

CSQ SYSTEM

Particular Rules

PARTICULAR RULES FOR QUALITY, ENVIRONMENT AND SAFETY MANAGEMENT SYSTEMS ADOPTED BY ORGANIZATIONS CONTENTS

| | |
|---|---------|
| • Art.1 Reference norms and accreditation documents | Page 2 |
| • Art. 2 CSQ-ECO scheme | Page 2 |
| • Art.3 CSQ-H&S scheme | Page 3 |
| • Art.4 CSQ-DATA scheme | Page 4 |
| • Art.5 CSQ-AUTO scheme..... | Page 4 |
| • Art.6 CSQ-BCM scheme | Page 5 |
| • Art.6 CSQ FOOD scheme | Page 6 |
| • EA sectors | Page 9 |
| • Certification schemes | Page 10 |
| • Annex A: CSQ marks, CISQ logos, IQNET logo | Page 11 |

CSQ SYSTEM

Particular Rules

CSQ SYSTEM

Particular Rules for Quality, Environment and Safety

Management Systems adopted by Organizations

These Particular Rules contain further details for each CSQ System certification scheme,
as foreseen in paragraph 1.1 of the Rules.

Article 1 – REFERENCE NORMS AND ACCREDITATION DOCUMENTS

See the current edition of the SINCERT RG-04 Rules for a list of the applicable standards and accreditation documents for each certification scheme.

The ref norm for the CSQ-AUTO scheme is ISO/TS 16949:2002; the applicable accreditation document is ANFIA AQ-020 "Certification Scheme for ISO/TS 16949", current version at the time of submitting the application.

Note: The applicable EA Guides for each certification scheme can be consulted on line: www.european-accreditation.org. The SINCERT Technical Rules can also be consulted on line: www.sincert.it.

Note: All applicable documents can be consulted at the IMQ/CSQ offices.

Article 2 –CSQ-ECO SCHEME

2.1 Certification

2.1.1. Documentation

In order for assessment to take place, the Organization must provide the following documents:

- Environmental Management System;
- Initial Environment Analysis;
- Compliance List (*Note: this document is sent to the Organization beforehand. The Organization must fill this out and sign it. The Compliance List must be given to auditors before each audit.*)

2.1.2. Assessment activities

The certification activities for an Environmental Management System (hereafter EMS) is normally split into two stages: "Stage 1" and "Stage 2".

Stage 1 consists of assessment of the documentation and compliance with laws/authorisation and checks on how the EMS is organised.

Stage 2 can be planned once Stage 1 has been completed successfully.

CSQ SYSTEM

Particular Rules

The aim of Stage 2 is to assess the degree of application of the EMS, as well as the successful handling of any Non-Conformities found during Stage 1.

2.2 Surveillance and recertification

See point 6.2 in the Rules.

Article 3 –CSQ-H&S SCHEME

3.1 Certification

3.1.1 Application for certification

Partial assessment of a site (production unit) is not permitted. The audit must include all processes and all areas of the Organization, for each and every site for which certification is requested.

If an Organization has more than one production site, all sites should be included in its application for certification; IMQ may grant exceptions to this rule if the Organization can justify its request (in writing).

3.1.2. Documentation

In order for assessment to take place, the Organization must provide the following documents:

- Health & Safety Management System Manual;
- Workplace Risk Analysis;
- Compliance List (*Note: this document is sent to the Organization beforehand. The Organization must fill this out and sign it. The Compliance List must be given to auditors before each audit.*)

3.1.3. Assessment activities

The certification activities for a Health & Safety Management System (hereafter H&SMS) is normally split into two stages: “Stage 1” and “Stage 2”.

Stage 1 consists of assessment of the documentation and compliance with laws/authorisation and checks on how the H&SMS is organised.

Stage 2 can be planned once Stage 1 has been completed successfully.

The aim of Stage 2 is to assess the degree of application of the H&SMS, as well as the successful handling of any Non-Conformities found during Stage 1.

3.2 Surveillance and recertification

As an exception to the provisions of point 6.2 in the Rules, three surveillance audits are generally required prior to a recertification audit at the following intervals: first surveillance audit six (6) months from the initial certification audit; second surveillance audit eighteen (18) months from the initial certification audit and a third surveillance audit thirty (30) months from the initial certification audit.

In the event of non-complex Organizations (see applicable accreditation documents), the third surveillance audit may take place at the same time as the recertification audit.

CSQ SYSTEM

Particular Rules

Article 4 –CSQ-DATA SCHEME

4.1 Certification

4.1.1. Documentation

In order for assessment to take place, the Organization must provide the following documents:

- Information Security Manual and/or procedures required by the relevant ref norms
- Information Security Policy
- Scope of Application (description of the physical, logistical and organizational sites)
- Risk Analysis Procedure/Method
- Statement of Applicability

4.1.2. Assessment activities

The certification activities for a Information Security Management System (hereafter ISMS) is normally split into two stages: “Stage 1” and “Stage 2”.

