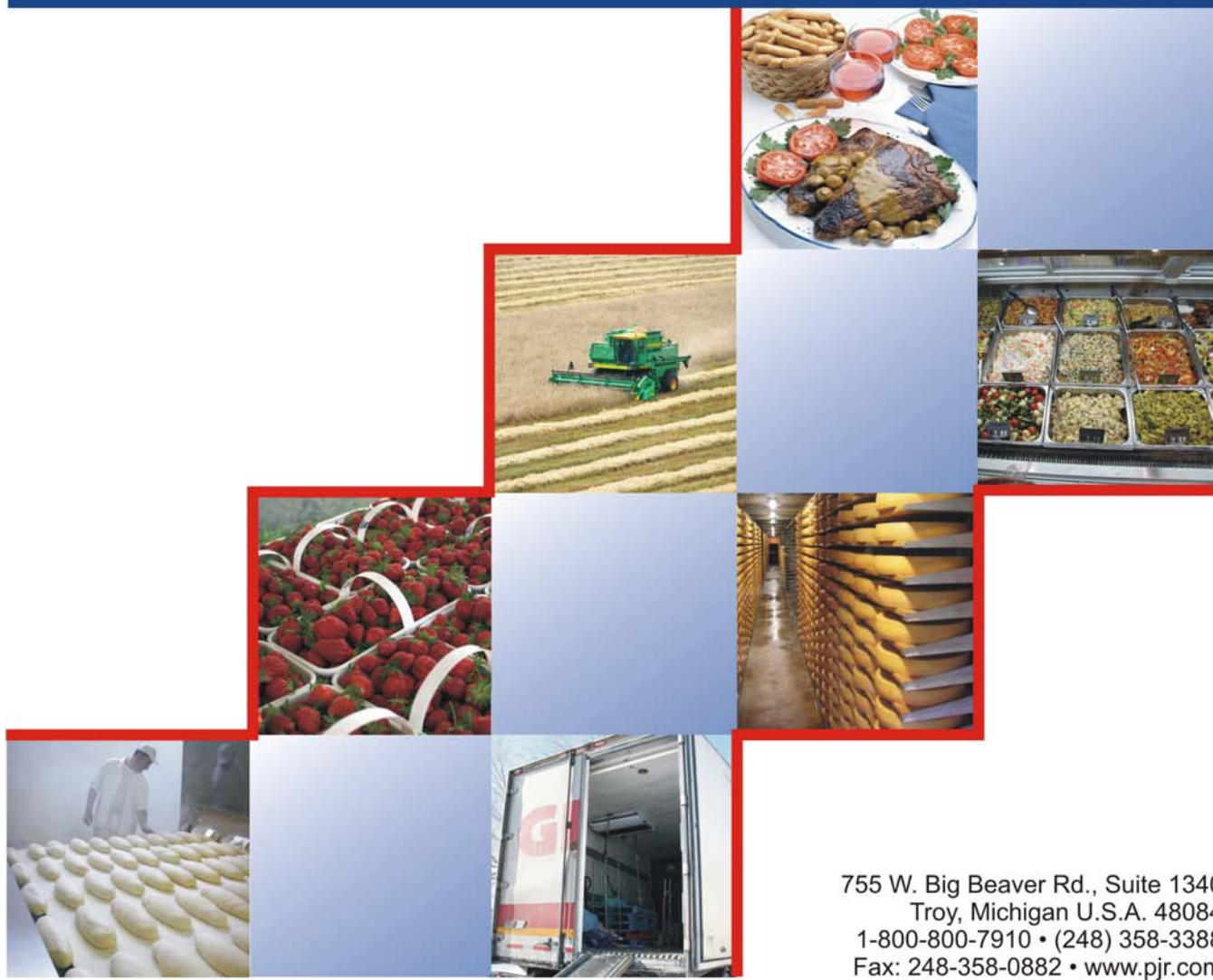


STEPS TO ISO 22000:2005 REGISTRATION



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Steps to ISO 22000 Registration

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Foreword

Today's discerning customers make wise purchase decisions. They demand that the seller provide adequate evidence of safety in the products they buy. **ISO 22000:2005 - Food Safety Management Systems** – Requirements for any organization in the food chain - was established to be an international standard that ensures safe food supply chains worldwide.



Globally, illnesses caused by infected food have seen a significant increase. In addition to health hazards, failures in food safety also give rise to considerable economic costs such as those covering medical treatment, insurance payments etc. As a result, many countries as well as individual firms and groups in the food sector developed standards to ensure a safe food supply. Unfortunately, the large number & variety of such food standards across the world generated uneven levels of food safety, confusion over requirements, increased cost and an obligation for suppliers to conform to multiple standards.

ISO 22000:2005, backed by international consensus, harmonized the requirements for managing safety in food supply chains and offers a single solution for food safety practice on a global level. **ISO 22000:2005** also answers the need for a supplier certification system. The standard can also be implemented without certification of conformity, solely for the advantages it provides.

ISO 22000:2005 is aimed at enabling all organizations within the food supply chain to implement a food safety management system. These range from feed producers, primary producers, food manufacturers, transport and storage operators and subcontractors to retail and food service outlets – together with related organizations such as producers of equipment, packaging material, cleaning agents, additives and ingredients.

Registration to **ISO 22000**, which can aid in complying with regulations, offers a major competitive edge for food/beverage companies and is becoming a virtual requirement to do business in many marketplaces. Today, most successful companies know the importance of having a proven food safety management system in place.



This booklet, **Steps to ISO 22000 Registration**, was created by **Perry Johnson Registrars** to give companies a clear understanding of the complete process. We hope this booklet serves as an aid in helping your company become a member of the world's elite club for Food Safety Management Systems.

Terry Boboige,
President - Perry Johnson Registrars

What is ISO 22000?

ISO 22000:2005, *Food Safety Management Systems* – requirements for any organization in the food supply chain, has been developed within ISO by experts from the food industry, along with representatives of specialized international organizations and in close cooperation with the Codex Alimentarius Commission, the body jointly established by the United Nations' Food and Agriculture Organization (FAO) and World Health Organization (WHO) to develop food standards.

ISO 22000:2005 incorporates the principles of Hazard Analysis and Critical Control Point (HACCP) system, and application steps developed by the Codex Alimentarius Commission, and covers the requirements of key standards developed by various global food retailer syndicates, in a single document. It is the first in a family of standards that will include the following documents:

ISO/TS 22004, *Food Safety Management Systems – Guidance on the Application of ISO 22000:2005*

ISO/TS 22003, *Food Safety Management Systems – Requirements for Bodies Providing Audit and Certification of Food Safety Management Systems*

ISO 22005, *Traceability in the Feed and Food Chain – General Principles and Guidance for System Design and Development*

This international standard lays down guidelines for a Food Safety Management System, through which any organization in the food supply chain can demonstrate its ability to control food safety hazards and ensure that food is safe at the time of human consumption.

By means of auditable requirements, this standard combines the HACCP plan with prerequisite programs (PRPs). Hazard analysis is the key to an effective food safety management system, since conducting a hazard analysis assists in organizing the knowledge required to establish an effective combination of control measures. **ISO 22000:2005** has been aligned with ISO 9001 in order to enhance the compatibility of the two standards. Cross references between **ISO 22000:2005** and ISO 9001 are provided in Appendix A and B.

ISO 22000:2005 works for:

Any Organization throughout the **entire food chain**:

- ▶ Farmers
- ▶ Growers
- ▶ Feed producers
- ▶ Food manufacturers & processors
- ▶ Food ingredient producers
- ▶ Food storage, distribution & transportation
- ▶ Caterers
- ▶ Retailers
- ▶ Food service such as restaurants and fast food
- ▶ Indirect suppliers of items such as chemicals, equipment, packaging materials and service

Importance of ISO 22000

Food safety is related to the presence of food-borne hazards in food at the point of consumption. **ISO 22000:2005** specifies the requirements for a Food Safety Management System that combines the following key elements to ensure food safety along the food chain – Interactive communication, System management, Prerequisite programs and HACCP principles.

The standard promotes the adoption of a food supply chain-oriented approach in setting up an effective Food Safety Management System. It is applicable to all organizations, regardless of size, which are involved in any aspect of the food supply chain and want to implement systems that consistently provide safe products. The requirements of this international standard can be met through the use of internal and/or external resources.

Food reaches consumers via supply chains that may link several types of organizations and stretch across multiple borders. One weak link is sufficient to cause unsafe food that is dangerous to health – and when this happens, the hazards to consumers can be serious and the cost to food chain suppliers considerable. As food safety hazards can enter the food supply chain at any stage, food safety is a joint responsibility of all participants in the food supply chain and demands their combined efforts.

Three incidents from the past two years that highlight the need for (and would have been prevented by conformity with) a Food Safety Management System are:

January, 2004 - Kyoto, Japan

A poultry farmers association sold roughly 50,000 chicken eggs six months after they were produced. The eggs had been produced in July of 2003, kept in refrigeration until that November, and then distributed to 12 retailers in the area with labels falsifying dates of production. A manager had tested the quality and decided the eggs were “no problem.” The public health center looked into the matter after complaints of a strange taste from consumers, and twenty-seven complaints of food poisoning symptoms. The eggs were not determined to be the cause of the sickness. The food hygiene law does not require production dates on labels for eggs, but the association was asked to prevent any recurrence of the situation.



Source: The Japan Times, 1/12/2004

October, 2007 – State of New Jersey, United States of America

One week after a local beef manufacturer was forced by the USDA's Food Safety and Inspection Service to recall 22 million pounds of frozen hamburger patties and other beef products, they were also forced out of business. The second-largest recall in history came after reports of 25 cases of illness alleged to be linked to *E. coli* bacteria contamination. "In one week we have gone from the largest U.S. manufacturer of frozen hamburgers to a company that cannot overcome the economic reality of a recall this large," stated Anthony D'Urso, Chief Operating Officer.



Source: Consumer Affairs Online dated October 5, 2007

January, 2009 – District of Columbia, United States of America



The U.S. Food and Drug Administration (FDA) issued a recall of hundreds of products containing peanut butter and peanut paste. This recall follows a multi-state outbreak of *Salmonella* Typhimurium that has infected 501 people and may have contributed to eight deaths. Public health officials in 43 states began reporting the outbreak of *Salmonella* in September 2008. Upon investigation, the FDA concluded that the contaminated peanut butter and peanut paste was produced by the Peanut Corporation of America (PCA) at its processing plant in Blakely, Georgia. PCA sold contaminated peanut butter in bulk containers to food manufacturers, food service providers, and distributors.

Source: FDA News Release dated January 23, 2009

Approach to ISO 22000

ISO 22000:2005 requires the use of a dynamic and systematic process approach to develop the Food Safety Management System. The standard can be applied independently of other management system standards; its implementation can be aligned or integrated with existing related management system requirements. This international standard has been aligned with ISO 9001:2008 and its related standards.

