



PrimusGFS - McDonald's Addendum General Regulations

PrimusGFS (owned by Azzule Systems, LLC)
3030 Industrial Parkway
Santa Maria, CA 93455

1. INTRODUCTION

- a. The PrimusGFS McDonald's Addendum has been created for producers supplying fresh produce products to McDonald's. The addendum is intended to be used in conjunction with the current versions of PrimusGFS Farm and Harvest Crew Audit and McDonald's Good Agricultural Practices Food Safety Standards.
- b. This addendum has been created by Azzule and McDonald's and establishes mandatory requirements to meet McDonald's produce supplier requirements.

2. CERTIFICATION BODIES

- a. Certification Bodies approved or provisionally approved for PrimusGFS are permitted to conduct the PrimusGFS McDonald's addendum.
- b. Certification Bodies are responsible for ensuring that auditors conducting the addendums are approved to conduct PrimusGFS audits for the current version and Farm and Harvest Crew scopes.
- c. Certification Bodies and the personnel they employ must be free of any conflict of interest in the audit process and maintain the confidentiality of all client specific information, except as required by this addendum or by law.
- d. The Certification Body has the responsibility to ensure that their auditors are current on good agricultural practices and to be able to apply relevant laws and regulations. The Certification Bodies shall maintain records of all relevant training taken by the auditors.

3. APPLICATION

- a. Applicants may opt in for the McDonald's addendum while applying for their PrimusGFS audit and should provide the following details:
 - i. Organization details
 - ii. Contact information
 - iii. Details about the operation(s) to be included in the scope of the addendum
 - iv. Field or harvest crew operation products covered in the scope of the addendum

4. ADDENDUM EXECUTION

- a. The addendum should be used in conjunction with the most current version of PrimusGFS and McDonald's Good Agricultural Practices Food Safety Standards .
- b. The addendum should be completed at the same time as the PrimusGFS audit. If completed on a different day, the decision to accept the addendum is based on McDonald's judgement.

5. EVALUATION

5.1 CONFORMANCE BY INDIVIDUAL QUESTIONS

a. To verify conformance to the addendum requirements, the addendum normative documents (checklists and questions and expectations) shall be used.

| Conformance for questions | |
|---|--|
| Answer | Criteria |
| Total Conformance (Can be Yes or No, depending on the question) | To meet the question and/or conformance criteria in full. |
| Non-Conformance (Can be Yes or No, depending on the question) | The question or conformance criteria have not been fully met. Justifications should be included in the auditor's comments. |
| Non-applicable | The question or conformance does not apply. Justifications should be included in the auditor's comments. |

(Table 1 – Statements of conformance for questions)

In case of finding deficiencies for the question and/or the expectations for that question, assign the answer to each question as described above in the general statement of the table (Table 1). When the requirement is not applicable for the operation being audited, Non-applicable answer is given.

5.2 SCORING

a. Scoring of the addendum is based on a percentage of points earned over total possible points. Breakdown is as follows:

- 94-100% - Rating Result A: Exceptionally Meets McDonald's expectations.
- 84-93% - Rating Result B: Meets McDonald's expectations with required improvement.
- 0-83% - Rating Result C: Does not meet McDonald's minimum expectations.

6. REQUIREMENTS FOR ADDENDUM REPORTS

- a. The addendum report will be always issued from the Azzule Auditing Software.
- b. The auditor must enter the information into the Azzule Auditing Software within 15 days.
- c. The addendum report will be written in the language that the applicant requests.
- d. Every report shall include as a minimum the following information:
 - i. Name of the Certification Body
 - ii. Name of the applicant organization
 - iii. Details about the operation
 - iv. Date and time of the audit
 - v. Name and version of the PrimusGFS McDonald's addendum
 - vi. Audit scope – details of the process
 - vii. Product(s) observed during audit, similar product(s) not observed and product(s) applied for but not observed

- viii. Names of personnel involved in the audit from the applicant organization
- ix. Auditor name
- x. Answers and comments for each of the questions in the addendum

e. Following the generation of the addendum report, corrective actions are mandatory to complete.

7. CORRECTIVE ACTIONS

- a. The applicant organization will be required to submit corrective actions to address any non-conformances raised. The applicant organization must submit evidence of the actions taken in order to have the corrective actions evaluated by the Certification Body.
- b. Corrective action evidence for each non-conformance must be submitted to the Certification Body by the organization within 30 calendar days from the addendum date.
- c. The Certification Body will have 15 calendar days to review the corrective action evidence and notify the organization if it was accepted or rejected and close the non-conformance(s).
- d. If time allows (within the 30 calendar day corrective action timeframe), when corrective action evidence is rejected by the Certification Body, the organization can re-submit additional evidence to close the non-conformance.
- e. Once the applicant organization has responded to the Certification Body regarding the non-conformances and the Certification Body has reviewed all corrective actions submitted, the Certification Body will close the corrective action phase in the Azzule Auditing Software.

8. DISTRIBUTION OF ADDENDUM REPORTS

- a. Certification Bodies must provide and make available the information for each audit process, including but not limited to, addendum details, and outcome to Azzule by using the Azzule Auditing Software or by any other means established by Azzule.
- b. The documented addendum reports generated by the Certification Body in the auditing process for each operation, including those submitted through the Azzule Auditing Software, should be provided to the applicant, the Certification Body, McDonald's, and Azzule.
- c. Ownership of the addendum report, determination of details made available and authorization for access shall remain with the applicant. Except where required by law, the Certification Body shall not release any addendum information of the applicant to any outside party without applicant's authorization. The Certification Body shall document any and all communications between Certification Body and applicant whereby applicant authorizes the release of information to an outside party.