WORKSHEET 4.12

Issued, Then Surveilled

Subchapter 4.12 · case in the book: Montevideo

Since your certificate was issued, what has changed in your hotel (outlets, people, suppliers, menus) and does your certified system, and your certification body, know about each change?

This worksheet turns the tools of the subchapter into a form you can fill in. The texts come from the book; the empty columns are for your own property. Adapt it before use: an unadapted checklist is exactly what the book warns against.

Practical application: what to do in your property

Step (from the book)	Done?	What we found / owner
The register of changes: Kept by the food safety team, with every department reporting changes as they happen, and each entry stating its impact, the update made and whether the body was informed.		
Clocks belonging to roles: Internal audits, management review and system updates were placed in the hotel's annual calendar under named roles, with handover checklists for each.		
The extension: The parrilla was brought into the system and the scope extended by the certification body before it was described as certified.		
The second year: In the second year after each certification or recertification, the general manager would review the state of the system's clocks each quarter.		

These steps are the book's method, not requirements of ISO 22000. Evidence can take whatever form suits the property; a separate document is needed only where an applicable requirement, or the property's own system, makes it necessary.

Verification Pact: what is believed, tested against the standard

What is commonly believed	What actually holds	Our position
"Once certified, the hotel is certified for three years."	Not as stated. The certificate is maintained through surveillance and can be suspended.	
"A new outlet is covered by the existing certificate."	Not as stated. Only if it falls within the certified scope; otherwise the body reviews an extension, with any audit it judges necessary, before the certificate covers it.	
"Surveillance audits maintain the system."	No. They sample it; the organisation maintains it.	
"Changes need only be shown at the next audit."	No. Significant changes must be reported to the body without delay.	

What is commonly believed	What actually holds	Our position
“A management review can follow last year’s template.”	Not as stated. It must consider the inputs of the period, including changes.	

Common mistakes: a self-check

Mistake (from the book)	Present here?	Action / owner
Treating certification as a finished project		
New outlets opened outside the system		
Not informing the body of changes		
System clocks tied to people		
Management review copied		
Claims extended to new outlets		

Operative synthesis

- **Is there a register of changes since the last audit? (Food safety team leader): Register**
- **Has each change reached the system? (Food safety team leader): Updates recorded**
- **Has the body been told of significant changes? (Quality manager): Correspondence**
- **Are internal audits and review on schedule? (General manager): Calendar against records**
- **Do our claims match the certificate’s scope? (Marketing manager): Website and materials**
- **What has changed since our last audit?: The register**
- **Is anything we sell as certified outside the certificate?: No**
- **If our food safety team leader left tomorrow, what would stop?: Nothing; the clocks belong to roles**

Action plan for our property

Action	Owner	Due	How we will know it worked

Source: Francesco Dore, The Helm and the Lens, Volume 6b «The Lens», subchapter 4.12. Edizioni Effedore, 2026. Clause references are paraphrased; this sheet does not reproduce the text of ISO 22000, ISO 19011, ISO 22003-1 or ISO/IEC 17021-1. It is not legal advice: food law is that of the place where the property operates.