

**SAATCA Criteria for Certification:
Food Safety (Management System) Auditor**

DRAFT

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AUTHORIZATION

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1. INTRODUCTION

This document specifies the particular criteria for auditors conducting audits against the requirements of Food Safety Management Systems.

The Southern African Auditor and Training Certification Association (SAATCA) has developed certification criteria for Food Safety Management System (FSMS) Auditors that apply when auditing against the requirements of statutory, legal and industry specific regulations, codes and standards. Auditors who are certified by SAATCA in accordance with the requirements of this scheme have demonstrated that they have the required competencies to effectively perform audits in accordance with their grade and sector registration(s).

The General Criteria for Certification of Management System Auditors forms an integral part of these criteria and is published in the SAATCA criteria document CRT 6.0 which is common across all schemes for Management System Auditors.

Note: Unless otherwise specified, the standards referenced in this document are deemed to be the current editions.

This Auditor certification scheme has been based on the applying the principles of auditing identified in ISO 19011:2002 Guidelines for quality and/or environmental management system auditing being applied to food safety management systems.

Participation in this scheme is voluntary and open to all Auditors who conduct FSMS audits. This criteria document provides guidance to candidates for certification / registration and describes how Auditors are certified and graded according to skills, knowledge, and experience levels required demonstrating competence to become registered as a SAATCA Auditor.

2. REFERENCES

In addition to meeting the criteria specified in the body of this document, Applicants for registration as SAATCA FSMS Auditors must satisfy the knowledge base relevant to the references for the specific grades and schemes for which they wish to certify.

These are as follows: (This list is not exhaustive, it serves as an example)

- ISO 22000:2005 Food safety management systems: Requirements for any organization in the food chain.
- SANS 10330: Requirements for a hazard analysis and critical control point (HACCP) system.
- SABS 049: Food hygiene management.
- ISO 15161: Guidelines on the application of ISO 9001 for the food and drink industry.
- HACCP and the auditing guidance standard.
- ISO 19011: Guidelines on quality and/or environmental management systems auditing.
- Act 54 of 1972: Foodstuffs, Cosmetics and Disinfectants Act, Regulation R908
- Global gap
- ISO 22003
- BRC; BRC 004

3. LIST OF ACRONYMS

~~40.1~~ IPC: International Personnel Certification Association

~~40.2~~ SAATCA: Southern African Auditing and Certification Association

~~40.3~~ ISO: International Organization for Standardization.

~~40.4~~ SABS: South African Bureau for Standards

~~40.5~~ FSMS: Food Safety Management Systems

~~40.6~~ PRP: Pre-request Programmes

~~40.7~~ HACCP: Hazard analysis and critical control point

~~40.8~~ CPD: Continual Professional Development.

GFSI: Global Food Safety Initiative

SANS: South African National Standard

4. DEFINITIONS

The definitions applicable to this document are defined in ISO 19011 and relevant standard.

5. SCHEME OBJECTIVES

This certification scheme has been developed to provide confidence to regulatory authorities, accreditation bodies and certification bodies, to business and industry, and indirectly to the public at large that an auditor is competent to perform Food Safety Management System audits.

The SAATCA Food Safety Management Systems scheme does not identify any area of technical competence that an individual may have. The responsibility for verifying that an auditor has the necessary knowledge and understanding of the technical environment to perform an audit of a specific organization will still rest with those responsible for managing the audit process.

The allocation of sectors is based on objective evidence presented by the auditors that confirms they have the relevant experience in the sector that registration is sought. Reference table 2.

