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If you should require any further information then please do not hesitate to contact us. We will be please to help you.

Please contact us via mail to info.tncert@tuev-nord.de or by telephone 0800 245 74 57 (Free-phone from within Germany) or +49 511 9986-1222 from abroad.

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The rules and descriptions of service and performance regarding McDonald's Audits (herein referred to as McDonald's) apply alongside our offer.

This performance description covers the following McDonald's audits:

- McDonald's Supplier Quality Management System Audit, (SQMS) (2.0 days on site).
- McDonald's Addendum(Additional 0.5 days on site combined with GFSI audit).
- McDonald's 4,5,6 Audit (1.0-2.0 days on site).
- McDonald's Unannounced GMP(1.0 day on site).

**Important Note* - For all "new to McDonald's suppliers", the site must be in contact with McDonalds' Corporate Office and have completed their legal registration process before any audit of the site can take place. The audit firm can no longer perform this task on behalf of the site. This will not be necessary if the audit site is an active and existing McDonald's Supplier.

1. CERTIFICATION PROCEDURE

1.1. Audit Preparation

Audit preparation serves to establish if the customer is ready for GFSI certification, along with the McDonald's Addendum, if requested (This is also the case in the event a site requests the McDonald's SQMS Audit.).

SQMS certification demonstrates that you meet McDonald's food safety and quality expectations, some of which are unique to maintaining integrity of McDonald's brand specifications and more importantly, the safety of their customers. Required annually, this verification audit is applicable to all McDonald's suppliers of food products and is delivered as a full audit of the SQMS requirements or as an addendum to GFSI standards.

1.2. Audits

The task of the site during the audit is to demonstrate the application of its documented procedures in practice. For this purpose, all product groups and processes which are included in the scope of the GFSI certification, as well as any products or processes that are a part of the scope for the McDonald's Addendum, must be running at the time of the audit. The same applies to sites that choose the McDonald's SQMS, rather than the combined audit.

Following completion of the audit, the client will be informed of the results of the audit in the final meeting. The auditor can give an estimated score of the audit, but cannot give a final score. The results of the audit will be documented in the reports, and Non-conformities documented in an action plan.

Consequently, NC's may still exist but are not subject to the final meeting or in the assessment report. The certification report, along with the McDonald's Audit Checklist, must be submitted to TUV USA within five days from the end of the audit, who will in turn upload the reports to McDonalds' OnPoint by the 10th day from the last day of the audit. The same submission date applies for sites that select any of the McDonald's Audits. Not just for those with the combined GFSI certification combined with the McDonald's Addendum.

1.3. Recertification or Annual Audits

See section 1.2

1.4. Award of Certificate

No secondary certificates will be issued for any McDonald's related audits. McDonald's scores their suppliers with an internal ranking procedure: A = Exceeds Requirements (95-100 %); B = Meets Requirements (85-94 %); C = Partially Meets Requirements (70-84 %); F = Fail to Meet McDonald's Requirements (<70 %).

1.5. Certificate Suspension and withdrawal

TUV NORD CERT is the owner of the GFSI certificates and can suspend or withdraw them at any time. Should either occur, MCDONALDS will be notified, as per the agreement between them and the certification body, performing the audit.

1.6. Final Report Submission

Final reports and certificates will be issued in accordance with the expectations for the particular GFSI standard being audit to. Similarly, final copies of the McDonald's reports will also be issued. However, the site must also understand and consent to the mandatory requirement of allowing TUV USA and its affiliates to provide copies of all applicable reports to MCDONALDS. Failure to allow this may result in suspension with MCDONALDS.

1.7. Notification of Incidents

The McDonald's supplier must inform TUV NORD CERT (tncert-food-recall@tuev-nord.de), within twenty-four hours (24) regarding the following, and in accordance with the requirements with the GFSI Standard they have been certified to, especially with any products that fall within the scope of their MCDONALDS agreement. TUV USA will then notify MCDONALDS of the incident.

- All product recalls.
- Evidence of a significant public safety issue (i.e. food poisoning outbreak).
- Any impending prosecution or enforcement with respect to product safety or legality.
- Adverse media or regulatory authority interest.
- Evidence of significant failings at the certified site (i.i. fraud, corruption or significant malpractice).
- Significant public safety concern that may bring the GFSI standard they are certified to into disrepute.