



1st Solution Certification USA, Inc. Certification Rules

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Scope

The certification regulations regulate the execution of all accredited services of the 1st Solution Certification USA, Inc. in the external relationship with a client. The 1st Solution Certification USA, Inc. offers certification services, whereby products and processes are certified on the basis of the IFS Standards.

Content:

1. Certification procedure according to ISO/IEC 17065
2. Audit deadlines and consequences
3. Maintenance, suspension, withdrawal or limitation of the scope of the certification
4. Specifications for certification at multiple sites (group or matrix certification)
5. Rights and obligations of the client/certified company **and** Confidentiality
6. Takeover of certificates by 1st Solution Certification USA, Inc.
7. Impartiality policy
8. IFS information on data protection for employees of certified companies
9. Applicable regulations / certification schemes

1. Certification procedure according to ISO/IEC 17065

Pre-Assessment:

A company may voluntarily have a pre-assessment performed. The results of the pre-assessment must not be disclosed to the subsequent certification auditor.

The auditor designated for certification may not perform the pre-assessment.

Certification/Re-Certification:

Certification can be carried out in a company when sufficient verifiable evidence of the site's activities is available. This is usually the case after 8-12 weeks of operation. Deviations from this must be justified and, if necessary, checked / approved by the standard designer.

The procedures and requirements documented in the respective IFS standard are binding for the performance of the audits ([see: www.ifs-certification.com](http://www.ifs-certification.com)).

In the event of conflicting requirements or conflicting information between the English and other language versions, the English version shall be binding.

In addition to the standard, the additional regulations provided by the standard holder apply (including doctrine, errata, guidelines for unannounced audits, matrix certifications (e.g. for IFS Wholesale/Cash & Carry 2), etc.).

The audit is costed using a [calculation](#) tool (if available) or recommendations of the standard holder or otherwise the experience of the certification body, checking the necessary scopes (product, also technology and/or language if applicable) for the auditors.

[IFS provides an audit time calculation tool for some Standards under \[www.ifs-certification.com\]\(http://www.ifs-certification.com\).](#)

It should be noted that IFS maintains a quality assurance and monitoring system ("Integrity Program"). Within the framework of this, IFS (IFS Management GmbH) has the right to conduct on-site reviews of the audit results at any time.

At the conclusion of the certification audit, the lead auditor informs the company of the results and makes a recommendation to the certification body regarding the certification outcome.

[For some schemes in the IFS family mandatory unannounced audits have to be performed. Requirements are listed in the normative documents.](#)

Deviations and non-conformities

The regulations laid down in the IFS standards are binding for the process and are summarized [in the Standards that can be found under \[www.ifs-certification.com\]\(http://www.ifs-certification.com\)](#).

[For IFS Wholesale / Cash & Carry v2 the following applies:](#) The company receives the action plan and the preliminary report within 14 days after the end of the audit. The company must return the completed action plan completed (see IFS Standards for mandatory contents) no later than 14 days after receipt.

[For all other IFS Standards, the following applies:](#) The company receives the action plan and [optional](#) the



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preliminary report within 14 days after the end of the audit. The company must return the completed action plan no later than 28 days after receipt, completed and including evidence of implementation (cf. IFS Standards on mandatory content).

In both cases, if the corrective action plan is acceptable and approved and the review of the report provides a positive result (no non-conformities and a score of at least 75%), a certificate is issued according to the rules of the respective IFS standard and uploaded to the IFS database. The certificate has a validity of 12 months.

Thereafter, a recertification audit must be carried out within the specified deadlines to maintain certification. Again, all requirements of the standard are checked.

A certificate can be withdrawn after examination if circumstances become known that raise doubts about the maintenance of the product certification. In this case, the certification body shall, if necessary, also verify the circumstances by means of an additional audit on site.

Further special regulations for IFS certifications are specified in the contracts concluded with the client or the respective standards, [doctrines and other normative documents as defined for the specific scheme \(www.ifs-certification.com\)](#).

