



**GFSI Guidance Document  
Sixth Edition**

**Part IV**

**Glossary of Terms**

## Terms and Definitions

For the purposes of this document, the following terms and definitions shall apply:

<b>Term</b>	<b>Definition</b>
<b>Accreditation</b>	A process by which an authoritative body gives formal recognition of the competence of a certification body to provide certification services against an international standard.
<b>Accreditation Body</b>	An agency having jurisdiction to formally recognise the competence of a certification body to provide certification services.
<b>Appeal</b>	A request by a scheme owner for reconsideration of a decision made by the GFSI Board, GFSI employee or person contracted to GFSI.
<b>Application</b>	A document confirming a scheme owner's intention to seek recognition by the GFSI for a scope of recognition.
<b>Assessment Matrix</b>	A document issued by GFSI used by the GFSI Benchmark Committee Leader and the Benchmarking Committee to document information during the benchmarking process.
<b>Audit</b>	A systematic and functionally independent examination to determine whether activities and related results comply with a conforming scheme, whereby all the elements of this scheme should be covered by reviewing the supplier's manual and related procedures, together with an evaluation of the production facilities.
<b>Auditor</b>	A person qualified to carry out audits for or on behalf of a certification body.
<b>Benchmark</b>	A process by which a food safety scheme and food safety related schemes are compared to the GFSI Guidance Document to determine equivalence.
<b>Benchmark Committee</b>	A team of registered technical experts who have been appointed by GFSI to undertake the benchmarking process of a specific food safety scheme.
<b>Benchmark Committee Member</b>	A person who has the required qualifications and experience and has undergone selection for the membership of a Benchmark Committee.
<b>Catering</b>	The preparation and provision of food, which is consumed outside the home, within a defined premises.
<b>Certification</b>	A process by which accredited certification bodies, based on an audit, provide written assurance that food safety requirements and management systems and their implementation conform to requirements.

<b>Certification Body</b>	A provider of certification services, accredited to do so by an Accreditation Body.
<b>Certification Decision</b>	The granting, continuing , expanding the scope of, reducing the scope of, suspending, restoring , withdrawing or refusing of certification by a Certification Body.
<b>Committed user</b>	A person or organisation from within the retail/food service or producing/manufacturing sectors that uses, or is going to use a scheme named in the application for GFSI recognition.
<b>Competence</b>	The demonstrated ability to apply knowledge and skills to achieve intended results.
<b>Complaint</b>	A legal document that is an expression of displeasure or dissatisfaction, but is not an appeal.
<b>Complainant</b>	A person, organisation or its representative making a complaint.
<b>Conformance Statement</b>	A document issued by GFSI to confirm recognition of a scheme.
<b>Conformity Assessment Body</b>	An organisation that performs assessment services and that can be the object of accreditation.
<b>Consensus</b>	General agreement, characterised by the absence of sustained opposition to substantial issues by any important concerned party and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.
<b>Conflict of Interest</b>	Where either a Certification Body or an individual is in a position of trust requiring them to exercise judgement on behalf of others and also have interests or obligations (whether financial or otherwise) of the sort that might interfere with the exercise of that judgment.
<b>Conforming scheme</b>	A food safety scheme that has successfully completed the GFSI Benchmark Process.
<b>Corrective Action</b>	An action to eliminate the cause of a detected non conformity or other undesirable matters.
<b>Equivalence</b>	A condition of being similar or identical or essentially equal.
<b>Evaluation</b>	An examination of production facilities or services in order to verify that they conform to requirements.
<b>Expert</b>	A person appointed by GFSI who has demonstrable specific knowledge and expertise with respect to food safety or management systems.
<b><u>Fabrication</u></b>	<u>The process and materials used in the construction and up keep of the site or facility</u>
<b>Feed</b>	Any substance or product, including additives, whether processed, partially processed or unprocessed, intended to be used for oral feeding to animals.
<b>Food</b>	Any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably

	<p>expected to be, ingested by humans.</p> <p>'Food' includes drink, chewing gum and any substance, including water, intentionally incorporated into the food during its manufacture, preparation or treatment.</p>
<b>Food Safety</b>	A concept that food will not cause harm to the consumer when it is prepared and / or eaten according to its intended use.
<b>Food safety scheme</b>	<p>A systematic plan which has been developed, implemented and maintained for the scope of food safety.</p> <p>This shall consist of a standard and food safety system in relation to specified processes or a food safety service to which the same particular plan applies. The food safety scheme should contain at least the following items:</p> <ul style="list-style-type: none"> <li>• a standard</li> <li>• a clearly defined scope</li> <li>• a food safety system</li> </ul>
<b>Food Safety Standard</b>	A series of defined requirements developed to ensure the safety of food when effectively implemented.
<b>Food Safety System</b>	A series of defined rules, policies and procedures which are intended to ensure the safe supply of food and protect public health.
<b>Food Supply Chain</b>	A defined sequence of activities in relation to the provision of food and feed from primary production to consumption. In relation to GFSI this involves activities associated with the Food and Feed Industries.
<b>GFSI Assessor</b>	A person, appointed by the GFSI, who is assigned to perform alone or as part of a team, the assessment of compliance of a scheme with the requirements of the GFSI Guidance Document in relation to a complaint or appeal.
<b>GFSI Benchmark Committee Leader</b>	A person, appointed by GFSI, who is assigned to manage the benchmarking process for a specific scheme application. The person shall have overall responsibility for the benchmarking activities for a specific scheme application.
<b>HACCP</b>	<p>Hazard Analysis and Critical Control Point</p> <p>A system which identifies, evaluates, controls and monitors hazards relating to food safety.</p>
<b>Impartiality</b>	The actual and perceived presence of objectivity.
<b><u>Incident Management</u></b>	<u>A process of identifying and managing any event where, based on the information available, there are concerns about threats to the food safety of product that could require intervention to protect consumers interests, such as isolation and removal from the supply chain.</u>
<b>Legal Entity</b>	Any entity recognized by the law, including both juristic and natural persons.
<b>Monitoring</b>	A planned sequence of observations or measurements to assess compliance with requirements.
<b>Non-conformity</b>	A deviation of product or process from specified requirements, or the absence of, or failure to implement and maintain, one

	or more required management system elements, or a situation which would, on the basis of available objective evidence, raise significant doubt as to the conformity of what the supplier is supplying.
<b>Normative Documents</b>	Referenced documents which are indispensable for the correct application of a scheme.
<b>Organisation</b>	A group of people or other legal entities with an explicit purpose.
<b>Outsourcing</b>	<u>A firm, company or individual carrying out a process on products on the behalf of the site audited.</u>
<b>Perishable</b>	A food that requires a refrigeration temperature between 5° C (41° F) and 0° C (32° F) to retain its safety and wholesomeness.
<b>Primary Production</b>	Those steps in the food chain up to and including, for example, harvesting, slaughter, milking, fishing, production of agricultural plant/tree crops and agricultural animal livestock. The resulting food products are similar to their natural state, but may have been packed, washed, trimmed (not cut into pieces), or otherwise undergone any process not defined under the definition of 'processed food'.
<b>Process</b>	A set of interrelated or interacting activities which result in an outcome.
<b>Processed food</b>	Food product, which has undergone any of the following processes changing the nature of the food: <ul style="list-style-type: none"> <li>• Aseptic filling</li> <li>• Baking</li> <li>• Bottling</li> <li>• Brewing</li> <li>• Canning</li> <li>• Coating/Breading/Battering</li> <li>• Cooking</li> <li>• Curing</li> <li>• Cutting/Slicing/Dicing</li> <li>• Dismembering</li> <li>• Distillation</li> <li>• Drying</li> <li>• Extrusion</li> <li>• Fermentation</li> <li>• Freeze Drying</li> <li>• Freezing</li> <li>• Frying</li> <li>• Hot Filling</li> <li>• Irradiation</li> <li>• Microfiltration</li> <li>• Microwaving</li> <li>• Milling</li> <li>• Mixing/Blending</li> <li>• Packed in Modified Atmosphere</li> <li>• Pack in Vacuum Packing</li> <li>• Pasteurisation</li> <li>• Pickling</li> <li>• Purification</li> <li>• Roasting</li> <li>• Salting</li> <li>• Slaughtering</li> <li>• Smoking</li> <li>• Steaming</li> <li>• Sterilisation</li> <li>• Quick Freezing</li> </ul>
<b>Product</b>	A result of a process.
<b>Product Categories</b>	A grouping of products which have a like origin or processing

