

# Competency-Based Certification Requirements

## Food Safety Management Systems (FSMS)

The competency-based [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 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. [Please refer to the Exemplar Global Personnel Certification Guide for full details.](#)

### Grades and requirements

| Grade                       | Designed For   | Training   | Work Experience   | Audit Experience   | Personal Attributes                |
|-----------------------------|--|--|---|--|------------------------------------|
| <b>Provisional Auditor*</b> | Those who have attended an auditor course but have no audit experience.        | Exemplar Global <b>ISO 22000:2018</b> Food Safety Management Systems Auditor course      | N/A   | N/A  | Auditor Work Style Assessment      |
| <b>Auditor</b>              | Auditors who audit as a member of an audit team.                               | Exemplar Global <b>ISO 22000:2018</b> Food Safety Management Systems Auditor course      | <b>Four</b> years of full-time work experience, plus <b>two</b> years of FSMS industry experience.  | Skill examination in the role of Auditor during a FSMS conformity audit                          | Auditor Work Style Assessment      |
| <b>Principal Auditor</b>    | Auditors who audit as a sole auditor.  | Exemplar Global <b>ISO 22000:2018</b> Quality Management Systems Auditor course          | <b>Four</b> years of full-time work experience, plus <b>two</b> years of FSMS industry experience.  | Skill examination in the role of Principal Auditor during a FSMS conformity audit                | Auditor Work Style Assessment      |
| <b>Lead Auditor</b>         | Auditors who lead audits and audit teams.                                      | Exemplar Global <b>ISO 22000:2018</b> Food Safety Management Systems Lead Auditor course | <b>Four</b> years of full-time work experience, plus <b>two</b> years of FSMS industry experience.  | Skill examination in the role of Lead Auditor during a FSMS conformity audit                     | Lead Auditor Work Style Assessment |
| <b>Master Auditor</b>       | Experienced auditors with at least <b>12</b> years of lead auditor experience. | Exemplar Global <b>ISO 22000:2018</b> Food Safety Management Systems Lead Auditor course | <b>Twelve</b> years of full-time work experience, plus <b>12</b> years of FSMS industry experience. | Same as Lead Auditor plus <b>12</b> years or more of continuous certification as a Lead Auditor. | Lead Auditor Work Style Assessment |

\*Provisional Auditor grade may only be held for a maximum of one four-year certification cycle.

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## Skill Examination Arrangements

For competency-based certification programs applicants are required to make the arrangements for their skill examination. Skill Examiners can be located on the [Exemplar Global Search Register](#).

## Conflict of Interest

Any actual or potential conflict of interest must be declared/referred to an Exemplar Global examiner prior to conducting the examination. Exemplar Global will decide and advise on conflict of interest prior to the skill examination. Refer to the Exemplar Global [impartiality and conflict of interest](#) guidelines.

## Resources

Download the Exemplar Global [Code of Conduct](#)

Download the Exemplar Global [Management Systems Skill Examination report](#)

Download the Exemplar Global [Personnel Certification guide](#)

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## Food Safety Management Systems (FSMS)

### Scopes of certification

| 1a. Food retail operations (low risk)   | 1b. Food retail operations (medium risk)   | 1c. Food service operations (medium risk)  | 1b. Food service operations (high 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.               | Businesses that process foods, so they are ready-to-eat and do not require further processing by the customer.   | Businesses that prepare food/meals for immediate consumption.  | Businesses that prepare food/meals for vulnerable populations.  |
| Ten audit days or two years industry experience that sell pre-packaged foods only e.g. pre-packaged sweets and chocolate: groceries, newsagents, liquor stores, dairy retail, milk vendor, confectionery store and some green grocers, bakeries and butchers. | 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. | Ten audit days or two years industry experience in: hotels, restaurants, cafes, take-away/carry out food outlets, etc. | Ten audit days or two years industry experience in: hospitals, aged care facilities, nursing homes, and/or childcare centres. |

| 2. Food transport and warehouse operations (low risk)  | 3a. Red meat processing, slaughtering and boning (medium risk)                       | 3b. Red meat processing (medium risk)  | 3c. Poultry Processing, slaughtering and boning (medium risk)   |
|--|--|--|---|
| Covers all food transport operations, both dry goods and perishables. Covers all warehousing operations, both dry goods and perishables. | Businesses that are involved in the slaughtering and boning of beef, lamb, and pork. | Businesses that are involved in further processing and value adding of meat primal and cuts.   | Businesses that are involved in slaughtering and boning of poultry and fowl.  |
| Ten audit days or two years industry experience in the transportation and warehousing of food, including chilled and frozen.             | Ten audit days or two years industry experience and training, i.e. abattoir work.    | 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. | 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), |

