Annex 5: Auditor Competence

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FSSC 22000 Auditor Competence

1 Purpose
This document states the requirements for certification bodies (CBs) with respect to the auditor competence and qualification process.

2 Scope
These requirements apply to all auditors conducting FSSC 22000 audits – from initial training, through qualification, to requalification and also covers extensions to sector and/or category(ies).

3 Qualification
There are four steps in the qualification process:
1) selection of the auditor;
2) initial training;
3) assessment and
4) registration.

3.1 Selection
The CB shall select auditors on the basis of meeting the education and work experience requirements defined in the sector specific specification.

3.2 Initial Training
The CB shall provide initial training in the following areas if the auditor does not already meet the requirements detailed in the section specific specifications:
1) HACCP training – minimum 16 hours;
2) Food Safety Management Training – minimum 40 hours, as lead auditor in ISO 22000 or in FSSC 22000;
3) Sector specific training in relevant PRPs;
4) FSSC 22000 Scheme requirements, and
5) ISO/TS 22003; ISO 19011 and ISO 17021-1.

Note: Lead auditor qualification in ISO 9001 of 40 hours (five days), along with an ISO 22000 conversion course of 24 hours (three days) is acceptable for the food safety management system training.

3.3 Assessment
The CB shall:
1) provide supervised training in FSSC 22000 audits as per sector specifications;
2) conduct a witnessed audit of the auditor to confirm competence is attained and
3) document the sign-off of the satisfactory completion of the training program and witness audit.

The supervised training and the witnessed audit shall be conducted by a FSSC 22000 qualified auditor for the relevant category/sub-category as defined in section 4.4.
The qualification sign-off shall be performed by the appointed supervisor of the CB.

### 3.4 Auditor registration system

The Foundation provides an auditor registration system for every Scheme specific auditor employed or contracted by a CB.

The details of the auditor’s qualifications, training, experience and scope of activity in relation to the Scheme’s product categories are held and maintained within this register and shall be kept up to date by the CB.

The CB shall:

1) Register qualified auditors with the Foundation.
2) On request provide the following documents or evidence related to verified qualification documents in the register:
   a) CV/resume (detailing education, work experience, relevant food safety training, date of joining the CB, date of qualifying as a FSSC 22000 auditor);
   b) Training records (certificates, where available to demonstrate requirements have been met);
   c) Qualification records, per sector/category;
   d) Witnessed audit reports.
3) Indicate the categories the auditor is qualified for, and maintain the dates for the initial and renewal dates in the register.

### 4 Maintenance of auditor qualification

The CB shall ensure a system is in place to maintain auditor qualification.

#### 4.1 GFSI recognised audits

At least five (5) on-site GFSI recognized scheme audits at different sites each calendar year, of which at least three (3) are FSSC 22000 audits.

Note: A temporary exception to this requirement can be granted by the Foundation in specific cases:
- Long term sickness of the auditor;
- Extended leave (e.g. maternity, paternity, sabbatical);
- Lack of clients in the region/country.

#### 4.2 Continual training

Auditors shall attend any relevant annual training specified by the Foundation (at least one event e.g. training, conference, seminars and/or network meetings) in order to keep up-to-date with Scheme changes, best practices and relevant regulatory and/or statutory developments in the sector(s) where they perform audits.

#### 4.3 Audit and training logs

The audit and training log of the qualified auditor shall be evaluated and updated annually by the competent supervisor of the CB.
4.4 Witnessed audit

1) At least one (1) on-site witnessed audit of a GFSI recognized scheme shall be conducted every three years to confirm acceptable auditor performance.

2) The witnessed audit shall be undertaken by a qualified auditor and shall be assessed and qualified by the CB as suitable to undertake witnessed audits.

3) The witnessed assessor has received training in witness audit techniques.

4) The witnessed assessor who observes the auditor undertaking the audit plays no part in the audit.

