

# Personnel Certification Guide For National Food Safety Auditors (NFSA)



## Introduction

The National Food Safety (NFSA) Auditor certification program has been developed by Exemplar Global in conjunction with the Australian Government, primary producers, food manufacturers, retailers, trainers, and the conformity assessment (certification bodies) sectors.

The Australian Government Department of Agriculture, Fisheries and Forestry initiated the project to develop a single national certification scheme that encompasses first, second, and third-party auditors, and provides confidence to industry in the abilities of food safety auditors. auditor competency will continue to reduce audit duplication and compliance costs.

In the development of this program, Exemplar Global convened a committee of all the key stakeholders (scheme committee) to assist in identifying the essential requirements for effective food safety auditors.

The culmination of this work is a food safety auditor certification scheme designed and endorsed by the industry—delivering a high caliber of food safety auditors to support the whole supply chain and is recognized nationally.

To begin your certification journey:

1. If you haven't done so already, create an account on Exemplar Global's online portal. Please do not create multiple accounts.
2. Review the scheme and grade requirements for the certification you desire.
3. Collect any documentation or evidence required.
4. Log into your [online portal](#) to submit your application, pay any required application fees, and submit all required documentation.

A Certification Specialist will review your submitted application and contact you directly regarding your application, including any additional steps that are required, such as taking a knowledge exam or submitting additional evidence.

## Grades of certification

A grade is a specific level within a personnel certification program that best describes the job role for that certification program. There are four grades of National Food Safety (NFSA) Auditor Certification:

- Level 1 (NFS-1)
- Level 2 (NFS-2)
- Level 3 (NFS-3)
- Level 4 (NFS-4)

*The level that you choose depends on the type of audits you expect to undertake and/or the competency you currently have or are able to gain prior to submitting your NFSA application.*

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<p>NFSA Level 1 Auditor</p>	<p><b>NFSA Level 1 Audits:</b> Audits are performed across specific industries to confirm the adherence to local, state or national health, hygiene, and food safety regulations.</p> <p><b>NFSA Level 1 Auditors</b> are generally employed directly or indirectly by a regulatory authority to enforce compliance with local, state or national health, hygiene, and food safety regulations.</p>
<p>NFSA Level 2 Auditor</p>	<p><b>NFSA Level 2 Audits for Low-Risk Food Business/Processes:</b> Audits are performed within businesses producing, packaging or serving food that is unlikely to contain pathogenic micro-organisms (physical, biological or chemical food safety hazards) and will not normally support their growth and will not introduce microbial, chemical or physical hazards to the foods; or may contain a hazard that cannot be controlled by the business but is reliably controlled by processing the product at a subsequent step in the supply chain. Failure to control these risks may contribute to a public health risk.</p> <p><b>NFSA Level 2 Auditors</b> are recognised as competent to audit <b>low-risk</b> businesses/processes. They may perform as part of an audit team lead by an NFSA Level 3 Auditor or higher for <b>medium-risk</b> businesses/processes. They may perform as part of an audit team lead by an NFSA Level 4 to audit <b>high-risk</b> businesses/processes. The auditor is not recognised as competent to take responsibility for medium and high-risk audits.</p>
<p>NFSA Level 3 Auditor</p>	<p><b>NFSA Level 3 Audits for Medium Risk Food Business/Processes:</b> A business producing, packaging, or serving food that is unlikely to contain pathogenic micro-organisms (physical, biological or chemical food safety hazards) that will cause mild illness or isolated numbers of affected consumers but will not normally support the growth of pathogens or toxins and can be controlled by safe handling practices or are unlikely to occur due to the food type, but may support the growth of pathogens or toxins which can be removed with subsequent food handling steps. Failure to control these risks may contribute to a public health risk.</p> <p><b>NFSA Level 3 Auditors</b> are recognised as competent to audit low or medium risk businesses/processes. They may perform as part of an audit team lead by an NFSA Level 4 to audit high-risk businesses/processes. The auditor is not recognised as competent to take responsibility for high-risk audits.</p>
<p>NFSA Level 4 Auditor</p>	<p><b>NFSA Level 4 Audits for High Risk Food Business/Processes:</b> A business producing, packaging, or serving food that is may contain pathogenic micro-organisms and toxins (physical,</p>

