

Exemplar
Global

Certification Requirements

Competency-based

Food Safety Management
Systems (FSMS) Certification
Program

Exemplar Global is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2012 '*General requirements for bodies operating the certification of persons*'.



This program is covered under Exemplar Global's scope of accreditation with JAS-ANZ.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, Exemplar Global, Inc. does not accept liability for the performance, conduct or services provided by the certified person or organization.

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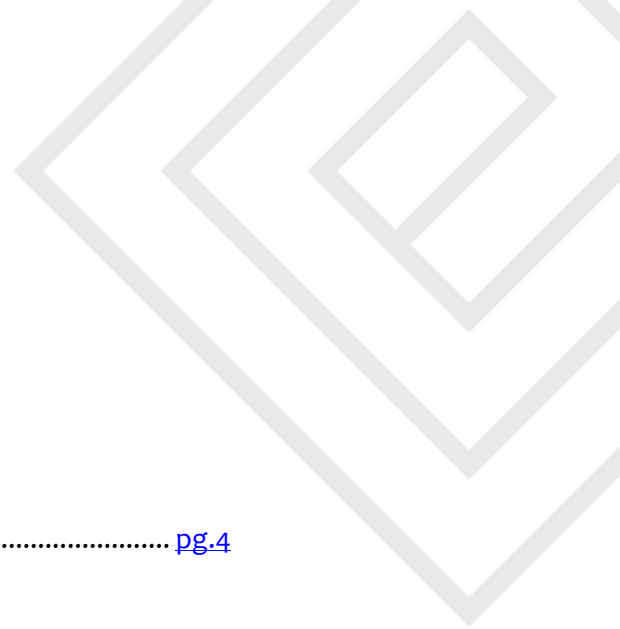


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Introduction

The **Competency-Based (CB) Food Safety Management System (FSMS) Auditor Certification Program** has been developed by Exemplar Global in liaison with industry representatives.

The program provides international recognition for auditors who conduct food safety management system audits using national or international management system standards, or other management system standards and normative and industry references that are recognized by Exemplar Global.

Confidence and reliance in the audit process depends on the competence of personnel conducting the audit.

This personnel certification program has been developed to meet the following key objectives:

- To achieve the requirements of the International Standard for personnel certification ISO/IEC 17024:2012;
- To ensure that auditors meet or exceed the audit competencies defined by Exemplar Global, using ISO 19011:2011 (ISO 19011) and ISO 22000:2005 or any other approved standard. To be assessed as competent to perform food safety management system audits;
- To assist organizations in selecting competent auditors; and
- To enhance the professional recognition of qualified auditors.

Auditors who wish to become certified by Exemplar Global should review this document and the [Personnel Certification Guide](#) to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an examiner in your region's principal office. Exemplar Global principal offices are located in:

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Grades of Certification

There are five grades of FSMS Auditor certification:

- Provisional FSMS Auditor
- FSMS Auditor
- Principal FSMS Auditor
- Lead FSMS Auditor
- Business Improvement FSMS Auditor

The Provisional Auditor grade recognizes that an applicant has demonstrated the knowledge-based auditing competence required, but has not yet demonstrated the ability to conduct FSMS audits.

The Auditor grade recognizes that an applicant has demonstrated the competencies to conduct a FSMS audit and perform as a member of an audit team.

The Principal Auditor grade recognizes that an applicant has demonstrated the competencies to conduct a FSMS audit and perform either alone or as a member of an audit team.

The Lead Auditor grade recognizes that an applicant has demonstrated the competencies to conduct a FSMS audit and can lead an audit team.

The Business Improvement Auditor grade recognizes that an applicant has demonstrated Lead Auditor competence and has knowledge of the application and benefits of business improvement and risk management tools.

Scopes of Certification

There are 23 scopes under competency-based FSMS Auditor certification. These scopes are in addition to the certification requirements shown within this document.

Applicants must demonstrate the requirements defined for each scope. It is possible for an applicant to be awarded more than one scope.

Applicants applying for any of the below scopes must have direct implementation, maintenance, or management work experience within the relevant industry or scope specific auditing experience to be awarded these scopes.

Scopes do not apply to the Provisional Auditor grade.