6. SCHEME CRITERIA

CERTIFICATION CRITERIA: PRP LEVEL E.G. SABS 049, GLOBALGAP, REGULATORY REQUIREMENTS E.G MEAT SAFETY ACT, R918)

| Item | Certification Requirements | Grades | | | |
|----------|--|-------------|------------------|---------|--------------|
| | | Provisional | Internal Auditor | Auditor | Lead Auditor |
| 1 | Education | | | | |
| 1.1 | <p>Applicants must have attained an educational standard that permits the acquisition of the necessary knowledge to perform effectively as an auditor. Applicants shall provide evidence to SAATCA that demonstrates they have continued to develop their knowledge and skills (through training courses or other suitable professional development) in their chosen field of work. Should include requirements of 2.2</p> <p>NQF LEVEL 5/6</p> <p>I.e. National Diploma or Degree in Food Science or food related field.</p> <p>OR</p> <p>10 years work experience in the relevant field claimed may be considered equivalent to the above requirements. Should include the requirements of 2.2</p> <p>Year's food / safety sector specific experience excluding any in-service training.</p> <p>Process knowledge and food manufacturing / preparation/ managerial / supervisory experience and quality control experience is essential.</p> | Yes | Yes | Yes | Yes |
| 1.2 | Applicants, as a minimum, shall have completed tertiary education. | Yes | Yes | Yes | Yes |
| 2 | Work Experience* | | | | |
| 2.1 | Years Full-time (or part time equivalent) work experience in a technical, professional or management position involving the exercise of judgement, problem solving and communication with other managerial or professional personnel, peers, and customers. | 5 | 5 | 5 | 5 |
| 2.2 | <p>Minimum 5 years food / safety sector specific experience excluding any in-service training.</p> <p>Process knowledge and food manufacturing / preparation/ managerial / supervisory and quality control experience essential.</p> | | | | |
| 4 | Auditor Training | | | | |
| 4.1 | <p>Applicants shall have successfully completed a SAATCA approved training course on ISO 19011 and (FSMS) Management Systems.</p> <p>Training shall normally be gained in the 3 years immediately prior to the application for certification. The requirement for the 3 year period may be waived for applicants who can demonstrate that they have undertaken activities from the period between auditor training and making application through auditing of or implementation of FS management systems and through continuing professional development activities that would be</p> | Yes | Yes | Yes | Yes |

| | | | | | |
|----------|--|-----|-----|-----|-----|
| | <p>consistent with the requirements for maintaining certification at the appropriate level.</p> <ul style="list-style-type: none"> c SAATCA registered ISO 19011 based auditing course c Formal / informal training courses on the relevant regulations (1 day min) c Basic food microbiology (1 day min) c PRP implementation training (2 day min) c HACCP (1 day min) implementation course. <p>(Specific criteria available form SAATCA) Proof of competency is required for the above. (Certificate of attendance only is not acceptable).</p> | | | | |
| 4.2 | Passed a SAATCA approved auditor examination (ISO 19011 based) | Yes | Yes | Yes | Yes |
| 5 | Auditing Experience | | | | |
| 5.1 | <p>Number of FSMS (PRP level) audit days applicants need to have participated in.</p> <p>The audits shall have been completed in the 3 year period prior to application.</p> <p>Cannot go straight to Lead Auditor status, must first be registered as an Auditor.</p> | 0 | 10 | 20 | 15 |
| 5.2 | Duration of an audit day, measured in Hours | 0 | 3 | 6 | 6 |
| 5.3 | <p>Number of FSMS (PRP level) audit hours experience required.</p> <p>All of these hours shall have been spent on site.</p> <p>The hours shall have been completed in the 3 year period prior to application.</p> | 0 | 15 | 120 | 90 |
| 5.4 | Witnessing shall be carried out by a SAATCA registered Food Safety Management System Lead Auditor. Performance report SF45 is required. | No | No | Yes | Yes |
| 5.5 | A report from a Manager of the auditee's (internal auditor) or auditing organization is required to attest to the ability of the auditor to function effectively as an auditor. Sponsor Report SF16 is required. | No | Yes | No | No |

