

# FSSC Global Markets Program

## Annex 5 to Part 4: Requirements for Assessor Competence

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## 1 Purpose

This document states the requirements for conformity assessment bodies (CABs) with respect to the assessor competence and qualification process.

## 2 Scope

These requirements apply to all assessors conducting FSSC Global Markets Program assessments – 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 assessor;
- 2) Initial training;
- 3) Assessment and
- 4) Registration.

### 3.1 Selection

The CAB shall select assessors on the basis of meeting the education and work experience requirements defined in the sector specific specification.

### 3.2 Initial Training

The CAB shall provide initial training in the following areas if the assessor does not already meet the requirements detailed in the section specific specifications:

- 1) HACCP training – minimum 16 hours;
- 2) Management System Lead Assessor Training (e.g. QMS, FSMS) – minimum duration of 40 hours (5 days);
- 3) Sector specific training in relevant PRP's (ISO/TS 22001, Codex Hygiene Principles or equivalent);
- 4) FSSC Global Markets Program requirements, and
- 5) Principles of ISO 22003; ISO 19011 and ISO 17021-1.

### 3.3 Assessment

The CAB shall:

- 1) provide supervised training in assessments;
- 2) conduct a witnessed assessment of the assessor to confirm competence is attained; and
- 3) document the sign-off of the satisfactory completion of the training program and witnessed assessment.

The supervised training and the witnessed assessment shall be conducted by an FSSC Global Markets Program qualified assessor 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 CAB.

### *3.4 Assessor registration system*

The Foundation provides an assessor registration system for every Program assessor employed by a CAB.

The details of the assessor's qualifications, training, experience and scope of activity in relation to the Program's product categories are held and maintained within this register and shall be kept up to date by the CAB.

For assessors already qualified for FSSC 22000 only the information additional for this Program needs to be registered.

The CAB shall:

- 1) Register qualified assessors with the Foundation,
- 2) Provide the following documents in the register:
  - a) CV/resume (detailing education, work experience, relevant food safety training, date of joining the CAB, date of qualifying as an FSSC Global Markets Program assessor);
  - b) Training records (certificates, where available to demonstrate requirements have been met);
  - c) Qualification records, per sector/category;
  - d) Witnessed assessment reports.
- 3) Indicate the categories the assessor is qualified for, and maintain the dates for the initial and renewal dates in the register.

## **4 Maintenance of assessor qualification**

The CAB shall ensure a system is in place to maintain assessor qualification.

### *4.1 Annual assessments*

At least three (3) on-site Global Markets Program assessments shall be conducted per year by the assessor.

Note: An exception to this requirement can be granted by the FSSC Global Markets Program Secretariat in specific cases.

### *4.2 Continual training*

Assessors shall attend any relevant training / briefing specified by FSSC Global Markets Program in order to keep up-to-date with Program changes, best practices and relevant regulatory and/or statutory developments in the sector(s) where they perform assessments.

### *4.3 Assessment and training logs*

The assessment and training log of the qualified assessor shall be evaluated and updated annually by the competent supervisor of the CAB.

#### 4.4 *Witnessed assessment*

- 1) At least one (1) on-site witnessed assessment for the Program shall be conducted every three (3) years to confirm acceptable assessor performance.
- 2) The witnessed assessment shall be undertaken by a qualified FSSC Global Markets Program assessor for the relevant category/sub-category and shall be assessed and qualified by the CAB as suitable to undertake witnessed assessments.
- 3) The witnessed assessor shall be trained in witnessed assessment techniques.
- 4) The witnessed assessor who observes the assessor undertaking the assessment plays no part in the assessment.
- 5) The witnessed assessor shall provide a witnessed assessment report with recommended conclusion for sign-off of the witnessed assessor.

### 5 Assessor requalification

- 1) The overall assessor performance shall be evaluated every three (3) years in order to confirm the continued competence of the assessor. The following aspects shall be evaluated by the appointed supervisor of the CAB prior to requalification:
  - a) The assessor assessment log;
  - b) The assessor training log;
  - c) Result of the witnessed assessment.
- 2) The evaluation shall consider the assessor's overall performance, including complaints from clients.
- 3) CV to be updated on completion of assessor 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 CAB.
- 5) Requalification document and updated CV shall be uploaded into the Assessor Register.
- 6) The requalification of assessors may be combined with the requalification of FSSC 22000 assessors.