	technology involved in the production of the product.
<b><u>Product re-work (packaging manufacture only)</u></b>	<u>The process of changing physical properties of, or to sort packaging materials to ensure the said item meets customer requirements.</u>
<b><u>Product Recall</u></b>	<u>The removal by a supplier of product from the supply chain that has been deemed to be unsafe and has been sold to the end consumer, or is with retailers or caterers and is available for sale.</u>
<b><u>Product Withdrawal</u></b>	<u>The removal by a supplier from the supply chain that has been deemed to be unsafe, which has not been placed on the market for purchase by the end consumer.</u>
<b>Re-benchmarking</b>	The process of benchmarking a scheme that was previously recognised by the GFSI and that is seeking renewed recognition.
<b><u>Recycled materials (packaging manufacture only)</u></b>	<u>Materials that have been used to manufacture an item and are being re-structured or re-made so that the material can be processed into a new product.</u>
<b>Retail</b>	The sale of food to the consumer, which is not consumed within defined premises.
<b>Register of Benchmark Committee Members</b>	A document containing the names of experts selected by GFSI, who may carry out benchmarking activities on their behalf.
<b>Review</b>	The systematic, documented process undertaken by GFSI to assess the compliance of a scheme against the requirements of the GFSI Guidance Document.
<b>Risk based programme</b>	A documented programme developed by a competent person(s) based on risk assessment principles.
<b>Scheme</b>	A documented food safety scheme, which has specified requirements, specific rules and procedures.
<b>Scheme Owner</b>	An organisation, which is responsible for the development, management and maintenance of a scheme.
<b>Scope extension</b>	The process undertaken by GFSI to assess an application for an additional scope of recognition by a scheme owner that has current recognition.
<b>Scope of Recognition</b>	A specific sector of the food or feed industry, or the provision of related food safety services, defined by GFSI, for which a scheme is seeking recognition.
<b>Service</b>	A result of at least one activity performed at the interface between a supplier and a customer.
<b>Standard</b>	A normative document and other defined normative documents, established by consensus and approved by a body that provide, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.
<b><u>Subcontracting</u></b>	<u>A firm, company or individual carrying out a process on products on the behalf of the site audited.</u>
<b>Supplier</b>	An organisation supplying food or feed.
<b>Surveillance</b>	Follow-up audit(s) to assess compliance with the specific

	requirements of a scheme's standard and to verify the validity of an issued certificate.
<b>Suspension</b>	The process by which a scheme is temporarily not recognised by GFSI.
<b>Unscheduled supplier audit</b>	Audits planned within a defined programme, but without the allocation of a specified programme date.
<b>Validation</b>	An activity to obtain evidence that a requirement is controlled effectively.
<b>Verification</b>	A confirmation, through the review of objective evidence that requirements have been fulfilled.
<b>Wholesale</b>	The sale of food to retailers, to industrial, commercial, institutional, or other professional business users, or to other wholesalers and related subordinated services.
<b>Withdrawal</b>	The process by which a scheme has its recognition by GFSI removed.