CERTIFICATION CRITERIA: HACCP level E.G. SANS 10330

| Item | Certification Requirements | Grades | | | |
|----------|--|-------------|------------------|---------|--------------|
| | | Provisional | Internal Auditor | Auditor | Lead Auditor |
| 1 | Education | | | | |
| 1.1 | <p>Applicants must have attained an educational standard that permits the acquisition of the necessary knowledge to perform effectively as an auditor. Applicants shall provide evidence to SAATCA that demonstrates they have continued to develop their knowledge and skills (through training courses or other suitable professional development) in their chosen field of work.</p> <p>NQF LEVEL 5/6 I.e. National Diploma or Degree in Food Science or food related field. OR 10 years work experience in the relevant field claimed may be considered equivalent to the above requirements. Should include the requirements of 2.2. Year's food / safety sector specific experience excluding any in-service training. Process knowledge and food manufacturing / preparation/ managerial / supervisory experience and quality control experience is essential.</p> | Yes | Yes | Yes | Yes |
| 1.2 | Applicants, as a minimum, shall have completed tertiary education. | Yes | Yes | Yes | Yes |
| 2 | Work Experience | | | | |
| 2.1 | Full-time (or part time equivalent) work experience in a technical, professional or management position involving the exercise of judgement, problem solving and communication with other managerial or professional personnel, peers, and customers. | 5 | 5 | 5 | 5 |
| 2.2 | <p>Minimum 5 years food / safety sector specific experience excluding any in-service training. Process knowledge and food manufacturing / preparation/ managerial / supervisory experience and quality control experience is essential.</p> | | | | |
| 4 | Auditor Training | | | | |
| 4.1 | Applicants shall have successfully completed a SAATCA approved training course on ISO 190111 (FSMS) Management Systems. Training shall normally be gained in the 3 years immediately prior to the application for certification. The requirement for the 3 year period may be waived for applicants who can demonstrate that they have undertaken activities from the period between auditor training and making application through auditing of or implementation of quality management systems and through continuing professional development activities that would be consistent with the requirements for maintaining certification at the appropriate level. | Yes | Yes | Yes | Yes |

| | | | | | |
|----------|--|-----|-----|-----|-----|
| | <ul style="list-style-type: none"> c SAATCA registered ISO 19011 based auditing course c Formal / informal training courses on the relevant regulations (1 day min) c Basic food microbiology (1 day min) c PRP implementation training (2 day min) c Advanced HACCP implementation (Codex based) 3 days plus SANS 10330 (1 day min) implementation course. c OR Advanced SANS 10330 4 day implementation course. <p>(Specific criteria available form SAATCA) Proof of competency is required for the above. (Certificate of attendance only is not acceptable).</p> | | | | |
| 4.2 | Passed a SAATCA approved auditor examination (ISO 19011 based) | Yes | Yes | Yes | Yes |
| 5 | Auditing Experience | | | | |
| 5.1 | Number of FSMS (HACCP level) audit days applicants need to have participated in. The audits shall have been completed in the 3 year period prior to application. At least one of the audits should be a min of 2 days. Cannot go straight to Lead Auditor status, must first be registered as an Auditor. | 0 | 10 | 20 | 15 |
| 5.2 | Duration of an audit day, measured in Hours on site. | 0 | 3 | 6 | 6 |
| 5.3 | Number of FSMS (HACCP) level) audit hours experience required. All of these hours shall have been spent on site. The hours shall have been completed in the 3 year period prior to application. | 0 | 30 | 120 | 90 |
| 5.4 | Witnessing shall be carried out by a SAATCA registered Food Safety Management System Lead Auditor. Performance report SF45 is required. 2 independent witness audits required. | No | No | Yes | Yes |
| 5.5 | A report from a Manager of the auditee's (internal auditor) or auditing organization is required to attest to the ability of the auditor to function effectively as an auditor. Sponsor Report SF16 is required. | No | Yes | No | No |