To facilitate the application of **ISO 22000:2005**, it has been developed as an auditable standard. However, individual organizations are free to choose the necessary methods and approaches to fulfill the requirements of this standard. To assist individual organizations with the implementation of this international standard, guidance on its use is provided in ISO/TS 22004.

ISO 22000:2005 is intended to address aspects of food safety concerns only. The same approach as provided by this international standard can be used to organize and respond to other food-specific aspects such as ethical issues and consumer awareness.

In partnership with the International Trade Centre (ITC) – the technical cooperation agency of the United Nations Conference on Trade and Development (UNCTAD) and the World Trade Organization (WTO) – ISO is also preparing an easy-to-use checklist for small businesses and developing countries, entitled **ISO 22000:2005: Are You Ready?**

In developing a Food Safety Management System that is conformant to **ISO 22000:2005**, an organization is required to:

- Establish, implement and maintain an effective Food Safety Management System and update it when necessary.
- Define the scope of the Food Safety Management System – specify the product or product categories, processes and production sites that are addressed by the system.
- Ensure that food safety hazards that may be reasonably expected to occur are identified, evaluated and controlled in such a manner that the products of the organization do not; either directly or indirectly, harm the consumer.
- Communicate appropriate information throughout the food supply chain regarding safety issues relating to products.
- Communicate information concerning development, implementation and updating of the Food Safety Management System throughout the organization, to the extent necessary to ensure food safety.
- Periodically evaluate and update the Food Safety Management System to ensure that it reflects the organization's activities and incorporates the most recent information on the food safety hazards subject to control.

All requirements of this international standard are generic and applicable to all organizations in the food supply chain. This includes organizations directly or indirectly involved in one or more steps of the food chain. Organizations that are directly involved include, but are not limited to, feed producers, harvesters, farmers, producers of ingredients, food manufacturers, retailers, food services, catering services, organizations providing cleaning and sanitation services, transportation, storage and distribution services. Other organizations that are indirectly involved include, but are not limited to, suppliers of equipment, cleaning and sanitizing agents, packaging material, and other food contact materials.



ISO 22000:2005 allows smaller and/or lesser-developed organizations (e.g. a small farm, a small packer/distributor, a small food service outlet), to implement an externally developed combination of control measures.

The Benefits of Registration

By becoming registered to **ISO 22000:2005**, your company stands to gain many benefits, including:

Access to Global Marketplace

- You will gain global recognition in the food sector as an organization committed to Food Safety. Your registration certificate, issued by an independent, third party registrar, will provide objective evidence of that commitment.



Recognized International Standard

- **ISO 22000:2005** is the most widely recognized standard that has been developed for managing food safety. It establishes a common language on food safety for all organizations around the world. In addition to helping you gain access to the global marketplace, **ISO 22000:2005** registration is a sure way to verify that your Food Safety Management System is meeting international standards.



Consistent Performance

- Continuous improvement is a required element under **ISO 22000:2005**. Your Food Safety Management System should be periodically reviewed to pinpoint deficiencies and potential nonconformities. Under ISO guidelines, you are required to schedule periodic surveillance audits to be conducted by the registrar. This evaluation by an independent party is important because it is an unbiased guarantee that your food safety management system is controlling food safety risks and hazards.

Better Understanding of HACCP

- The standard combines ISO 9001 and HACCP. It provides organizations with a better understanding and further development of Codex HACCP. Consequently, **ISO 22000:2005** will make it easier for organizations worldwide to implement the Codex HACCP (Hazard Analysis and Critical Control Point) system for food hygiene in a harmonized way, which does not vary with the country or food product concerned.



A Market Differentiator

- **ISO 22000:2005** ensures that there are no weak links in the food supply chain. Users of this standard can demonstrate their ability to identify and control food safety hazards. They can give their business partners and customers the confidence that they are safe enough to do business with, providing consistently safe end products.

Global Recognition

- When your company achieves **ISO 22000:2005** registration, you will be presented with a certificate of approval, bearing a registration mark. This mark can be used in advertising, promotional literature and stationery to show potential customers that your company is committed to food safety management and has validated that through independent third-party verification.

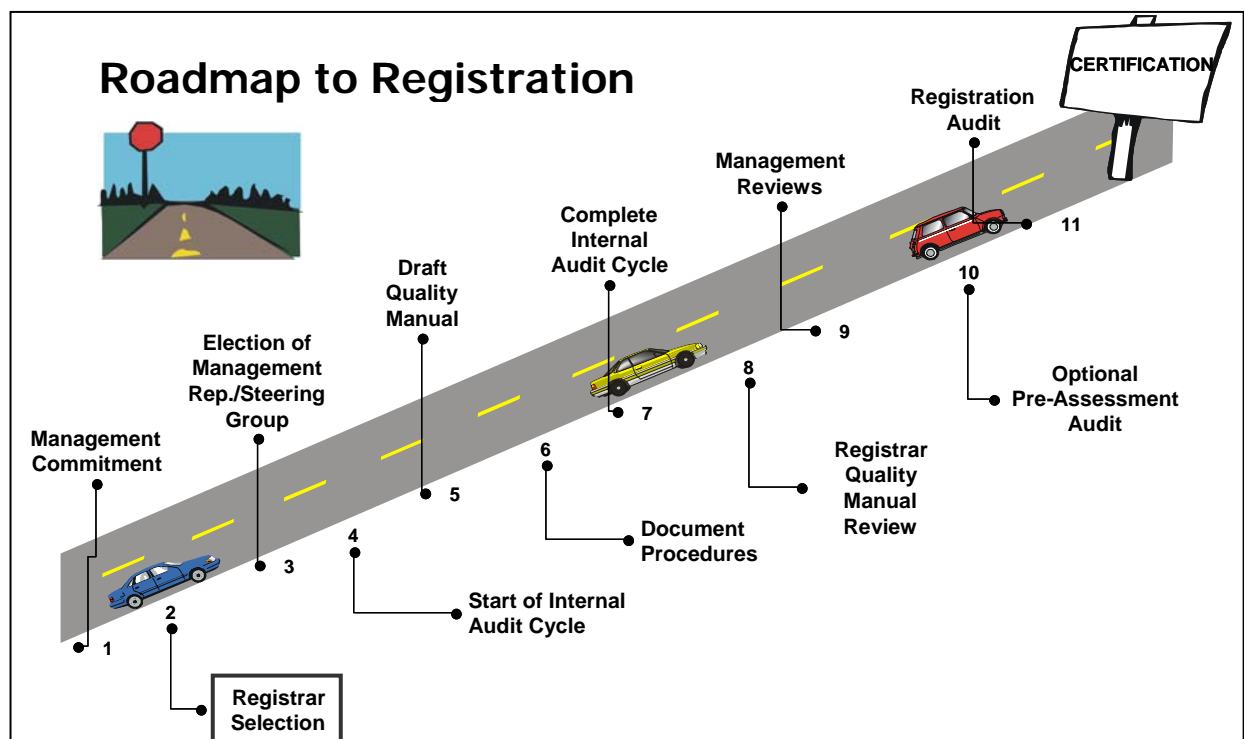
It will set your company apart from competitors.



The Road to Registration

The Road to Registration requires an organization to establish clear targets for implementation and assessment. When your company is seeking registration, the following are the basic steps to consider:

- Management Commitment
- Choosing a Registrar
- Selection of a Management Representative and Team
- Start the Internal Audit Cycle
- Training & Consultancy Options
- Development and implementation of a documented management system to meet the requirements of the standard
- Complete the Internal Audit Cycle & Management Reviews
- Complete the Registration Process



Registration by an independent 3rd party such as **PJR**, offers objective evidence to the world that your organization has met the requirements of a rigorous standard and is committed to focusing on customer requirements and customer satisfaction.

Once you have completed the registration process and received your **ISO 22000:2005** registration certificate, zinc-etched plaque and letter, you will earn valuable recognition in the industry. In addition, **ISO 22000:2005** is an international standard; you will gain a greater footing in the international marketplace.

Choosing a Registrar

Quality is an important issue to people all over the world. Every industry – from telecommunications to petrochemicals to food safety to auto manufacturing – expects and demands quality. But until recently, there had been no concrete way of knowing whether a company is delivering the goods and services that it claims. For the food industry, registration to **ISO 22000:2005** provides that assurance in food safety.



As mentioned earlier, a key ingredient of the **ISO 22000:2005** recipe for quality and food safety is third-party registration. A company cannot become registered until it hires an accredited registrar such as **PJR**, to carry out a complete and thorough audit of its food safety management system.

The registrar is responsible for gathering *objective/audit evidence* to determine whether your management system conforms to **ISO 22000:2005** requirements. The registrar ultimately decides whether or not to grant registration to the organization.

Knowing this, you should study potential registrars' credentials carefully. To assist you in selecting a registrar best suited for your company's needs, consider the following questions:

Key Questions to Consider

- ▶ Is the registrar qualified to grant registration to the food safety management system model you have implemented?
- ▶ Does the registrar have auditors qualified to conduct audits in your industry? Make sure the registrar meets the appropriate Standard Industrial Classification (SIC) codes for your scope of business.
- ▶ Does the registrar qualify auditors in accordance with ISO 19011:2002 or the relevant accrediting bodies requirements?
- ▶ Is the registrar willing to provide you with a complete description of its registration process? Find out if there are any policies, contract restrictions or **ISO 22000:2005** limitations that may affect you.
- ▶ Is the registrar's name recognized? Check to see if people have heard of the company. When you buy a car, the manufacturer's name plays a significant role. The same holds true for registrars.
- ▶ Is the company financially stable? Will the registrar still be in business during the period that your **ISO 22000:2005** registration certificate is valid?
- ▶ Is the company's registration mark recognized and accepted in the nations where you plan to do business?
- ▶ Is the registrar accredited? This is the most important question to ask because accreditation is the guarantee that the registrar is a credible organization, just as your **ISO 22000:2005** registration certificate is a guarantee to your prospective customers that your food safety management system meets the highest standards.

The Importance of Accreditation

There are hundreds of registration bodies around the world, but not all of them have received internationally recognized accreditation.

The credibility of a registration scheme rests upon the reliability of third-party auditing organizations – registrars.

In order for a registrar to have any validity, a registrar must be approved by a recognized accreditation body.

Accreditation

- Verifies that the registrar/certification body is independent, impartial, competent and knowledgeable.
- Verifies that the registrar uses qualified and experienced staff.

Accreditation bodies serve as the watchdog of the registrar. These boards formally license or accredit registrars to perform audits for international quality and management standards. The accreditation body monitors the registrar through regular surveillance audits.