5) The witnessed assessor shall provide a witness audit assessment report with recommended conclusion for sign-off of the witnessed auditor.

Note: The witnessed audit shall be performed by the CB and cannot be substituted by an Accreditation Body (AB) witness audit.

5 Auditor requalification

1) The overall auditor performance shall be evaluated every three years in order to confirm the continued competence of the auditor. The following aspects shall be evaluated by the appointed supervisor of the CB prior to requalification:
   a) the auditor audit log;
   b) the auditor training log;
   c) result of the witness audit.

2) The evaluation shall consider the auditor’s overall performance, including complaints from clients.

3) CV to be updated on completion of auditor requalification to ensure it remains current.

4) Documented sign-off of the satisfactory completion of the entire requalification process by the appointed supervisor of the CB.

Note: Only one witness audit is required, irrespective of the number of categories/sub-categories that the auditor is qualified in.

6 Category extension

For extension of the auditor qualification scope to a new category, the CB shall demonstrate that the auditor possesses the relevant competence as outlined in the sector specifications. The auditor shall have;
   a) six (6) months of audit experience in the new category, or
   b) four (4) FSSC 22000 audits in the new category as a co-auditor under the supervision of a qualified FSSC 22000 auditor.

The CV is to be updated on completion of auditor qualification for additional food chain category(ies).

7 FSSC 22000-Quality auditor qualification

Audit team leaders conducting integrated FSSC 22000 and ISO 9001 audits (FSSC 22000-Quality) shall meet the quality auditor specifications.
# FSSC 22000 Auditor Category requirements

Based on ISO/TS 22003

## Farming – Category A

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Sub-category</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farming</td>
<td>A</td>
<td>Farming of Animals</td>
<td>AI</td>
<td>Meat/milk/eggs/honey</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AII</td>
<td>Fish &amp; seafood</td>
</tr>
</tbody>
</table>

## Specification

### Item 1: Education

1. A degree in a food related or bio-science discipline, OR
2. Successful completion of a food related or bio-science higher education course or equivalent, OR
3. A post-secondary education in agronomy, agriculture or veterinary sciences.

### Item 2: Work Experience

1. Minimum five (5) years experience in food related industry.
2. Including minimum two (2) years in relevant specific sectors of animal farming.

### Item 3a: HACCP training

HACCP principles, Hazard assessment and hazard analysis: minimum two (2) days/16 hours (note this is in addition to 3b requirements).

### Item 3b: Food Safety Audit training

1. Food Safety Management System Lead Auditor training – minimum duration of 40 hours (5 days), or
2. ISO 9001 Lead Auditor training (minimum 40 hours) and ISO 22000 or FSSC 22000 conversion course (minimum 24 hours),
3. Industry relevant training in PRPs (ISO/TS 22002-3),
4. FSSC Scheme requirements,
5. ISO 22003; ISO 19011; ISO 17021 training.