CERTIFICATION CRITERIA: FSMS LEVEL E.G. SQF, BRC, ISO 22000, IFS, GFSI

| Item | Certification Requirements | Grades | | | |
|----------|---|-------------|------------------|---------|--------------|
| | | Provisional | Internal Auditor | Auditor | Lead Auditor |
| 1 | Education | | | | |
| 1.1 | <p>Applicants must have attained an educational standard that permits the acquisition of the necessary knowledge to perform effectively as an auditor. Applicants shall provide evidence to SAATCA that demonstrates they have continued to develop their knowledge and skills (through training courses or other suitable professional development) in their chosen field of work.</p> <p>NQF LEVEL 5/6 I.e. National Diploma or Degree in Food Science or food related field. OR 10 years work experience in the relevant field claimed may be considered equivalent to the above requirements. Should include the requirements of Year's food / safety sector specific experience excluding any in-service training. Process knowledge and food manufacturing / preparation/ managerial / supervisory experience and quality control experience is essential.</p> | Yes | Yes | Yes | Yes |
| 1.2 | Applicants, as a minimum, shall have completed tertiary education. | Yes | Yes | Yes | Yes |
| 2 | Work Experience | | | | |
| 2.1 | Full-time (or part time equivalent) work experience in a technical, professional or management position involving the exercise of judgement, problem solving and communication with other managerial or professional personnel, peers, and customers. | 5 | 5 | 5 | 5 |
| 2.2 | Minimum 5 years food / safety sector specific experience excluding any in-service training. Process knowledge and food manufacturing / preparation/ managerial / supervisory experience and quality control experience is essential. | | | | |
| 4 | Auditor Training | | | | |
| 4.1 | <p>Applicants shall have successfully completed a SAATCA approved training course on ISO 19011 Quality Management (FSMS) Systems.</p> <p>Training shall normally be gained in the 3 years immediately prior to the application for certification. The requirement for the 3 year period may be waived for applicants who can demonstrate that they have undertaken activities from the period between auditor training and making application through auditing of or implementation of quality management systems and through continuing professional development activities that would be consistent with the requirements for maintaining certification at the appropriate level.</p> <p>If an auditor is registered with the relevant standard e.g. SQF auditor with SQF the SAATCA will recognise the registration and approve registration</p> | Yes | Yes | Yes | Yes |

| | | | | | |
|----------|--|-----|-----|-----|-----|
| | <p>provided that the auditor has reasonably met the min. SAATCA criteria. (To be specified)</p> <p>May have been obtained in previous registration grades.</p> <ul style="list-style-type: none"> c SAATCA registered ISO 19011 based auditing course c Formal / informal training courses on the relevant regulations (1 day min) c Basic food microbiology (1 day min) c PRP training (2 day min) c Advanced HACCP implementation (Codex based) 3 days plus SANS 10330 (1 day min) implementation course OR Advanced SANS 10330 4 day implementation course. c *Relevant food safety management systems implementation course (3 day min) e.g. SQF, BRC, ISO 22000 c ISO 22000 (refer ISO 22003). <p>(Specific criteria available form SAATCA) Proof of competency is required for the above. (Certificate of attendance only is not acceptable).</p> | | | | |
| 4.2 | Passed a SAATCA approved auditor examination (ISO 19011 based). | Yes | Yes | Yes | Yes |
| 5 | Auditing Experience | | | | |
| 5.1 | <p>Number of FSMS audit days applicants need to have participated in. The audits shall have been completed in the 3 year period prior to application.</p> <p>The audit hours would need to have been gained after * in 4.3 If previously registered as a HACCP auditor, ½ the stipulated audit days are required. (In the context of ISO 22000) Cannot go straight to Lead Auditor status, must first be registered as an Auditor.</p> | 0 | 10 | 20 | 15 |
| 5.2 | Duration of an audit day, measured in Hours | 0 | 3 | 6 | 6 |
| 5.3 | <p>Number of FSMS audit hours experience required. All of these hours shall have been spent on site. The hours shall have been completed in the 3 year period prior to application. At least one of the audits should be a min of 2 days.</p> | 0 | 30 | 120 | 90 |
| 5.4 | 2 independent witnessing audits shall be carried out by a SAATCA registered Food Safety Management System Lead Auditor. Performance report SF45 is required. | No | No | Yes | Yes |
| 5.5 | A report from a Manager of the auditee's (internal auditor) or auditing organization is required to attest to the ability of the auditor to function effectively as an auditor. Sponsor Report SF16 is required. | No | Yes | No | No |

