

Annex V: Auditor competence

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Annex V – 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 or FSSC 22000 Quality audits – from initial training, through qualification, to requalification and also covers extensions to sector and/or category(ies) and build on the requirements of ISO/IEC 17021-1:2015, ISO/TS 22003:2013 and GFSI BRv7:2017 in this area.

3 Qualification

There are four steps in the qualification process:

- 1) selection of the trainee auditor;
- 2) initial training;
- 3) witnessed assessment and
- 4) registration.

3.1 Selection

The CB shall select trainee auditors on the basis of meeting the education requirements defined in section 8 for the relevant industry sector.

3.2 Initial training and experience

The CB shall ensure that trainee auditors are meeting the following initial training and experience requirements:

- 1) Lead Auditor Course for FSMS or QMS – minimum 40 hours including exam;
- 2) HACCP training – minimum 16 hours including exam;
- 3) ISO 22000 Standard – minimum 8 hours including exam (if not included as part of Lead Auditor Training Course);
- 4) Food defense training covering food defense risk assessment methodology and possible mitigation measures (including exam);
- 5) Food fraud training covering food fraud vulnerability assessment methodology and possible mitigation measures (including exam);
- 6) All relevant Scheme requirements (including exam); ISO/TS 22003 (Annex C), ISO 19011 and ISO/IEC 17021-1 (as applicable to the auditing processes of the CB including exam);
- 7) Experience in the food or associated industry including at least 2 years full time work in quality assurance or food safety functions in food production or manufacturing, retailing, inspection or enforcement or the equivalent and
- 8) At least ten (10) audit days and five (5) ISO 22000 or GFSI recognized scheme audits relevant to the specific industry sector including at least one (1) FSSC 22000 audit.

3.3 Assessment

- 1) The CB shall:
 - a) provide supervised training in food safety audits;
 - b) conduct a FSSC 22000 witnessed audit of the auditor to confirm competence is attained and
 - c) document the sign-off of the satisfactory completion of the training program and witnessed audit.
- 2) The supervised training and the witnessed audit shall be conducted by a FSSC 22000 qualified auditor or an FSSC 22000 technical certification person of equivalent competence and experience using the GFSI witnessed audit tool (when available).

3.4 Auditor registration system

- 1) The Foundation provides an auditor registration system for every Scheme specific auditor employed or contracted by a CB.
- 2) 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.
- 3) The CB shall:
 - a) Register auditor qualification details into the FSSC 22000 Auditor Register in accordance with instructions of the Foundation.
 - b) On request provide the following documents or evidence related to verified qualification documents in the register:
 - i. CV/resume (detailing education, work experience, relevant food safety training, date of joining the CB, date of qualifying as a FSSC 22000 auditor);
 - ii. Training records (certificates, where available to demonstrate requirements have been met);
 - iii. Qualification records, per sector/category;
 - iv. Witnessed audit reports.
 - c) 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 Audits

- 1) At least five (5) on-site FSSC 22000 audits at different sites each calendar year. In this context, the stage 1 and stage 2 audits shall be regarded as one (1) audit.
- 2) In the event when this requirement cannot be met, the CB shall ensure that the auditor has performed at least 5 GFSI audits of which at least one (1) FSSC 22000 audit. Such temporary exception shall be requested in writing from the Foundation in specific cases such as:
 - 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, including those specified by the Foundation, and at least one event e.g. training, conference, seminars and/or network meetings in order to keep up-to-date with Scheme requirements, industry sector best practices, food safety and technological developments and have access to and be able to apply relevant laws and regulations and the CB shall maintain written records of all relevant training undertaken.

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 FSSC 22000 witnessed audit shall be conducted every three years to confirm acceptable auditor performance.
- 2) The witnessed audit shall be undertaken by a qualified GFSI auditor (or CB FSSC technical certification person of equivalent competence and experience) 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 to confirm successful application of knowledge during the audit in the areas of:
 - a) Food safety management systems;
 - b) HACCP;
 - c) PRPs and OPRPs;
 - d) Food fraud;
 - e) Food defense;
 - f) Applicable laws/regulations and industry codes of practice;
 - g) Audit techniques;
 - h) Specific industry category.
- 6) The witnessed audit shall be performed by the CB but can be substituted by an Accreditation Body (AB) or Foundation witnessed audit using the GFSI witness audit tool (when available).
- 7) In case the witnessed audit results in qualification of the auditor for FSSC 22000, it can be registered as a valid FSSC 22000 audit in the database.