2. Audit deadlines and consequences

Surveillance audits

During the term of the certificate, 1st Solution Certification USA, Inc. carries out the evaluation of the management system in a surveillance audit at least once a year. The responsibility for keeping the date and initiative for the execution of the surveillance audits is incumbent on the certified company. In exceptional cases, the certified company can request a postponement of the date for the performance of the surveillance audit, whereby the final decision lies with the respective accreditation body. For the IFS, the specifications of the standard holder as deposited in the relevant standards at [www.ifs-certification.com](#) must be observed.

A 1st surveillance audit after initial certification

The date of the first surveillance audit following the initial certification must not be more than 12 months after the date of the certification decision. Restrictive details are regulated by the IFS in its standard.

A 2. All other surveillance audits

The scheduling for all further surveillance audits, related to initial or re-certification, follow the rules of the initial certification (IFS).

Re-certification

A recertification audit records the evaluation of the effectiveness of the management system over the full certification period.

The re-certification audit shall be performed on site before the expiration of the validity of the certification.

Before the certification expires, corrective measures to any deviations/non-conformities identified must have been communicated and, in the case of the new IFS standards, also verified. The certificate loses its validity on the expiration date. In case of timely re-certification within the audit time window (IFS), the certification will be seamlessly continued in case of a positive result.

3. Maintenance, suspension, withdrawal, restriction or extension of the scope of the certification

Maintain

The audited company shall at all times ensure that the requirements of the applicable certification scheme(s) are met and accordingly implement necessary as well as applicable measures to deviations, and where provided for by the standard, observations as opportunities for improvement.

The audited company must undergo all audits and visits to be carried out in accordance with the certification regulations and certification schemes.

[For audited company's obligations, please also see section 5.](#)

The audited company has to inform 1st Solution Certification USA, Inc. without being asked about all significant changes in its operational processes and management systems, including, according to the certification schemes and standard design specifications, changes in organization or management, number of employees, ownership, new products and services, location, number of employees, crises or important incidents or complaints from interested parties, etc. This also includes informing 1st Solution Certification USA, Inc. about changes in operational processes (e.g. discontinuation of product categories or fewer/less production lines). This also includes informing the certification body



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of changes to operational processes (e.g. discontinuation of product categories or fewer/additional production lines).

The reasons for providing information must be reasonably believed to have an impact on the validity of the certificate, or that failure to provide information would violate a requirement of a specific certification scheme. Notification in this regard by the certified company should be made within a reasonable time and preferably before such a change is made or immediately upon becoming aware of an event. Special requirements of standard owners shall be considered at all times. The information will be reviewed by the certification body and may result in suspension or limitation or extension of scope, as appropriate.

On the basis of this notification, 1st Solution Certification USA, Inc. can decide, under the condition that the audited company wants to maintain the certification, to carry out audits for special reasons (see above) and to charge them separately. The concluded contracts are to be fulfilled at any time.

Suspension, withdrawal, restriction or extension

Suspension: Temporary revocation of certification (suspension) .

Restriction: Adjustment of the certification scope after verification (on-site or document review) in accordance with the rules of the standard designer.

Withdrawal: Permanent withdrawal of certification

Suspension:

1st Solution Certification USA, Inc. is entitled, after informing the client/certificate holder in writing, to **suspend** the certificate temporarily (usually max. 3 months or as specified by the standard owner) according to the rules of the responsible certification body, if