7. NOTES:

- General requirements: qualification, work experience, audit experience and training should link with the food sector applied for (refer table). Applicable to initial and re-registration
- Advancement to another grade:
 - For a new sector extension: minimum audit log of 15 audits in the sector applied for, or 10 audits plus minimum of 2 days training in that specific sector. The audit hours shall be gained on different sites.
 - A Technical expert would need to evaluate and verify competence in the new sector applied for.
 - Audit hours must be attained after successful completion of required training as specified.
 - For all Lead Auditors:
 - § Basic team management course and /or relevant team management experience/skills required.
- All Auditors must have basic management skills through management experience and/or training.
- Course providers have to be SETA accredited.
- Courses have to be at a minimum level according to NQF. SAATCA would verify based on subjective evidence.
- Advancement to another certification grade can be attained at any time provided suitable qualification and experience for that grade has been gained.
- When applying for advancement from Internal to Auditor (all schemes) to Lead FSMS, Auditors will need to submit a completed audit log demonstrating audit work undertaken that satisfies the criteria for the grade sought.
- Internal Auditor: FSMS who have gained sufficient work experience to advance to Auditor: grade will need to provide a reference(s) from their employer or client(s) describing their FSMS role and the duration of their involvement.
- **Reference APPENDIX 1 = Pyramid**

8. COMPETENCIES

PERSONAL ATTRIBUTES

Key personal attributes for all grades of FSMS Auditors are:

- Ethical – fair, truthful, sincere, honest and discreet
- Open-minded – willing to consider alternative ideas or points of view
- Diplomatic – tactful in dealing with people
- Observant – actively aware of physical surroundings and activities
- Perceptive – instinctively aware of and able to understand situations
- Versatile – adjust readily to different situations
- Tenacious – persistent, focussed on achieving objectives
- Decisive – reaches timely conclusions based on logical reasoning and analysis
- Self-reliant – acts and functions independently while interacting effectively with others.

KNOWLEDGE AND SKILLS

1. Food Safety Auditors shall have knowledge and skills in the following areas:

- a) Audit principles, procedures and techniques to enable the Auditor to apply those appropriate to different scenarios to ensure that audits are conducted in a consistent and systematic manner. An auditor should be able:
 - to apply audit principles, procedures and techniques;
 - to plan and organize the work effectively;
 - to conduct the audit within the agreed time schedule;
 - to prioritize and focus on matters of significance;
 - to collect information through effective interviewing, listening, observing and reviewing documents, records and data;
 - to understand the appropriateness and consequences of using sampling techniques for auditing;
 - to verify the accuracy of collected information;
 - to confirm the sufficiency and appropriateness of audit evidence to support audit findings and conclusions;
 - to assess those factors that can affect the reliability of the audit findings and conclusions;
 - to use work documents to record audit activities;
 - to prepare audit reports;
 - to maintain the confidentiality and security of information;
 - to communicate effectively, either through personal linguistic skills or through an interpreter.
- b) Management system and reference documents to enable the auditor to comprehend the scope of the audit and apply audit criteria. Knowledge and skills in this area should cover:
 - the application of FSMS in organizations;
 - the interaction between the components of the FSMS systems;

- recognizing differences between and priority of the reference documents;
 - application of the reference documents to different audit situations;
 - information technology for, authorization, security, distribution and control of documents, data and records;
 - industry related management system standards (see Section 9)
- c) Organizational situations to enable the auditor to comprehend the organization's operational context. Knowledge and skills in this area should cover:
- organizational size, structure, functions and relationships;
 - general business processes and related terminology;
 - cultural and social customs of the Auditee.

d) Applicable laws, regulations and other requirements relevant to the discipline to enable the Auditor to work within, and be aware of, the requirements that apply to the organization being audited. Knowledge and skills in this area should cover:

- local, regional and national codes, laws and regulations;
- contracts and agreements,
- international treaties and conventions;
- other requirements to which the organization subscribes.

2. Generic knowledge and skills of audit team leaders.

Audit team leaders should have additional knowledge and skills in leadership to facilitate the efficient and effective conducting of the audit. An audit team leader should be able:

- to plan the audit and make effective use of resources during the audit;
- to represent the audit team in communications with the audit client and Auditee;
- to organize and direct audit team members;
- to provide direction and guidance to auditors-in-training;
- to lead the audit team to reach the audit conclusions;
- to prevent and resolve conflicts;
- to prepare and complete the audit report.