**This scope is not included in Exemplar Global's scope of accreditation.*

SCOPE	DEFINITION	REQUIRED EVIDENCE
1A. Food Retail Operations (Low Risk)	Retailing of pre-packaged food or food that undergoes no or minimal processing (e.g., slicing, portioning) but may require appropriate storage or handling (e.g., refrigeration). The food may also require further processing by the customer.	Ten audit days or two years industry experience that sell prepackaged foods only e.g. prepackaged sweets and chocolate: groceries, newsagents, liquor stores, dairy retail, milk vendor, confectionery store, and some green grocers, bakeries, and butchers.
1B. Food Retail Operations (Medium Risk)	Businesses that process foods so they are ready-to-eat and do not require further processing by the customer.	Ten audit days or two years industry experience in industries that sell limited hot food e.g. pies, cake shops, school canteens, bed and breakfasts, hot dog vendors, and some green grocers, bakeries, butchers, and supermarkets.
1C. Food Service Operations (Medium Risk)	Businesses that prepare food/meals for immediate consumption.	Ten audit days or two years industry experience in: hotels, restaurants, cafes, take-away/carry out food outlets, etc.

Scopes of Certification

Scopes do not apply to the Provisional Auditor grade.

*This scope is not included in Exemplar Global's scope of accreditation.

SCOPE	DEFINITION	REQUIRED EVIDENCE
1D. Food Service Operations (High Risk)	Businesses that prepare food/ meals for vulnerable populations.	Ten audit days or two years industry experience in: hospitals, aged care facilities, nursing homes, and/or childcare centers.
2. Food Transport and Warehousing Operations (Low Risk)	Covers all food transport operations, both dry goods and perishables. Covers all warehousing operations, both dry goods and perishables.	Ten audit days or two years industry experience in the transportation and warehousing of food, including chilled and frozen.
3A. Red Meat Processing - Slaughtering and Boning (Medium Risk)	Businesses that are involved in the slaughtering and boning of beef, lamb, and pork.	Ten audit days or two years industry experience and training, i.e. abattoir work.
3B. Red Meat Processing (Medium Risk)	Businesses that are involved in further processing and value adding of meat primal and cuts.	Ten audit days or two years industry experience and training (i.e., abattoir work) identifying hazards involved and controlling methods, mincing, dicing, value adding of meat products.
3C. Poultry Processing— Slaughtering and Boning (Medium Risk)	Businesses that are involved in slaughtering and boning of poultry and fowl.	Ten audit days or two years industry experience and training (i.e., abattoir / butchery) identifying hazards involved and controlling methods, handling of live birds (potential bruising, disease), efficiencies of evisceration, traceability, temperatures.

Scopes of Certification

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**This scope is not included in Exemplar Global's scope of accreditation.*

SCOPE	DEFINITION	REQUIRED EVIDENCE
3D. Poultry Processing (Medium Risk)	Businesses that are involved in further processing and value adding of poultry and fowl.	Ten audit days or two years industry experience and training in poultry processing involving mincing, dicing, value adding of poultry products like crumbing, salting, brining, etc. identifying hazards involved and controlling methods.
4. Manufactured Meats Processing (High Risk)	Involves blending meat and other foods. Includes frankfurts, devon, salami, meat paste, and uncooked fermented smallgoods.	Ten audit days or two years industry experience in manufacturing of smallgoods (i.e. fermentation), uncooked/cooked meats, preservation, etc. Smallgood certificate required.
5. Seafood Products Processing (High Risk)	Marine and freshwater species and includes ready-to-eat uncooked products and all processing operations. Includes live seafood that does not fall into primary industry category. Examples of technical processes include: smoking, drying, freezing, and purification.	Ten audit days or two years industry experience in processing of seafood (i.e., cleaning, shucking, filleting, value adding of fish), temperature controls, live oyster controls, ready-to-eat in a raw food seafood factory (cross-contamination), flushing of oysters, traceability, and seafood products.