PJR is accredited by a number of national organizations: ANAB of the United States, RvA of the Netherlands, JAB of Japan, UKAS of Great Britain, INMETRO of Brazil, ACCREDIA of Italy, and ema of Mexico. These organizations have granted **PJR** accreditation to register clients to various standards*.

For **ISO 22000:2005** registrations, **PJR** is accredited by UKAS.

By seeking an accredited registrar such as **PJR**, you can be assured that your registration certificate will be recognized by customers all over the world.



* Accreditations vary by standard

The Registration Process

Let us now examine the **ISO 22000:2005** Registration Process.

PJR's team works with your organization utilizing a well-defined registration process comprised of the following steps. Each step will be explained in detail on the following pages.

Request for Registration – Application and Proposal



It is usually a good idea to establish a relationship with your registrar in the early stages of implementing your food safety management system. That way, you can familiarize yourself with its practices and establish a schedule for registration in advance, thereby avoiding possible delays.

The Registration Process

- ▶ Request for Registration: Application & Proposal
- ▶ Documentation Review
- ▶ Pre-Assessment (optional)
- ▶ The Registration Audit (Stage 1 and Stage 2)
- ▶ Taking Corrective Action
- ▶ Registration Decision
- ▶ Certification & Publicizing Your Registration
- ▶ Maintaining Registration & Surveillance Audits

As with most registrars, you will be asked to complete an application. Here are some of the standard questions the registrar, such as **PJR**, will ask:

- What is your desired time frame for registration?
- Describe your business and any applicable SIC/EA codes.
- What is your company's scope of operations?
- What is the size of your facility and the number of employees?
- What is the status of your existing food safety management system?
- What is the state of your food safety management system documentation?

The Client Profile/Questionnaire used by **PJR** will provide us with information about your organization and each of the sites to be audited.

Using this information and the IAF requirements, **PJR** will prepare a proposal and a time estimate for completion of the registration audit.

If the proposal is acceptable, the registration agreement (contract) will be signed, and your relationship with Perry Johnson Registrars will be formalized.



Documentation Review



Once you are ready to begin the registration process, **PJR** will request a controlled copy of your quality manual or equivalent document. Most registrars will recommend that you submit your quality manual at least four to six weeks before your scheduled audit so that if any nonconformities are uncovered, you will have ample time to make corrections without delaying the process.

PJR will review your quality manual to determine whether it meets all requirements of the **ISO 22000:2005** food safety management system model. In general, the more records and files you provide to the auditors, the greater the scope of the documentation review.

After your quality manual has been reviewed, **PJR** will submit a report to your company. If your documentation fails to meet all the criteria stipulated in the **ISO 22000:2005** standard, the nonconformities will be identified in the report, and you will need to take corrective action.

Before or during the document review process, your company may decide to hire the services of an outside consultant to help with your food safety management system. Alternatively, you may want to send key personnel to a public seminar to learn what needs to be included in the quality manual.

Whether you choose to bring in a consultant or to send employees to a seminar is entirely up to you and what you feel your company needs. However, if you decide that you would like to seek the advice of someone specializing in the field of **ISO 22000:2005**, do not turn to the registrar. Registrars are not allowed to provide consulting services, as this would be a direct conflict of interest.

Once **PJR** has determined that your documented food safety management system is satisfactory, final arrangements will be made for the audit at your facility. **PJR** will appoint a qualified audit team to carry out a full audit of your food safety management system. The team will consist of a Lead Auditor, who is responsible for coordinating audit activities, and in some cases, one or more additional auditors, depending on your facility's size. At least one of the team members will be experienced in the industry.



A Documented Food Safety Management System:

- ▶ Defines the authorities and responsibilities of personnel.
- ▶ Clearly communicates the objectives of the system, the company's policies, procedures and work instructions.
- ▶ Documentation should include a "quality policy" that describes your company's overall pursuit of quality objectives, and a "quality manual".
- ▶ Documentation should include "quality plans" – documents that explain how quality will be managed for individual projects, contracts, or products.
- ▶ Documentation should also include "quality records" providing evidence that your system is in conformance to specified requirements.
- ▶ Promotes continual improvement, since the system is monitored regularly and changes can be incorporated easily.
- ▶ Ensures consistent performance.

The **PJR** Lead Auditor will work with your **ISO 22000:2005** Management Representative to devise a schedule for the on-site visit. Prior to the day of the audit, the **PJR** Lead Auditor will send you an audit plan, confirming the daily schedule of events and any accommodation requests.

It is the audit team's job to verify whether your food safety management system is meeting all the requirements of **ISO 22000:2005**. The team determines this by collecting objective/audit evidence from a variety of people and sources regarding the effectiveness of your food safety management system.

Pre-Assessment (optional)

Sometimes, prior to initiating the registration audit, the company seeking registration may request to have a pre-assessment, or “dry run,” of its food safety management system.



This gives the registrar an opportunity to identify in advance, any weaknesses that may exist in your food safety management system.

Should you select this option, **PJR** will send an audit team to your facility to conduct the pre-assessment. This team of certified auditors, will study your facility, food safety management system, records and other documentation, alerting you to any concerns that may interfere with a successful registration audit.

Pre-Assessment Perks

- ▶ Helps to determine a company's preparedness for a full assessment; i.e., registration audit.
- ▶ Can pinpoint major deficiencies in your food safety management system, giving your company sufficient lead time to correct any problems before the registration audit.
- ▶ Aids the registrar in planning for the final audit by determining the number of auditors needed, the length of time required to complete the audit, etc.
- ▶ May lead to overall cost savings.
- ▶ Gain a working understanding of the registrar's audit team practices.
- ▶ Increase the probability for a successful registration audit.

The main advantage of a pre-assessment is that it allows you to correct any potential problems before the registration audit begins. But you should remember that a pre-assessment is not required for **ISO 22000:2005** registration. It is strictly optional, depending upon your own needs.

The extent of the pre-assessment is also up to you. You may decide that you want a full pre-assessment performed on every aspect of your company's operations, or, to save on costs, you may decide that all you need is a sampling of your food safety management system. It is your decision.

While a pre-assessment is optional, it is usually a good idea. The length of time allotted for a pre-assessment is discretionary; however, **PJR** typically recommends that this activity be equal to 60 percent of the total time required for the registration audit.



In the long run, it can save you time and money by revealing nonconformities that, if corrected before the registration audit, can save you the expense of follow-up actions.

The Registration Audit

There are two stages to the Registration Audit as follows:

- **Stage 1 Audit:** Is performed to verify information regarding the scope, processes & location(s) of your organization, and related regulatory aspects & compliance. One of the very important activities performed by auditor(s) during the Stage 1 is a site tour, which provides a focus for planning the Stage 2 audit.
- **Stage 2 Audit:** Is performed to evaluate conformity, implementation & effectiveness of your organization's Food Safety Management System to **ISO 22000:2005**.

The timeframe between Stage 1 and Stage 2 can vary, but typically, it should not exceed 90 days.

Unless an alternate approach is justified, Stage 1 Audit is normally held on-site at the headquarters location. Remote sites are audited at Stage 2. In exceptional cases when a Stage 1 is performed off-site, the decision is based on the organization's size, location, risk considerations etc.

Stage 1 Audit

The objectives of Stage 1 Audit are to:

- Evaluate organization's location and site-specific conditions, and to undertake discussions with key personnel to determine preparedness for Stage 2.
- Review organization status and understanding regarding requirements of the standard, with respect to identification of significant hazards and risks, processes, operations & objectives of the Food Safety Management System.
- Review allocation of resources for Stage 2 audit activities, such as the need for Technical Experts and number and competencies of audit team members.
- Evaluate if internal audits and management review have been planned and performed effectively, and whether the level of implementation of the Food Safety Management System substantiates that the organization is ready for Stage 2.
- Understand the scope of the Food Safety Management System – employee count, shift pattern, remote functions etc.
- Any nonconformities identified at the Stage 1 must be addressed by corrective action and accepted/verified by the Audit Team Leader before Stage 2 can commence.

Stage 2 Audit

The objective of the Stage 2 Audit is to verify:

- If the documented system is consistent with the **ISO 22000:2005** standard.
- The organization's activities are consistent with the documented system.
- The Food Safety Management System is effective, and the company is meeting its objectives and goals.
- All Food Safety hazards and risks have been identified, evaluated, and controlled.
- Improvement objectives support the Food Safety Policy.
- All employees are aware of their roles and responsibilities in support of the Food Safety Management System.
- The process for identification of regulatory requirements continues to be effective and that the organization monitors these requirements.

During the Stage 2 Audit, your food safety management system will be evaluated by a team of **ISO 22000:2005** qualified auditors. The team conducts a thorough review of your system to verify whether it meets all the requirements set forth in the standard and all applicable customer specific requirements.

The Opening Meeting

On the first day of your scheduled audit, an opening meeting will be held with upper management. Under the direction of the Lead Auditor, the audit team will present an audit process overview, giving you a clear understanding of what can be expected in the days to follow.

The team will review your audit scope and objectives. They will confirm times, schedules and resources with you, and they will go over the procedures for identifying and reporting nonconformities.

At this time, you will be expected to introduce your guide – the person you have selected to accompany the team on its audit of your facility.

The Registration Audit Consists of:

- ▶ An Opening Meeting
- ▶ A detailed examination of your food safety management system
- ▶ A Closing Meeting
- ▶ Recommendation

Audit Observation, Interviews, Objective/Audit Evidence



Following the opening meeting, the audit team will walk through the various areas of your facility to observe activities. Team members may conduct one-on-one interviews with employees, they may ask to inspect documents and records, and they may examine equipment and products.

Throughout the audit, audit team members will seek objective/audit evidence, such as statements, documented procedures and written policies, to support their observations. The team will look for answers to the following questions:

- Is the documented system consistent with the standards? (Do you *describe* what you do?)
- Are activities consistent with the documented system? (Do you *do* what you say you do?)
- Is the food safety management system effective, and is the company meeting its objectives and goals?

The **PJR** Auditors will bring to your attention any nonconformity as soon as possible after it is discovered. At the conclusion of the audit, the auditor will formally document all nonconformities on a nonconformity report.

The Closing Meeting

After the audit team has completed its on-site facility evaluation, a closing meeting will be held. The same people who sat in on the opening meeting usually attend this session.



At the closing meeting, the Lead Auditor will summarize the audit results. The Lead Auditor will explain in detail, any nonconformities that were found, and will provide you with a preliminary audit report. The Lead Auditor will also provide a recommendation as to whether your company should be granted registration.

Soon after the audit, you will receive a final audit report. In this report, the audit findings will be reiterated in detail. If any outstanding nonconformities were identified, the registrar should allow you a reasonable period of time, given the nature of the nonconformity, to take corrective action.