3. Specific knowledge and skills of FSMS Auditors.

FSMS Auditors should have knowledge and skills in the following areas.

- a) Methods and techniques: to enable the Auditor to examine Food Safety management systems and to generate appropriate audit findings and conclusions. Knowledge and skills in this area should cover:
- FSMS terminology;
 - FSMS management principles and their application;
 - FSMS management tools and their application (for example statistical process control, failure mode and effect analysis, etc.).
- b) Processes and products, including services to enable the Auditor to comprehend the technological context in which the audit is being conducted. Knowledge and skills in this area should cover:
- sector-specific terminology;
 - technical characteristics of processes and products, including services;
 - sector - specific processes and practices.
 - Reference table 2

9. APPLICATION PROCESS

5.1 DOCUMENTATION

- a) When applying for certification, candidates must ensure they provide documentary evidence to meet the criteria for the grade application.
- b) Applications will only be accepted on the prescribed SAATCA forms.
- c) Certified copies of certificates and other relevant educational qualifications are to be included with the application form.
- d) Applicant is required to keep a **full duplicate copy** for their reference.

SPONSORS

- a) Either the line manager or two individuals with business knowledge of the applicant shall sponsor the candidate for initial certification in the Application form.
- b) A Sponsor Questionnaire must be completed for each candidate per grade.
- c) Sponsors shall have experience and knowledge of those elements of the information contained within the, Sponsor Questionnaire, which they have completed.
- d) Aspects to cover in the Sponsor Questionnaire are covered in Section 2.1.
- e) The completed Sponsor Questionnaire shall be signed and returned confidentially to:

The Operations Manager
SAATCA
PO Box 143
BRUMMERIA
0020

5.2 CERTIFICATION PROCESS

- a) On receipt, an application is checked for completeness, including documentary evidence of training, certified certificates of qualifications, experience etc., in accordance with a dedicated checklist.
- b) Applications are then assessed by an Evaluation Sub-committee consisting of 2 certified SAATCA Evaluators who, when considering certification grade, evaluate technical and auditing experience.
- c) The Sub-committee reviews the validation of the on-site auditing experience, verification of work and auditing experience claimed by the Applicant.
- d) The Sub-committee may request additional supporting information from the Applicant, or require an Applicant to attend an interview. (Interviews will be arranged with consideration being given to convenience for all parties. However, costs to attend an interview will be at the Applicant's own expense.)
- e) The Sub Committee will decide whether to grant certification and if so, at which appropriate certification grade.
- f) SAATCA will maintain a personal file on each Applicant, which will remain confidential. The file will include the original application; check lists, certificates, CPD and auditing logs, sponsors questionnaire, audit performance reports, CV and all correspondence.

CERTIFICATES AND ID CARDS

- a) Each successful candidate will receive a SAATCA certificate and Auditor registration ID card.
- b) Certificates are issued upon initial registration or when changes occur to the certification conditions.
- c) Registration ID cards are valid for 1 year and are renewed when re-certification falls due.
- d) The terminology to be used by Auditors in describing their certification on business cards, letterhead etc., is as per information on the registration ID Card.
- e) refer 17024

APPEALS

- a) SAATCA has a procedure whereby appeals against the outcome of an application for certification can be lodged.
- b) The appeal will be investigated by the Registrar and impartially reviewed by the Board of Directors.
- c) Decisions made by the Board relating to any appeal are final.

10. AUDITORS' CODE OF CONDUCT

All Auditors have an obligation to improve the standing of the auditing profession by observing the following Auditors' Code of Conduct. Failure to do so may result in withdrawal of certification and deregistration:

1. To act professionally, accurately and in an unbiased manner.
2. To strive to increase the competence and prestige of the auditing profession.
3. To assist those in my employ or under my supervision in developing their management, professional and auditing skills.
4. Not to represent conflicting or competing interests and to disclose to any client or employer any relationships that may influence my judgement.
5. Not to discuss or disclose any information relating to an audit unless required by law or authorised in writing by the auditee and the auditing organisation.
6. Not to accept any inducement, commission, gift or any other benefit from auditee organisations, their employees or any interested party or knowingly allow colleagues to do so.
7. Not intentionally communicate false or misleading information that may compromise in integrity of any audit or the Auditor certification process.
8. Not to act in any way that would prejudice the reputation of the SAATCA or the Auditor certification process and to co-operate fully with an enquiry in the event of any alleged breach of this code.
9. not to misrepresent myself in respect of my SAATCA registration status.

