**The guidelines meant for RSB certified clients transiting to
RS 184: 2017 -Food Safety Management System**

Introduction

This guide will explain some of the most important changes in the new RS 184:2017 standard. While this client information note only gives a brief overview of the most significant requirements, it is highly recommended to review the annex to this document

Transition

RS 184: was published on March 10, 2017, the revised version cancels and replaces RS 184:2013. Organizations have three years from the date of publication for transition to the new version. This means that certified clients have until 09 March 2020 for transition and comply with RS 184:2017 to remain HACCP certified.

The main changes in the new version of RS 184:2017 are:
Well defined management responsibility
Clear communication of responsibilities and authority.
Effective external communication
Effective verification and management system review

Detail on changes appear on the annex as a table of differences/changes between RS 184: 2013 and RS 184:2017

The certified clients take the following steps to prepare for transition

Identify organizational gaps which need to be addressed to meet new requirements.
Develop an implementation plan.
Provide appropriate training and awareness for all parties that have an impact on the effectiveness of the organization.
Update the existing HACCP system to meet the revised requirements and provide verification of effectiveness
Liaise with RSB for transition arrangements

Validity of certifications to ISO RS 184:2013
The expiry date of certifications to RS 184:2013 issued during the transition period shall correspond to the end of the three-year transition period from the publication date. Expiration of certificates to is not later than RS 184:2013 9 March 2020

RS 184:2013 certifications will not be valid after three years from publication of **RS 184:2017**

Processing of Applications

RSB shall cease from accepting re-certification applications from applicant organisations to RS 184:2017 by September 2018 as part of its transition to RS 184:2017

RSB will start conducting audits against RS 184:2017 in **May 2017.** All audits done between **May 2017** and end of **September 2018 (**deadline for accepting applications based on

RS 184:2017), will take into consideration the management system's preparedness for the changes.

RSB ensures that the evaluation of a client's conformance to the new requirements during the transition phase does not interfere with the client's on-going conformance to **RS 184:2013**.

Transition of existing licenses to RS 184:2017 shall be permitted only after successful completion of surveillance, re-certification and or special audits against **RS 184:2017**.

Where transition audits are carried out in conjunction with scheduled surveillance or recertification (i.e. progressive or staged approach), additional time will be required to ensure that all activities are covered for the existing and new standard requirements.

Existing Licenses and Transition Audits

Starting October 2019, RSB strongly recommends your management to consider having all types of audits (Initial, Surveillances and Recertification) according to ISO 22000:2018.

Nonconformities to the requirements of RS 184:2017 may be raised against organizations currently certified to RS 184:2013, but will not lead to suspending or withdrawing certification until the end of the three (3) years i.e March 9 2020.

Your existing RS 184:2013 certificates will be renewed as RS 184:2017 certificates only when the HACCP system has been successfully audited and is conforming to the new version in time (at least six months i.e October 2019 prior to end of the transition period); This is strongly recommended to any affected client in order to maintain a valid HACCP certified status at the end of the transition period March 9 2021.

At the end of the transition period, any outstanding nonconformity to RS 184:2017 will become active and will affect certification status by March 9 2020

Any existing certificates that shall not have transited by **March 9 2020** shall have their certifications cancelled and withdrawn.

Accredited certificates issued to RS 184:2017 after the date of publication of RS 184:2017 shall state an expiry date of 9 March 2020

Note: For more information on transition visit, Email: info@rsb.gov.rw; www.rsb.gov.rw.

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Annex: Table of differences/changes between RS 184: 2013 and RS 184:2017

RS 184: 2018	RS 184: 2013
4 Documentation requirements	4.
4.1 HACCP manual	4.1 (and new)
4.2 Control of documents and records	4.2
5 Management responsibilities	5
5.1 General	5.1 (and new) 5.1e removed
5.2 Establishing the food safety policy	5.1 and new
5.3 Responsibility and authority	New
5.4 Appointment of the HACCP team and team leader	5.2 (Food safety team leader replacing the management representative)
5.5 Resources	5.3
5.6 Communication	5.1 (and new)
5.7 Management review	5.4 (and new)
6 Prerequisite programmes (PRPs	6.
7 Correction and corrective action	7 (and new)
8 Application of HACCP Principles	New heading
8.1 Stage 1: Assemble the HACCP team	8.2 (some requirements removed)
8.2 Stage 2: Describe the product	8.3
8.3 Stage 3: Identify the intended use of the product	8.4
8.4 Stage 4: Construct a product flow diagram	8.5
8.5 Stage 5: Arrange an on-site confirmation of the flow diagram	8.6
8.6 Stage 6: List potential food safety hazards, conduct hazard analysis and consider any measures to control Hazards	8.7
8.7 Stage 7: Determine the critical control points (CCPs)	8.8
8.8 Stage 8: Establish critical limits for each CCP	8.9
8.9 Stage 9: Establish a monitoring system for each CCP	8.10
General	General
8.9.1 Responsible person or equipment	8.10.1
8.9.2 Frequency of monitoring	8.10.2
8.9.3 Monitoring methodology	8.10.3
8.10 Stage 10: Establish corrective action plans	8.11
8.11 Stage 11: Establish validation, verification and review procedures	8.12
8.11.1 Validation	8.12.1
8.11.2 Verification	8.12.2
8.11.3 HACCP plan review	8.12.3
8.12 Stage 12: Establish control of documents and records	8.13
8.12.1 Document control	8.13.1