Taking Corrective Action

If the audit team indicates that corrective action is required, it is nothing to be alarmed about.

If a nonconformity is identified as critical – indicates that a serious nonconformity has been identified that could be a severe or imminent threat to public health. This could also signal noncompliance with a regulatory requirement.



If a nonconformity is identified as major – the corrective action process is more involved. A major nonconformity is a deficiency or breakdown in your quality management system that prevents your company from reaching its objectives and goals.

If a nonconformity is identified as minor – a problem that can be easily corrected – you will be asked to locate and fix the cause. The registrar requires the corrective action & objective evidence of its effective implementation in writing. This is followed by verification at the next surveillance audit, to make sure that the corrective action remains effectively implemented.

When a major nonconformity is identified, it usually means that you have to make a significant change to either your food safety management system or to a procedure. You must take corrective action to eliminate the nonconformity, and you do not want to apply a Band-Aid to the problem – you want to find the root cause and prevent it from recurring.



After you have corrected the major nonconformity, **PJR** may require a follow-up audit limited to the relevant area, to confirm that the problem has been resolved. The Lead Auditor cannot recommend registration until the objective evidence of corrective action implementation of all nonconformities have been verified.

Registration Decision

After the Lead Auditor has closed out all nonconformities, your registration documents are forwarded to **PJR**'s Executive Committee – the registrar's independent decision-making body. The Executive Committee will review your application and the Lead Auditor's recommendation, and decide whether to grant registration to your company.

If the **PJR** Executive Committee determines that you have met all **ISO 22000:2005** registration requirements, you will be notified immediately.

Possible Audit Outcomes

- *Approval* – a company has met all the requirements for the applicable standard. All corrective actions have been closed out.
- *Disapproval* – either a company has not properly implemented its ISO quality system, or documentation is inadequate. The registrar must perform a comprehensive re-evaluation before granting registration.



A registration certificate and letter will be prepared. The registration certificate will bear the seals of the applicable accreditation bodies of the registrar, as well as the registrar's own logo. The registration letter will be on **PJR**'s letterhead.

PJR will also communicate your company's name and your registration status, to a variety of resources, such as the McGraw Hill Information Services of Organizations and *www.whosregistered.com* (managed by the Quality Systems Digest).

Publicizing Your Registration

You can display your registration mark in advertising, promotional literature and stationery to show customers that your company is committed to quality. **PJR** can provide you with camera-ready artwork, together with the procedure covering the reproduction and use of the Registration Certificate and logos. Registration marks cannot be used on products or in such a way that the product is implied to be **ISO 22000:2005** certified.

PJR Registration Plaque

PJR will provide your company with a free registration plaque. This three-color, zinc-etched plaque sets forth in embossed lettering your company name, the standard(s) to which your company is registered, the certificate number, the accreditation body seals, the issue date and expiration date. This plaque can be proudly displayed to let the world know that your certified management system meets the most rigorous international standards.



PJR Press Release Service

PJR's staff of seasoned writers can write a customized profile of your company, announcing your organization's attainment of registration status. Whether you are in need of a short press release or a detailed article describing your company's journey to registration, we offer this program to our clients free of charge.

PJR Flag & Banner Program

In addition to being able to announce your registration status in your marketing material, your company can also purchase a flag and/or banner for publicity purposes.

Awards Ceremony

This is an excellent vehicle to publicize your company and gain full advantage of your newly achieved status as a registered firm. **PJR** can arrange to have your certificate, plaque and flag presented to top management at a special Awards Ceremony and picture-taking session. The Awards Ceremony is included at no extra charge.



The leadership of Chukyo Coca-Cola (now part of Coca-Cola Central Japan Co., Ltd) one of Japan's largest bottlers, is proud to accept congratulations for their achievement of both ISO 9000 and ISO 14001 Certifications.

Publication in Internationally Recognized Database Directories

PJR communicates your registration status to a variety of resources, such as the McGraw Hill Information Services of Organizations, www.whosregistered.com (managed by the Quality Systems Digest), as well as in any other organizations that may require notification regarding certification to this specific standard.

Maintaining Registration

Once you have attained **ISO 22000:2005** registration, you will be scheduled for periodic surveillance audits. Audits must be conducted under the provisions of ISO/IEC 17021 (ISO/IEC Guide 62), which sets out general guidelines for registrars. The surveillance audits, which are audits based on a sampling of your food safety management system, are invaluable, because you learn how to continue meeting the industry-specific demands, as well as the ISO 22000 elements. Registered clients can choose from two different surveillance schedules as follows:

Semi-Annual Surveillance Audits

Most **PJR** clients choose Semi-Annual Surveillance Audits. If you choose this option, the audit visits in the first two years will be more frequent, but typically shorter. The advantage to this method is that your system remains under ongoing maintenance. With shorter intervals between audit visits, your system has less of a chance to break down. In this way there is far less chance of auditors finding any major nonconformities, which can be time-consuming and expensive to correct. At the end of three years, **PJR** will conduct a full reassessment of all **ISO 22000:2005** requirements.

Annual Surveillance Audits

PJR offers the annual surveillance plan as an alternative to semi-annual surveillance. For annual surveillance, the auditing guidelines require a minimum of one audit visit per year. Each surveillance audit will cover a sampling of your facility's food safety management system & customer specific requirements. At the end of three years, **PJR** will conduct a full reassessment of all **ISO 22000:2005** requirements.

Recertification Audit

A recertification audit is to be performed at the end of 3 years, to prevent expiry of your certificate. If the recertification audit does not take place within this timeframe, your certificate will no longer be valid and you will have to go through the entire registration process again to get certified.

A Word About Reassessment Requirements

The International Accreditation Forum (IAF) has established rules mandating reassessment to verify continuing effectiveness of an organization's food safety management system. The rules apply regardless of whether the organization has elected an annual or semi-annual surveillance schedule.

If the organization has elected the continuous (semi-annual) method of surveillance, **PJR** will conduct the reassessment at the fifth and sixth visits. For organizations on an annual program, the reassessment is conducted at the third visit. **PJR** schedules reassessments to conclude approximately 90 days prior to the Registration Certificate expiration date to permit closure of any findings, with no lapse in certification. The amount of time established for reassessment by the rules are equal to 2/3 of the time mandated for an initial audit of the organization, determined as of the time it is to be reassessed. Reassessment time may vary from the mandated 2/3 figure based on "significant factors that uniquely apply to the organization."

Disputes & Appeals

If you believe your company has been unfairly denied registration, or you wish to dispute an audit nonconformity, you can file a dispute. If the results of the dispute are unsatisfactory to your organization, you may file an appeal. All registrars are required to have a board of appeals with an impartial panel. This board is independent of the registrar and will listen to your arguments and re-evaluate your application.

Integrated Management Systems

Many companies have implemented individual management systems based on quality, health and safety, and the environment. The standards for certification of these systems are very compatible. Some companies operate their separate systems in combination or parallel, while others take the approach of integrating everything into a single system.

By integrating responsibilities and centralizing control, a company may reduce duplication of required processes and records. Thus, you could achieve a reduction in everything from top management time to internal audits to forms. The harmonization of standards can potentially lead to economies of scale and thus, fewer man-days.

Systems that fit together as part of an Integrated System are based on international standards, such as:

Quality Management

ISO 9001 – a family of standards developed to provide the framework around which a quality management system is based.

Environmental Management

ISO 14001 – a standard that addresses process for controlling and improving a company's environmental performance.

Occupational Health & Safety

OHSAS 18001 – an assessment specification for Occupational Health and Safety Management Systems.

The range of standards that may be incorporated into the integrated management system may vary in regions or industry sectors. Please contact **PJR** for full details.

Organizations with multiple formal management systems can benefit significantly by merging all their systems into one “business management” system, where the quality (QMS), environmental (EMS), occupational health & safety (OH&SMS), and any sector specific management systems are harmonized, and work in conjunction with the business planning, HR, finance, procurement, administration, operations, audit, management review and other systems.

There are several advantages for having an Integrated Management System (IMS) in an organization:

- helps gain competitive advantage by increasing the organization's market share through cost savings and improved efficiency
- used as a stepping stone to realize a more effective system with improved operational performance

Organizations that are certified to ISO 9001 can fine-tune their documentation to be integrated with ISO 14001 and OHSAS 18001, thus resulting in less documentation required as the standards are compatible.

PJR offers such services for integrated management system audits, which can result in significant savings in costs while increasing the effectiveness of your overall management system.

How Much Does Registration Cost?

When you enter the market for a registrar, you will find a wide range of pricing for registration services, depending on various factors.

Each company and plant has its own unique characteristics, and these come into play in estimating costs. But in general, there are three key elements that make up the cost of registration.

1. Daily rate
2. Overhead expenses
3. Travel and accommodations

Cost Estimates Should Include:

- ▶ Fees for document review
- ▶ Fees for optional pre-assessment
- ▶ Fees for registration audit
- ▶ Miscellaneous fees associated with registration (travel, accommodations, etc.)
- ▶ Fees for surveillance

Generally, most registrars will charge a daily rate. This part is straightforward. But when it comes to overhead costs and travel expenses, things can get somewhat clouded. Some registrars will quote a daily rate, and then add on extra charges for office preparation or other services. This creates confusion and presents an inaccurate picture of the total cost.



You must also consider travel expenses. Travel costs are generally added on top of the registration fee. Therefore, you will want to find out if the registrar intends to fly auditors in from out of town, or if the company has auditors located nearby.

Bottom Line: Ask the registrar to give you a quote on all fees expected to be incurred, so you can get an accurate total cost estimate. Be thorough and demand a full accounting up front.

How Long Does It Take to Become Registered? _____

Just as cost estimates vary, there is no set timeline for completing a registration audit. The number of required audit days varies, depending on several factors.

Generally, the length of time required to complete a registration audit is determined by company size, the number of employees and the complexity of the company's operations.



The IAF (International Accreditation Forum, Inc.) has issued a detailed set of guidelines that sets forth minimum audit days for **ISO 22000:2005**, based on an organization's size, scope and organizational structure. These guidelines list the minimum days required for a valid registration audit. In evaluating a prospective registrar's proposed audit schedule, always ask if it follows IAF guidelines.

The number of days required to complete a registration audit depends upon:

- ▶ Size of company
- ▶ Number of employees
- ▶ Complexity of operations

For the most part, it takes a company a minimum of one year to prepare for the registration audit. The registration process itself – from the evaluation of your documentation to the issuance of a certificate and letter – takes approximately two months to complete, assuming there are no major problems with the food safety management system.