PERSONAL DECLARATION

Each candidate seeking certification is required to sign a Declaration personally attesting to their compliance with the Auditors' Code of Conduct and that all complaints regarding their performance are formally dealt with in a manner to prevent recurrence.

COMPLAINTS

- a) Complaints regarding an Auditor's conduct are lodged, acknowledged and investigated by the Registrar (in accordance with SAATCA Procedures)
- b) The views of all concerned parties must be taking into account during the ensuing investigation.
- c) If necessary the results of the investigation are forwarded to the Board of Directors for consideration and a ruling.
- d) Substantiated evidence of misconduct may result in withdrawal of certification and deregistration.

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11. FOOD HANDLING SECTORS

FSMS Auditors are certified and listed in the SAATCA register according to their specialised experience in food handling sectors as specified in R908 of the Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. The decision on which industry sectors are appropriate will be dependent on an applicant's demonstrated work experience as per Table 2.

Table 2

| Sector | Category description | Product examples | Storage conditions | Examples of knowledge of technology required by auditor |
|--------|---|---|---------------------|--|
| 1 | Raw red meat | Beef, veal, pork, lamb, venison, offal, other meat. | Chilled. Frozen | Slaughter, primary cutting and butchery. Vacuum packing. Modified atmosphere packaging. |
| 2 | Raw poultry | Chicken, turkey, duck, goose, quail, farmed and wild game. Shell egg. | Chilled. Frozen. | Slaughter, primary cutting. Vacuum packing. Modified atmosphere packaging. |
| 3 | Raw prepared products (Meat and vegetarian) | Bacon, comminuted meat products e.g. fish fingers, sausages, ready to cook meals, ready prepared meat products, pizza's, vegetable prepared meals, steamer meals. | Chilled. Frozen. | Retail butchery, processing and packing. Curing, vacuum packing, modified atmosphere packaging. High risk and low risk principles. |
| 4 | Raw fish products and preparations | Wet fish, molluscs, crustacean, comminuted fish products, cold smoked fish, ready prepared fish products e.g. fish pie. | Chilled. Frozen. | Stunning, harvesting. Vacuum packing. Modified |

| | | | | |
|----|---|--|--|--|
| | | | | atmosphere packaging. |
| 5 | Fruits vegetable and nuts | Fruit, vegetables, salads, herbs, nuts (unroasted) | Chilled. Ambient. | Washing, grading. |
| 6 | Prepared fruit vegetables and nuts | Prepared /semi processed fruit, vegetables and salads incl prepared ready to eat salads, coleslaws, chips, frozen vegetables. | Chilled. Frozen. | Blanching, freezing. High risk principles. |
| 7 | Dairy, liquid egg | Liquid egg, liquid milks/drinks, cream, liquid tea and coffee creamers, yoghurts, fermented milk based products, fromage frais/crème fraiche. Ice cream. Cheese – hard/soft/mold ripened/unpasteurized/processed. Long life milks, non dairy products e.g. soya milk, ambient yoghurts, custards etc. Fruit juices (incl freshly squeezed and pasteurized, smoothies). Dried whey powder, dried egg, dried milk/milk formulation. | Chilled. Frozen. Frozen Chilled. Ambient. Chilled. Ambient | Pasteurization, separation, fermentation. High risk principles. |
| 8 | Cooked meat/fish products | Cooked meats, hot eating pies, cold eating pies, molluscs& crustacean (ready to eat), fish pate. Hot smoked fish, poached salmon. | Chilled. Frozen. | High and low risk principles. Vacuum packs. Heat treatment. |
| 9 | Raw cured and/or fermented meat and fish | Parma ham, cold smoked salmon, air dried meats, salami, ready to eat smoked fish, fermented meats, and dried fish. | Chilled. | Curing, fermentation. High and low risk principles. |
| 10 | Ready meals and sandwiches; ready to eat desserts | Ready meals, sandwiches, soups, sauces, pasta, quiche, flans, meal accompaniments, cream cakes, trifles, assembled high risk sweet desserts. | Chilled. Frozen. | High and low risk principles. |
| 11 | Low/High acid in cans/glass | Canned products. Products packed in glass. | Ambient. | Canning. Thermal processing. |

| | | | | |
|----|--|---|---------------------------------|--|
| | | Canned pet food. | | UHT. |
| 12 | Beverages | Soft drinks, flavoured water, isotonics, concentrate squashes, cordials, minerals, ice, herbal drinks, milk and cereal beverages, food drinks. | Ambient. | Water treatment. Heat treatment. |
| 13 | Alcoholic drinks and fermented brewed products | Beer, wine, spirits. Vinegars. Alcopops. | Ambient. | Distilling, fermentation, fortification. |
| 14 | Bakery | Bread, pastry, biscuits, cakes, tarts, breadcrumbs, rusks. | Ambient. | Baking. |
| 15 | Dried foods and ingredients | Soups, sauces, gravies, spices, stocks, herbs, seasonings, pulses, legumes, rice's, noodles, nut preparations, fruit preparations, vitamins, salt, additives, gelatine, glace fruit, home baking syrups, tae, instant coffee, coffee creamers | Ambient. | Drying. Heat treatment. |
| 16 | Confectionary | Sugar, chocolate, gums, jellies, sweets. | Ambient. | Heat treatment. |
| 17 | Cereals and snacks | Oats, muesli, cereals, roasted nuts, crisps, poppadums. | Ambient. | Extrusion. Heat treatment. |
| 18 | Oils and fats | Cooking oils, margarine, shortening, spreads, butter, suet, ghee. Salad dressings, mayonnaise, vinaigrettes. | Ambient. | Refining. Hydrogenation. |
| 19 | Farming | | | |
| 21 | Farming plants | | | |
| 22 | Feed production | | Ambient. | |
| 23 | Catering | | Chilled. Frozen. Ambient. | High and low risk principles. |
| 24 | Transport, storage, distribution, wholesale | | Chilled. Frozen. Ambient. | |

| | | | | |
|----|----------------------------------|---|---------------------------------|-------------------------------|
| | | | Ambient. | |
| 25 | Packaging material manufacturing | | Ambient. | |
| 26 | Retail | | Chilled. Frozen. Ambient. | High and low risk principles. |
| 27 | Pet food | Dried pet food. (Canned pet food sector11) | Ambient. | |

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12.MAINTAINING CERTIFICATION

| Item | | Grades | | | |
|------|--|-----------------|---------------------|---------|-----------------|
| | | Provisio nal | Internal Auditor | Auditor | Lead Auditor |
| | Requirement for Maintaining Certification (over a 3 year period) | | | | |
| 1.1 | Number of Food Safety Management System audit days in the previous 3 years. *(3 must be as a lead auditor (i.e. audit team leader)) | 0 | 5 | 5 | 6* |
| 1.2 | Number of Food Safety Management System audit hours in the previous 3 years | 0 | 15 | 30 | 30 |
| 1.3 | Number of hours of professional development undertaken over the 3 year period. Evidence of that professional development shall be properly verified and be submitted as part of the application for re-certification. Note: In the selection of appropriate professional development, auditors should consider their personal strengths and weaknesses and identify areas for personal improvement. Professional development activities undertaken should in general be focused on food safety principles and practices. | 0 | 45 | 45 | 45 |
| 1.4 | SF 45 must be completed over a 3 year period | | | | |
| 1.5 | Audits to demonstrate that you are competent in the latest version of the audit standard audited. | | | | |
| 1.6 | 1 audit per sector applied for is required over a period of 3 years | | | | |

Appendix 1

Food Safety Management System Criteria