### Item 4: Practical Assessment

1. Successful completion of supervised training through 5 audits or 10 audit days at a number of different organizations.
2. Previous ISO 22000 and/or GFSI recognized audits are considered applicable for meeting the practical assessment.
3. Final assessment by a competent assessor-supervisor during FSSC 22000 audit (qualifying witnessed audit) to cover the following:
   a) Knowledge of
      i) Food safety;
      ii) HACCP;
      iii) PRPs;
      iv) Food fraud prevention;
      v) Food defense, and
      vi) Applicable laws/regulations/codes.
   b) Food Safety Management System knowledge;
   c) Specific audit techniques;
   d) Specific category knowledge.
<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Specification</th>
</tr>
</thead>
</table>
| 5    | Auditor qualification | 1) Documented sign-off of the completed review of work experience, supervised audits, training and witness audit by the appointed supervisor of the CB indicating when the auditor became a qualified FSSC auditor.  
2) Register auditor qualification details into the FSSC 22000 Auditor Database in accordance with instructions of the Foundation.  
3) A plan for continued training in the sector(s) in which they perform audits in order to keep auditors current with respect to:  
   a) Best practices, and  
   b) Relevant regulatory and statutory developments.  
4) Instructions for the auditor to maintain written records of all relevant training undertaken. |
| 6    | Extension of scope - new category | 1) Demonstrate the required competences through relevant  
   a) Education  
   b) Food safety related training in the new category.  
2) AND either:  
   a) Six (6) months experience in the new category, OR  
   b) Four (4) FSSC 22000 audits in the new category under the supervision of a qualified auditor.  
3) Registrations to be updated and maintained and in the FSSC 22000 auditor database. |
| 7    | Maintenance of qualification | 1) Competence and qualification of auditors shall be re-established every three (3) years.  
2) The following to be re-evaluated prior to requalification:  
   a) Minimum five (5) GFSI recognized on-site audits conducted at different locations each year including at least three (3) FSSC 22000 audits. Note: this can include GFSI recognized audits conducted on behalf of any CB;  
   b) Attendance of at least one (1) training activity per year (such as training, conference meetings, seminars and/or network meetings) in order to keep up to date with the best practices and relevant regulatory and statutory developments in the sector(s) where audits are performed;  
   c) Annual Scheme updates (based on the Harmonization Conference);  
   d) Annual review of the audits and training logs by a competent supervisor of the CB;  
   e) A minimum of one (1) on-site Witnessed Audit of a GFSI recognized scheme conducted every three (3) years;  
   f) CV to be updated every three (3) years;  
   g) A documented sign-off to re-establish the qualification of the auditor for the next three (3) years, per category;  
   h) Transition training to be completed for ISO 22000, ISO 22002-3 and FSSC 22000 as standards are updated and prior to next FSSC 22000 audit to the new standards. |
## FSSC 22000 Auditor Category requirements

Based on ISO/TS 22003

### Food & feed processing – Category C

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Code</th>
<th>Name</th>
<th>Sub-category</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; feed processing</td>
<td>C</td>
<td>C</td>
<td>Food manufacturing</td>
<td>CI</td>
<td>CII</td>
<td>Processing perishible plant products</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CIII</td>
<td>CIV</td>
<td>Processing perishible animal and plant products</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Processing ambient stable products</td>
</tr>
</tbody>
</table>

### Catering – Category E

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Code</th>
<th>Name</th>
<th>Sub-category</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering</td>
<td>E</td>
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<td>Catering</td>
<td>E</td>
<td></td>
<td>Catering</td>
</tr>
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</table>

### Retail – Category FI

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Code</th>
<th>Name</th>
<th>Sub-category</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail, Transport and Storage</td>
<td>F</td>
<td>F</td>
<td>Distribution</td>
<td>FI</td>
<td></td>
<td>Retail/Wholesale</td>
</tr>
</tbody>
</table>

### Transport & Storage – Category G

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Code</th>
<th>Name</th>
<th>Sub-category</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail, Transport and Storage</td>
<td>G</td>
<td>G</td>
<td>Provision of transport and storage services</td>
<td>GI</td>
<td>GII</td>
<td>Provision of transport and storage services for ambient stable food and feed</td>
</tr>
</tbody>
</table>

### Biochemicals – Category K

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Code</th>
<th>Name</th>
<th>Sub-category</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biochemical</td>
<td>K</td>
<td>K</td>
<td>Production of (Bio) Chemicals</td>
<td>NA</td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>
### Requirements for Categories C, E, FI, G and K

