



**Exemplar**  
Global

# Certification Requirements

Qualification-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 not 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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## Introduction

The **qualification-based (QB) 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 appropriately qualified 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:

<b>Milwaukee, USA</b>	<b>Seoul, South Korea</b>	<b>Sydney, Australia</b>
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## Grades of Certification

There are five grades of FSMS Auditor certification:

- Associate FSMS Auditor
- FSMS Auditor
- Principal FSMS Auditor
- Lead FSMS Auditor
- Business Improvement FSMS Auditor

**The Associate Auditor** grade recognizes that an applicant has met the formal education, training, and work experience requirements, 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 21 scopes under 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.

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

SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>1A. Food Retail Operations (Low Risk)</b>	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.
<b>1B. Food Retail Operations (Medium Risk)</b>	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.
<b>1C. Food Service Operations (Medium Risk)</b>	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.
<b>1D. Food Service Operations (High Risk)</b>	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.

## Scopes of Certification

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SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>2. Food Transport and Warehousing Operations (Low Risk)</b>	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.
<b>3A. Red Meat Processing—Slaughtering and Boning (Medium Risk)</b>	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.
<b>3B. Red Meat Processing (Medium Risk)</b>	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.
<b>3C. Poultry Processing—Slaughtering and Boning (Medium Risk)</b>	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.
<b>3D. Poultry Processing (Medium Risk)</b>	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.

## Scopes of Certification

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SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>4. Manufactured Meats Processing (High Risk)</b>	Involves blending meat and other foods. Includes frankfurts, devon, salami, and meat paste. Uncooked fermented smallgoods.	Ten audit days or two years industry experience in: manufacturing of small goods (i.e. fermentation), uncooked/cooked meats, preservation, etc. Smallgoods certificate required.
<b>5. Seafood Products Processing (High Risk)</b>	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.  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.
<b>6. Dairy Products Processing (High Risk)</b>	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 in the processing operations of all dairy products (milk, cheese, butter, etc.). Pasteurization certificate required or equivalent.
<b>7. Fats, Oils, and Margarine Manufacture (Medium Risk)</b>	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.



## Scopes of Certification

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SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>8. Cereal and Nut Processing (High Risk)</b>	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.
<b>9. Bakery Operations—Wholesale Production (Low Risk)</b>	Includes all baked items.	Ten audit days or two years industry experience and training involving bread and cake-baking wholesalers.
<b>10A. Fruit and Vegetable Processing—Whole and Fresh Processing Only (Low Risk)</b>	Processes not altering the fruit or vegetable.	Ten audit days or two years industry experience involving fruit and vegetable packing, wholesaling, market agent.
<b>10B. Fruit and Vegetable Processing—Cutting, Dicing, etc. (Medium Risk)</b>	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.
<b>10C. Fruit and Vegetable Processing—Canning (High Risk)</b>	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.
<b>11. Confectionery Manufacture (Medium Risk)</b>	Includes all confectionary processing operations.	Ten audit days or two years industry experience in all confectionary processing operations, e.g., refining, conching, starch moulding, compression, extrusion, and vacuum cooking.

## Scopes of Certification

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

SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>12. Drink and Beverage Manufacture—Non-Dairy (High Risk)</b>	Includes all processing operations including powdered drinks derived from liquids in the manufacturing process.  Processes including fermentation concentration, pasteurization/UHT, aseptic packaging, etc.	Ten audit days or two years industry experience in the manufacturing operations of beverages.
<b>13. Prepared Meals Manufacture (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.	Ten audit days or two years industry experience in prepared mixed foods that require cooking or heating prior to serving.
<b>14. Food Ingredient Manufacture (Low Risk)</b>	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, and drying.	Ten audit days or two years industry experience involving additives, preservatives, flavorings, colorings, soup mixes, salt, spices etc. and relevant processes.
<b>15A. Preserved Food and Sauces Processing (High Risk)</b>	Preservation methods such as sauces, jams, mayonnaise, honey, etc.	Ten audit days or two years industry experience in preserved food and sauces processing industry.

