

# PrimusGFS General Regulations - Appendix 1 Desk Review Guidance

*Used in conjunction with the PrimusGFS v3.1*

PrimusGFS (owned by Azzule Systems, LLC)

**Contact Us:**

[PrimusGFS@azzule.com](mailto:PrimusGFS@azzule.com)

Santa Maria, California, U.S.A. +1-805-862-4219  
Culiacán, Sinaloa, Mexico +52-667-716-5037  
Viña del Mar, Chile +56-32-332-5045

**1. Introduction:**

- a. An organization has the choice to apply for a full documentation review prior to an on-site audit. This audit approach will allow an auditor to review all applicable documents related to the organization's PrimusGFS program prior to arriving on-site.
- b. This document and the PrimusGFS General Regulations must be used in conjunction with each other.
- c. A desk review option can only be chosen for announced or pre-assessment audits.

**2. Application:**

- a. The organization must select the PrimusGFS desk review option when completing the PrimusGFS application with their Certification Body (CB).
- b. The CB has the authority to reject an organization's desk review request depending upon the specific risks associated with the organization.
  - i. Risks may include complaints or recalls related to the organization; history and maturity of the organization's PrimusGFS food safety management system; pending compliance or legal related issues; significant changes to their management or operation system, for example, a change of physical location, a change in the scope of activities, etc.

**3. Execution:**

- a. After the application has been reviewed and approved by the CB, the organization must complete a self-assessment and submit the required documents following the document: *PrimusGFS Documentation and/or Visual Observations Requirements*.
  - i. The auditee's self-assessment and required documents should be submitted by the use of:
    - i. The PrimusGFS 1<sup>st</sup> party audit tool in the PrimusGFS Auditee System
    - ii. The Azzule Supply Chain Program Compliance Grid
    - iii. Or another secure method for the use of sharing documents between the Certification Body, Auditee, and Auditor.
- b. The CB will assign an auditor to conduct the desk review and conduct the on-site audit. The same auditor must be assigned for both the desk review and the on-site audit.
  - i. The auditee's self-assessment and the CB's selection of an auditor may occur simultaneously.
- c. Once an auditor is assigned and the organization's self-assessment and applicable documents are submitted, the auditor must be granted access to review the information, prior to the on-site audit.
- d. The CB must verify the organization and the auditor have an agreed audit plan to ensure the desk review will be finalized prior to the on-site audit.
- e. The desk review non-conformances should not be discussed with the organization until the auditor arrives on-site to complete the audit process.
- f. Once the desk review and on-site audit are completed, the auditor must submit the preliminary report in the PrimusGFS system within 15-calendar days of the on-site audit. The preliminary audit report must not be submitted until the desk review and the on-site audit(s) are completed.
- g. The organization has 30 calendar days from the on-site audit to review and respond to their non-conformances. This stipulation follows the PrimusGFS General Regulations section 12 Non-conformances and Corrective Actions.