Scopes of Certification

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SCOPE	DEFINITION	REQUIRED EVIDENCE
6. Dairy Products Processing (High Risk)	Covers milk collection and is extended to all processing operations. Milk substitutes such as soy would be included where the technology is the same, e.g., soy milk, tofu. Also includes infant formula manufacture. Processes include pasteurization, UHT, evaporation/concentration spray/drying, fermentation, freezing, and ultrafiltration.	Ten audit days or two years industry experience in the processing operations of all dairy products (milk, cheese, butter, etc.). Pasteurization certificate or equivalent required.
7. Fats, Oils and Margarine Manufacture (Medium Risk)	Manufacture of all vegetable/ animal oils and margarine.	Ten audit days or two years industry experience in the manufacturing of all vegetable/ animal oils and margarine and in processes such as clarification, refining, etc.
8. Cereal and Nut Processing (High Risk)	Includes all processing operations for cereals and nuts.	Ten audit days or two years industry experience and/or training in milling, extrusion/drying, roasting, etc.
9. Bakery Operations—Wholesale Production (Low Risk)	Includes all baked items.	Ten audit days or two years industry experience and training involving bread and cake-baking wholesalers.
10A. Fruit and Vegetable Processing—Whole and Fresh Processing Only (Low Risk)	Processes not altering the fruit or vegetable.	Ten audit days or two years industry experience involving fruit and vegetable packing, wholesaling, and market agent.

Scopes of Certification

Scopes do not apply to the Provisional Auditor grade.

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SCOPE	DEFINITION	REQUIRED EVIDENCE
10B. Fruit and Vegetable Processing—Cutting, Dicing, etc. (Medium Risk)	Processes such as controlled atmosphere, sanitizing washes, freezing, drying, etc. Also includes salad manufacturing.	Ten audit days or two years industry experience and/or training involving fruit and vegetable value-adding.
10C. Fruit and Vegetable Processing—Canning (High Risk)	Processing and thermal processing of fruit and vegetables through a canning process.	Ten audit days or two years industry experience in canning industry—fruit and vegetable processing. Approved persons canning or retort certificate required.
11. Confectionery Manufacture (Medium Risk)	Includes all confectionary processing operations.	Ten audit days or two years industry experience in all processing operations, e.g., refining, conching, starch moulding, compression, extrusion, and vacuum cooking.
12. Drink and Beverage Manufacture—Non-Dairy (High Risk)	Includes all processing operations including powdered drinks derived from liquids in the manufacturing process. Processes include fermentation concentration, pasteurization/ UHT, aseptic packaging, etc.	Ten audit days or two years industry experience in the manufacturing operations of beverages.
13. Prepared Meals Manufacture (High Risk)	Includes prepared mixed foods that require cooking or heating prior to serving (e.g., chilled meals, fresh pasta, frozen meals, etc.) Processes involving cook-chill, un-cook chill, frozen meals, pre-cooked, ready-to-eat meals, sous vide, etc.	Ten audit days or two years industry experience in prepared mixed foods that require cooking or heating prior to serving.

Scopes of Certification

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**This scope is not included in Exemplar Global's scope of accreditation.*

SCOPE	DEFINITION	REQUIRED EVIDENCE
14. Food Ingredient Manufacture (Low Risk)	Blending and re-packing operations, additives, preservatives, flavorings, colorings, soup mixes, sauces, dehydrated culinary, sugars, yeast, salt, spices, dry blended instant drinks, etc. Processes involving re-packing operations, dry mixing/blending, drying.	Ten audit days or two years industry experience involving additives, preservatives, flavorings, colorings, soup mixes, salt, spices etc. and relevant processes.
15A. Preserved Food and Sauces Processing (High Risk)	Preservation methods such as sauces, jams, mayonnaise, honey, etc.	Ten audit days or two years industry experience in preserved food and sauces processing industry.
15B. Preserved Food and Sauces Processing—Pasteurization (High Risk)	Processes involving pasteurization, high temperature processing, etc.	Ten audit days or two years industry experience in preserved food and sauces processing—pasteurization industry.
15C. Sterilized Products Processing—Canning (High Risk)	Processes involving retorting, high temperature processing etc.	Ten audit days or two years industry experience in the canning industry—sterilized products processing. Approved persons canning certificate or equivalent required.

Scopes of Certification

Scopes do not apply to the Provisional Auditor grade.