Why Do You Need Registration? _____

Gaining registration to **ISO 22000:2005** through **Perry Johnson Registrars** will help your organization flourish. Whether you are looking to operate internationally or to expand locally to accommodate new business, **ISO 22000:2005** will help you demonstrate to customers that you have a commitment to quality. It is often a requirement in the industry that you have implemented a food safety management system and comply with the requirements of **ISO 22000:2005**.

The regular assessment process will ensure you continually monitor, improve and comply with your processes.

Registration can improve overall performance, remove uncertainty and widen market opportunities.

At **PJR** we have a structured route to registering to **ISO 22000:2005**. The **PJR Road to Registration** is designed to make your experience as enjoyable as possible, with minimal disruption to your business practices.



Conclusion



Customers the world over are demanding quality in every sphere. There is increased awareness regarding food safety, hygiene & related issues. This concern has led to a trend pointing to Food Safety Management System registration.

Becoming registered to the **ISO 22000:2005** food safety management standard can seem daunting. It is not difficult to achieve, so long as you pay close attention to the standard and adhere to its requirements. Once you have completed the registration process and received your **ISO 22000:2005** registration certificate and letter, you will earn valuable recognition in the industry. And because **ISO 22000:2005** is an international standard, you will gain a greater footing in the international marketplace.

The aim of this standard is to harmonize on a global level the requirements for food safety management for businesses within the food supply chain. It is particularly intended for application by organizations that seek a more focused and integrated Food Safety Management System than is normally required by law. It requires an organization to meet any applicable food safety-related statutory and regulatory requirements through its Food Safety Management System.



As global acceptance of the **ISO 22000:2005** standard takes hold, industry experts say the move toward registration will continue its strong growth. To be a part of this global movement, registration is the only way to go.

In this age of high technology and state-of-the-art manufacturing, customers all over the world are demanding quality. The trend in America and nations abroad is pointing to quality system registration. According to the International Organization for Standardization, ISO management standards (including ISO 9000 and ISO 14000) have been implemented by more than 760,000 organizations in 158 countries. In North America alone, the total number of ISO 9000 registrations reached over 60,000 by the end of 2006.*



As global acceptance of the **ISO 22000:2005** standard takes hold, industry experts say the move toward registration will continue its strong growth. To be a part of this global movement, registration is the only way to go.

*Source: QSU Publishing Company

About PJR

Perry Johnson Registrars, Inc. (**PJR**) is a full-service registrar that has been accredited by the multiple international accreditation bodies.

PJR is also recognized by the International Automotive Task Force (IATF) through the International Automotive Oversight Bureau (IAOB) for: ISO/TS 16949:2002.

In addition, **PJR** provides third-party services for ISO 9001:2008, ISO 14001:2004, OHSAS 18001, RC-14001, Responsible Care[®], ISO 22000:2005, TL 9000, ISO 27001:2005, ISO 13485:2003, and other quality and other management standards.

The scope of **PJR**'s registration scheme and auditor base is broad enough to cover audits in virtually every SIC, EA, and NACE code. **PJR**'s auditors have conducted numerous audits in a wide variety of industries.

Our experts are qualified through academia and professional certifications such as IRCA and RABQSA; industry affiliations such as ASQC, SME, SAE; hands-on teaching and training experience, and varied industry exposure. They average 15 to 20 years of experience in the quality arena and many possess training experience in the quality industry, having taught many of our competitors' auditors.

About the PJR Audit Staff

- ▶ Auditors are certified by the IRCA and RABQSA.
- ▶ 15 to 20 years experience.
- ▶ Many **PJR** Lead Auditors are also experienced classroom instructors, meaning they are detail-oriented and motivated to keep their knowledge level up to par.

PJR's auditors must have a minimum amount of industry experience in addition to meeting the above requirements. This experience is typically gained by working in engineering, design, manufacturing, quality or process control for a major manufacturer, supplier, auxiliary equipment supplier and/or an appropriate governmental agency.

If the auditor lacks the minimum amount of industry background, he or she must take an industry competency course through the registrar.

PJR also has a far-reaching Lead Auditor base in the United States with auditors located within 50 miles of every major city – offering significant savings in travel costs for our clients.

PJR Offers Multiple Accreditations:

- ▶ **ANAB** – ANSI-ASQ National Accreditation Board
- ▶ **UKAS** – United Kingdom Accreditation Service
- ▶ **RvA** – Dutch Accreditation Council/Raad voor Accreditatie
- ▶ **JAB** – The Japan Accreditation Board for Conformity Assessment
- ▶ **ACCREDIA** – L'Ente Italiano di Accreditamento (Italy)
- ▶ **INMETRO** – National Institute of Metrology, Standardization and Industrial Quality of Brazil
- ▶ **ema** – entidad mexicana de acreditacion a.c.

PJR Philosophy

Implementing a quality, environmental, or sector specific management system requires a lot of work, and no organization can get there overnight. In fact, it takes most companies 6 to 18 months to achieve registration.

At **PJR**, we believe the key ingredient to attaining registration is the sincere desire and commitment to succeed. There is no such thing as failure... only giving up.

We recognize that the registration process is a substantial undertaking for most companies, and are committed to being as flexible as necessary to ease the process. We will work within your scheduling needs, by offering a wide variety of auditors and scheduling options, while always maintaining a consistent auditing approach.

At **Perry Johnson Registrars**, we want our clients to feel as comfortable about the registration process as possible. That is why every effort is made to keep our clients' Management Representative informed about the entire audit planning process. If you have a full understanding of the registration audit process, there should be no surprises. Registration is a long-term process. You need to feel comfortable and secure with your registrar of choice.

Our entire team at **PJR** from sales, scheduling, operations, auditing, and customer services is dedicated to meeting your needs and strives to provide you with the highest level of service, to help you achieve success in the global marketplace.

How PJR Builds Trust

At **PJR**, we realize the relationship that exists between your organization and your registrar. There should be a good rapport and comfort level between you and your registrar.

In our efforts to make the registration process gratifying, we believe in involving our clients in all pertinent decisions. In fact, we even let our clients play a large role in selecting the audit team. We, at **PJR**, have no problem in letting clients review the resumes of our audit staff and make recommendations; our clients have the final approval on audit team composition.

Furthermore, our goal is to provide the highest quality of service. We strive to answer all questions within a 24-hour turn-around time, and we never arrive at a facility unannounced. Our clients are always informed of the date or dates on which surveillance audits are to be carried out.

PJR Philosophy

- ▶ The sincere desire and commitment to succeed will lead to a successful registration.
- ▶ **PJR** strives to establish an open and satisfying partnership with each client.
- ▶ Clients are kept abreast of all key decisions. There are no surprises.

PJR Advantages

- ▶ No application fee
- ▶ No travel mark-up
- ▶ No auditor transit-day billing
- ▶ NO HIDDEN COSTS
- ▶ **PJR** clients have a voice in auditor selection
- ▶ Full-time auditors are on staff to answer questions
- ▶ FREE Registration Plaque
- ▶ FREE press release service
- ▶ Awards Ceremony Option

The **PJR** advantage begins with the high level of professionalism and experience that **PJR** auditors provide. Add to that our multiple accreditation status, no application fees, no overtime charges, no travel mark-up... and you have a wealth of advantages difficult to find elsewhere. We offer a full-service registration package that we believe is a value second to none.

A Heritage of Quality



Perry L. Johnson, founder of **PJR** and Perry Johnson, Inc. (PJI), is an internationally recognized ISO/QS-9000 and ISO 14000 educator. He is the author of several publications including - *ISO 9000: The Year 2000 and Beyond, Third Edition*, published by McGraw-Hill in 2000; *ISO 9000: Meeting the New International Standards*, the best-selling U.S. book in the ISO 9000 field, published by McGraw-Hill in 1993; *ISO 9000: Meeting the International Standards, Second Edition*, published by McGraw-Hill in 1996; *The ISO/QS-9000 Yearbook: 1998*, published by McGraw-Hill in 1998; *ISO 14000 Road Map to Registration*, published by McGraw-Hill in 1997; *ISO 14000: The Business Manager's Complete Guide to Environmental Management*; published by John Wiley & Sons in 1997; *Keeping Score: Strategies and Tactics for Winning the Quality War*, published by HarperCollins in 1989; and numerous other workbooks and teaching aids.

Business Experience and Affiliations

PJR maintains memberships/affiliations to several professional organizations related to the quality and environmental industries. Our President and other top Executives within **PJR** attend annual meetings and serve on technical committees within these Bodies:

- American Society of Quality (ASQ)
- Independent Association of Accredited Registrars (IAAR)
- International Accreditation Forum (IAF)
- Association of British Certification Bodies (ABCB)
- American Aerospace Quality Group (AAQG)
- International Aerospace Quality Group (IAQG)
- Pacific Accreditation Conference (PAC)
- RAB/QSA Special Task Force regarding ISO 17024
- Asia Pacific Laboratory Accreditation Cooperation (APLAC)
- International Laboratory Accreditation Cooperation (ILAC)
- Canadian Medical Device Conformity Assessment Scheme (CMDCAS) Forum

PJR Home Page

More information about **PJR** can found on the **PJR** Home Page, located on the World Wide Web at <http://www.pjr.com>. Our Home Page includes:

- Background information on **PJR**
- Important news for customers
- A biography of Perry L. Johnson
- Frequently Asked Questions
- **PJR** Advantages
- Accreditation Scopes
- **PJR** Office Directory
- Client Listing and Testimonials
- Important facts about ISO 9001, ISO 14001, OHSAS 18001, ISO/TS 16949, ISO 22000, ISO 27001, ISO 13485, TL 9000, and other standards.
- Access to Root Cause/Systemic Corrective Action Interactive Module



PJR CLIENTS

Reputation of Strength

A **reminder**: This is only a partial list of **PJR** clients. Even though **PJR** has registered some of the largest companies in the world, **PJR** is still sensitive to the needs of small- to medium-sized businesses.