Stage 1 consists of checks on how the ISMS is organised, by assessing the documentation provided (see point 4.1.1 above).

Stage 2 can be planned once Stage 1 has been completed successfully.

The aim of Stage 2 is to assess the degree of application of the ISMS, as well as the successful handling of any Non-Conformities found during Stage 1.

4.2 Surveillance and recertification

See point 6.2 of the Rules.

Article 5 –CSQ-AUTO SCHEME

5.1 Certification

5.1.1. Documentation

In order for assessment to take place, the Organization must provide the following information:

- Product design manager
- Scope of certification
- Excluded requirements – paragraphs and justification
- Organization processes

CSQ SYSTEM

Particular Rules

- Description, including sequences and interaction
- Progress of key indicators (last 12 months):
 - o Customer satisfaction (para. 8.2.1)
 - o Staff motivation and awareness (para. 6.2.2.4)
 - o Product processes (para. 8.2.1.1)
 - o Supplier performance (para. 7.4.1.2 and 7.4.3.2)
- Results of internal audits and action plans (last 12 months)
- Management review (last 12 months)
- Status of customer complaints
- Qualified internal auditors
- Specific requirements of the customer, to be included in the audit
- Certification obtained

5.1.2. Assessment activities

The certification activities for a Quality Management System - Automotive sector (hereafter QMS-Automotive) is generally split into two stages: “Stage 1” and “Stage 2”.

Stage 1 consists of checks on how the QMS-Automotive is organised, by assessing the documentation provided (see point 5.1.1 above).

Stage 2 can be planned once Stage 1 has been completed successfully.

The aim of Stage 2 is to assess the degree of application of the QMS-Automotive, as well as the successful handling of any Non-Conformities found during Stage 1.

5.1.3 Issue of certification

Certification applications are subject to assessment by IATF “Veto-Power”, whose findings are binding and determine the processing the application for certification.

Before the CSQ Certification Committee can take a decision, the application must be assessed by the CISQ-Automotive Certification Committee.

IMQ provides IATF with all the data and information needed for the certification process and which then issues certification on its behalf. IATF provides IMQ with its own identification number, which is indicated on the certificate alongside the IMQ number.

5.2 Surveillance and recertification

See point 6.2 of the Rules.

CSQ SYSTEM

Particular Rules

Article 6 –CSQ-BCM SCHEME

6.1 Certification

6.1.1. Documentation

In order for assessment to take place, the Organization must provide the following documents:

- Scope of application and objectives of the Operational Continuity Management System (description of the physical, logistical and organizational sites)
- Operational Continuity management policy
- Impact Analysis for each interruption in the Organization's critical activities
- Risk Analysis Procedure/Method
- Strategy adopted to guarantee Operational Continuity
- Operational Continuity Management Manual, including or referring to:
 - Operational Continuity plans;
 - Accident Management Plan;
 - Procedures required by the ref norms.

6.1.2. Assessment activities

The certification activities for an Operational Continuity Management System (hereafter OCMS) is generally split into two stages: "Stage 1" and "Stage 2".

Stage 1 consists of checks on how the OCMS is organised, by assessing the documentation provided (see point 6.1.1 above).

Stage 2 can be planned once Stage 1 has been completed successfully.

The aim of Stage 2 is to assess the degree of application of the OCMS, as well as the successful handling of any Non-Conformities found during Stage 1.

6.2. Surveillance and recertification

See point 6.2 of the Rules.

CSQ SYSTEM

Particular Rules

Article 7 –CSQ FOOD SCHEME (UNI EN ISO 22000:2005)

7.1 Requirements and liabilities of the Organization

European standard UNI EN ISO 22000:2005 establishes the requirements for managing food safety throughout the food chain, as well as guaranteeing a unified language with the HACCP and GMP systems. The key elements are:

- The adoption of an interactive communication system
- The implementation of an FSMS (*Food Safety Management System*)
- The implementation of Prerequisite Programs (PRP's)
- Satisfaction of the principles of the HACCP system

UNI EN ISO 22000:2005 is split into two main sections:

- the adoption of an FSMS (Food Safety Management System) that needs to be defined, implemented, actuated and integrated as part of a corporate quality management system in line with UNI EN ISO 9001:2000;
- synergy between the Prerequisite Programs (PRP's), the HACCP approach and corresponding risk analysis.

7.2 Certification process

The time needed for completion of the **UNI EN ISO 22000:2005** certification process varies according to various factors, including the time taken to certify the various stages in each stage of the process and the size and type of organization/company involved (single-site and/or multiple-site). These conditions are part of standard **ISO/TS 22003:2007**.