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|  |  |  | efficiencies of evisceration, traceability, temperatures. |
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| 3d. Poultry processing (medium risk)   | 4. Manufactured meats processing (high risk)  | 5. Seafood product processing (high risk)   | 6. Dairy products processing (high risk)   |
|--|---|---|--|
| Businesses that are involved in further processing and value adding of poultry and fowl.   | Involves blending meat and other foods. Includes frankfurts, devon, salami, and meat paste. Uncooked fermented smallgoods.  | Marine and freshwater species and includes ready-to-eat uncooked products and all processing operations. Includes live seafood that does not fall into the primary industry category.<br><br>Examples of technical processes include smoking, drying, freezing, and purification.                             | 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 including involving pasteurization, UHT, evaporation/ concentration drying, spray drying, fermentation, freezing, and ultrafiltration. |
| 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. | Ten audit days or two years industry experience in: manufacturing of small goods (i.e. fermentation), uncooked/ cooked meats, preservation, etc.<br><br><b>Smallgoods certificate required.</b> | 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. | Ten audit days or two years industry experience in the processing operations of all dairy products (milk, cheese, butter, etc.). Pasteurization certificate required or equivalent.  |

| 7. Fats, oils and margarine manufacturing (medium risk) | 8. Cereal and nut processing (medium risk)               | 9. Bakery operations, wholesale production (low risk) | 10a. Fruit and vegetable processing whole and fresh processes only (low risk) |
|---|--|---|---|
| Manufacture of all vegetable/animal oils and margarine. | Includes all processing operations for cereals and nuts. | Includes all baked items.                             | Processes not altering the fruit or vegetable.                                |

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| 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. | Ten audit days or two years industry experience and/or training in milling, extrusion/drying, roasting, etc. | Ten audit days or two years industry experience and training involving bread and cake-baking wholesalers. | Ten audit days or two years industry experience involving fruit and vegetable packing, wholesaling, market agent. |
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| <b>10b. Fruit and vegetable processing, cutting, dicing, etc. (medium risk)</b>                                       | <b>10c. Fruit and vegetable processing, canning (high risk)</b>  | <b>11. Confectionary manufacture (medium risk)</b>   | <b>12. Drink and beverage manufacture, non-dairy (high risk)</b>   |
| Processes such as controlled atmosphere, sanitizing washes, freezing, drying, etc. Also includes salad manufacturing. | Processing and thermal processing of fruit and vegetables through a canning process.   | Includes all confectionary processing operations.  | Includes all processing operations including powdered drinks derived from liquids in the manufacturing process.<br><br>Processes including fermentation concentration, pasteurization/UHT, aseptic packaging, etc. |
| Ten audit days or two years industry experience and/or training involving fruit and vegetable value-adding.           | Ten audit days or two years industry experience in canning industry—fruit and vegetable processing. Approved persons canning or retort certificate required. | Ten audit days or two years industry experience in all confectionary processing operations, e.g., refining, conching, starch moulding, compression, extrusion, and vacuum cooking. | Ten audit days or two years industry experience in the manufacturing operations of beverages.  |

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| <b>13. Prepared meals manufacture (high risk)</b>  | <b>14. Food ingredient manufacture (low risk)</b>  | <b>15a. Preserved food and sauce manufacture</b>                   | <b>15b. Preserved food and sauce manufacture, pasteurisation (high risk)</b> |
| 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. | Blending and re-packing operations, additives, preservatives, flavourings, colourings, soup mixes, sauces, dehydrated culinary, sugars, yeast, salt, spices, dry blended instant drinks, etc. Processes involving re-packing operations, dry mixing/ blending, and drying. | Preservation methods such as sauces, jams, mayonnaise, honey, etc. | Processes involving pasteurization, high temperature processing, etc.        |

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| Ten audit days or two years industry experience in prepared mixed foods that require cooking or heating prior to serving. | Ten audit days or two years industry experience involving additives, preservatives, flavourings, colourings, soup mixes, salt, spices etc. and relevant processes. | Ten audit days or two years industry experience in preserved food and sauces processing industry. | Ten audit days or two years industry experience in preserved food and sauces processing—pasteurization industry. |
|---|--|---|--|

| <b>15c. Sterilized products processing, canning (high risk)</b>  | <b>16a. Egg product manufacture (high risk)</b>  | <b>16b. Egg in shell processing (low risk)</b>   | <b>17. Live animals and animal feeds (low risk)</b>  |
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| Processes involving retorting, high temperature processing etc.  | Includes all processing operations for egg products. Processes involving dried and liquid egg products, value added egg products, etc. | Businesses involved in egg collection, washing, candling, and packaging of eggs.                               | 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 in the canning industry—sterilized products processing. Approved persons canning certificate required or equivalent. | Ten audit days or two years industry experience in the egg product manufacture industry.   | Five audit days or one to two years industry experience involving packing and sorting eggs still in the shell. | Ten audit days or two years industry experience including on-farm animals, feed-lotting, intensive husbandry, game animals, and feed source industries.                        |

| <b>18. Intensive horticulture operations (low risk)</b>  | <b>19. Extensive broadacre operations (low risk)</b>  | <b>20. Seafood operations—not including processing (low risk)</b>  | <b>21. ISO 22000:2005 audit*</b>   |
|--|---|--|--|
| Fresh and pre-packed fruit and vegetables, hydroponics production, and silviculture/nursery operations.  | Free range operations, cereal and other grain cropping and processing, grain storage.                   | Including fishing, aquaculture, and fish farming.  | Food Safety Auditing based on ISO 22000:2005 in a role appropriate for the grade of certification.         |
| Ten audit days or two years industry experience including fresh and prepacked fruit and vegetables, hydroponics production, and silviculture/nursery operations. | Ten audit days or two years industry experience including free range operations, field crops (potatoes, | Five audit days or one to two years industry experience including fishing, aquaculture, fish, and seafood farming. | Sixteen audit days using ISO 22000:2005 as the reference standard and ISO 22000:2005 training certificate. |

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|  | canola, grains), cereal and other grain cropping, and processing, grain storage. |  |  |
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| <b>22. ISO 22000:2018 audit</b>  |
| Food Safety Auditing based on ISO 22000:2018 in a role appropriate for the grade of certification. |
| ISO 22000:2018 transition certificate.   |