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	<p>biological or chemical food safety hazards) and/or could support the formation of toxins or growth of pathogenic micro-organisms which cause severe and immediate public health risks and/or immediate health risks for the targeted consumer. Must have control steps implemented to ensure safety of the food and handling of these foods for known “at risk” populations will cause significant safety risks through inappropriate implementation of necessary controls.</p> <p><b>NFSA Level 4 Auditors</b> are recognised as competent to audit high-risk businesses/processes as well as corresponding low and medium risk businesses/process.</p>
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### Training requirements

All applicants are required to demonstrate knowledge specific to the NFSA certification scheme, grade, and scope by obtaining the necessary TPECS competencies. A register of Exemplar Global Training Providers can be found at the [Exemplar Global Search Register](#) Training must be within 3 years of application.

Competency required	NFSA Level 1 Auditor	NFSA Level 2 Auditor	NFSA Level 3 Auditor	NFSA Level 4 Auditor
<b>NFS-1</b> Assess compliance of food safety programs		n/a	n/a	n/a
<b>NFS-2</b> Communicate and negotiate to conduct food safety audits.				
<b>NFS-3</b> Conduct food safety audits	n/a			
<b>NFS-4</b> Identify, evaluate and control food safety hazards.	n/a	n/a		

### Education requirements

There is no education requirement for NFSA Auditors Level 1-3 however may be submitted as evidence for relevant scopes.

NFSA Level 4 Auditors **must** provide evidence of a relevant nationally or internationally recognised qualification at the Australian AQTF Level IV or higher such as a degree, diploma or advanced certificate in a food or science discipline including a minimum of 40 hours microbiology.

**Refer annex A for details.**

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### Work Style Assessment

All applicants are required to complete the Work Style Assessment self-coaching tool as part of the certification and recertification 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. The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011.

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

### Additional information

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 mobile device.

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, 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 three years prior to application, further assessment is not required.

### Skill Examination

The skill examination must be conducted by an Exemplar Global Certified NFSA skill examiner who holds the same certification or higher as the applicant. It is the responsibility of the applicant to arrange a skill examiner to attend the audit. A register of certified skill examiners is available at [www.exemplarglobal.org](http://www.exemplarglobal.org)

If the audit report is required by the Skill Examiner, the applicant must seek agreement of the auditee using the NFSA auditee approval release audit form and submit this to Exemplar Global.

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**Those applying for the APIQ scope, must complete the skill examination during an APIQ audit.**

The skill examiner examines and reports on the competency as defined the in the Exemplar Global skill examination requirements for each grade.

**Level 1:** Competency is to be demonstrated under auditing (on site) conditions during a compliance audit.

**Level 2:** Competency is to be demonstrated under onsite conditions during an audit of a low-risk business/process.

**Level 3:** Competency is to be demonstrated under auditing (on site) conditions during an audit of a medium risk business/process.

**Level 4:** Competency is to be demonstrated under auditing (on site) conditions during an audit of a high-risk business/process.

### **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](#).

### **Scopes of certification**

There are 48 scopes under National Food Safety Auditor (NFSA) Certification.

*Applicants must apply for at least one scope for their application to be approved.*

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### Low Risk Industry Scopes

Applicants applying for NFSA Level 1 or 2 seeking recognition of low risk scopes must submit one of the following requirements for each scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing; or
3. Successful completion of one of the low risk education requirements