UNI EN ISO 22000:2005 certification activities are split into two separate, consecutive stages:

Stage 1:

This involves analysis of the documents defining the Organization's FSMS (*Food Safety Management System*) in order to assess the degree of implementation of the HACCP system, the PRP's (*Prerequisite Programs*) and the OPRP's (*Operational Prerequisite Programs*) and the FSMS policies and objectives. This stage is done in-house.

The details of each aspect to be checked are.

- Management liability and the FSMS policy.
- The Organization's structure, resources and technical aspects.
- Observance of legal requirements, health and safety authorisation, results of audits by the competent authorities.
- Information on the scope of the FSMS, information used for risk analysis purposes (preliminary steps), selection of the Prerequisite Programs (PRP), risk analysis and corresponding justification, definition of acceptability levels.
- Information on the definition of the Operational Prerequisite Programs (OPRP) and critical control points in the HACCP plan (CCPs), the legal aspects and applicable standards for the process and the Organization.
- Planning of validation, monitoring and process/product audits activities.
- Internal audits and management reviews (planned and performed) to confirm that the Organization is ready to proceed to Stage 2
- Identification of the meaningful indicators and the objectives of the Food Safety Management System (FSMS).

The Organization must provide the following documents:

- Structure of the Organization.

CSQ SYSTEM

Particular Rules

- Food Safety Management System policy.
- Food Safety Management System procedures (PRP's).
- HACCP study.
- HACCP plan and corresponding management procedures (CCP and OPRP).
- Procedures for the validation of the control measures and the Food Safety Management System.
- Procedures for the process/product monitoring and checks.
- Internal audit and management review records.

Stage 2:

Stage 2 is only possible if the documentation provided by the Organization is compliant with the standards and fully implemented. Stage 2 is an “on-site” audit, covering the Organization’s structure and its processes; the purpose is to assess the implemented system.

The following details are checked.

- Structure, production departments and the behaviour of personnel.
- Monitoring of performance.
- Management of CCP's and OPRP's.
- Monitoring, auditing and review of the FSMS.
- Areas of competence and personnel management.

The time that elapses between Stage 1 and Stage 2 depends on the results of Stage 1 and the need for the Organization to adjust its FSMS to comply with the standards. This interval of time cannot, in any case, be longer than six (6) months. If more than six months elapse between Stage 1 and Stage 2, a new Stage 1 audit is required.

The Organization applying for certification must have completed at least one cycle of internal audits and one management review before applying for certification

Management of results:

Stage 1

The results of Stage 1 are found in an Evaluation Report and contain conclusions on the preliminary analysis of the FSMS, which prepare for Stage 2.

Stage 2

After the Stage 2 audit, the head of the auditing group prepares an Evaluation Report.

Evaluation reports are sent to the Organization within 2 working days after completion of each audit. Evaluation reports are the property of the Organization.

Audit and evaluation results are preliminary to final certification. The CSQ Certification Committee takes the decision concerning whether or not to issue certification on the basis of the results in the Evaluation Report and any observations, corrective action and proof provided by the Organization.

CSQ SYSTEM

Particular Rules

7.3 Classification of business categories in the food industry and related sectors

| | Categories | Sector |
|---|--|--|
| A | Livestock farming | Animal husbandry, fish farms, egg production, dairy products, apiculture, non-processed fishing and hunting products |
| B | Agriculture | Fruit, vegetables, cereals, spices, kitchen-garden produce |
| C | Processing 1 (including all activities after primary production, e.g. slaughter) | Meat products and derivatives; poultry products and derivatives; egg products and derivatives; dairy products; fish products and derivatives |
| D | Processing 2 (processed products of plant origin) | Fresh/preserved fruit and vegetables; fruit juices |
| E | Processing 3 (preserved processed products) | Canned products; bakery products; oil, mineral water, beverages, sugar, pasta, flour, salt |
| F | Animal feed products | Animal foodstuff; Fish foodstuff |
| G | Catering | Restaurants, Hotels |
| H | Distribution | Shops, supermarkets, wholesalers |
| I | Services | Water supply, cleaning services, waste treatment, water treatment, product development products, processes and plant, veterinary services |
| J | Shipping and storage | Shipping and storage |
| K | Plant/equipment products | Production and marketing of plant |
| L | Producers of (bio)chemical products | Food additives, pesticides, fertilizers, cleaning products, bioculture |
| M | Producers of packaging materials | Packaging materials |

CSQ SYSTEM

Particular Rules

EA SECTORS

| EA | Description of EA sectors |
|------------|--|
| 01 | Agriculture, fishing (cultivation, farming) |
| 02 | Mining and quarrying (quarries, mines and oil fields) |
| 03 | Food, beverage and tobacco industries |
| 04 | Textiles and textile products (semi-finished/finished products and clothing) |
| 05 | Manufacture of leather and leather products |
| 06 | Wood and wood products (semi-finished and finished products) |
| 07 | Manufacture of pulp, paper and paper products |
| 08 | Publishing companies |
| 09 | Printing companies and activities linked to printing |
| 10 | Manufacture of coke and refined oil products |
| 11 | Nuclear fuel |
| 12 | Chemicals, chemical products and fibres |
| 13 | Pharmaceuticals |
| 14 | Rubber and plastic products |
| 15 | Non-metallic products |
| 16 | Lime, plaster, concrete, cement and related products |
| 17 | Metals and alloys, fabricated metal products |
| 18 | Machinery, equipment and mechanical plant |
| 19 | Electrical plant and electrical/optical equipment |
| 20 | Shipbuilding and ship repairs |
| 21 | Aerospace and aircraft |
| 22a | Manufacture of bicycles, motorbikes, motor vehicles, trailers, parts and accessories |
| 22b | Manufacture of railway materials and accessories |
| 23a | Manufacture of jewellery, imitation jewellery and gold products |
| 23b | Manufacture of musical instruments |
| 23c | Manufacture of sports goods |
| 23d | Manufacture of games and toys |
| 23e | Manufacture of furniture and furnishings |
| 23f | Manufacture of prefabricated insulation products and their application |
| 24 | Recovery and recycling |
| 25 | Production and supply of electricity |
| 26 | Production and supply of gas |
| 27 | Production and supply of water |
| 28 | Construction, plant and utility installers |
| 29a | Wholesale and retail trade, market intermediaries |
| 29b | Bicycle, motorbike and motor vehicle repair |
| 29c | Repair of personal and household goods |
| 30 | Catering: hotels, restaurants and bars |
| 31 | Shipping, storage and communications |
| 31a | Logistics: shipping, storage and communications |
| 31b | Post and telecommunications |
| 32 | Financial intermediation, real estate, leasing |
| 33 | Information technology |
| 34 | Technical and engineering services |
| 35 | Professional business services |
| 36 | Public administration |
| 37 | Education |
| 38 | Health and social work |
| 39 | Public services |

CSQ SYSTEM

Particular Rules

| CERTIFICATION SCHEMES |
|---|
| Quality Management System, ISO 9001 |
| Environmental Management System , ISO 14001 |
| Health & Safety Management System, OHSAS 18001 |
| Information Security Management System, ISO 27001 |
| Operational Continuity Management System, BS 25999-2 |
| SECTOR CERTIFICATION SCHEMES |
| Medical Device sector, ISO 13485 |
| Automotive sector, ISO/TS 16949 |
| Agrofood sector, ISO 22000 – UNI 10854 |
| Telecommunications and Information Technology sector, TL 9000 |











Note: see www.imq.it or contact the CSQ offices for details of accreditation.

CSQ SYSTEM

Particular Rules

ANNEX A

CSQ MARKS

| | | |
|--|---|---|
| Quality Management System UNI EN ISO 9000 |  | HALFTONE SCREEN PANTONE 293 |
| Environmental Management System ISO 14001 |  | Printing details on request |
| Health & Safety Management System OHSAS 18001 |  | PANTONE 293 |
| Information Security Management System ISO 27001 |  | PANTONE 293 |
| Operational Continuity Management System BS 25999-2 |  | PANTONE 293 |
| Medical Devices sector ISO 13485 |  | PANTONE 293 |
| Automobile sector ISO/TS 16949 |  | PANTONE 293 |
| Agrofood sector CSQ HACCP UNI 10854 |  | PANTONE 293 |
| Agrofood sector CSQ FOOD ISO 22000 |  | PANTONE 293 PANTONE 354 (green) PANTONE RED 032 |
| Telecommunications & Information Technology sector TL 9000 |  | PANTONE 293 |

CSQ SYSTEM

Particular Rules

CISQ LOGOS

Quality Management System
UNI EN ISO 9000



PANTONE 5555-V

Environmental Management
System
ISO 14001



Printing details on request

Automobile sector
ISO/TS 16949



PANTONE 5555-V

CISQ logos can only be used in combination with the relevant CSQ mark, respecting the same terms and conditions for use of the CSQ mark.

CSQ SYSTEM

Particular Rules

IQNET LOGO

Quality Management System
UNI EN ISO 9001

Environmental Management
System
ISO 14001



PANTONE BLUE 661C

The IQNet logo can only be used in combination with the relevant CSQ mark (ISO 9000 or CSQ-ECO ISO 14001), respecting the same terms and conditions for use of the CSQ mark.