Note: Only one witnessed assessment is required, irrespective of the number of categories/sub-categories that the assessor is qualified for.

### 6 Category Extension

For extension of the assessor qualification scope to a new category, the CAB shall demonstrate that the assessor possesses the relevant competence as outlined in the sector specifications. The assessor shall accrue:

- a) Education and four (4) years working experience both relevant to food safety and the technology of the new category, or
- b) Six (6) months of assessment experience in the new category;
- c) One FSSC Global Markets Program assessment in the new category as a co-assessor under the supervision of a qualified FSSC Global Markets Program assessor.

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

## Assessor Category requirements

Based on ISO 22003:2013

### *Food processing – Category C*

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Food	C	Food manufacturing	CI	Processing perishable animal products
			CII	Processing perishable plant products
			CIII	Processing perishable animal and plant products
			CIV	Processing ambient stable products

### *Petfood – Category D*

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Petfood	D	Production of Petfood	DII	Production of pet food for dogs and cats

### *Biochemical – Category K*

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Biochemical	K	Production of (Bio) Chemicals	NA	NA

## Specifications for Categories C, D and K

Item	Topic	Specification
1	Education	1) As a minimum, has successfully completed a food related or bio-science higher education or equivalent.
2	Work Experience	1) Minimum 4 years' experience in food related industry, 2) Including minimum 2 years in quality assurance or food safety function within: a) Manufacturing; b) Inspection; c) Enforcement or d) the equivalent
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 Assessment training	1) Management System Lead Assessor Training – minimum duration of 40 hours (5 days); 2) Category relevant training in PRPs (ISO/TS 22002-1, Codex Hygiene Principles or equivalent); 3) Training in FSSC Global Markets Program Requirements; 4) Training in relevant principles of ISO 22003, ISO 19011, ISO 17021.
4	Practical Assessment	1) Successful completion of supervised training through 5 assessments or 10 assessment days at a number of different organizations. 2) Previous ISO 9001, ISO 22000 and/or GFSI recognized assessments are considered applicable for meeting the practical assessment. 3) Final assessment by a competent assessor/supervisor during FSSC Global Markets Program assessment (qualifying witnessed assessment)- to cover the following: a) Knowledge of i) Food safety; ii) HACCP; iii) PRPs; iv) Food defense, and v) Applicable laws/regulations/codes. b) FSMS knowledge; c) Specific assessment techniques; d) Specific category knowledge.
5	Assessor Qualification	1) Documented sign-off of the completed review of work experience, supervised assessments, training and witnessed assessment by the appointed supervisor of the CAB indicating when the assessor became a qualified FSSC Global Markets Program assessor. a) Register assessor qualification details into the FSSC 22000 Assessor Database in accordance with the instructions of the Foundation. 2) A plan for continued training in the sector(s) in which they perform assessments in order to keep assessors' current with respect to: a) Best practices, and b) Relevant regulatory and statutory developments. 3) Instructions for the assessor to maintain written records of all relevant training undertaken.
6	Extension of scope -new category	1) For extension of the assessor qualification scope to a new category, the CAB shall demonstrate that the assessor possesses the relevant competence as outlined in the sector specifications. The assessor shall accrue: a) Education and 4 years working experience both relevant to food safety and the technology of the new category, or b) 6 months of assessment experience in the new category. 2) 1 FSSC Global Markets Program assessment in the new category as a co-assessor under the supervision of a qualified FSSC Global Markets Program assessor.  The CV is to be updated on completion of assessor qualification for additional food chain category(ies).
7	Maintenance of Qualification	1) Competence and qualification of assessors shall be re-established every 3 years. 2) The following to be re-evaluated prior to requalification: a) Minimum 3 FSSC Global Markets Program assessments per year; b) Attendance of at least one 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 assessments are performed; c) Annual FSSC Global Markets Program updates (based on the Harmonization Conference);

		<ul style="list-style-type: none"> <li>d) A minimum of one on-site Witnessed Assessment of a FSSC Global Markets Program assessment conducted every three years;</li> <li>e) A documented sign-off to re-establish the qualification of the assessor for the next three years, per category;</li> <li>f) Annual review of the assessments and training logs by a competent supervisor of the CAB;</li> <li>g) All records to be uploaded in the FSSC Global Markets Program Assessor Database (ViaSyst).</li> </ul>
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