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Specification</th>
</tr>
</thead>
</table>
| 1    | Education | 1) A degree in a food related or bio-science discipline, OR  
|      |         | 2) Successful completion of a food related or bio-science higher education course or equivalent. |
| 2    | Work experience | 1) Minimum five (5) years experience in food related industry,  
|      |         | 2) Including minimum two (2) years full-time work in quality assurance or food safety function in the following sectors:  
|      |         | a) Manufacturing  
|      |         | b) Catering  
|      |         | c) Retail  
|      |         | d) Transport and storage  
|      |         | e) Biochemicals  
|      |         | f) or the equivalent (e.g. inspection, enforcement, etc.). |
| 3a   | HACCP training | HACCP principles, Hazard assessment and hazard analysis: minimum 2 days/16 hours (note this is in addition to 3b requirements). |
| 3b   | Food Safety Audit training | 1) Food Safety Management System Lead Auditor Training – minimum duration of 40 hours (5 days); or  
|      |         | 2) ISO 9001 Lead Auditor training (minimum 40 hours) and ISO 22000 or FSSC 22000 conversion course (minimum 24 hours),  
|      |         | 3) Industry relevant training in PRPs,  
|      |         | 4) FSSC Scheme requirements,  
|      |         | 5) ISO 22003; ISO 19011; ISO 17021 training. |
| 4    | Practical assessment | 1) Successful completion of supervised training through five (5) audits or 10 audit days at a number of different organizations.  
|      |         | 2) Previous ISO 22000 and/or GFSI recognized audits are considered applicable for meeting the practical assessment.  
|      |         | 3) Final assessment by a competent assessor/supervisor during a FSSC 22000 audit (qualifying witness audit) - to cover the following:  
|      |         | a) Knowledge of  
|      |         | i) Food safety;  
|      |         | ii) HACCP;  
|      |         | iii) PRPs;  
|      |         | iv) Food fraud prevention  
|      |         | v) Food defense, and  
|      |         | vi) Applicable laws/regulations/codes  
|      |         | b) Food Safety Management System knowledge;  
|      |         | c) Specific audit techniques;  
<p>|      |         | d) Specific category knowledge. |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Specification</th>
</tr>
</thead>
</table>
| 5    | Auditor qualification       | 1) Documented sign-off of the completed review of work experience, supervised audits, training and witness audit by the appointed supervisor of the CB indicating when the auditor became a qualified FSSC auditor.  
    |                              | 2) Register auditor qualification details into the FSSC 22000 Auditor Database in accordance with instructions of the Foundation.  
    |                              | 3) A plan for continued training in the sector(s) in which they perform audits in order to keep auditors’ current with respect to:  
    |                              | a) Industry best practices, and  
    |                              | b) Relevant regulatory and statutory developments,  
    |                              | c) Food safety and technological developments.  
    |                              | 4) Instructions for the auditor to maintain written records of all relevant training undertaken.                                             |
| 6    | Extension of scope - new category | 1) Demonstrate the required competences through relevant  
|      |                              | a) Education;  
|      |                              | b) Food safety related training in the new category.  
|      |                              | 2) AND either:  
|      |                              | a) Six (6) months experience in the new category, OR  
|      |                              | b) Four (4) FSSC 22000 audits in the new category under the supervision of a qualified auditor.  
|      |                              | 3) Registrations to be updated and maintained and in the FSSC 22000 auditor database.                                                      |
| 7    | Maintenance of qualification | 1) Competence and qualification of auditors shall be re-established every three (3) years.  
|      |                              | 2) The following to be re-evaluated prior to requalification:  
|      |                              | a) Minimum five (5) GFSI recognized on-site audits conducted at different locations each year including at least three (3) FSSC 22000 audits.  
|      |                              | Note: this can include GFSI recognized audits conducted on behalf of any CB;  
|      |                              | b) Attendance of at least one (1) training activity per year (such as training, conference meetings, seminars and/or network meetings in order to keep up to date with the best practices and relevant regulatory and statutory developments in the sector(s) where audits are performed;  
|      |                              | c) Annual Scheme updates (based on the Harmonization Conference);  
|      |                              | d) A minimum of one (1) on-site Witnessed Audit of a GFSI recognized scheme conducted every three (3) years;  
|      |                              | e) A documented sign-off to re-establish the qualification of the auditor for the next three (3) years, per category;  
|      |                              | f) Annual review of the audits and training logs by a competent supervisor of the CB;  
|      |                              | g) Registrations to be updated and maintained into the FSSC 22000 auditor database.                                                      |

