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1   TRANSITION PHILOSOPHY

BVQA considers ISO 22000:2018 (new standards) to be a significant development primarily due to changes in structure, and the introduction of additional concepts and themes. It is our goal to ensure that we perform value added audits.

2   GENERAL TRANSITION GUIDELINES

1. All current existing certificates to ISO 22000:2005 (old standards) will expire three years after release and publication of ISO 22000:2018 (new standards). The expiry date of ISO 22000:2005 will be 18th June 2021.

2. If a client's 22000:2005 certificate expires before they are able to fully transit to the ISO 22000:2018 standard, they may be re-registered to 22000:2005 (subject to a cut-off period to allow for subsequent transition). The expiration date of this re-registered certificate will be within the three year anniversary of the release of ISO 22000:2018*.*

3. A new certificate to the 2018 version will be issued when it can be satisfactorily shown that a client has fully met the requirements of the new standard. As is the current practice, all major non-conformities must be effectively closed out and corrective actions plan for any minor non-conformances must be received and accepted by BVQA, prior to issuance of a certificate.

4. Prior to the Transition Audit being undertaken, clients are required to complete the **CLIENT READINESS CHECKLIST FOR TRANSITION**. Clients must undertake a Management Review and Internal Audit to the new requirements of ISO 22000:2018, as this exercise serves both to ensure that all requirements have been addressed in the management system and to provide easy reference to these requirements during the transition audit. Clients must also have reviewed the outcome of their gap analysis with top management. This would ideally be through management review but other mechanisms are acceptable.

3   BACKGROUND FOR THE CHANGE - THE IMPACT OF ANNEX SL

In April 2012 the International Standards Organization (ISO) published Annex SL (previously ISO Guide 83) of the Consolidated ISO Supplement of the ISO/IEC Directives. This document provides identical structure, text and common terms and definitions for management systems standards to follow for future revisions.

Over the years ISO has published many management system standards for topics ranging from quality and environment to information security, business continuity management and records management. Despite sharing common elements, ISO management system standards come in many different shapes and structures. This, in turn, results in some confusion and difficulties at

TRANSITION POLICY
(ISO 22000:2018)

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the implementation stage. This new approach will ensure consistency among future and revised management system standards and make integrated use of these standards far simpler.

At the time of publication of this document some management system standards have already been published in this new harmonized format. ISO 27001, ISO 9001, ISO 14001, ISO 45001 have followed the new outline during their revision process. ISO 22000 will continue to follow that path.

4   TRANSITION OPTIONS

Organizations will have 3 years to transition their MS to become compliant to the new standard. Based on this timeframe **BVQA** has developed two (2) transition options.

OPTION 1: Annual Surveillance or Recertification Transition - Recommended Option

Additional time will be added to the audit duration in order to allow the completion of a full and effective transition assessment against the new standard requirements.

OPTION 2: Special/Any-time Visit Transition

As an exception - Transitions may be conducted as a special visit at the request of the client. Under these circumstances the duration shall equate to the additional time.

5   CERTIFICATION VALID UNTIL DATE

If successful, BVQA will issue a new certificate with the valid until date (VUD):

- At a surveillance or special audit - this will reflect the previous certificate.
- At a re-certification audit - this will reset the three year certification cycle.
- It is likely that a number of certificates will have a valid until date that has been restricted to less than 3 years by the end of transition period. In this circumstance, when the client successfully transits their system, the ISO 22000:2018 certificate will re-instate the remaining cycle duration. This will return the client to their previous 3 yearly cycle.

6   AUDIT DURATIONS

In accordance with IAF requirements **BVQA** can conduct transition activities during routine surveillance, recertification or a special audit. Where transition audits are carried out in conjunction with scheduled surveillance or recertification (i.e. progressive or staged approach) then a minimum of 1 audit man-day is required to be added to cover both existing requirements and the new requirements/concepts introduced by ISO 22000:2018.

7   CUSTOMER TRANSITION COMMUNICATION

BVQA will inform clients on new standards publications and transition processes by Notification letters.

8   AUDITS

8.1   PRIOR TO A TRANSITION AUDIT

BVQA will contact the client approximately 30 days prior to the audit (by confirmation / reminder letter) and ensure that the client is ready for the transition activity. Prior to the commencement of the transition audit, organizations shall have completed - **CLIENT READINESS CHECKLIST FOR TRANSITION**.

Organizations that cannot confirm preparedness shall be encouraged to inform **BVQA** as soon as possible to discuss further actions.

8.2   PRIOR TO A SCHEDULED NON-TRANSITION AUDIT

BVQA will contact the client approximately 30 days prior to the audit and ensure that the client understands that the audit will NOT be a transition event.

If they want to transit at the audit, please inform **BVQA** as soon as possible – do not wait until the **BVQA** reminder arrives, as the duration of the audit will need to be revised.

8.3   UNSUCCESSFUL TRANSITION AUDITS

Whilst BVQA makes every effort to inform clients and verify the preparedness of clients prior to their audit taking place, there may be circumstances where an auditor attends a transition visit where the client does not meet the criteria of ISO 22000:2018 by a significant margin (where a re-visit would normally be required).

The auditor will use best judgement as to the way to proceed and has two primary courses of action;

- **Option 1 -** Raise major NC against ISO 22000:2018 and require the client to be subject to a re-visit.
- **Option 2 -** Undertake the audit against 22000:2005 and utilize the time provided for transition to undertake a pre-assessment for the client against ISO 22000:2018.
    - The auditor shall not leave the client location earlier and cancel the additional duration for transition.
    - The auditor shall contact the BVQA Office for the audit type to be changed on SAM and the report shall be submitted as 22000:2005.

9   AUDIT REPORT

Additional records for transition audit will include

- CLIENT READINESS CHECKLIST FOR TRANSITION

10   MULTI-SITES

For clients that are registered with a multisite certification the transition approach will be similar, however due to the potential for additional complexity the process will be coordinated differently.

Where all requirements of the ISO 22000:2018 standard can be audited for all scope elements from the client management centre, the transition may be approved for the whole multisite on the basis of a transition audit to the management centre only.

Where certain requirements can only be audited from (a) site location(s) then (a) separate transition audit(s) will be required to be conducted to assess these requirements. The transition audit duration for an individual site shall be that of a standard surveillance audit to that site as per the current multisite program.

The transition shall only be processed once all required audits have been satisfactorily completed.

During the transition audit of a multisite client, the assessor should ensure that changes to the client's management system to address the new requirements of the ISO 22000:2018 standard have taken the site locations into account.

This shall include ensuring that:

- The processes for determining internal and external issues and the needs and expectations of interested parties have considered and taken into account issues and parties relevant to the site locations.
- The determination of risks and opportunities has considered and taken into account risks and opportunities relevant to site locations.
- Planning for any new operational controls have considered and taken into account site-based activities.
- Any new or amended monitoring, measurement, analysis and evaluation processes, such as those necessary for evaluating the performance and effectiveness of the management system, have taken site-based activities into account.
- The planning processes for internal auditing have taken the extent to which sites need to be subjected to internal audit into account and that the internal audit process can demonstrate that the changes made extend to the site locations and are effective.

During the review of a multisite client transition audit report the certification managers and then HoC shall ensure that the assessor has satisfactorily addressed the above.