## Scopes of Certification

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SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>15B. Preserved Food and Sauces Processing—Pasteurization (High Risk)</b>	Processes involving pasteurization, high temperature processing, etc.	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>	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 required or equivalent.
<b>16A. Egg Product Manufacture (High Risk)</b>	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 the egg product manufacture industry.
<b>16B. Egg in Shell Processing (Low Risk)</b>	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 eggs still in the shell.
<b>17. Live Animals and Animal Feeds (Low Risk)</b>	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.

## Scopes of Certification

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SCOPE	DEFINITION	REQUIRED EVIDENCE
<b>18. Intensive Horticulture operations (Low Risk)</b>	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.
<b>19. Extensive Broadacre Operations (Low Risk)</b>	Free range operations, cereal and other grain cropping and processing, 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.
<b>20. Seafood Operations—Not Including Processing (Low Risk)</b>	Including fishing, aquaculture, and fish farming.	Five audit days or one to two years industry experience including fishing, aquaculture, fish, and seafood farming.
<b>21. ISO 22000:2005 Audit*</b>	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.

## 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](http://www.exemplarglobal.org).

## Qualification Requirements

Applicants for FSMS Auditor certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

### **EVIDENCE OF EDUCATION:**

Applicants for all FSMS Auditor grades have completed secondary education or national equivalent.

### **EVIDENCE OF WORK EXPERIENCE:**

Applicants for all FSMS Auditor grades must provide evidence of:

- At least eight years work experience with secondary education; or
- At least six years work experience with post-secondary (non-university) education; or
- At least four years work experience with a university degree (Bachelors or higher).

In addition to the above work experience requirements, the following specific requirements apply:

### **FSMS Associate Auditor Grade:**

Applicants must provide evidence of at least two years food safety assurance work experience obtained in the four years prior to application.

### **FSMS Auditor, Principal, Lead, and Business Improvement Auditor Grades:**

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

## Audit Experience Requirements

Applicants for FSMS Auditor certification must provide evidence of audit experience defined by Exemplar Global for each specific grade.

All audit days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

### Associate FSMS Auditor:

None

### FSMS Auditor:

Applicants for Auditor grade shall demonstrate **20 audit days**. A maximum of **six days** of off-site audit activity is allowed in these 20 days.

Included in the 20 audit days, an applicant must demonstrate:

- **At least four complete** FSMS audits as a member of an audit team.

### Principal FSMS Auditor:

Applicants for Principal Auditor grade shall demonstrate **20 audit days**. A maximum of **six days** of off-site audit activity is allowed in these 20 days.

Included in the 20 audit days, an applicant must demonstrate:

- **At least four complete** FSMS audits; and
- **At least 10** audits days and two complete FSMS audits as a solo auditor or a team leader.

### Lead or Business Improvement FSMS Auditor:

Applicants for the Lead or Business Improvement Auditor grades shall demonstrate **35 audit days**. A maximum of **10 days** of off-site audit activity is allowed in these 35 days.

Included in the 35 audit days, an applicant must demonstrate:

- **At least seven complete** FSMS audits; and
- **At least 15 audit days and three complete FSMS audits** as a team leader of an audit team of at least one other auditor.

## 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.



## Recertification

To maintain certification, all certified auditors are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded. 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 and each subsequent recertification, auditors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities. CPD logs are available at [www.exemplarglobal.org](http://www.exemplarglobal.org). Guidance is provided in the [Personnel Certification Guide](#).
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- [Audit experience](#) in accordance with the following:
  - **Associate FSMS Auditor**—No audit experience required.
  - **FSMS Auditor**—At least **six FSMS audits** that total at least **15 audit days**. At least two of these audits must be complete FSMS audits.
  - **Principal FSMS Auditor**—At least **six FSMS audits** that total at least **15 audit days**. At least two of these audits must be complete FSMS audits. At least two of these audits must be performed either solo or as an audit team leader.
  - **Lead or Business Improvement FSMS Auditor**—At least **six FSMS audits** that total at least **15 days**. At least two of these audits must be complete audits. At least two of these audits must be performed as an audit team leader.

For all grades that require audit experience at re-certification, a maximum of six days off site will be accepted in each recertification period.

All audit days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

## 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](http://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](http://www.exemplarglobal.org).