



FOOD SAFETY SYSTEM CERTIFICATION 22000

**COSTCO SPECIFIC FOOD SAFETY
REQUIREMENTS MODULE**



Version 1 | July 2022

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TRANSLATIONS

Please note that in the case of translations of this Module, the English version is the valid and binding version.

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1 PURPOSE

This document describes the additional requirements for organizations certified to FSSC 22000 to meet those specified in Costco Wholesale Food Safety Audit Expectations document, as well as the process for Certification Bodies to follow when conducting audits to this Module. This Module can only be delivered when combined with an FSSC 22000 audit. It is necessary for the supplier to fully meet the requirements of both FSSC 22000 and the specific requirements within this document.

2 INTRODUCTION

It is required that all FSSC 22000 certified sites have a customer focus process in place to maintain knowledge of customer expectations and to meet those expectations wherever possible.

Previously Costco Wholesale has required FSSC 22000 certified suppliers to have the Costco GFSI Addendum completed during their FSSC 22000 certification audit. The additional Costco Specific requirements within the Costco GFSI Addendum were recorded separately from the FSSC 22000 report.

Costco in collaboration with FSSC 22000 stakeholders has decided that a Module to show where Costco Specific requirements differ from those of FSSC 22000 could replace the need for the full Costco GFSI Addendum and would be of value to show how the Costco - Specific requirements should be verified during an FSSC 22000 Assessment without the need for a separate audit report.

Depending on the product and technology an adjustment of audit duration can be agreed upon between the certified/to be certified organization and the responsible Certification Body.

3 SCOPE

This module is a voluntary document that applies to organizations wishing to meet the requirements of the Costco Wholesale Food Safety Audit Expectations document.

This module is applicable to:

1. All sites that manufacture, process, and pack food for Costco Wholesale,
2. Processed foods, both own brand and customer-branded,
3. Raw materials or ingredients for use by food service companies, catering companies and/or food manufacturers, and
4. Primary products such as fruit and vegetables.

Scope exclusions: Where the Costco module is requested, the scope shall include all the applicable products and processes on site. It is not possible to select Costco products or processes to be excluded from the scope of certification.

The additional requirements as specified in this document are based on a GAP analysis between FSSC 22000 and the Costco Wholesale Food Safety Audit Expectations document. Meeting the additional requirements in this Module, in addition to the FSSC 22000 requirements, results in compliance to the Costco Wholesale Food Safety Audit Expectations document.

This document also sets out the auditing and certification process requirements for FSSC 22000 licensed Certification Bodies (CBs) wanting to audit this Module.

4 REQUIREMENTS FOR THE CERTIFICATION PROCESS

This section sets out the requirements for the certification process and applies to both organizations and FSSC 22000 licensed CBs as relevant.

The CB shall have procedures for including the Module in the FSSC 22000 audit process and apply the Module under the same principles as FSSC 22000.

This module may only be delivered by certification bodies that are recognized by Costco Wholesale and licensed with the Foundation to deliver FSSC 22000 audits. Costco suppliers must notify their certification body that they need to undertake this Module audit going forward.

This Module may only be carried out together with an FSSC 22000 audit with a corresponding scope and may not be delivered as a stand-alone module. The certified organization (supplier) must notify the certification body in advance that they want to undertake this module, so that additional audit duration may be determined prior to the commencement of the audit.

The scope must include all Costco Wholesale products and production facilities. The certified organization (supplier) and certification body must agree to the scope of certification prior to the audit.

4.1 CONTRACT AND APPLICATION PROCESS

The organization shall inform the CB that they wish to include the Module as part of their FSSC 22000 audit, prior to the start of the audit. The CBs application system shall allow for this information to be captured, including the scope, and the contract with the organization shall be updated to include the Module.

4.2 AUDIT DURATION

The CB shall determine the additional audit duration needed to assess the Module requirements based on the size and complexity of the organization.

The minimum audit duration shall not be less than 1 to 2 hours in all cases and does not include planning, reporting, or travel activities, and only relates to effective time spent auditing the Module.

4.3 ALLOCATION OF THE AUDIT TEAM

The audit to the Module shall be conducted by an FSSC 22000 qualified auditor for the relevant category and the auditor must meet the requirements as defined under section 5 below.

4.4 AUDIT PROCESS

The Module audit is always a full audit covering all the requirements listed in Part 6 of this document and is to be assessed as an integrated part of the FSSC 22000 audit.

The audit program and audit plan shall clearly reference and include the Module requirements.

The combined audit shall be conducted annually as part of the FSSC 22000 audit. The first audit to the Module can take place at any full FSSC 22000 audit during the cycle (initial, surveillance, or recertification).