- By authorities, accreditation bodies, standard holders, etc. Evidence is transmitted that may affect the status of certification:
 - Evidence of violations of relevant laws / directives or regulations
 - Evidence that the management system has not been effective in dealing with serious accidents or incidents
- The certified company asks for a temporary suspension
- The certified company does not comply with the certification contract and applicable regulations.
 - the certified company uses the certificate or the certification logo in an abusive or misleading manner;
[Note: Logo rules from Standard owners can be found on their websites. For IFS \(www.IFS-certification.com\) this is: https://www.ifs-certification.com/en/terms-and-conditions-for-using-the-ifs-logos \(under subject to change\)](https://www.ifs-certification.com/en/terms-and-conditions-for-using-the-ifs-logos)
 - the certified company does not pay the due fees after appropriate written notification and setting of an appropriate deadline by 1st Solution Certification USA, Inc.;
 - or other violations of the contract are present.
- The certified company persistently and severely fails to meet certification/standard owner requirements
 - adequate corrective actions to identified nonconformities are not implemented;
 - the management system does not adequately represent the current organization of the client/certificate holder, e.g. as a result of changes, additional purchases, moves, splits, etc.
 - essential elements of the management system are not permanently implemented
 - the certified company does not adhere to the specified deadlines for performing the required audits
 - the certified company fails to carry out notifications specified by the standard owner.

The certification body carefully evaluates the respective situation and available evidence. Suspension is usually the first step, which may lead to revocation if the situation is not rectified within the defined time. Depending on the severity of an incident, 1st Solution Certification USA, Inc. may also withdraw certificates without prior suspension.

The certified company has the right to appeal the suspension decision within 10 working days.

During a suspension of the certificate, the certified company will be removed from the list of certified companies of 1st Solution Certification USA, Inc. and the client/certificate holder must, as well as 1st Solution Certification USA, Inc., provide information about the suspension of the certificate in case of queries from third parties.

Suspension follow-up

1st Solution Certification USA, Inc. checks in the agreed time frame whether effective corrective actions have been taken by the certified company and whether the prerequisite for reinstatement or removal of the restriction is met.

Depending on the results of this review, 1st Solution Certification USA, Inc. will either.

- establish a positive result
- lift the suspension with necessary restrictions if necessary / and declare the certification valid.



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- o establish a negative result because the causes of the suspension/restriction have not been effectively corrected. As a rule, the certificate is then permanently revoked (see below).

In both cases 1st Solution Certification USA, Inc. will inform the certified company in writing about the result of the evaluation.

Withdrawal:

The certificate shall **be revoked immediately** if:

- o Fundamental violations of the contract on the part of the certified company exist
- o property rights of 1st Solution Certification USA, Inc. have been violated in any respect
- o A suspension after evaluation of the situation by 1st Solution Certification USA, Inc. was not deemed appropriate
- o the certified company has taken insufficient measures after a suspension, or other requirements have been violated during the suspension. A written information about the withdrawal as a consequence has been made.
- o the certified company has declared in writing that it does not wish to fulfill its obligation to carry out required audits
- o the certified company, after previous suspension, does not pay the fees due, but always with the reservation that the certificate will not be withdrawn in case of disputed amounts, as long as there is no final court decision in favor of 1st Solution Certification USA, Inc. and the client fails to pay the awarded fees within the set reasonable period of time
- o the certified company has ceased its business activity
- o the certification contract is terminated and as a result obligations of the certifier (monitoring of the certificate) cannot be fulfilled
- o the certified company will be informed in any case about the decision to withdraw the certificate from 1st Solution Certification USA, Inc. in writing, stating the reasons.

In case of withdrawal of the certificate, the certified company is obliged to return all original copies of the certificate to 1st Solution Certification USA, Inc. within 10 working days after receipt of the request and to destroy all existing copies.

The use of the certification mark on business papers and any promotional use must be discontinued immediately.

In case of violation, 1st Solution Certification USA, Inc. reserves the right to take further legal steps.

4. Specifications for certification at multiple sites (Group or matrix certification)

The certifications carried out by 1st Solution Certification USA, Inc. are based on the published regulations for the respective standard. The group or matrix conditions are based on the current regulations of the International Accreditation Forum (among others IAF-MD1).

For IFS, only group/matrix certification is foreseen for the Wholesale/Cash&Carry and Logistics standards according to the rules provided by IFS.