A partial list of Perry Johnson Registrars' clients:

Abel Construction Company, Inc.	Great Lakes Credit Union	OMNI Source Corp.
Arnold Air Force Base	Häagen-Dazs Japan, Inc.	Oregon Army National Guard OSMS
Autoliv Japan, Ltd.	Hasbro North America - ELM	Panther II Transportation
BASF Catalysts, LLC	Horizon Lines of Alaska, LLC	Parker Hannifan Corp.
Bell Helicopter Textron	Husqvarna Outdoor Products	Pennsylvania Army National Guard CSMS
Brazilian Canadian Coffee Co., Ltd.	Ingersoll-Rand	Pentel of America, Ltd.
California Eastern Laboratories	ITOCHU Chemicals	Phillips Service Industries Inc.
California EPA/Integrated Waste Management Board	Kansas Army National Guard RSMS	Poulan/Weedeaters Division of Electrolux
California National Guard	Kansas Army National Guard CSMS	Power & Telephone Supply Company
Cargill de Mexico	Kikkoman Foods	Red River Army Depot
Carlisle Tire & Wheel	Komatsu Forklift, USA	Remington Hybrid Seed Company
Chrysler de Mexico	Koyo Machinery, Inc.	Siemens Manufacturing
Coca-Cola Central Japan Co.	L-3 Communications/Titan Corp.	Sierra Army Depot
Crane Army Ammunition Activity	Label-Aid Systems	Solvay Chemicals
Dassault Falcon Jet Corporation	Lacks Enterprises	Technicote, Inc.
Dept. of Energy – National Nuclear Security Y12	Maine Military Authority	Texas Army National Guard RSMS
East Coast Fire Protection, Inc.	MarChem/Dash MultiCorp	The California Environmental Protection Agency
Eaton Corporation – Truck Components Operations	Mead-Johnson de Mexico	Toto USA
Electrolux Home Products	Metalcraft of Mayville	Toyal America
Elopak Incorporated	Mississippi Army National Guard RSMS	TW Metals, Inc.
Epson de Juarez, Mexico	Missouri Army National Guard AVCRAD	Tyco Fire & Security/Simplex Grinnell
Ervin Amasteel	Mitsubishi Motors	U.S. Army Contracting Agency
Farmers Co-Op Society	Mitsubishi Power Systems, Inc.	Unisource
FlexSol Packaging Corp.	Mooney Airplane Company, Inc.	United States Brass & CopperCo.
Fruehauf Co., Ltd (Japan)	Murakami Manufacturing USA	Valeo
GAC MidAmerica, Inc.	Naval Undersea Warfare Center	Wagner Spray Tech Corporation
GE Fanuc Embedded Systems	Nissan Mexicana S.A. de CV	Zenith Cable Products, Mexico
	Ohio Army National Guard CSMS	

PJR Client Testimonials

“When I was given the task of consolidating 3 registrations, 3 registrars into 1, **PJR** was by far the most responsive and easiest to work with. This is the reason I chose **PJR** and I have been very pleased with our partnership. The auditor assigned to my account is great to work with. He is knowledgeable, and a pleasure to work with. I hope to continue the partnership with **PJR** as we extend our registration to our other facilities in North America.”



- Patricia B. Hill, Solvay Chemicals, Inc.

“The Auditor does a good job with our accounts. We are very pleased with our auditor.”

- Randall Toth, Unifirst

“Everyone we come in contact with at **PJR** are good to work with”

- Terry Lierman, Mitsubishi Motors, North America

“As always, it’s been a pleasant, informative and constructive audit. We look forward to working with **PJR** again...”

- Lisa Wendling, Decatur Machine Services, Inc.

“The professionalism and experience of the Lead Auditor is appreciated and has been helpful in identifying areas that we can improve on, above and beyond the basic requirements of the standard”

- Robert Collier, Jr., Mooney Airplane Company, Inc.



“**PJR** did a First Class Job”

- Drago Santrach, Owens Corning Automotive

“Process for obtaining and maintaining certification is simple and trouble free.”

- David Landis, Datamax Corporation (a subsidiary of Dover Corporation)

“**PJR** has been very professional in all areas of business. I will continue to use **PJR** as my company registrar.”

- Joseph Sarlo, G&S Rubber Manufacturing

“Surveillance audit went great. The auditors **PJR** sent were excellent. The most positive and educational audit that we have been through.”

- Greg Finch, Corrigan Manufacturing

“The **PJR** auditors were very polished and professional. DTI is quite happy with their performance and feel they give the kind of customer support and satisfaction we look for. Their thoroughness, as well as experience, provided DTI with a confident feeling that will continue to improve on the already solid QMS system in place. We look forward to our working relationship with **PJR** and their team.”



- Benjamin Yoder, Damping Technologies, Inc.

“Our ISO Management/Quality Team is very satisfied with our relationship to **PJR** and the level of service we have received and continue to receive.” - *Quincey Nixon, Hart Howerton Architects*

“Our experience with **PJR** remains very positive. We have considered the relationship to have added value to our business and we look forward to continuing the relationship.”

- *Gary P. Brennan, Hasbro North America - ELM*

“The audit team that was sent was extraordinary. Their experience in the industry and knowledge of AS9100 requirements was exceptional...this was the best audit team I have ever worked with.”

- *David McCoy, Celltron, Inc.*



“We continue to receive excellent service with the **PJR** team. The personnel that we deal with are professional and understand what “Customer Service” means. We appreciate your service and assistance at our site. We anticipate working with your firm for an extended period of time.” - *Ronald E. Mullinax, Army National Guard Readiness Sustainment Maintenance Site*

“The **PJR** auditors conducted themselves in a highly professional manner... we would be honored to have them back next year.”

- *Thomas W. Kilpatrick, HTP-Meds, LLC Hi-Tech Profiles, Inc.*

“Very satisfied with the services of **PJR**.”

- *Danny Gesell, B&F Fabricating, Inc.*

“**PJR** is a pleasure to work with. Auditors are knowledgeable and professional. Sales and Scheduling were very accommodating with changes and adjustments.”

- *James LeRoy, Workhorse Aviation Manufacturing, LLC.*

“Very cooperative. Professional organization.”

- *Bill Rustic, Wolverine Pattern & Machine*

“My experience with everyone contacted at **PJR** is always pleasant and professional.”

- *Terri Sommers, Michigan Metals, Inc. (formerly Strip Steel, Inc.)*

“All of the auditors that I have worked with are very professional and knowledgeable in their field.”

- *Bill Hackmack, Howe Machine & Tool Corp.*



“I would recommend **PJR** to anyone seeking certification!”

- *Kenneth A. Cogdell, United Machine Works, Inc.*

“Auditors are a pleasure to work with and provided good feedback to the auditees.”

- *Bryon Holton, Bell Helicopter, a Textron Company*

“The **PJR** Auditor was very professional and understands the standards better than any other auditor I have encountered in the last 10 years.”

- *Randy Green, Ultrapure & Industrial Services, a division of Driessen Culligan*

“The auditors were knowledgeable and professional, I would welcome them back on our subsequent audits.”

- *Dick Davis, Oneida Molded Plastics*

“Our auditor is a pleasure to work with. He presents a very comfortable atmosphere while performing a thorough audit. I look forward to working with him in the future.”

- Holland L. Dresser, VDC Display Systems, a division of Video Display Corporation

“We have been very satisfied with **PJR**, exceptionally the auditors we have had. Customer Service has been wonderful.”

- Paul Becker, Economy Products

“Excellent company. Good preparation for client prior to audit and certification. Good follow-up afterwards.”

- Frank Unger, North American Color, Inc.



“Very satisfied with **PJR**. Auditor was very professional, well informed, and conducted an impartial, value-added audit of our Environmental System.”

- Donald L. Searle, Ervin Industries, Inc. (Amasteel Division)

“I would like to take this opportunity to express our appreciation for the timely manner our AS9100 audit request was handled on such short notice. Thanks to our audit coordinator for a job well done.”

- Art Pecaut, Daga Machine & Tool

“I am happy to say the people at **PJR** I have met and have talked to have been very professional. They respond very quickly to our questions and concerns. We are extremely happy that we chose a registrar that has excellent employees working for them and their customers.”

- Jackie Perry, AAA Plating Industries

“Our auditor arrived promptly on schedule and conducted the audit in a professional manner. Thanks **PJR**!”

- James Kolasinski, BVA Oil, Inc.

“We have been working with **PJR** for over 10 years, and it has been a great experience.”

- Kerry Lang, Fritz Products, Inc. (Huron Valley Steel)

“Our audit team was excellent. They were very good at explaining their stand on the issues brought up. It was a learning experience on our part. Also, whenever I called **PJR**, I got quick results and if they needed to check on something they always got back to me in a timely manner.”

- Husqvarna Turf Care Division of Husqvarna Professional Outdoor Products, Inc.

“The auditors were very professional and I appreciate their help with improving my quality system.”

- Dennis Jolley, MarathonNorco Aerospace, Inc.

“I always use **PJR** as an example of excellent customer service.”

- Don Doll, Avion/AvTask



“**PJR** auditor was very professional and easy to work with. I look forward to working with him in the near future.”

- V. Raj Narayanan, C-Cat, Inc.

“We are always treated with courtesy and respect from the auditors and staff at **PJR**.”

- Dave Giampa, P.V. Engineering & Mfg., Inc.

“We have worked with **PJR** for the last 9 years and have found **PJR** to be competitive in price, and great in customer service.”

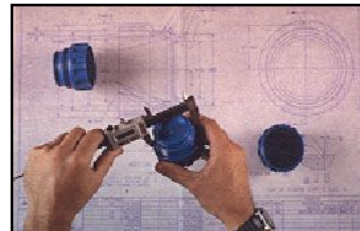
- Jim Strawbridge, Top Die Casting Co., Inc.

“It is a pleasure to do business with **PJR**.”

- Cliff Craft & Gina Tatusko, ValveTech, Inc.

“Auditor did a great job explaining the scope of the audit as well as execution of the same. Very impressed with **PJR** professionalism. The auditor is an outstanding representative of **PJR**.”

- Stacey Freels, Florida Circuit



“Our lead auditor was very thorough and professional throughout the audit.”

- Glenn Myers, Robert Shaw Industrial Products

“Overall we are very satisfied with **PJR**. Our auditor is fair and is knowledgeable. A total all around good experience.”

- Tony Mullikin, Superion, Inc.

“We are happy with the service **PJR** has given us. Thanks!”

- JoAnn Kurek, Kurek Tool, Inc. (KTI)

“Very professional audit.”

- Georgia Kovco, Nova Services/Summit Unlimited, Inc.

“**PJR** has been a very helpful organization to be associated with regards to our ISO audits. The people are friendly, organized, and knowledgeable.”

- Scott Herman, Performance Pattern



“We are satisfied with **PJR** staff help during our audits. We appreciate the time the auditor provides in explaining changes which were unclear or unknown.”

- Catherine Almanzo, Powervar, Inc.

“I am impressed with all of the **PJR** employees that I have had contact with in the past several months, especially our **PJR** Lead Auditor.”

- David Zedaker, CT Industries, Inc.

“If I were to go to work for another company, **PJR** would be my (the) registrar I'd go to for registration.”

- Jay Lawrence, Insight, Inc.

“Our audits are a very positive experience and Perry Johnson has done a great job for us.”

- Judy DiStefano, Filtration Systems, a division of Mechanical Mfg. Corporation

“We are very satisfied with **PJR**.”

- Jason Conover, Avion Manufacturing Company

“Each person that I have spoken with on the phone has been exceptionally nice. With those I encountered through e-mails, they have been most helpful and always willing to take the time to help.”

- Bea Anderson, Tilson Machine, Inc.