SCOPE	DEFINITION
<b>1. Food Retail Operations—retailing of pre-packaged food or food that undergoes no or minimal processing.</b>	<p>Retailing of pre-packaged food or food that undergoes no or nominal processing (e.g. slicing, portioning) may require appropriate storage and handling (e.g. refrigeration).</p> <p>The food may also require further processing by the customer. Locations include newsagents, sweet shops, vending machines, and corner shops.</p>
<b>2. Food Transport and Warehousing Operations (dry and ambient goods)</b>	<p>Covers all food transport operations including dry goods and ambient storage. Typical processes include pick and pack, transport, cross-docking, ambient container shipping.</p> <p>Locations include warehouses and distribution centres, ports and customs areas. Importers/brokers of low-risk products.</p>
<b>3. Fats, Oils, and Margarine Manufacture</b>	<p>Manufacture of all vegetable/animal oils and margarine. Processes include extraction, refining, separating, fractionation, clarification, blending, rearrangement, interesterification, hardening, hydrogenation, extrusion, packing, and bottling.</p> <p>Locations include refineries, margarine plants, dairies, and rendering plants.</p>

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<p><b>4. Bakery Operations (wholesale production of bread and biscuits)</b></p>	<p>Processes include formulation, grain soaking, mixing, dividing, rounding, dough breaking, proofing, sheeting, panning, seeding, dusting, baking, cooling, slicing, decoration, and packing.</p> <p>Locations include commercial bakeries only.</p>
<p><b>5. Fruit and Vegetable Processing (whole and fresh processing only)</b></p>	<p>Processes not altering the fruit or vegetable, including washing, packing, and grading.</p> <p>Locations include packing sheds and produce cooperatives.</p>
<p><b>6. Egg in Shell Processing</b></p>	<p>Businesses involved in egg collection, washing, candling, and packaging of eggs.</p> <p>Locations include egg producers.</p>
<p><b>7. Animal Feeds (farm produced)</b></p>	<p>Processes include hay, compounded feeds, milling, grinding, extrusion, and pelletizing.</p> <p>Locations include farms and feed lots.</p>
<p><b>8. Intensive Horticulture Operations</b></p>	<p>Fresh and pre-packed fruit and vegetables. Processes include hydroponics production and silviculture/nursery operations, propagation, greenhouse cultivation, fertilization, weed and pest control, irrigation, water sanitation, and harvesting.</p> <p>Locations include farms, nurseries, flower gardens, orchards, vineyards, and market gardens.</p>

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<b>9. Extensive Agricultural Operations</b>	<p>Free range and livestock operations, cereal and other grain cropping, processing and grain storage. Processes include soil management, seeding and broad-casting, irrigation, fertilization, weed and pest control, and harvesting.</p> <p>Locations include farms, flower gardens, vineyards, and orchards.</p>
<b>10. Dairy Farm Operations</b>	<p>Covers milk collection, storage, grading, and transport.</p> <p>Locations include on-farm dairies.</p>
<b>11. Honey Production</b>	<p>Processes include collection, clarification, filtering, bottling and packing of honey products.</p> <p>Locations include on-farm collection and honey packers.</p>
<b>12. Shelf Stable Food and Sauces Processing (dry goods)</b>	<p>Processes include blending, mixing, value adding, packing and cryovac of dry foods and sauces.</p> <p>Locations include blenders and co-packers.</p>



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### Medium Risk Industry Scopes

Applicants applying for NFSA Level 3, seeking recognition of medium risk scopes must submit one of the following requirements for each scope:

1. Evidence of two years direct implementation, maintenance, or management
2. Evidence of 40 hours auditing
3. Successful completion of one of the medium risk education requirements

SCOPE	DEFINITION
<b>13. Food Retail Operations (prepared foods and meals)</b>	<p>Businesses that prepare foods so they are ready-to-eat and do not require further processing by the customer. Processes include fresh preparation, reheating, small distribution, and display and temperature control.</p> <p>Locations include delicatessens, cake stores, butcheries, bakeries, convenience stores, petrol stations, stadiums, public venues, fish mongers, and greengrocers.</p>
<b>14. Food Service Operations (point of sale prepared foods and meals)</b>	<p>Businesses that prepare food/meals for immediate consumption.</p> <p>Locations include restaurants, take-away, cafeterias, caterers, and commissaries.</p>
<b>15. Red Meat Processing (slaughtering and boning)</b>	<p>Processes include slaughter, carcass identification, evisceration, grading, inspection, boning, primal selection, chilling, freezing, packing, and sanitation.</p> <p>Locations include slaughterhouses and processing plants.</p>
<b>16. Animal Feeds— (millers and manufacturers)</b>	<p>Processes include milling, rolling, grinding, medication, enrichment, extruding, pelletizing, cooking, cooling, packing, and cryovac.</p> <p>Locations include pet food manufacturers.</p>

