. The use of 'assurance' highlights the relationship between the consumer and the food product, based on the assurance of food safety.
- d) *Communicating the food safety policy* – Clause 5.2.2: Explicitly requires the management to facilitate understanding of the food safety policies by employees.
- e) *Food Safety Management System Objectives*: Establishing objectives for the food safety management system is further specified in Clause 6.2.1 and includes items as e.g. 'consistent with customer requirements', 'monitored' and 'verified'.
- f) *Control of externally-provided processes, products or services* – Clause 7.1.6: This clause introduces the need to control the suppliers of products, processes and services (including outsourced processes) and to ensure adequate communication of relevant requirements, to meet the food safety management system requirements.
- g) In addition, there are several key changes in the ISO 22000:2018 compared to ISO 22000:2005 related to the HACCP systematics.

In order to implement changes in the ISO 22000:2018 organizations need to take into consideration whether the changes have any impact on their current interpretation of US ISO 22000:2005 and shall carry out changes as may be necessary in their Food Safety Management System (FSMS). The organization shall incorporate changes in their documentation to make them in accordance with ISO 22000:2018 and shall carry out these changes in the manner considered appropriate.

For more information about the changes please refer to ISO 22000:2018 Annex A and Annex B for Cross references between the CODEX HACCP and the standard ISO 22000:2018 and Cross references between ISO 22000:2018 and ISO 22000:2005 respectively.

## 2. The Implementation Plan for the revised standard is as given below:

### 2.1. Date of Implementation

- a) The revised standard ISO 22000:2018 will be implemented with effect from 19<sup>th</sup> June 2018.
- b) As the transition period permitted by ISO is three years, the existing standard US ISO 22000:2005 will concurrently remain valid till **19<sup>th</sup> June 2021**.
- c) The UNBS transition period is end of December 2020 (*At least two and half years from the date of publication*).



## 2.2. Validity of certifications to US ISO 22000:2005

**US ISO 22000:2005** certifications will not be valid after three years from publication of **ISO 22000:2018**. The expiry date of certifications to US ISO 22000:2005 issued during the transition period shall correspond to the end of the three year transition period.

## 2.3. Processing of Applications

- a) UNBS has started registering new applications for certification as per **ISO 22000:2018**.
- b) Organizations who have already initiated the process of implementation of FSMS as per US ISO 22000:2005 are permitted to apply for the 2005 version up to **30<sup>th</sup> September 2019** (*At least 1 year and 9 months before the end of the UNBS transition period*). After this date, new applications shall be registered only for **ISO 22000:2018**.
- c) Existing applications for US ISO 22000:2005 may be processed for certification as per that standard. However, in case organizations opt for certification against the 2018 version, the same would be permitted in case Initial Certification audit (the State 2 Audit) has not been carried out for such applications.
- d) After **June 2020**, new licenses shall be granted only against ISO 22000:2018. All applicants for US ISO 22000:2005 (existing or those to be registered) to note that after June 2020, license would not be granted against US ISO 22000:2005 even if the application was registered for that version. This means that permits granted in June 2020 will expire in **December 2020** (*At least 6 months before the end of the UNBS transition period*).

## 3. Existing Licenses and Transition Assessments

- a) Transition of existing licenses to ISO 22000:2018 shall be permitted only after successful completion of surveillance, re-certification and or special audits against ISO 22000:2018. Where transition audits are carried out in conjunction with scheduled surveillance or recertification (i.e. progressive or staged approach), additional time is likely to be required to ensure that all activities are covered for the existing and new standards.
- b) UNBS shall ensure that the evaluation of a client's conformance to the new requirements during the transition phase does not interfere with the client's on-going conformance to US ISO 22000:2005 or HACCP US 130:2017.
- c) Assessments against ISO 22000:2018 can be conducted after **19<sup>th</sup> June 2018** to assess the company's management system preparedness for the changes. All assessments done before the end of **June 2020** deadline will assess the management system's preparedness for the changes. At this stage any findings of non-conformance with ISO 22000:2018 will be reported as an observation where submission of corrective actions to UNBS may not be required.
- d) Findings of non-conformance with ISO 22000:2018 raised during transition audits (*conducted either as single transition audits, combined surveillance & transition audits, combined re-certification & transition audits*) shall be raised as non-conformances and graded accordingly.



- e) Existing certificates or new certificates to be issued against US ISO 22000:2005 during the transition period shall be valid only up to end of **December 2020** and the certification decision shall be taken before the **end of June 2020** (*6 months before the end of the UNBS transition period*).
- f) Any existing certificates that shall not have transitioned by **December 2020** shall have their certifications cancelled and withdrawn.

#### 4. Transition Action Plans

All certified companies are advised and develop and implement transition action plans against which UNBS may track progress of transition for the individual certified companies. The action plan must demonstrate how the certified company has analyzed the new standard and its implications to their management system and operations. The action plan shall also indicate how the company will effectively implement all the changes, system and technical, needed to comply before the transition expiry date.

##### 4.1. As a minimum the transition plan should include:

- a) All specific actions to be taken to implement the changes;
- b) The timelines and milestones for completion of actions;
- c) The persons responsible for the actions;
- d) Ways to measure progress, implementation, effectiveness and completion of the actions.

The Company should keep the UNBS Client Case Officer up to date with relevant changes to the transition plan, i.e. those which may have an impact on the certification transition assessments.

##### 4.2. When implementing a transition plan, the following steps are recommended for organizations using US ISO 22000:2005 and HACCP US 130:2017.

- a) Purchase a copy of ISO 22000:2018 from the UNBS Webstore and get to know the content and requirements of ISO 22000:2018. If you are a current user of ISO 22000:2005 you should focus on the changes in requirements. If you are a current user of US 130:2017 you should focus on the gaps in your current system that need to be closed to meet requirements for ISO 22000:2018.
- b) Ensure that relevant personnel and all parties that have an impact on the effectiveness of your organization's food safety management system is trained and understand the requirements of ISO 22000:2018 and key changes.
- c) Develop an implementation plan, implement actions and update your management system to meet the new requirements.
- d) Evaluate the effectiveness of implementation through internal audits and management reviews and define further actions where needed.



## Contact us

For any further inquiries and questions about your transition plan and process, please contact us at:

### **The Manager Certification Department**

Uganda National Bureau of Standards

Plot 2 – 12, Bypass Link, Bweyogerere Industrial & Business Park, Kyaliwajala Road,

P.O Box 6329 Kampala, Uganda

Telephone: 0417 – 333 250, 0417 – 333 251

Email: [mimalingat@unbs.go.ug](mailto:mimalingat@unbs.go.ug)

### **The Head Management Systems and Services Certification Division**

Uganda National Bureau of Standards

Plot 2 – 12, Bypass Link, Bweyogerere Industrial & Business Park, Kyaliwajala Road,

P.O Box 6329 Kampala, Uganda

Telephone: 0417 – 333 250, 0417 – 333 251

Email: [mariam.nalwoga@unbs.go.ug](mailto:mariam.nalwoga@unbs.go.ug)