The audit delivery method (on-site, ICT Audit approach, or full remote) shall be aligned to that of the FSSC 22000 audit and follow the same requirements.

4.5 UNANNOUNCED AUDITS

Where the FSSC 22000 audit is conducted as an unannounced audit, the Module shall also be assessed as unannounced as it forms part of the FSSC 22000 audit.

4.6 AUDIT REPORT

The CB shall report on the module as part FSSC 22000 audit report and not in a separate audit report. Only one audit report shall be issued covering the FSSC 22000 audit requirements and those in the Costco Module. The report may be customized by the CB but shall include sufficient objective evidence to confirm that all the requirements in the Module have been assessed, including a summary of the nonconformities raised (where relevant) and meeting the requirements of Annex 1 of this document. It shall be referenced in the "Audit Details" section of the FSSC 22000 section of the audit report that the Costco Module was combined with the FSSC 22000 audit. Annex 1 of this document includes the additional checklist that must be incorporated into the FSSC 22000 audit report.

4.7 NONCONFORMITY MANAGEMENT

The same criteria as defined in the FSSC 22000 Scheme applies to any nonconformities identified against the specific requirements of the Costco Module, including grading, timelines, and follow-up actions.

Where a systemic failure to meet the customer requirements of this Module is identified, a nonconformity shall also be raised against the relevant clause of FSSC 22000 in addition to the relevant Costco clause.

4.8 CERTIFICATION DECISION PROCESS

The CB shall conduct a technical review and undertake a certification decision for all audits against the Module, in conjunction with the review of the FSSC 22000 audit, to agree with the audit report content and outcome, NCs (objective evidence and grading), and effectiveness of corrections and corrective action plans. A positive certification decision for the FSSC 22000 audit is a prerequisite for achieving conformance to this Module.

It remains the responsibility of the CB to ensure a proper and robust audit and certification process.

4.9 ASSURANCE PLATFORM DATA AND DOCUMENTATION

The module checklist is included within the FSSC 22000 audit report. The FSSC 22000 audit report, including the Module checklist, and the supporting documentation shall be uploaded to the FSSC Assurance platform, within 2 months of the last day of the audit. In addition, the CB shall indicate in the Assurance Platform under the Addendum section of the relevant audit, that the Costco module was included as part of the FSSC 22000 audit. The same requirements relating to Data Quality as set out in FSSC 22000 apply.

5 REQUIREMENTS FOR CERTIFICATION BODIES

5.1 COMPETENCE

The CB shall follow the same requirements described in Annex C of ISO/TS 22003 for defining the competencies required to conduct the audit and certification activities.

Records of training shall be maintained by the CB.

5.1.1 AUDITOR REQUIREMENTS

Only FSSC 22000 auditors with the relevant category approval may conduct audits to the Module. The auditor shall receive specific training on the requirements of the Module prior to conducting any audits. Records of the training shall be maintained and uploaded in the FSSC Auditor register, under the maintenance tab, prior to commencing with Module audits.

The CB may define additional competency requirements in line with their procedures or accreditation requirements. A specific witness audit to the Module is not a requirement, but where an auditor does have approval to audit to the Module, the CB shall include it as a parameter when assigning witness audits as well as a specific element in the 3-yearly auditor performance review.

6 COSTCO SPECIFIC AUDIT REQUIREMENTS

Costco Specific Audit Requirement (CSAR)	Costco Specific Food Safety Requirements*
<p>CSAR 1</p>	<p>Pest Control:</p> <p>The program must be administered by a licensed pest control operator, and include a scheduled frequency of services, as well as a map showing the location and type of all pest control devices. The map must be updated as needed but at least annually.</p>
<p>CSAR 2</p>	<p>Supplier Approval:</p> <p>Raw material/ingredient suppliers must:</p> <ul style="list-style-type: none"> • Be operating under a HACCP or Preventive Controls program, • Have a current (within one calendar year) third party food safety audit, • Traceability system with verification exercises performed, and • Have a product specification sheet that includes product requirements, labeling, and code dates for each supplier. <p>Suppliers producing primary packaging must have:</p> <ul style="list-style-type: none"> • A documented monitoring program to evaluate packaging compliance to customer specifications, • A traceability system with verification exercises performed, and • A third-party quality management system audit (e.g., ISO 9001 or equivalent).
<p>CSAR 3</p>	<p>Hand Wash Stations:</p> <p>Hand wash stations are appropriately located in the processing areas and include the following:</p> <ul style="list-style-type: none"> • hands-free water and towel operations (single-use or similar drying device), • liquid soap, • warm water (within 15 seconds), and • signage in languages appropriate for employees to understand.