END
FSSC 22000 Auditor Category requirements

Based on ISO/TS 22003

Food & feed processing – Category D

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Sub-category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; feed processing</td>
<td>D</td>
<td>Animal feed production</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DII</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Specification</th>
</tr>
</thead>
</table>
| 1 | Education | 1) Post-secondary education in related field or equivalent by experience.  
2) Trained on the sector specific risk assessments.  
3) Work experience or training in the feed and/or food sector, and experience in quality management environment in the feed/food sector. |
| 2 | Work experience | 1) Minimum five (5) years experience in feed related industry.  
2) Including minimum two (2) years full-time work in quality assurance or feed safety function in the following sectors:  
a) Animal feed production or  
b) the equivalent. |
| 3a | HACCP training | HACCP principles, Hazard assessment and hazard analysis: minimum two (2) days/16 hours (note this is in addition to 3b requirements). |
| 3b | Food Safety Audit training | 1) Food Safety Management System Lead Auditor Training – minimum duration of 40 hours (5 days); or  
2) ISO 9001 Lead Auditor training (minimum 40 hours) and ISO 22000 or FSSC 22000 conversion course (minimum 24 hours),  
3) Industry relevant training in PRPs,  
4) FSSC Scheme requirements,  
5) ISO 22003; ISO 19011; ISO 17021 training. |
| 4 | Practical assessment | 1) Successful completion of supervised training through five (5) audits or 10 audit days at a number of different organizations.  
2) Previous ISO 22000 and/or GFSI recognized audits are considered applicable for meeting the practical assessment.  
3) Final assessment by a competent assessor/supervisor during FSSC 22000 audit (qualifying witness audit)- to cover the following:  
a) Knowledge of  
   i) Food safety;  
   ii) HACCP;  
   iii) PRPs;  
   iv) Food fraud prevention;  
   v) Food defense, and  
   vi) Applicable laws/regulations/codes.  
b) Food Safety Management System knowledge;  
c) Specific audit techniques;  
d) Specific category knowledge. |
<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Specification</th>
</tr>
</thead>
</table>
| 5    | Auditor qualification  | 1) Documented sign-off of the completed review of work experience, supervised audits, training and witness audit by the appointed supervisor of the CB indicating when the auditor became a qualified FSSC auditor.  
2) Register auditor qualification details into the FSSC 22000 Auditor Database in accordance with instructions of the Foundation.  
3) A plan for continued training in the sector(s) in which they perform audits in order to keep auditors current with respect to:  
a) Industry best practices, and  
b) Relevant regulatory and statutory developments  
c) Food safety and technological developments  
4) Instructions for the auditor to maintain written records of all relevant training undertaken. |
| 6    | Extension of scope - new category | 1) Demonstrate the required competences through relevant  
a) Education;  
b) Food safety related training in the new category.  
2) AND either:  
a) Six (6) months experience in the new category, OR  
b) Four (4) FSSC 22000 audits in the new category under the supervision of a qualified auditor.  
3) Registrations to be updated and maintained and in the FSSC 22000 auditor database. |
| 7    | Maintenance of qualification | 1) Competence and qualification of auditors shall be re-established every three (3) years.  
2) The following to be re-evaluated prior to requalification:  
a) Minimum five (5) GFSI recognized on-site audits conducted at different locations each year including at least three (3) FSSC 22000 audits. Note: this can include GFSI recognized audits conducted on behalf of any CB;  
b) Attendance of at least one (1) training activity per year (such as training, conference meetings, seminars and/or network meetings in order to keep up to date with the best practices and relevant regulatory and statutory developments in the sector(s) where audits are performed;  
c) Annual Scheme updates (based on the Harmonization Conference);  
d) A minimum of one (1) on-site Witnessed Audit of a GFSI recognized scheme conducted every three (3) years;  
e) A documented sign-off to re-establish the qualification of the auditor for the next three (3) years, per category;  
f) Annual review of the audits and training logs by a competent supervisor of the CB;  
g) Registrations to be updated and maintained into the FSSC 22000 auditor database. |

END
FSSC 22000 Auditor Category requirements

Based on ISO/TS 22003

### Auxiliary services – Category I

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Sub-category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxiliary</td>
<td>services I Production of food packaging and packaging material</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Specification</th>
</tr>
</thead>
</table>
| 1    | Education           | 1) A degree in packaging technology, food hygiene or related science subject or equivalent OR  
|      |                     | 2) A higher certificate in packaging technology recognized by the Foundation, such as WPO Packaging training (minimum 30 hours), which covers:  
|      |                     | a) Basics of packaging principles and concepts;  
|      |                     | b) Packaging legislation, standards and regulations;  
|      |                     | c) Packaging materials manufacturing;  
|      |                     | d) Specifics to packaging of food products;  
|      |                     | e) Quality/food safety control and testing;  
|      |                     | f) Printing processes and printing inks;  
|      |                     | g) Packaging recycling and  
|      |                     | h) Design of packaging materials. |
| 2    | Work experience     | 1) Minimum five (5) years experience in food chain related industry.  
|      |                     | 2) Including two (2) years in quality assurance or food safety function within  
|      |                     | a) Food packaging production (such as the manufacture of plastics, paper and board, metal glass, wood or other materials), or  
|      |                     | b) The equivalent. |
| 3a   | HACCP training      | HACCP principles, Hazard assessment and hazard analysis: minimum two (2) days/16hrs (note this is in addition to 3b requirements). |
| 3b   | Food Safety Audit   | 1) Food Safety Management System Lead Auditor Training – minimum duration of 40 hours (5 days); or  
|      | Training            | 2) ISO 9001 Lead Auditor training (minimum 40 hours) and ISO 22000 or FSSC 22000 conversion course (minimum 24 hours);  
|      |                     | 3) Industry relevant training in PRPs,  
|      |                     | 4) FSSC 22000 Scheme requirements,  
|      |                     | 5) ISO/TS 22003; ISO 19011; ISO 17021 training. |
| 4    | Practical Assessment| 1) Successful completion of supervised training through five (5) audits or 10 audit days at a number of different organizations.  
|      |                     | 2) Previous ISO 22000 and/or GFSI recognized audits are considered applicable for meeting the practical assessment.  
|      |                     | 3) Final assessment during FSSC 22000 audit - to cover the following:  
|      |                     | a) Knowledge of  
|      |                     | i) Food safety;  
|      |                     | ii) HACCP;  
|      |                     | iii) PRPs;  
|      |                     | iv) Food fraud prevention;  
|      |                     | v) Food defense and  
|      |                     | vi) Applicable laws/regulations/codes.  
|      |                     | b) Food Safety Management System knowledge;  
|      |                     | c) Specific audit techniques;  
<p>|      |                     | d) Specific category knowledge. |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Auditor qualification</td>
<td>1) Documented sign-off of the completed review of work experience, supervised audits, training and witness audit by the appointed supervisor of the CB indicating when the auditor became a qualified FSSC auditor. &lt;br&gt;2) Qualification is allocated per Food Packaging Material type. &lt;br&gt;3) Register auditor qualification details into the FSSC 22000 Auditor Database in accordance with instructions of the Foundation. &lt;br&gt;4) A plan for continued training in the sector(s) in which they perform audits in order to keep auditors current with respect to: &lt;br&gt;a) Industry best practices, and &lt;br&gt;b) Relevant regulatory and statutory developments &lt;br&gt;c) Food safety and technological developments. &lt;br&gt;5) Instructions for the auditor to maintain written records of all relevant training undertaken.</td>
</tr>
<tr>
<td>6</td>
<td>Extension to scope - new category</td>
<td>1) Demonstrate the required competences through relevant &lt;br&gt;a) Education &lt;br&gt;b) Food safety related training in the new category. &lt;br&gt;2) AND either: &lt;br&gt;a) Six (6) months experience in the new category, OR &lt;br&gt;b) Four (4) FSSC 22000 audits in the new category under the supervision of a qualified auditor. &lt;br&gt;3) Registrations to be updated and maintained and in the FSSC 22000 auditor database.</td>
</tr>
<tr>
<td>7</td>
<td>Maintenance of qualification</td>
<td>1) Competence and qualification of auditors shall be re-established every three (3) years. &lt;br&gt;2) The following to be re-evaluated prior to requalification: &lt;br&gt;a) Minimum five (5) GFSI recognized on-site audits conducted at different locations each year including at least three (3) FSSC 22000 audits. Note: this can include GFSI recognized audits conducted on behalf of any CB; &lt;br&gt;b) Attendance of at least one (1) training activity per year (such as training, conference meetings, seminars and/or network meetings) in order to keep up to date with the best practices and relevant regulatory and statutory developments in the sector(s) where audits are performed; &lt;br&gt;c) Annual Scheme updates (based on the Harmonization Conference); &lt;br&gt;d) A minimum of one (1) on-site Witnessed Audit of a GFSI recognized scheme conducted every three (3) years; &lt;br&gt;e) A documented sign-off to re-establish the qualification of the auditor for the next three years, per category; &lt;br&gt;f) Annual review of the audits and training logs by a competent supervisor of the CB; &lt;br&gt;g) Registrations to be updated and maintained into the FSSC 22000 auditor database.</td>
</tr>
</tbody>
</table>
# FSSC 22000 Auditor Category requirements

## FSSC 22000–Quality

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Category</th>
<th>Sub-category</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td>All FSSC food &amp; feed categories</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

### Item 1 - General

**Specification**

Must meet relevant qualification and competence requirements as a FSSC 22000 auditor in the relevant sector/category (refer to previous Auditor Specifications).

### Item 2 - Quality Systems Training

**For FSSC 22000–Quality:**

1) Recognized training in quality management systems: ISO 9001 Lead Auditor (5 days, 40 hours).
2) Approved auditor for ISO 17021 accredited ISO 9001 certification
3) Conduct one (1) witness FSSC 22000-Quality or one (1) FSSC 22000/ISO 9001 audit with a completed witness audit report to demonstrate the ability of the auditor to conduct integrated audits.

### Item 3 - Auditor qualification

1) Documented sign-off of the completed review of work experience, supervised audits, training and witness audit by the appointed supervisor of the CB indicating when the auditor became a qualified FSSC 22000-Quality auditor
2) Register auditor qualification details into the FSSC 22000 Auditor Database in accordance with instructions of the Foundation.
3) A plan for continued training in the sector(s) in which they perform audits in order to keep auditors current with respect to:
   a) Industry best practices, and
   b) Relevant regulatory and statutory developments.
4) Instructions for the auditor to maintain written records of all relevant training undertaken.

### Item 4 - Maintenance of qualification

3) Competence and qualification of auditors shall be re-established every three (3) years.
4) The following to be re-evaluated prior to requalification:
   a) Attendance of at least one (1) training activity per year (such as training, conference meetings, seminars and/or network meetings) in order to keep up to date with the best practices and relevant regulatory and statutory developments in the sector(s) where audits are performed;
   b) Annual FSSC 22000 Scheme updates (based on the Harmonization Conference);
   c) A documented sign-off to re-establish the qualification of the auditor for the next three (3) years, per category;
   d) Annual review of the audits and training logs by a competent supervisor of the CB;
   e) Registrations to be updated and maintained into the FSSC 22000 auditor database.

END