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<b>17. Poultry Processing (slaughtering and boning)</b>	<p>Processes include slaughter, plucking, evisceration, sanitizing, grading, inspection, chilling, freezing, and packing.</p> <p>Locations include slaughterhouses and processing plants.</p>
<b>18. Cereals and Nut Processing</b>	<p>Includes all processing operations for cereals and nuts, cropping, collection, storage, cleaning, separation, weed and seed inspection, conditioning, breaking, steaming, rolling, milling, polishing, roasting, blending, extrusion, and packing.</p> <p>Locations include seed and grain operations, flour mills, seed packers, stock feed producers, and grain cooperatives.</p>
<b>19. Poultry Processing</b>	<p>Processes include trimming, portioning, mincing, crumbing, marinating, sausage and rissole and kebab manufacture, packing, and cryovac.</p> <p>Locations include processing plants and butcheries.</p>
<b>20. Seafood Operations—(farmed and wild caught seafood)</b>	<p>Processes include fish rearing, farming, culling, live packing, trawling, squidding, abalone harvesting, and crayfish potting.</p> <p>Locations include on ship, shoreline operations, estuarine aquaculture operations, pond farms, tank farms, and freshwater farms.</p>
<b>21. Seafood Products Processing (filleting, boning, and processing)</b>	<p>Processes include grading, cleaning, filleting, shelling, cooking, smoking, seafood extrusion, crumbing, freezing, and oyster shucking.</p> <p>Locations include on ship, seafood processing plants, and seafood markets.</p>
<b>22. Drink and Beverage Manufacture (unpasteurized juices)</b>	<p>Processes include crushing, squeezing, juicing, pulping, filtration, acidification, blending, chilling, freezing, bottling, packing, and vacuum packing.</p> <p>Locations include beverage operations and juice plants.</p>

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<b>23. Food Transport and Warehousing Operations (refrigerated)</b>	<p>Covers all food transport operations refrigerated goods and storage. Typical processes include pick and pack, refrigerated transport, cross-docking, and refrigerated container shipping.</p> <p>Locations include cold stores and distribution centres, ports and customs areas. Importers/brokers of medium risk products.</p>
<b>24. Prepared Meals Manufacture (frozen meals)</b>	<p>Processes include food preparation, batching, portioning, cooking, flash freezing, chilling, ambient controls, packing, and distribution. Locations include frozen food and meal operations.</p>
<b>25. Preserved Food and Sauces Processing (liquids)</b>	<p>Processes include blending, mixing, cooking, cooling and packing of unpasteurized, non-aseptic packed foods and sauces.</p> <p>Locations include blenders, co-packers, and prepared meal manufacturers.</p>
<b>26. Food Ingredient Manufacture (liquids)</b>	<p>Processes include distilling, refining, fermenting, concentrating, centrifuging, and packing.</p> <p>Locations include flavour houses, co-packers, and distilleries.</p>
<b>27. Drink and Beverage Manufacture</b>	<p>Processes include water bottling, extraction and purification, syrup formulation, carbonation, yeast pitching, fermentation and maturation, spray drying, dehydration, grinding, brewing, wine making, value adding, bottling, packing, and vacuum packing.</p> <p>Locations include beverage operations—cordials, juicing, mineral, and bottled water.</p>
<b>28. Confectionary Manufacture</b>	<p>Processing includes blending, moulding, extrusion, panning, chocolate production, enrobing, wrapping and packing.</p> <p>Locations include commercial confectioners.</p>

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### 29. Food Ingredient Manufacture (dry goods)

Blending and re-packing operations, additives, preservatives, flavourings, colourings, soup mixes, sauces, dehydrated culinary, sugars, yeasts, salt, spices, dry blended instant drinks, dry tea leaf, and roasted coffee bean, etc. Processes involving re-packing operations, dry mixing/blending, and drying.

Locations include herb and spice blenders, packers, traders, flavour houses.

### High Risk Industry Scopes

Applicants applying for NFSA Level 4, seeking recognition of high-risk scopes must submit one of the following requirements for each scope:

1. Evidence of two years direct implementation, maintenance, or management
2. Evidence of 40 hours auditing

SCOPE	DEFINITION
<b>30. Food Service Operations—(Meals For Vulnerable Populations)</b>	<p>Processes include fresh prepared meals, cook/chill, hot/cold holding, portion control, meal transport, infection control, and serving vulnerable populations.</p> <p>Locations include aged care facilities, hospitals, hospices, childcare centres, schools, boarding homes, and camps.</p> <p><b>Applicants awarded “Food Service Operations” (Meals for Vulnerable Populations) will be awarded the Medium Risk Industry Scope 14 “Food Service Operations</b></p>

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<p><b>31. Fruit and Vegetable Processing (cutting, dicing, pre-packed and ready to eat)</b></p>	<p>Processes altering the fruit or vegetable, including washing, grading, sanitizing, cutting, dicing, shredding, mixing, blending, blanching, chilling, freezing, packing, and cryovac.</p> <p>Locations include fresh/frozen produce plants.</p>
<p><b>32. Dairy Products Processing</b></p>	<p>Covers extended to all processing operations. Milk substitutes such as soy would be included where the technology is the same e.g. soy milk and tofu. Also includes infant formula manufacture. Processes involving pasteurization, UHT, evaporation, concentration drying, spray drying, fermentation, freezing, and ultra filtration.</p> <p>Locations include dairy plants, cheese manufacturers, and iced confectionary operations.</p>
<p><b>33. Bakery Operations (cakes, slices, meat pies, savoury rolls, fruit slices)</b></p>	<p>Processes include formulation, mixing, filling cooking, proofing, baking, cooling, decoration, icing, frosting, glazing, and coating.</p> <p>Locations include commercial bakeries.</p>
<p><b>34. Food Retail (fresh made, ready to eat)</b></p>	<p>Processes include the on-site production and sale of foods such as cakes, pies, rolls, sushi, sashimi, and pork rolls.</p> <p>Locations include sushi trains, retail bakeries, and cafes.</p> <p><a href="#">Applicants awarded Food Retail (Fresh Made, RTE) will be awarded Level 3 Medium Risk Industry Scope 13 “Food Retail Operations” (Prepared Foods and Meals).</a></p>
<p><b>35. Egg Product Manufacture</b></p>	<p>Includes all processing operations for egg products. Processes involve dried and liquid egg products, value added egg products, cracking, blending, separation, pasteurization, chilling, freezing, and packing.</p> <p>Locations include egg product manufacturers.</p>

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<p><b>36. Preserved Food and Sauces Processing (pasteurization)</b></p>	<p>Processes including blending, mixing, cooking, retort, pasteurization, and packing.</p> <p>Locations include blenders, co-packers, and prepared meal operations.</p> <p>Applicants awarded “Preserved Food and Sauces Processing” (Pasteurization) will be awarded the Medium Risk Industry Scope 25 “Preserved Food and Sauces Processing (Liquids)”.</p>
<p><b>37. Sterilized Products (canning)</b></p>	<p>Products include juice, meat, fruit, vegetables, pet food, fish, and seafood. Processes include blending, mixing, cooking, retort, canning, and packing.</p> <p>Locations include canneries and pet food manufacturers.</p>
<p><b>38. Manufactured Meats Processing</b></p>	<p>Involves blending meat and other foods. Includes frankfurts, devon, salami, and meat paste. Processes include cooking, lowering pH and/or active water content, and preservative additions. Locations include meat processing plants, smokehouses, smallgoods plants, and butcheries</p> <p>Applicants awarded “Manufactured Meats Processing” will be awarded the Medium Risk Industry Scope 15 “Red Meat Processing slaughtering and boning).”</p>
<p><b>39. Prepared Meals Manufacture (cook/chill)</b></p>	<p>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, uncook chill, frozen meals, pre-cooked, ready to eat meals, and suis vide.</p> <p>Locations include commissaries, central kitchens, and cook/chill operations.</p> <p>Applicants awarded “Prepared Meals Manufacture —(Cook/Chill)” will be awarded the Medium Risk Industry Scope 24 “Prepared Meals Manufacture (Frozen Meals).”</p>

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<p><b>40. Fruit and Vegetable Processing (canning)</b></p>	<p>Processing and thermal processing of fruit and vegetables through a canning process including can forming, retort, canning, aseptic packing, and cooling.</p> <p>Locations include canning plants.</p>
<p><b>41. Drink and Beverage Manufacture (low acid, pasteurized juices)</b></p>	<p>Processes include crushing, squeezing, juicing, pulping, filtration, acidification, pasteurization, blending, aseptic packing, and bottling. Locations include beverage and juice manufacturers.</p> <p><b>Applicants awarded “Drink and Beverage Manufacture (Low Acid, Pasteurized Juices)” will be awarded the Medium Risk Industry Scope 22 “Drink and Beverage Manufacture (Unpasteurized Juices)”.</b></p>
<p><b>42. Seafood Products Processing—(oysters and bivalves)</b></p>	<p>Marine and freshwater species and includes ready-to-eat uncooked products and all processing operations. Processes include oyster farming, depuration, and live packing, and distribution.</p> <p>Locations include estuarine aquaculture operations.</p> <p><b>Applicants awarded “Seafood Products Processing -(Oysters and bivalves)” will be awarded the Medium Risk Industry Scopes 21 “Seafood Products Processing (filleting, boning and processing)” and “Seafood Operations (Farmed and wild caught seafood).”</b></p>

### Specialized high-risk industry scopes of certification

#### 44. Heat Treatment Processes

**Description of process:** Includes heat treatment processes designed to bring about a defined logarithmic reduction of the target organism to ensure safe food. This may include pasteurized product with a nominated refrigerated shelf life and commercially sterile, shelf-stable product.

**Typical Businesses/Examples of products:** Applies to the delivery of the prescribed heat treatment. It covers related factors such as raw materials receipt, pre and post process storage and packaging methods and materials only to the extent that they impact on or are controlled by the heat treatment process.

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Includes but is not limited to:

- Retorting systems;
- Pasteurization systems;
- Aseptic processing and packaging systems; and
- Hot fill systems.

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4007B – Audit a Heat Treatment Process Certificate**

### 45. Cook Chill Processes

**Description of process:** Applies to cook chill products which describe minimally heat processed foods which are distributed as chilled products with defined shelf life.

**Typical Businesses/Examples of products:** Foods within the extended life cook chill category may include but are not limited to:

- Long shelf life refrigerated foods;
- Short shelf life refrigerated foods;
- Heat-treated refrigerated foods packed for extended shelf life (HTRF);
- Refrigerated processed foods of extended durability (REPFED);
- Sous vide foods.

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4006A – Audit a Cook Chill Process.**

### 46. Ready to Eat Meat Products Manufacturing Processes

**Description of process:** Applies to raw materials receipt, processing of ready-to-eat meat products and post processing storage and handling of product undertaken by the manufacturer of ready-to-eat meat products.

**Typical Businesses/Examples of products:** Ready-to-eat meat products refers to meat products intended to be consumed without further heating or cooking and include:

- Cooked, heat treated, or uncooked fermented meat;
- Pâté;
- Dried meat;
- Slow cured meat;
- Luncheon (processed and/or manufactured) meat;
- Cooked muscle meat including ham and roast beef;



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- Other ready-to-eat meat that is susceptible to the growth of pathogens or the production of toxins.

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4008A – Audit a ready to eat manufactured meat process.**

### 47. Oysters and other Bivalve Molluscs Production and Processing

**Description of process:** Applies to growing, on shore and wild, harvesting, cleaning, post harvest handling and storage, stock movement, depuration (where applicable) and on-site storage, including wet storage. This scope does not apply to audits of the classification of growing areas.

**Typical Businesses/Examples of products:** Bivalve molluscs include but are not limited to:

- Oysters: Pacific, Sydney Rock, Angassi (native) and Pearl Oyster;
- Mussels;
- Pipies;
- Clams: strawberry, razor;
- Cockles: sand, dog, blood, mud
- Scallops and other adductor bivalves including pearl oyster meat (unless adductor muscle only).

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4005A – Audit bivalve mollusc growing and harvesting processes.**

### 48. Australia Pork Industry Quality Auditor

#### Knowledge Requirements

All applicants applying for the APIQ auditor scope must provide evidence of the following knowledge competency:

- Auditing APIQ Requirements (Exemplar Global-AP)  
*(Applicants must provide evidence of successful completion of an Exemplar Global e-based examination).*

#### Skill Examination

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 by an Exemplar Global APIQ skill examiner.

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### Applying for Certification

Once you have determined which grade you wish to apply for, submit your application for certification via your [online portal](#). During the application process, you will be required to upload the required documentation and submit the application fee(s) for your region.

All application information must be provided in English unless otherwise agreed with Exemplar Global. Where translations of documents are provided, these must be independently verified for accuracy. In some regions, an Exemplar Global international office or technical advisor may assist in reviewing, translating, and submitting certification application materials. Should you have any questions regarding what is required for the personnel certification requirements, contact Exemplar Global at [info@exemplarglobal.org](mailto:info@exemplarglobal.org).

You must also agree to adhere to Exemplar Global's code of conduct upon certification and annually thereafter. Breaches of this code of conduct can result in the suspension or withdrawal of your certification.

### Submitting an Expansion Application

You may apply to expand your personnel certification at any time. An expansion occurs when you choose to upgrade your certification to a higher grade or to add a scope to your certification program. Submit your expansion application via your [online portal](#).

This can be completed for free at recertification time or for a small fee at any time during your current certification period. Changes to grades may incur additional costs where upfront payments have been made.

### Reducing a Certification

At any time, you may reduce your certification to a lower grade or remove a scope from your certification program by contacting an Exemplar Global examiner. A reduction in certification may also be recommended to an applicant by the examiner after evaluation of an initial application. Acceptance of a reduction of certification must be provided to the examiner in writing from the applicant. No fees are refunded when reducing certification.

### Certification Fees

Once it has been determined that you meet the certification requirements, you will be required to pay your certification fee before your certificate is issued.

All Exemplar Global management system certifications are "continuous," which means that your certification remains valid so long as you continue to meet the scheme and grade requirements, complete any necessary assessments and continuing professional development, adhere to our code of conduct, and pay your fees.

Certification fees are paid monthly by credit or debit card only or annually. Certificates will expire one year from the date of the issuance of certification. However, certification can and will be suspended or withdrawn if you fail to make payments, maintain continuous professional development, pass assessment requirements, or violate our code of conduct.

Customers can pay up to one year in advance, if they choose. Payments are to be made in U.S. dollars except for Australia, where payments are to be made in Australian dollars.

**All fees are non-refundable and subject to change.**

# Personnel Certification Guide

## For National Food Safety Auditors (NFSA)



### Certificates

All Exemplar Global certificates are issued to the individual who has applied for and achieved personnel certification. Certificates are issued as electronic documents and are updated at each recertification or annual instalment period. A hard copy of the certificate may be ordered from Exemplar Global for an additional fee. The certificate includes the following information:

- Certified individual's name
- Exemplar Global customer number
- Program name and grade of certification
- Scope(s) of certification (if applicable)
- Date the certification was awarded
- Date the certification expires
- Any related accreditation logos (if applicable)

### Recertification

Certified individuals are required to demonstrate continuing compliance by meeting the recertification requirements. At times, additional requirements may be instituted if there have been major changes to a certification program's requirements due to changes in the industry. These requirements are interim requirements and may not be required on subsequent years.