“**PJR** has been very accommodating, even when we switched the audit date. The pre-assessment audit and the registration audit were both very value added, allowing an extra set of eyes to look at our system and point out our weaknesses and strengths. Altogether a great experience.”

- Summer Lutton, *Systema Technologies, Inc.*

“This is the second facility that I have taken part in ISO certification. Both facilities have used PJR and everything has been great.”

- Bob Srnovrsnik, *Quantum Coatings*

“Our company has been very pleased with your process. The **PJR** auditor is very informative in explaining a non-compliance issue as well as positive aspects of our processes.”

- Priscilla Paclik, *Comsys Vendor Management Services (VMS)*

“I have never had any issues with **PJR**. Everyone I talk with is always helpful, knowledgeable, and professional.”

- Katherine Goeser, *IntegriGuard, LLC.*



“We are pleased with all aspects of Perry Johnson Registrars. Thank you.”

- Kenneth Moore, *Dern Moore Machine Co., Inc.*

“**PJR** is very easy to work with and we are satisfied with services provided.”

- Paul Oberlander, *Tru Corporation*

“Prompt, accurate timely service.”

- Ricky Cox, *Roll Forming Corporation*

“Thanks to **PJR** our organization has benefited from our quality system, and continuous improvement along with the focus on customer satisfaction, as we have at no other time in our company’s history. As with any other thing that seems to benefit your company once Top Management realizes the benefits, it becomes a top priority that cannot be ignored. So again, I would like to say thank you **PJR**.”



- Johnny M. Rhoades, *Spartan Carbide, Inc.*

“Thank you for your services.”

- Steve, Borcik, *Kropp Forge Division of Park-Ohio Forged and Machined Products*

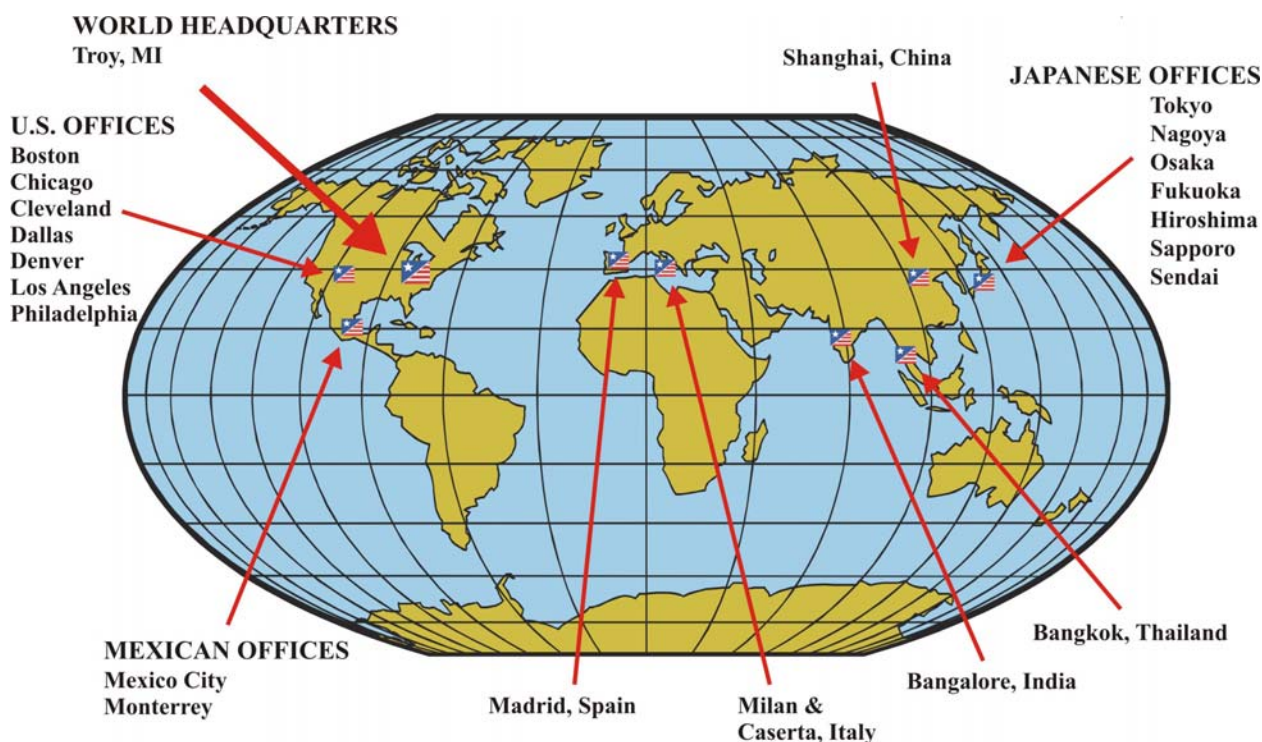
Contact PJR

PJR is headquartered in Troy, Michigan with branch offices located in Boston, Chicago, Cleveland, Dallas, Denver, Ft. Myers, Philadelphia, Los Angeles and Valencia, CA.

Abroad we have offices in Mexico City and Monterrey, Mexico; Tokyo, Nagoya, Osaka, Fukuoka, Hiroshima, Sapporo and Sendai, Japan; Shanghai, China; Bangkok, Thailand; Bangalore, India; Milan and Caserta, Italy; and Madrid, Spain.



PJR's GLOBAL PRESENCE



For more information on PJR's registration services:

Call: 1-800-800-7910

(If your company is located outside the United States, please call: 1-248-358-3388)

Fax: 1-248-358-0882

You may also write to:

Perry Johnson Registrars, 755 W. Big Beaver Rd., Suite 1340, Troy, Michigan 48084 USA

Access our website at: www.pjr.com

E-mail: pjr@pjr.com

Appendix A: ISO 22000 and ISO 9001:2008 Comparison Chart _____

APPENDIX A (informative)			
Cross Reference Between Clauses of ISO 22000:2005 and ISO 9001:2008			
ISO 22000:2005			ISO 9001:2008
Introduction		01 02 03 04	Introduction General Process approach Relationship with ISO 9004 Compatibility with other management systems
Scope	1	1 1.1 1.2	Scope General Application
Normative references	2	2	Normative reference
Terms and definitions	3	3	Terms and definitions
Food Safety Management System	4	4	Quality management system
General requirement	4.1	4.1	General requirements
Document requirements	4.2	4.2	Documentation requirements
General	4.2.1	4.2.1	General
Control of documents	4.2.2	4.2.3	Control of documents
Control of records	4.2.3	4.2.4	Control of records
Management responsibility	5	5	Management responsibility
Management commitment	5.1	5.1	Management commitment
Food safety policy	5.2	5.3	Quality policy
Food safety management system planning	5.3	5.4.2	Quality management system planning
Responsibility and authority	5.4	5.5.1	Responsibility and authority
Food safety team leader	5.5	5.5.2	Management representative
Communication	5.6	5.5	Responsibility, authority, and communication
External communication	5.6.1	7.2.1 7.2.3	Determination of requirements related to the product Customer communication
Internal communication	5.6.2	5.5.3 7.3.7	Internal communication Control of design and development changes
Emergency preparedness and response	5.7	5.2 8.5.3	Customer focus Preventive action
Management review	5.8	5.6	Management review
General	5.8.1	5.6.1	General
Review input	5.8.2	5.6.2	Review input
Review output	5.8.3	5.6.3	Review output
Resource management	6	6	Resource management
Provision of resources	6.1	6.1	Provision of resources
Human resources	6.2	6.2	Human resources
General	6.2.1	6.2.1	General
Competence, awareness, and training	6.2.2	6.2.2	Competence, training, and awareness
Infrastructure	6.3	6.3	Infrastructure
Work environment	6.4	6.4	Work environment
Planning and realization of safe products	7	7	Product realization

APPENDIX A (informative)			
Cross Reference Between Clauses of ISO 22000:2005 and ISO 9001:2008			
ISO 22000:2005			ISO 9001:2008
General	7.1	7.1	Planning of product realization
Prerequisite programs (PRPs)	7.2 7.2.1 7.2.2 7.2.3	6.3 6.4 7.5.1 8.5.3 7.5.5	Infrastructure Work environment Control of production and service provision Preventive action Preservation of product
Preliminary steps to enable hazard analysis	7.3	7.3	Design and development
General	7.3.1		
Food safety team	7.3.2		
Product characteristics	7.3.3	7.4.2	Purchasing information
Intended use	7.3.4	7.2.1	Determination of requirements related to the product
Flow diagrams, process steps, and control measures	7.3.5	7.2.1	Determination of requirements related to the product
Hazard analysis	7.4	7.3.1	Design and development planning
General	7.4.1		
Hazard identification and determination of acceptable levels	7.4.2		
Hazard assessment	7.4.3		
Selection and assessment of control measures	7.4.4		
Establishing the operational prerequisite programs (PRPs)	7.5	7.3.2	Design and development inputs
Establishing the HACCP plan	7.6	7.3.3	Design and development outputs
HACCP plan	7.6.1	7.5.1	Control of production and service provision
Identification of critical control points (CCPs)	7.6.2		
Determination of critical limits for critical control points	7.6.3		
System for the monitoring of critical control points	7.6.4	8.2.3	Monitoring and measurement of processes
Actions when monitoring results exceed critical limits	7.6.5	8.3	Control of nonconforming product
Updating of preliminary information and documents specifying the PRPs and the HACCP plan	7.7	4.2.3	Control of documents
Verification planning	7.8	7.3.5	Design and development verification
Traceability system	7.9	7.5.3	Identification and traceability
Control of nonconformity	7.10	8.3	Control of nonconforming product
Corrections	7.10.1	8.3	Control of nonconforming product
Corrective action	7.10.2	8.5.2	Corrective Action
Handling of potentially unsafe products	7.10.3	8.3	Control of nonconforming product
Withdrawals	7.10.4	8.3	Control of nonconforming product
Validation, verification and improvement of the food safety management system	8	8	Measurement, analysis and improvement
General	8.1	8.1	General
Validation of control measure combinations	8.2	8.4 7.3.6 7.5.2	Analysis of data Design and development validation Validation of processes for production and

APPENDIX A (informative)			
Cross Reference Between Clauses of ISO 22000:2005 and ISO 9001:2008			
ISO 22000:2005			ISO 9001:2008
			service provision
Control of monitoring and measuring	8.3	7.6	Control of monitoring and measuring equipment
Food safety management system verification	8.4	8.2	Monitoring and measurement
Internal audit	8.4.1	8.2.2	Internal audit
Evaluation of individual verification results	8.4.2	7.3.4	Design and development review
		8.2.3	Monitoring and measurement of processes
Analysis of results of verification activities	8.4.3	8.4	Analysis of data
Improvement	8.5	8.5	Improvement
Continual improvement	8.5.1	8.5.1	Continual improvement
Updating the food safety management system	8.5.2	7.3.4	Design and development review