In the context of a matrix or group certification, a contractual partner is identified as the client in the certification contract. This contractual partner is authorized to represent all sites, divisions and/or independent companies/legal entities named in the certification contract as a signatory and must ensure that the rights and obligations arising from the certification contract and these certification regulations are complied with. For this purpose, the contracting party shall make suitable contractual arrangements with the companies of the group and present them upon request.

The following basic requirements apply as a minimum requirement for group or matrix certification in accordance with the regulations and accreditation requirements:

- o In the case of certification of a group of companies (companies/branches/locations) or a company with legally independent subsidiaries, one company acts as the client and sole contractual partner vis-à-vis 1st Solution Certification USA, Inc..
- o A defined head office / central function (not necessarily the contractual partner) is to be identified to 1st Solution Certification USA, Inc. and is named in the contract and on the certificate as the certificate holder with overall responsibility for the management system to be certified.
- o In all participating companies of the group, the activities must be carried out with e.g. comparable technologies, or build on each other. The participating companies of the group recognize the leading role of the certificate holder in all matters of the management system and are part of a central (at least annual) management assessment.
 - o A common management system or a common manual (depending on the requirements of the standard to be certified) must exist for the entire group of companies / the participating companies / all sites. The management manual, if defined, may only be changed by the certificate



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holder.

- o The participating companies of the group must submit a written declaration of commitment to a common management system to the certificate holder. This must be available for inspection by 1st Solution Certification USA, Inc. at the latest for certification.
- o The system must be implemented at all participating companies in the group before certification begins.
- o The management system must be audited internally at all participating companies in the group before certification begins; the planning of the internal audits and the evaluation of the results is carried out centrally by the certificate holder.
- o Any corrective and preventive actions must be initiated and monitored by the certificate holder
- o A central representative of the top management must be appointed for all participating companies of the group, if this is required by the standard to be certified.

Determination of the policy of the companies of the Group:

- o Definition of responsibilities, authorities and mutual relations of personnel with managerial, executive and auditing activities in relation to the management system.
- o Clearly identifiable link between policies, objectives and goals, responsibilities, programs, procedures, performance data, internal audit and evaluation.
- o Appropriate monitoring of material management aspects incl. complaints and grievances in all Group companies involved.
- o Ensuring compliance with legal and other relevant requirements in all participating Group companies.
- o In the case of non-conformities identified during internal and external audits, the certificate holder must document whether corresponding corrective measures are also required and effectively implemented at other sites and/or companies / legal entities.
- o Documentation on the approach to meeting management objectives in the participating Group companies.
- o It is permissible to take local differences into account by variations of generally defined procedures of the management system or to supplement them, for example. Such changes to the management system documentation must be agreed with the certificate holder and may only affect local processes.
- o If the certificate holder finds out that a participating company of the group does not meet the requirements for certification, 1st Solution Certification USA, Inc. shall be informed immediately.
 - o It is not allowed to exclude an already listed site during the certification process. Such exclusion must be agreed in advance.
 - o Changes to the scope (listing of the certified companies of the group as an annex or part of the certificate) are to be reported promptly by the certificate holder and lead to revisions of the certificate with costs and, if necessary, additional audits for special reasons.

The activities of participating companies of the group as well as further requirements of the respective standard can be audited on a sample basis in accordance with the certification specifications. The applicable IAF MD documents shall be taken into account.

For the inclusion of additional locations and/or companies/legal entities, their auditing (if necessary as a sampling procedure) or as an audit for a special reason as well as a contract adjustment case specific is required.

The certificate of the certified company, or all associated certificates, is/are withdrawn if one of the participating companies of the group fulfills the conditions for the withdrawal of the certificate according to the certification scheme, the surveillance contract or these certification regulations.

If these requirements are met and all findings from the certification process have also been completed in accordance with the specifications described above, a certificate is issued to the certificate holder after successful certification. The group companies included in the certificate are listed in the annex to the certificate.