- Evidence of the completion of the Work Style Assessment for Auditors within the last four years.
- Evidence of a skill examination completed within the last twelve months.

**Those holding the APIQ scope must complete the skill examination during an APIQ audit.**

### Additional Information

Please visit [www.exemplarglobal.org](http://www.exemplarglobal.org) or contact a Certification Specialist at your Exemplar Global principal office should you have questions regarding what is required for the personnel certification requirements or if you need assistance submitting an application for personnel certification.

### Additional certification programs

#### Available certification programs

Exemplar Global offer a complement of ISO standard-based management system certifications in the following areas:

- Quality
- Environment
- Safety
- Medical Devices
- Energy

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- Anti-Bribery
- Food
- Business Continuity
- HACCP
- Information Security
- Information Technology

Exemplar Global also provides certifications that are based on governmental or other organizations' requirements. Please visit [www.exemplarglobal.org](http://www.exemplarglobal.org) or contact a Certification Specialist at your Exemplar Global principal office should you have questions.

### Definitions

The definitions given in ISO 19011 apply in addition to those definitions specific to Exemplar Global.

**Applicant** An individual who has applied for a personnel certification.

**Audit** Systematic, independent, documented process for obtaining and evaluating audit evidence objectively to determine the extent to which audit criteria are fulfilled.

**Audit Criteria** Set of policies, procedures, or requirements (used as a reference).

**Auditor** Person with the competence to conduct audits.

**Certification Specialist** Employee of Exemplar Global with responsibility for management of designated programs and evaluation of applications.

**Examinee** An individual who is required to take a knowledge examination.

**Expansion** Movement from one certification grade to another and/or addition of certification scopes

**Grade** A specific level of a personnel certification program that best describes the job role within a specific certification program.

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### ANNEX A: Education requirements

#### Low Risk Qualifications

Applicants applying for low-risk scopes may demonstrate one of the following qualifications to obtain a corresponding scope.

- FDFCORFS1—Apply Basic Food Safety Practices
- HLTFS207—Follow basic food safety practices
- SFIPROC403B—Follow basic food safety practices
- WRRLP6C/SIRRFSA001A—Apply retail food safety practices
- THHGHS01—Follow workplace hygiene procedures
- MTMMP2—Apply hygiene and sanitation practices
- Trade Certificate Butchery/Bakery/Cookery
- Meat/Dairy Inspection Certificate
- Certificate of Applied Science/Food Technology/Science/Microbiology.

#### Medium Risk Qualifications

Applicants applying for medium-risk scopes may demonstrate one of the following qualifications to obtain a corresponding scope

- Meat/Dairy Inspection Certificate (if delivered with excess of 40 hours food micro/science)
- Diploma, Associate Diploma or Degree of Applied Science (food related discipline if delivered with excess of 40 hours food micro/science)
- Diploma, Associate Diploma or Degree of Food Technology/Science/Microbiology (if delivered with excess of 40 hours food micro/science)
- Food safety qualification (if delivered with excess of 40 hours food micro/science)
- Identify, evaluate and control food safety hazards (or equivalent or higher unit of competence if delivered with excess of 40 hours food micro/science).

#### High Risk Qualification

Applicants applying for high-risk scopes must demonstrate one of the following

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qualifications or equivalent:

- Meat/Dairy Inspection Certificate (if delivered with excess of 40 hours food micro/science)
- Degree/Diploma of Applied Science (Food related discipline—if delivered with excess of 40 hours food micro/science);
- Degree/Diploma of Food Technology/Science/Microbiology (if delivered with excess of 40 hours)
- Bachelor of Applied Science—Food Technology/Food and Nutrition
- Bachelor of Science—Food Microbiology
- Bachelor of Veterinary Science
- Master of Veterinary Public Health Management
- Diploma in Dairy Technology.