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SCOPE	DEFINITION	REQUIRED EVIDENCE
16A. Egg Product Manufacture (High Risk)	Includes all processing operations for egg products. Processes involving dried and liquid egg products, value added egg products, etc.	Ten audit days or two years industry experience in egg product manufacture industry.
16B. Egg in Shell Processing (Low Risk)	Businesses involved in egg collection, washing, candling, and packaging of eggs.	Five audit days or one to two years industry experience involving packing and sorting of eggs still in shell.
17. Live Animals and Animal Feeds (Low Risk)	Feed-lotting, intensive husbandry (e.g., piggeries and chicken raising, game animals) as well as the feed source industries (e.g., hay, compounded feeds and medicated feeds).	Ten audit days or two years industry experience including on-farm animals, feed-lotting, intensive husbandry, game animals, and feed source industries.
18. Intensive Horticulture Operations (Low Risk)	Fresh and pre-packed fruit and vegetables, hydroponics production, and silviculture/nursery operations.	Ten audit days or two years industry experience including fresh and pre-packed fruit and vegetables, hydroponics production, and silviculture/nursery operations.
19. Extensive Broadacre Operations (Low Risk)	Free range operations, cereal and other grain cropping and processing, and grain storage.	Ten audit days or two years industry experience including free range operations, field crops (potatoes, canola, grains), cereal and other grain cropping and processing, grain storage.

Scopes of Certification

Scopes do not apply to the Provisional Auditor grade.

*This scope is not included in Exemplar Global's scope of accreditation.

SCOPE	DEFINITION	REQUIRED EVIDENCE
20. Seafood Operations—Not Including Processing (Low Risk)	Including fishing, aquaculture, and fish farming.	Five audit days or one to two years industry experience including fishing, aquaculture, fish, and seafood farming.
21. ISO 22000:2005 Audit*	Food safety auditing based on ISO 22000:2005 in a role appropriate for the grade of certification.	Sixteen audit days using ISO 22000:2005 as the reference standard and ISO 22000:2005 training certificate.
22. B-Qual*	Apiary, honey production.	Twenty audit days against B-Qual requirements, and AHBIC endorsed B-Qual auditor training.
23. Moisture Infused Pork (MIP)*	Moisture infusion technology uses injection, tumbling, or other techniques to introduce a dilute brine solution into fresh whole sides of pork, individual cuts, or muscles.	Successful completion of the Exemplar Global-MIP e-based examination and two years specific meat value adding industry experience or a minimum of four audits demonstrating auditing experience in identifying hazards involved with value adding of meats.

Knowledge Requirements

Applicants for each grade of FSMS Auditor certification must provide evidence of knowledge competency defined in the following TPECS competency units:

All FSMS Grades:

Management System Auditing (Exemplar Global-AU)

Auditing Food Safety Management Systems (Exemplar Global-FS*)

In addition to the competency units listed above, evidence of knowledge competency defined in the following TPECS competency units are also required for Lead and Business Improvement grades:

Lead FSMS Auditor:

Leading Management System Audit Teams (Exemplar Global-TL)

Business Improvement FSMS Auditor:

Leading Management System Audit Teams (Exemplar Global-TL)

Advising on Organizational Improvement and Risk Management (Exemplar Global-OI)

(A Diploma in Business Administration can be submitted or the Exemplar Global-OI matrix can be filled out for this competency unit).

EVIDENCE OF KNOWLEDGE-BASED COMPETENCY

All FSMS Auditor Grades:

A certificate/s of attainment for the above competency units from a certified TPECS or TCC training provider issued within the three years prior to application is required.

Applicants whose certificate is older than three years will be required to complete an e-based knowledge examination/s to demonstrate current knowledge.

Refer to the [Personnel Certification Guide](#) for details on knowledge examinations, TPECS, and TCC training providers and other certified training courses recognized by Exemplar Global.

A register of certified training providers is available at www.exemplarglobal.org.

Qualification Requirements

Applicants for FSMS Auditor certification (except the Provisional Auditor grade*) must provide evidence of qualifications defined by Exemplar Global in the following categories:

EVIDENCE OF EDUCATION:

Applicants must have completed tertiary education or national equivalent. Examples include a university degree, college diploma, and advanced certificate (Australian Certificate IV).