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 CB.

Note: Only one witnessed 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 complies with the following requirements:

- 1) General auditor competence as outlined in Annex C of ISO 22003;
- 2) Demonstrated sector specific competence;
- 3) Education outlined in section 8;
- 4) The auditor shall have six (6) months of work experience in the new category, or five (5) GFSI audits in the new category as a co-auditor under the supervision of a qualified GFSI auditor of which at least one (1) FSSC 22000 audit.

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

7 FSSC 22000–Quality auditor qualification

- 1) Audit teams conducting integrated FSSC 22000 and ISO 9001 audits (FSSC 22000-Quality) shall collectively meet the relevant FSSC 22000-Quality auditor specifications.
- 2) The lead auditor of the audit team shall always be a FSSC 22000 qualified auditor.

8 FSSC 22000 Auditor specifications

Farming – Category A

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Farming	A	Farming of Animals	AI	Meat/milk/eggs/honey
			AII	Fish & seafood
Topic	Specification			
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 such as a post-secondary education in agronomy, agriculture or veterinary sciences.			

Food & feed processing – Category C

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Food & feed processing	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
Topic	Specification			
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.			

Food & feed processing – Category D

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Food & feed processing	D	Animal feed production	DI	Production of feed
			DII	Production of pet food
Topic	Specification			
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.			

Catering – Category E

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Catering	E	Catering	E	Catering
Topic	Specification			
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.			

Retail – Category FI

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Retail, Transport and Storage	F	Distribution	FI	Retail/Wholesale
Topic	Specification			
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.			

Transport & Storage – Category G

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Retail, Transport and Storage	G	Provision of transport and storage services	GI	Provision of transport and storage services for perishable food and feed
			GII	Provision of transport and storage services for ambient stable food and feed
Topic	Specification			
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. 3) Training on the sector specific risk assessments.			

Auxiliary services – Category I

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Auxiliary services	I	Production of food/feed packaging and packaging material	N/A	N/A
Topic	Specification			
Education	1) A primary qualification, a degree or higher certificate in packaging technology and a relevant certificate recognised by the Foundation in food technology, food hygiene or related science subject OR 2) A primary qualification in food technology, food safety/ hygiene or related science subject and a certificate in packaging technology recognized by the Foundation, such as WPO Packaging training (minimum 30 hours), which covers: <ol style="list-style-type: none"> Basics of packaging principles and concepts; Packaging legislation, standards and regulations; Packaging materials manufacturing; Specifics to packaging of food/feed products; Quality/food safety control and testing; Printing processes and printing inks; Packaging recycling and Design of packaging materials. 			
Packaging type	The qualification of the packaging auditor is allocated per food packaging material type as listed below: <ol style="list-style-type: none"> Plastics; Paper and board; 			

	3) Metal; 4) Glass and ceramics; 5) Wood or 6) Other (e.g. burlap, textile etc.)
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Biochemicals – Category K

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Biochemical	K	Production of (Bio) Chemicals	N/A	N/A
Topic	Specification			
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.			

FSSC 22000–Quality

Cluster	Category		Sub-category	
	Code	Name	Code	Name
Quality	All	All FSSC categories	N/A	N/A
Topic	Specification			
General	Qualified auditor for ISO 17021 accredited ISO 9001 certification for one of the below listed sector codes related to the ISO 22003 categories.			
<i>ISO 22003 Categories</i>		<i>ISO 9001 Sector codes (IAF ID 1)</i>		
A. Farming of animals		1. Agriculture and fishing		
C. Food manufacturing		3. Food products and beverages		
D. Animal feed production		3. Food products and beverages		
E. Catering		30. Hotels and restaurants		
F. Distribution		29. Wholesale and retail trade		
G. Transport and storage		31. Transport and storage		
K. Production of (bio)chemicals		3. Food products and beverages		
I. Production of food and feed packaging and packaging material		6. Wood and wood products (where applicable) 7. Pulp, paper and paper products (where applicable) 14. Rubber and plastic products (where applicable) 17. Basic metals and fabricated metal products (where applicable)		

END