

**Exemplar**  
Global

## Certification Requirements

Competency-based

APIQ✓<sup>®</sup> Australian Pork

Industry Quality Assurance

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 not covered under Exemplar Global’s scope of accreditation with JAS-ANZ.

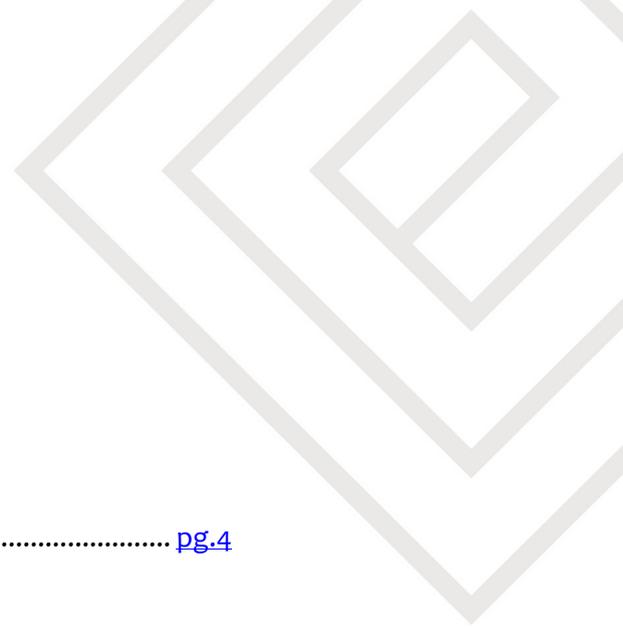
The APIQ<sup>✓</sup> Auditor certification is a scope under the NFSA competency-based personnel certification program and was developed in conjunction with Australian Pork Ltd.

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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## Introduction

The **Competency-based (CB) APIQ<sup>✓</sup><sup>®</sup> Auditor Certification Program** has been developed as a scope under the National Food Safety Auditor (NFSA) program to provide confidence to Australia Pork Ltd. (APL) and it's customers that all auditors undertaking management systems audits referencing APIQ<sup>✓</sup><sup>®</sup> (Australian Pork Industry Quality Assurance Program) requirements have the appropriate competencies to ensure that all requirements are being met.

This scope to NFSA has been developed by Exemplar Global in conjunction with APL, and representatives of the pork industry in Australia, who formed a program committee to identify the specific requirements for certification in this scope of the NFSA Program. The NFSA program and the APIQ scope have been developed to achieve conformity with ISO/IEC 17024:2012, the internal standard for personnel certification.

The APIQ<sup>✓</sup><sup>®</sup> Program Committee identified the criteria necessary to determine an applicants competency to perform audits using APIQ<sup>✓</sup><sup>®</sup> requirements. This criteria includes the requirement for the applicant to demonstrate specific knowledge and skills, in addition to the criteria already demonstrated through NFSA certification.

To apply for NFSA certification with the scope as an APIQ<sup>✓</sup><sup>®</sup> Auditor, applicants must provide the following:

- Application as National Food Safety Auditor (NFSA) at Level 2 low risk auditor or higher including scope as an APIQ<sup>✓</sup><sup>®</sup> Auditor or:
- Evidence of certification with Exemplar Global as an NFSA Level 2 Auditor or higher provided with their application for scope as an APIQ<sup>✓</sup><sup>®</sup> Auditor.

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.

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## Knowledge Requirements

All applicants for the APIQ<sup>✓</sup>® Auditor scope must provide evidence of the following knowledge competency:

### **Auditing APIQ<sup>✓</sup>® Requirements (Exemplar Global-AP)**

- Knowledge of the Australia pig industry
- Knowledge of pig husbandry
- Understand physical standards that apply in the pig industry
- Understand chemical standards that apply in the pig industry
- Understand biological standards that apply in the pig industry
- Understand quality standards that apply in the pig industry
- Understand management standards that apply in the pig industry
- Understand biosecurity standards that apply in the pig industry
- Understand welfare standards that apply in the pig industry
- Identify food safety hazards on-farm in a HACCP context
- Control food safety hazards in a piggery in a HACCP context

### **Evidence of Knowledge-based Competency:**

Applicants must provide evidence of successful completion of an Exemplar Global e-based examination in this competency module.

Applicant should contact Exemplar Global for details on how to access to the e-based APIQ scope examination.

## 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

All applicants must provide evidence of the skill competency defined by Exemplar Global. Competency is to be demonstrated under auditing (on-site) conditions during an audit using the APIQ✓® requirements. The skill examination will be conducted by an Exemplar Global certified skill examiner who has been approved by APL.

The APIQ✓® skill examiner examines and reports on the competencies defined in the Exemplar Global skill examination. Exemplar Global can provide contact details of a suitable skill examiner, but it is the responsibility of each applicant to apply to APL for authorization to attend farm to conduct the audit for a APIQ✓® skill examination.

The APIQ✓® skill examination includes competencies in addition to those identified for NFSA certification. The skill examination may be undertaken for both NFSA and APIQ✓® Auditor certification at the same time, provided all requirements are demonstrated and the skill examiner is approved for both NFSA certification and obtains the APIQ✓® Auditor scope.

The skill examiner must provide a copy of the completed skill examination report within five days of completing the skill examination, signed by both the skill examiner and the applicant, as evidence of the required skill competency.

### **THE FOLLOWING COMPETENCIES ARE REQUIRED TO BE DEMONSTRATED:**

- Implement the audit plan;
- Maintain communication during audit;
- Collect and verify information;
- Assess implementation of APIQ✓® program
- Conduct interviews;
- Generate audit findings;
- Prepare audit conclusions,
- Conduct closing meeting and;
- Prevent and resolve conflicts.

It is the responsibility of each applicant to arrange for a skill examination. A register of certified skill examiners is available at [www.exemplarglobal.org](http://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 APIQ<sup>✓</sup>® auditors are required to demonstrate continuing compliance with the current certification requirements. Exemplar Global will provide electronic reminders with an invoice for the annual instalment of your certification fee.

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

- APIQM annual summit record of attendance and program for the previous 12 month period;
- Evidence that all pre-requisite auditor certifications are current; 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 are required to demonstrate continuing compliance with the current certification requirements. Exemplar Global will provide electronic reminders with an invoice for the annual instalment 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 APIQ✓® skill examiner;
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years;
- Evidence that all pre-requisite auditor certifications are current; and
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.