EVIDENCE OF WORK EXPERIENCE:

Applicants must provide evidence of at least two years work experience obtained in the four years prior to application in a technical or managerial position with direct food safety management responsibilities.

Evidence of work experience must be verifiable and include:

- Employer (including contact details);
- Dates of employment; and
- Roles, responsibilities (job description) and achievements.

ACCEPTABLE FORMS OF EVIDENCE:

Acceptable evidence of education and work experience will be in the form of a copy of the applicant's educational certificate and/or degree and a work resume or curriculum vitae. This documentation is submitted with the application.

Work Style Assessment for Auditors

All applicants—except the Provisional Auditor grade—are required to complete the Work Style Assessment self-coaching tool as part of the certification process.

The Work Style Assessment is a sophisticated career and self-coaching development tool that empowers auditors through self-awareness. The assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development.

[Click here](#) for more information about the Work Style Assessment.

The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011:2011 “Guidelines for auditing management systems.” These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered
- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.

You can take the Work Style Assessment online on your computer or smartphone.

The assessment takes approximately 15 minutes to complete, however there is no time limit.

You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It’s all about understanding yourself better.

Responses are automatically processed by our partner and a PDF report will be emailed to you within one hour of completing the survey.

If you have completed the Work Style Assessment within the four years prior to application, further assessment is not required. Applicants are required to include the details of the previous assessment on their application form.

Examination of Skill

Applicants for FSMS Auditor certification (except the Provisional Auditor grade*) must provide evidence of the skill competency defined by Exemplar Global. Competency is to be demonstrated under auditing (on-site) conditions during a conformity audit. The skill examination must be conducted by a certified FSMS skill examiner.

THE FOLLOWING COMPETENCIES ARE REQUIRED TO BE DEMONSTRATED:

All Auditor Grades:

- Implement an audit;
- Maintain communication during audit;
- Collect and verify information;
- Conduct interviews;
- Generate audit findings; and
- Prepare audit conclusions.

Principal Auditor:

(Important: To obtain Principal Auditor grade, the applicant must perform as a solo auditor or the leader of a team during the skill examination).

- Conduct the closing meeting.

Lead or Business Improvement Auditor:

(Important: To obtain Lead or Business Improvement Auditor grade, the applicant must perform as the leader of a team during the skill examination).

- Conduct the closing meeting;
- Represent the audit team with audit client and auditee;
- Organize and direct audit team members;
- Provide direction and guidance to team members;
- Lead the audit team to reach audit conclusions; and
- Prevent and resolve conflicts.

It is the responsibility of each applicant to arrange a skill examination. A register of certified skill examiners is available at www.exemplarglobal.org.

The skill examiner submits the completed [Skill Examination Report](#) to Exemplar Global within five days of completing the skill examination.

Surveillance

To maintain certification, all certified auditors (except the Provisional Auditor grade) are required to demonstrate continuing compliance with the current certification requirements. Exemplar Global will provide electronic reminders with an invoice for the annual installment of your certification fee.

Every two years from the date of initial certification or each recertification, auditors must provide:

All FSMS Auditor Grades:

- Evidence of current knowledge-based competency through successful completion of the relevant e-based surveillance examination for the grade of certification; and
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.

Recertification

To maintain certification, all certified auditors (except the Provisional Auditor grade) are required to demonstrate continuing compliance with the current certification requirements. Exemplar Global will provide electronic reminders with an invoice for the annual installment of your certification fee.

Every four years from the date of initial certification or each recertification, auditors must provide:

- Evidence of a completed skill examination by a certified FSMS skill examiner;
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.

Expansion

Certified auditors can apply to expand their grade and/or scope of certification at any time. To apply for an expansion of certification, auditors are required to:

- Complete the online expansion application available through your online portal, accessible through the Exemplar Global website at www.exemplarglobal.org
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

Where an auditor is applying for more than one additional scope in the same application, only one expansion fee is required.

For complete details of fees, refer to the Exemplar Global fee calculator on the Exemplar Global website at www.exemplarglobal.org.