5. Rights and obligations of the client/certified company and Confidentiality

1st Solution Certification USA, Inc. assures the client of confidentiality according to the General Terms and Conditions. This also includes the obligation of confidentiality of all persons involved in the certification process via 1st Solution Certification USA, Inc. .

Exempt from this are the publication obligations towards authorities, accreditation bodies, standard owners and the public (e.g. list of certified companies) as far as this is stipulated by accreditation specifications and specifications of the standard owners. According to the standard specifications, the certified companies have to fulfill their obligation to cooperate.

Auditor selection

1st Solution Certification USA, Inc. assembles a technically competent and approved audit team for the audit. 1st Solution Certification USA, Inc. verifies the independence of the auditors in the process of auditor selection. The client/certificate holder will be informed in writing (by letter or email). The client has the right to reject the auditors proposed by 1st Solution Certification USA, Inc. in case of justified and in writing to be justified objections. The rejection has to take place promptly, at the latest however within one week after the information about the audit team.



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Complaints and appeals as well as objections

The client/certificate holder and other interested parties (complainants) have the right to file complaints or objections against services of 1st Solution Certification USA, Inc. as well as to raise complaints. These are analyzed and evaluated by the certification body, if necessary unscheduled additional audits ("audits for special reasons" see below) have to be performed.

The complainant and if necessary, the certified company concerned will be informed about the decision. If the complainant does not agree with the decision of 1st Solution Certification USA, Inc., he can contact the responsible accreditor or standard designer.

If a third party complains about the application of the certified management system and/or the manufactured products or rendered services directly to the client/certificate holder, the client/certificate holder must create appropriate records about this and take appropriate measures. He is obligated to inform 1st Solution Certification USA, Inc. promptly (according to the certification specifications or the specifications of the standard owner, at the latest, however, at the next audit) about such incidents and to provide documents upon request.

In case of serious complaints (criminal proceedings, proceedings due to product liability claims, recalls or other serious complaints), 1st Solution Certification USA, Inc. shall be informed by the client/certificate holder immediately in writing and according to the specifications of the standard owners.

1st Solution Certification USA, Inc. has in these cases the right to conduct unscheduled additional audits ("special occasion audits" see below). The aim of such audits is to determine whether the measures initiated by the certified company, if any, have been effectively implemented and whether the certification can still be maintained.

Witness Audits

The accreditation bodies as well as the standard designers of the standards used by the 1st Solution Certification USA, Inc. are to be permitted on request the execution of so-called Witness audits for the monitoring of the certification procedure. Furthermore, the presence of internal witness auditors and auditors in training of 1st Solution Certification USA, Inc. shall be permitted for training purposes.

During the audit of 1st Solution Certification USA, Inc. an assessor assigned by the accreditation body or the standard designer may be present, whose task is to assess the audit performance of the auditor. An additional auditing of the management system of the client is not carried out by the assessor. A rejection of an assessor commissioned by the accreditation body or the standard designer shall be notified to the accreditation body or the standard designer. If an audit is rejected without an important reason, this results in the non-feasibility of the audit.

Furthermore, 1st Solution Certification USA, Inc. may add monitoring auditors, trainees or observers to the original audit team for training and competence-evaluation purposes, among others.

Use of certification marks

Only the certification marks provided by the standard designer according to its rules may be used. 1st Solution Certification USA, Inc. does not provide its own certification marks.

For IFS, the mark usage regulations of the standard owner must be taken into account, to which the certified company has access after the report has been posted in the IFS database. [See also Section 3.](#)

Special occasion audits

1st Solution Certification USA, Inc. has the right to check the necessity of additional special audits in case of special occasions.