Costco Specific Audit Requirement (CSAR)	Costco Specific Food Safety Requirements*
<p>CSAR 4</p>	<p>Glove Use:</p> <p>Costco has a “No Bare Hands” policy i.e., gloves must be used where there is direct hand contact with ready-to-eat products regardless of the risk level.</p> <p>Below are the additional Costco requirements for glove use:</p> <ul style="list-style-type: none"> • The facility must have a written procedure for the proper handling and usage of gloves and must include verification documentation. • Reusable rubber gloves must be washed and sanitized frequently, after breaks, and/or after handling potential contaminants. • If fabric gloves are used when hands are in contact with food, they need to be covered with an outer non-latex, powder-free disposable glove. • All other types of gloves are to be latex-free and powder-free. • All gloves should always be clean and in good condition.
<p>CSAR 5</p>	<p>Traceability</p> <ul style="list-style-type: none"> • Costco requires that suppliers show that traceability exercises were conducted independently at least twice during the year. • The system must be able to account for 100% of the product in a 2-hour timeframe. • Site must show that they have conducted separate trace exercises for two of the three areas defined in the Costco requirements <ul style="list-style-type: none"> ○ Finished goods ○ Raw material/ingredients ○ Primary packaging • The third area should be the subject of the onsite auditor-initiated trace exercise. • Each exercise must be completed within the 2-hour limit and account for 100% of the selected sample.
<p>CSAR 6</p>	<p>Foreign Material Control:</p> <p>Regular checks are documented at least every 2 hours, to confirm the foreign material detection device is continually operating correctly. The units will be challenged against Ferrous, Non-Ferrous, and Stainless-Steel contaminants.</p> <p>All foreign detection devices must have a proper rejection device i.e., belt stops, air-jet, etc.</p>

* As detailed in Costco Wholesale Food Safety Audit Expectations

7 REFERENCES

- Costco Wholesale – Food Safety Audit Expectations for Costco Suppliers. Version 1.0 of 2014.

ANNEX 1: COSTCO MODULE CHECKLIST TEMPLATE

The module only addresses areas not specifically covered or not covered to the same extent as in FSSC 22000. The Costco Module Report Checklist should always be included in the FSSC 22000 Audit Report. The same general principles as set out in Annex 2 of the FSSC 22000 Scheme also apply to the completion of the Module Checklist.

AUDIT DETAILS

Scope of certification	Specific to the Module, but in line with the FSSC 22000 scope
Audit duration	Time spent auditing the Module in hours

AUDIT TEAM

Name	Function	Audit delivery	Date(s)	Time
Auditor name	Includes lead auditor, auditor, translators, TE, witnessor, trainees, observers	i.e., remote/onsite	DD/MM/YYYY	08h00-17h00

SUMMARY OF COSTCO MODULE AUDIT FINDINGS

# Critical nonconformities	
# Major nonconformities	
# Minor nonconformities	

COSTCO MODULE AUDIT RECOMMENDATION

Recommended	<input type="checkbox"/>
Not recommended	<input type="checkbox"/>

1.1 COSTCO MODULE NONCONFORMITIES

#	Requirement Reference (std., clause)	Non-conformity Grading (Minor, Major, Critical)	NC statement (incl objective evidence)	Root Cause Analysis (determine why it arose)	Corrective Action Plan (action to prevent repeat; person responsible; due date for completion)	Correction (to address the immediate issue)	Objective Evidence Reviewed (relating to the correction)	Acceptance of correction and CAP (auditor and date)
1	For example: CSAR 1	For example: Minor	Provide a clear statement of the deviation from the requirement. Provide detailed objective evidence.	Completed by client	Completed by client	Completed by client	Indicate evidence reviewed for the correction i.e., document name and number	Auditor name and date of acceptance of Root cause analysis, CAP, correction, and objective evidence
2								
3								
4								

COSTCO MODULE CHECKLIST

Costco Specific Audit Requirements		Conform			Grade	If No - detail NC	NC #
Clause	Requirement	Yes	No	N/A	Minor/ Major/ Critical	If N/A - provide justification	
CSAR 1	Pest Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CSAR 2	Supplier Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CSAR 3	Hand Wash Stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CSAR 4	Glove Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CSAR 5	Traceability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
CSAR 6	Foreign Material Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<p>Summary of Costco Specific Audit Requirements:</p> <p><u>Pest Control:</u></p> <p><u>Supplier Approval:</u></p> <p><u>Hand Wash Stations:</u></p>							

Glove Use:

Traceability:

Foreign Material Control: