GFSI BENCHMARKING REQUIREMENTS

VERSION 2020
NOTIFICATION OF AMENDMENTS

This document records amendments to the GFSI Benchmarking Requirements that do not require

the issuing of a new version or subversion of the GFSI Benchmarking Requirements, such as removal of obsolete key elements, spelling and grammatical amendments, rephrasing of key element(s) to clarify the intent or formatting.

This document is part of the GFSI Benchmarking Requirements and should be read in conjunction with them.

04/06/2020 - Removal of the requirements related to the GFSI Knowledge Exam

Part II key elements 4.17 to 4.26 as listed below are not applicable anymore.

CLAUSE NUMBER	CLAUSE NAME	REQUIREMENTS
4.17	GFSI Knowledge Exam	The Certification Programme Owner shall implement a means to ensure that all new auditors have successfully completed the relevant GFSI Knowledge Exam for pre and / or post farm gate. A current valid record to demonstrate successful completion of the relevant GFSI Knowledge Exam shall be available from an examination provider that meets the below requirements: • The examination provider shall not be from a product, process, service, and management system Certification Body or an Accreditation Body; • The exam provider may be the Certification Programme Owner or a third party independent from the auditor; • The exam provider may offer the GFSI Knowledge Exam provided they demonstrate conformance to the requirements defined in this clause.

4.18	GFSI Knowledge Exam	The examination provider shall have procedures in place to manage the exam questions and answers in alignment with the relevant clauses of the ISO / IEC 27001 Information Security Management System requirements as stated below to ensure the integrity and security of the questions, exam, process and compliance to applicable data privacy regulations for all exam types being delivered (electronic, paper, etc.): • Documented procedures shall be in place to ensure that the exam questions and standard answers shall be treated confidentially. These should include provisions for the security of the exam questions during the exam process, preventing unauthorised copies and print-outs of the exam questions and standard answers, and communication about the exam questions and standard answers with unauthorised personnel. If the exam is being provided in paper, the security of how the exam is transported and stored shall be documented; • Documented procedures shall be in place to ensure that the exam questions and standard answers are not shared with external / third party, unless those can demonstrate compliance to the GFSI Benchmarking Requirements related to the GFSI Knowledge Exam;
4.18	GFSI Knowledge Exam	• Documented procedures shall be in place to ensure access to the exam questions and standard answers is restricted to authorised personnel. Consideration shall be taken for office housekeeping, computer security best practices, and management and secured storage of any copies of the set of questions or devices containing them; • Documented procedures shall be in place on the delivery of the results of the candidate exam results for analysis and item performance.
4.19	GFSI Knowledge Exam	The examination provider shall manage the exam process in conformance with the relevant clauses of ISO / IEC 17024 as stated below: • Documented procedures shall be in place for the roles and responsibilities of examination administrators to ensure individuals are trained in administering the examination; • Procedures shall be in place to prevent fraudulent exam practices, including requiring candidates to sign a non-disclosure indicating their commitment to not release confidential examination materials or participate in any fraudulent activities; • The presence of an authorised, competent and trained proctor shall be required; • Access shall be prevented to any unauthorized aids or materials; • Results shall be monitored for indicators of cheating.

4.20	GFSI Knowledge Exam	The examination provider shall access and use the latest GFSI-approved exam question and answer sets for pre and / or post farm gate appropriately associated with the domains to be tested, and shall have a procedure in place to demonstrate the management of the versions. Examination results shall be reported back to GFSI's designated examination development provider that includes the results of all responses within the exam so that item performance can be analysed.
4.21	GFSI Knowledge Exam	GFSI provides the exam questions and standard answers in English. If the auditor completes the exam in a different language, the Certification Programme Owner shall be able to demonstrate how the integrity of the questions and evaluation was preserved during the translation.
4.22	GFSI Knowledge Exam	The exam process shall be managed to ensure that: • The credentials of the candidate match the candidate name; • The correct time is allowed to complete the exam • The exam is delivered in the chosen language of the candidate; • The exam is supervised (proctored) to comply with clause 4.19 • Upon completion, the answer set is identifiable to the candidate and secured from tampering.
4.23	GFSI Knowledge Exam	The exam candidate's answers to the GFSI exam questions shall be evaluated by authorised, trained and competent personnel using the standard answers provided with the questions and the result assessed against the GFSI designated pass score. If the answers are evaluated automatically, in case of online exam the right algorithm shall be ensured.
4.24	GFSI Knowledge Exam	A record that the candidate has successfully completed the GFSI Knowledge Exam shall be issued to the candidate where applicable. This shall include as a minimum: • The name of the examination provider; • The name of the Certification Programme Owner (if different from examination provider); • The name of the candidate; • The question set i.e. pre and / or post farm gate, version number, language; • The result of the examination (pass / fail); • The date of examination; • Issue date of this examination record (and if applicable expiry date); • Contact details of the examination provider; • The document reference number / candidate number.

4.25	GFSI Knowledge Exam	The exam provider shall maintain full records for each examination / candidate for a minimum period of 5 years or as long as the records relate to the latest examination. This shall include: • Candidate full name; • Exam Question set (pre or post farm gate), form version number, language; • Date and place of examination; • Exam conditions, paper/electronic, name and contact details of examination provider; • Information identifying the examination proctor; • Completed examination document; • Exam results including score; • Details of special accommodations, if needed; • Exam record details as per 4.24 above.
4.26	GFSI Knowledge Exam	Certification Programme Owners shall mutually recognise the positive GFSI exam results of each other's auditors for pre and / or post farm gate.