Audits for special reasons may be required:

- In the event of an application for extension or reduction of the scope of application
- To investigate complaint procedures/complaints (e.g. by third parties).
- Notification of withdrawals and recalls or generally available information from the press
- at the instigation of the standard holder(s)/accreditation body(ies)
- as a consequence of relevant changes in the company, e.g. relocation
- as a consequence of suspended certifications

1st Solution Certification USA, Inc. has the right to arrange the execution and to charge according to the financial conditions agreed in the contract.

Audits for special reasons can also be initiated directly by standard holders/accreditation bodies (Integrity Program) without informing 1st Solution Certification USA, Inc. in advance.

Audits for special reasons and the audit personnel scheduled for this purpose by 1st Solution Certification USA, Inc., the accreditation body or the standard holder cannot be rejected by the client/certificate holder. A rejection will be communicated to the accreditation body and, if required by the scheme, to the standard holder. In such a case, the certificate will be suspended [or withdrawn](#).



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Customer Obligations

The client is responsible at least to comply with the following requirements:

- a) the client always fulfils the certification requirements (see 3.7 in ISO 17065), including implementing appropriate changes when they are communicated by the certification body (see 7.10 in ISO 17065);
- b) if the certification applies to ongoing production, the certified product continues to fulfil the product requirements (see 3.8 in ISO 17065);
- c) the client makes all necessary arrangements for
 - 1) the conduct of the evaluation (see 3.3 in ISO 17065) and surveillance (if required), including provision for examining documentation and records, and access to the relevant equipment, location(s), area(s), personnel, and client's subcontractors;
 - 2) investigation of complaints;
 - 3) the participation of observers, if applicable;
- d) the client makes claims regarding certification consistent with the scope of certification (see 3.10 in ISO 17065);
- e) the client does not use its product certification in such a manner as to bring the certification body into disrepute and does not make any statement regarding its product certification that the certification body may consider misleading or unauthorized;
- f) upon suspension, withdrawal, or termination of certification, the client discontinues its use of all advertising matter that contains any reference thereto and takes action as required by the certification scheme (e.g. the return of certification documents) and takes any other required measure;
- g) if the client provides copies of the certification documents to others, the documents shall be reproduced in their entirety or as specified in the certification scheme;
- h) in making reference to its product certification in communication media such as documents, brochures or advertising, the client complies with the requirements of the certification body or as specified by the certification scheme;
- i) the client complies with any requirements that may be prescribed in the certification scheme relating to the use of marks of conformity, and on information related to the product;
NOTE See also ISO/IEC 17030, ISO/IEC Guide 23 and ISO Guide 27.
- j) the client keeps a record of all complaints made known to it relating to compliance with certification requirements and makes these records available to the certification body when requested, and
 - 1) takes appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification;
 - 2) documents the actions taken;NOTE Verification of item j) by the certification body can be specified in the certification scheme.
- k) the client informs the certification body, without delay, of changes that may affect its ability to conform with the certification requirements.
NOTE Examples of changes can include the following:
 - the legal, commercial, organizational status or ownership,
 - organization and management (e.g. key managerial, decision-making or technical staff),
 - modifications to the product or the production method,
 - contact address and production sites,
 - major changes to the quality management system,
 - notification as required by the scheme owner.

6. Takeover of certificates by 1st Solution Certification USA, Inc.

The change to 1st Solution Certification USA, Inc. during a valid certification registered by the respective national accreditation body while maintaining the certification period can take place at any time within the certificate period, as far as there are no other requirements of a standard owner here.

1st Solution Certification USA, Inc. needs to see the audit documentation of the previous certifier, as well as a copy of the accredited certificate.

All open deviations from the existing certificate must be closed. The inspection should take place at the client's company. After risk assessment by the certification body, a decision is made on necessary additional desktop or on-site assessment.



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The duration of the new 1st Solution Certification USA, Inc. certificate to be issued is based on the validity of the existing certificate in the case of a certificate takeover. In all other respects, the rules according to the specifications in document IAF MD 2 are to be observed.

