



Exemplar
Global

Certification Requirements

Qualification-based

HACCP Practitioner 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) HACCP Practitioner Certification Program** has been developed by Exemplar Global in liaison with industry representatives.

The program provides international recognition for HACCP practitioners and provide professional recognition for suitably qualified HACCP practitioners and to enhance the implementation and integrity of quality systems by providing the food industry with a register of certified practitioners who have appropriate qualification, work experience, and experience with HACCP plans.

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 ensure that Exemplar Global certified practitioners meet or exceed the competencies defined by Exemplar Global;
- To assist organizations in selecting competent practitioners; and
- To enhance the professional recognition of Exemplar Global-certified practitioners.

Practitioners 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 HACCP Auditor certification:

- Associate HACCP Practitioner
- HACCP Practitioner
- Principal HACCP Practitioner
- Lead HACCP Practitioner
- Business Improvement HACCP Practitioner

Associate HACCP Practitioners are recognized for having met the formal education, training, and work experience requirements, but have not yet demonstrated the ability to develop a HACCP plan.

HACCP Practitioners are recognized for having demonstrated the competencies to conduct a HACCP plan in a satisfactory manner as a member of a HACCP team.

Principal HACCP Practitioners are recognized for having demonstrated the competencies to conduct a HACCP plan in a satisfactory manner as a solo practitioner or as a team leader.

Lead HACCP Practitioners are recognized for having demonstrated the competencies to conduct a HACCP plan in a satisfactory manner as a team leader.

Business Improvement HACCP Practitioners are recognized for having demonstrated the competencies to conduct a HACCP plan in a satisfactory manner and must incorporate the use of business improvement tools or related methodologies.

Scopes of Certification

There are 17 scopes under qualification-based HACCP Practitioner certification (except Associate HACCP Practitioner). These scopes are in addition to the certification requirements shown within this document.

Applicants applying for scopes must provide at least one HACCP plan for each of the scopes being requested and two years industry experience must be relevant to the scope the applicant is applying for.

SCOPE	DEFINITION
1. Live Animal and Animal Feeds	Includes feed-lotting, intensive husbandry (e.g. piggeries, dairy farming and chicken raising), game animals as well as the feed source industries (e.g. hay, compounded feeds and medicated foods).
2. Slaughtering and Boning Operations	Includes all animal species and game animals and extends to all cuts of meat including minced meat.
3. Smallgoods Manufacturing	Includes all value-adding operations (e.g. cook-chill, crumbing, curing, smoking, cooking, drying, and fermenting) but not canning of meat products.
4. Seafood and Seafood Processing	Includes marine and freshwater species and extends to fishing and all value-adding operations (e.g. sucking, crumbing, smoking, cooking, freezing, farming of) but not canning of fish products.
5. Dairy Food Processing	Includes all species used for milk collection and extends to all value-adding operations (e.g. pasteurization, clarification, cheese-making, culturing, drying, and ice-cream).
6. Bakery Operations and Cereal Food Processing	Includes breakfast cereals, extruded snack foods as well as baked items (e.g. bread, cakes, and cake mixes).
7. Intensive Horticulture Operations	Includes fresh and pre-packed fruit and vegetables, hydroponic production, and silviculture/nursery operations.

Scopes of Certification

Applicants applying for scopes must provide at least one HACCP plan for each of the scopes being requested and two years industry experience must be relevant to the scope the applicant is applying for.

SCOPE	DEFINITION
8. Extensive Broadacre Agriculture Operations	Includes free range operations, cereal and other grain cropping, and processing.
9. Drink and Beverage Processing	Includes alcoholic and non-alcoholic production as well as still and carbonated waters.
10. Confectionary Manufacturing	Includes all chocolate and imitation chocolate-based processing.
11. Fruit and Vegetable Processing	Includes freezing operations, but not canning of fruit and vegetables.
12. Catering and Food Service Operations	Includes restaurants, fast food outlets, canteens, hospital and institution meal service operations, mobile food service operations, and home delivery operations.
13. Canning, UHT and Aseptic Operations	Low acid canned foods and pasteurized products not covered elsewhere. Applicant must have a canning certificate.
14. Preserved Foods and Sauces	Includes dressings, mayonnaise, cook-in sauces, soups, jams, and fillings.
15. Fermented Products	Includes starter cultures, vinegar, and yeast.
16. Food Ingredient Manufacturing	Includes blending and repacking operations.
17. Food Retailing	Includes retail food processing such as seafood, meat and bakery operations, and general food retailing.

Knowledge Requirements

Applicants applying for any of the HACCP Practitioner grades of certification must provide evidence of knowledge competency defined by Exemplar Global in the following TPECS competency units:

All HACCP Practitioner Grades:

Developing HACCP plans (Exemplar Global-HP)

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

Lead HACCP Practitioner Grade:

Leading Management System Audit Teams (Exemplar Global-TL)

Business Improvement HACCP Practitioner Grade:

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 HACCP Practitioner Grades:

Certificate/s of attainment for the above competency unit from an Exemplar Global-certified TPECS training provider issued within the three years prior to application is required.

Applicants whose certificate is older than three years will need to contact a training provider and complete recognition of prior learning or another certificate of attainment.

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 applying for HACCP Practitioner certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

EVIDENCE OF EDUCATION:

Applicants applying for all HACCP Practitioner grades have completed secondary education and in addition, hold a relevant nationally recognized qualification such as a degree, diploma, or advanced certificate in food safety or a related discipline and are required to demonstrate at least one additional year of food sector work experience.

Applicants without the appropriate tertiary qualifications may be considered for certification if they can clearly demonstrate that, through their work experience and/or other means, they have achieved an educational standard that enables the effective preparation of HACCP plans.

EVIDENCE OF WORK EXPERIENCE:

Applicants applying for any of the HACCP Practitioner grades are required to demonstrate work experience in a technical or managerial position involving the exercise of judgment, problem-solving, and communication with other managerial personnel, peers, customers, and/or other interested parties.

For all applicants, work experience shall include at least two years operational experience with food hygiene and safety quality programs involving HACCP or food safety plan development.

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.

HACCP Experience Requirements

All applicants applying for HACCP Practitioner certification must provide evidence of HACCP experience defined by Exemplar Global for each specific grade.

Associate HACCP Practitioner:

None

HACCP Practitioner:

Applicants applying for HACCP Practitioner grade are required to have developed a minimum of 10 HACCP plans in a satisfactory manner

Principal HACCP Practitioner:

Applicants applying for Principal HACCP Practitioner grade are required to have developed a minimum of 10 HACCP plans in a satisfactory manner as a solo practitioner or as a team leader.

Lead HACCP Practitioner:

Applicants applying for Lead HACCP Practitioner grade are required to have developed a minimum of 10 HACCP plans in a satisfactory manner. At least three of these plans must be completed in the role of a team leader.

Business Improvement HACCP Practitioner:

Applicants applying for Business Improvement HACCP Practitioner grade are required to have developed a minimum of 10 HACCP plans in a satisfactory manner. A minimum of three of these plans must incorporate the use of business improvement tools or related methodologies.

A copy of the development log can be found [here](#).

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 HACCP Practitioners 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, assessors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities. CPD logs are available at 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
- Evidence of continuing involvement in the development and implementation of six [HACCP Plans](#) (not required for Associate HACCP Practitioners).

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

Expansion

Certified HACCP Practitioners can apply to expand their grade and/or scope of certification at any time.

To apply for an expansion of certification, practitioners 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.

When a practitioner 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.