Appendix B: ISO 9001:2008 and ISO 22000:2005 Comparison Chart _

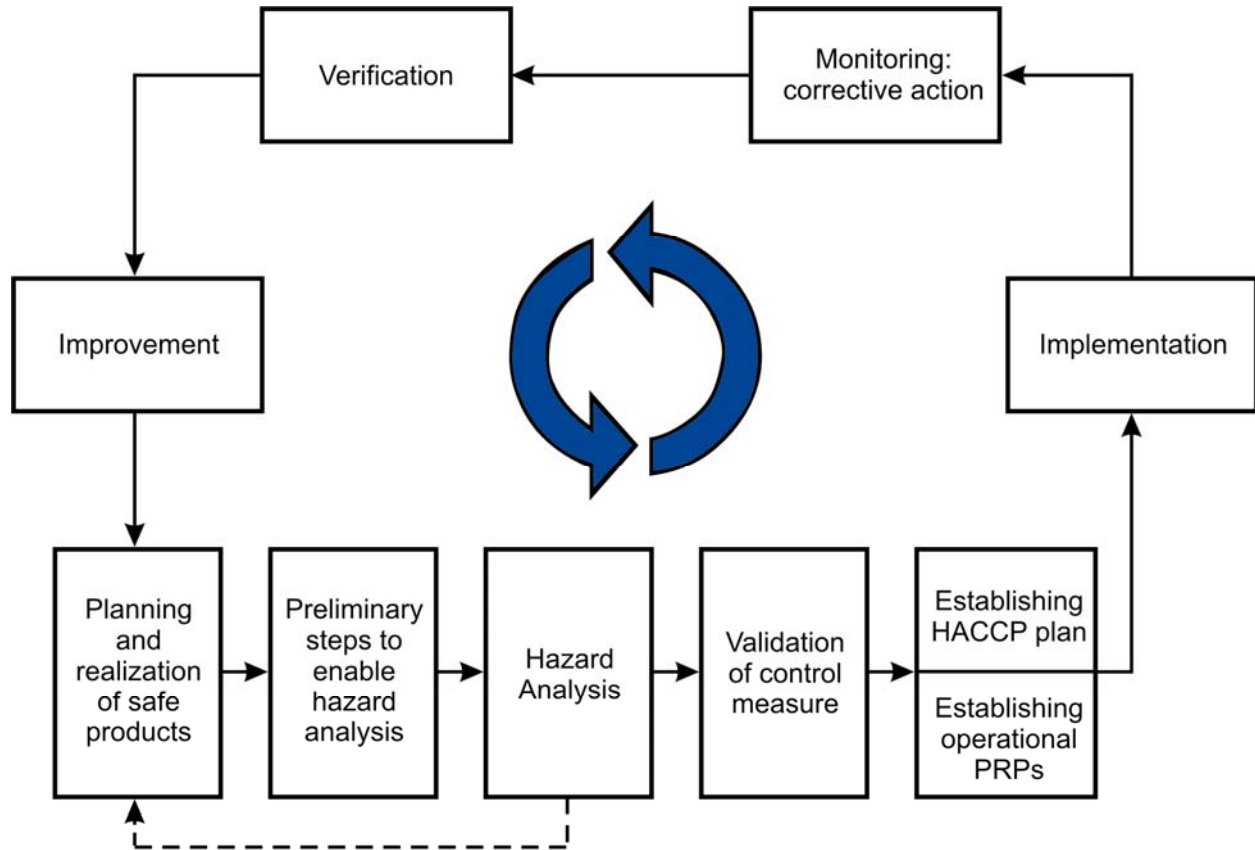
Appendix B (informative)			
Cross Reference Between Clauses of ISO 9001:2008 and ISO 22000:2005			
ISO 9001:2008			ISO 22000:2005
Introduction			Introduction
General	0.1		
Process Approach	0.2		
Relationship with ISO 9004	0.3		
Compatibility with other management systems	0.4		
Scope	1	1	Scope
General	1.1		
Application	1.2		
Normative reference	2	2	Normative references
Terms and definitions	3	3	Terms and definitions
Food safety management System	4	4	Food safety management system
General requirements	4.1	4.1	General requirements
Documentation requirements	4.2	4.2	Documentation requirements
General	4.2.1	4.2.1	General
Quality Manual	4.2.2		
Control of documents	4.2.3	4.2.2 7.7	Control of documents Updating of preliminary information and documents specifying the PRPs and the HACCP plan
Control of records	4.2.4	4.2.3	Control of records
Management responsibility	5	5	Management responsibility
Management commitment	5.1	5.1	Management commitment
Customer focus	5.2	5.7	Emergency preparedness and response
Quality policy	5.3	5.2	Food safety policy
Planning	5.4		
Quality objectives	5.4.1		
Food safety management planning	5.4.2	5.3 8.5.2	Food safety management system planning Updating the food safety management system
Responsibility, authority and communication	5.5	5.6	Communication
Responsibility and authority	5.5.1	5.4	Responsibility and authority
Management representative	5.5.2	5.5	Food safety team leader
Internal communication	5.5.3	5.6.2	Internal communication
Management review	5.6	5.8	Management review
General	5.6.1	5.8.1	General
Review input	5.6.2	5.8.2	Review input
Review output	5.6.3	5.8.3	Review output
Resource management	6	6	Resource management
Provision of resources	6.1	6.1	Provision of resources
Human resources	6.2	6.2	Human resources
General	6.2.1	6.2.1	General
Competence, awareness and training	6.2.2	6.2.2	Competence, awareness and training
Infrastructure	6.3	6.3 7.2	Infrastructure Prerequisite programs (PRPs)
Work environment	6.4	6.4 7.2	Work environment Prerequisite programs (PRPs)
Product realization	7	7	Planning and realization of safe products
Planning of product realization	7.1	7.1	General

Appendix B (informative)			
Cross Reference Between Clauses of ISO 9001:2008 and ISO 22000:2005			
ISO 9001:2008			ISO 22000:2005
Customer-related processes	7.2		
Determination of requirements related to the product	7.2.1	7.3.4	Intended use
		7.3.5	Flow diagrams, process steps and control measures
		5.6.1	External communication
Review of requirements related to the product	7.2.2		
Customer communication	7.2.3	5.6.1	External communication
Design and development	7.3	7.3	Preliminary steps to enable hazard analysis
Design and development planning	7.3.1	7.4	Hazard analysis
Design and development inputs	7.3.2	7.5	Establishing the operational prerequisite programs (PRPs)
Design and development outputs	7.3.3	7.6	Establishing the HACCP plan
Design and development review	7.3.4	8.4.2	Evaluation of individual verification results
		8.5.2	Updating the food safety management system
Design and development verification	7.3.5	7.8	Verification planning
Design and development validation	7.3.6	8.2	Validation of control measure combinations
Control of design and development changes	7.3.7	5.6.2	Internal communication
Purchasing	7.4		
Purchasing process	7.4.1		
Purchasing information	7.4.2	7.3.3	Product characteristics
Verification of purchased product	7.4.3		
Production and service provision	7.5		
Control of production and service provision	7.5.1	7.2	Prerequisite programs (PRPs)
		7.6.1	HACCP plan
Validation of production and service	7.5.2	8.2	Validation of control measure combinations
Identification and traceability	7.5.3	7.9	Traceability system
Customer property	7.5.4		
Preservation of product	7.5.5	7.2	Prerequisite programs (PRPs)
Control of monitoring and measuring devices	7.6	8.3	Control of monitoring and measuring
Measurement, analysis and improvement	8	8	Validation, verification, and improvement of the food safety management system
General	8.1	8.1	General
Monitoring and measurement	8.2	8.4	Food safety management system verification
Customer satisfaction	8.2.1		
Internal audit	8.2.2	8.4.1	Internal audit
Monitoring and measurement of processes	8.2.3	7.6.4	System for the monitoring of critical control points
		8.4.2	Evaluation of individual verification results
Monitoring and measurement of product	8.2.4		
Control of nonconforming product	8.3	7.6.5	Actions when monitoring results exceed critical limits
		7.10	Control of nonconformity
Analysis of data	8.4	8.2	Validation of control measure combinations
		8.4.3	Analysis of results of verification activities
Improvement	8.5	8.5	Improvement
Continual improvement	8.5.1	8.5.1	Continual improvement
Corrective action	8.5.2	7.10.2	Corrective actions
Preventive action	8.5.3	5.7	Emergency preparedness and response
		7.2	Prerequisite programs (PRPs)

Appendix C: HACCP and ISO 22000:2005 Cross Reference _____

Appendix C (informative) Cross Reference Between HACCP^[A] and ISO 22000:2005				
^[A] Published in Codex Alimentarius Food Hygiene Basic Texts. Food and Agricultural Organization of the United Nations, World Health Organization, Rome, 2001				
HACCP^[A] Principles	HACCP application steps^[A]		ISO 22000:2005	
	Assemble HACCP team	Step 1	7.3.2	Food Safety Team
	Describe product	Step 2	7.3.3 7.3.5.2	Product Characteristics Description of process steps and control measures
	Identify intended use	Step 3	7.3.4	Intended use
	Construct flow diagram On-site confirmation of flow diagram	Step 4 Step 5	7.3.5.1	Flow diagram
Principle 1 Conduct a hazard analysis	List all potential hazards Conduct a hazard analysis Consider control measures	Step 6	7.4 7.4.2 7.4.3 7.4.4	Hazard Analysis Hazard identification and determination of acceptable levels Hazard assessment Selection and assessment of control measures
Principle 2 Determine the critical control points (CCPs)	Determine CCPs	Step 7	7.6.2	Identification of critical control points (CCPs)
Principle 3 Establish critical limit(s).	Establish critical limits for each CCP.	Step 8	7.6.3	Determination of critical limits for critical control points
Principle 4 Establish a system to monitor control of the CCP	Establish a monitoring system for each CCP	Step 9	7.6.4	Systems for the monitoring of critical control points
Principle 5 Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control	Establish corrective actions	Step 10	7.6.5	Actions when monitoring results excess critical limits
Principle 6 Establish procedures for verification to confirm that the HACCP system is working effectively.	Establish verification procedures	Step 11	7.8 8.2 8.4	Verification Planning Validation of control measures combinations Food safety management system verification
Principle 7 Establish documentation concerning all procedures and records appropriate to these principles and their application.	Establish documentation and record keeping	Step 12	4.2 7.7	Documentation requirements Updating of preliminary information and documents specifying the PRPs and the HACCP plan

Appendix D: Concept of Continuous Improvement^(B)



^(B)Reference Figure 1 – Concept of continuous improvement – ISO/TS 22004:2005(E)