7. Impartiality policy

1st Solution Certification USA, Inc. acts independently, impartially and without discrimination. Our services are available to all interested clients. The independent company is free from instructions of third parties in its decision making. Information provided to us is of course handled confidentially.

8. IFS information on data protection for employees

During all IFS audits or assessments, data of the company and to a small extent of its employees are collected. In this case, 1st Solution Certification USA, Inc. is obliged, according to the framework agreement concluded with IFS, to inform the contractual partner about the content ("IFS Framework Agreement Annex I, Part III") on data protection as follows:

Employees of the certified companies

IFS Management GmbH informs you that data about employees is stored at IFS Management GmbH ("Data"). This happens in connection with the auditing of your company against an IFS standard. The Data will be included in the audit report that IFS Management GmbH receives from your company, the auditor or the certification body. The data can also be viewed in the login area of the IFS Management GmbH website at www.ifs-certification.com. There, the data can be viewed by traders and other users who have registered to use the login area.

(1) Name and contact details of the responsible company

IFS Management GmbH, Am Weidendamm 1A, 10117 Berlin, Germany. Phone: +49 (0) 30 7261053 74, Fax +49 (0) 30 7261053 79, dataprotection@ifs-certification.com, www.ifs-certification.com

(2) Contact details of the data protection officer

Nils Gustke, Gesellschaft für Personaldienstleistungen mbH, Pestalozzistraße 27, 34119 Kassel, Germany. Phone +49 (0) 561 78968 93, Fax +49 (0) 561 78968 61, gustke@gfp24.de, www.gfp24.de

(3) Processing purposes

IFS Management GmbH stores the data for internal administrative and own business purposes. The data, together with the audit reports, document that your company was audited with regard to a specific audit of an IFS standard.

(4) Legal basis

The processing of the data is permitted pursuant to Article 6 (1) (f) GDPR. The processing of the data is necessary for IFS Management GmbH to exercise its legitimate interests (internal administration and own business purposes).

(5) Data origin

You have disclosed the data to your company or to an auditor in connection with the audit of your company. IFS Management GmbH receives the audit report from your company, the auditor or the certification body.

(6) Duration of storage

The data will be stored by IFS Management GmbH as long as data about your company is available in the IFS Portal at www.ifs-certification.com or as long as the certification body that certified your company or the auditor that audited your company is still working for IFS Management GmbH. IFS Management GmbH also stores the data if it is obliged to store it due to legal retention periods. The legal retention periods are six years according to § 257 HGB and ten years according to § 147 AO.

(7) Rights of the data subject

If the legal requirements are met, you have the following rights according to Art. 15 to 22 DSGVO: right to information, correction, deletion, restriction of processing, objection and data portability.

(8) Right to complain to the supervisory authority

You have the right to lodge a complaint with the supervisory authority pursuant to Art. 77 DSGVO if you believe that the processing of your data is not lawful. The address of the supervisory authority responsible for IFS Management GmbH is: Berlin Commissioner for Data Protection and Freedom of Information, Friedrichstr. 219, 10969 Berlin, Germany.



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9. Applicable regulations / certification schemes

These documents, can be downloaded from the pages of the standard owners IFS (www.ifs-certification.com), IAF (www.iaf.nu) and ANAB (<https://anab.ansi.org>).

These are, among others (in the respective valid versions):

- o ISO/IEC 17065 (as a checklist)
- o IFS standards and related normative documents in the current version
- o IAF MD 1
- o IAF MD 2
- o IAF MD 4
- o IAF MD 5
- o IAF MD 7
- o IAF MD 11
- o IAG MD 15
- o IAF MD 16
- o IAF MD 17
- o IAF MD 28
- o IAF ID 3
- o IAF ID 12
- o IAF ID 15
- o IAF Resolution 2018-03

With the date of publication, all previous versions of the Certification Regulations become invalid.

1st Solution Certification USA, Inc.

Katy, TX/USA

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