WORKSHEET 4.2

Choosing the Certification Body

Subchapter 4.2 · case in the book: Barcelona

When you last chose a certification body, did you compare the people who would audit your kitchens, or only the prices on the quotations?

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 selection criteria: The criteria in Table 4 became the hotel's rule for choosing or changing a certification body, with impartiality as a pass-or-fail condition and price weighed last.		
Separate help: The hotel engaged an independent food safety consultant, with no link to any certification body, for four days of preparation before the Stage 1 audit.		
The audit plan: The contract with the chosen body named the outlets to be audited and required at least one audit day to include a peak service, in line with the proposal.		
The record of the decision: The comparison, the answers received and the reasons for the choice were kept with the contract, to be reviewed at each renewal.		

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
"All accredited bodies provide the same audit."	No. Accreditation sets requirements; auditors, durations and methods still differ.	
"A body that helps us prepare will make certification easier."	Not as stated. Certification bodies may not provide consultancy to clients they certify; linked arrangements threaten impartiality.	
"Qualification in the catering category means hotel experience."	No. Qualification rests on criteria; the hotel can ask what experience lies behind it.	
"The hotel has no say in who audits it."	Not as stated. The body assigns auditors; the hotel can ask, and can object to a conflict of interest.	
"A finding cannot be challenged."	No. Bodies must have processes for complaints and appeals.	

Common mistakes: a self-check

Mistake (from the book)	Present here?	Action / owner
Choosing on price after checking accreditation		
Accepting preparation help linked to the body		
Not asking who the auditor will be		
Quotation names only the address		
Not asking about appeals		
No record of why the body was chosen		

Operative synthesis

- **Was impartiality checked as a pass-or-fail condition? (Quality manager): Written answers**
- **Does the auditor have hotel or catering experience? (Quality manager): Auditor background**
- **Does the proposal name outlets and include a peak service? (Quality manager): Proposal and contract**
- **Was the calculation of audit days explained? (Quality manager): Body's answer**
- **Are the reasons for the choice recorded? (General manager): Decision record**
- **Who audits us, and what has he audited before?: A named auditor with hotel experience**
- **Is anyone linked to our certification body helping us?: No**
- **Why did we choose this body over the cheapest one?: Written reasons**

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 4.2. 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.