



NATIONAL FOOD SAFETY AUDITOR SCHEME

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Some Important Information For Food Safety Auditors Wishing To Be Certified In The National Food Safety Auditor Scheme

On the 28th February 2006, the National Food Safety Auditor (NFSA) Scheme was launched. This scheme introduced the combination of competency and risk-based certification to food safety auditors. Below are some guidance notes for auditors wishing to transfer or apply for certification into the NFSA scheme.

TRANSFERRING TO THE NFSA SCHEME

FOR QUALIFICATION-BASED AUDITORS

If you are currently certified with RABQSA in our Qualification-based Scheme (you submit audit logs against industry scopes), and you wish to transfer into the NFSA scheme, you will need to take the following steps:

1. Visit the RABQSA website:
<http://www.rabqsa.com/pub/updateddocs/PCF-96%20%20NFSA%20Application.doc>
and download the application form.
2. Complete the form and return the RABQSA Sydney Office, along with a payment of AUD\$99.00 for the application and AUD\$33.00 for the PAAS Master examination.
3. When requested by the RABQSA personnel scheme examiner, undertake and complete the necessary exams. These exams are free of charge and are available on the RABQSA website.
 - a. NFSA gap exam
 - b. FS gap exam
 - c. TL gap exam
4. When requested by the RABQSA personnel scheme examiner, undertake and complete the PAAS Master assessment. This is an online assessment and is available on the RABQSA website:
<http://www.rabqsa.com/paas.shtml>
5. Finally, you will be required to undertake a skill examination. This is undertaken by a contracted, RABQSA certified skill examiner, whilst you are performing an audit.
 - a. Your RABQSA personnel scheme examiner can assist you with organizing a skill examiner

- b. A fee of AUD\$440.00 is payable to the skill examiner, via RABQSA
- c. An agreement may be sought between you and your skill examiner for the waiving of skill examination fee, subject to RABQSA terms and conditions for code of conduct and conflict of interest.

Once these steps are successfully completed, your NFSA certification will be awarded.

FOR COMPETENCY-BASED AUDITORS

If you are currently certified with RABQSA in our Competency-based Scheme (you have undertaken a skill examination), and you wish to transfer into the NFSA scheme, you will need to take the following steps:

1. Visit the RABQSA website:
<http://www.rabqsa.com/pub/updateddocs/PCF-96%20%20NFSA%20Application.doc>
and download the application form.
2. Complete the form and return the RABQSA Sydney Office, along with a payment of AUD\$99.00.
3. When requested by the RABQSA personnel scheme examiner, undertake and complete the necessary exams. These exams are free of charge and are available on the RABQSA website.
 - a. NFSA gap exam

Once these steps are successfully completed, your NFSA certification will be awarded.

BECOMING A NFSA SKILL EXAMINER

If you are currently certified with RABQSA in a Food Safety Auditor scheme and you wish to be a NFSA skill examiner, you will need to take the following steps:

1. Visit the RABQSA website:
http://www.rabqsa.com/per_skillexaminer.shtml
and download the application form.
2. Complete the form and return the RABQSA Sydney Office, along with a payment of AUD\$33.00 for the PAAS Master assessment.
 - a. Ensure you send with the application your evidence of Lead Auditor certification and Certificate IV workplace Assessor and Trainer certification
 - b. If you do not hold a Certificate IV, you may undertake the RABQSA AS examination, ask your RABQSA personnel scheme examiner for details.
3. When requested by the RABQSA personnel scheme examiner, undertake and complete the PAAS Master assessment. This is an online assessment and is available on the RABQSA website:
<http://www.rabqsa.com/paas.shtml>
 - a. If you have recently completed a PAAS Master assessment, this is waived.
4. When requested by the RABQSA personnel scheme examiner, undertake and complete the RABQSA SE assessment. This is a word-based document sent to you for completion and return.
5. You also will be required to be a certified NFSA auditor by December 31st 2007.
 - a. Fees for Skill Examiner certification are waived until January 1st 2007.

BECOMING A LEVEL 4 – HIGH RISK AUDITOR OR SKILL EXAMINER

If you are seeking auditor or skill examiner certification in the NFSA scheme at Level 4 – High Risk and/or one of its scopes, you will need to take the following steps:

1. Along with your application form submit evidence of a tertiary qualification in Food Science, Food Technology, Microbiology, Biochemistry.
 - a. Other tertiary qualifications must be submitted with a curriculum transcript that identifies studies in food science/production or food safety to be deemed acceptable. This should be discussed with your RABQSA personnel scheme examiner before submitting an application.
2. If you are currently certified with RABQSA in a Food Safety Auditor scheme, you must submit your industry scopes.
 - a. A determination will be made by a RABQSA personnel scheme examiner as to whether your scopes are meeting the requirements of the high risk categories.
3. Any high risk scopes applied for under the NFSA Level 4 grade must be accompanied by an industry specific, tertiary training course that addresses the scope and its food safety risks.
 - a. A determination will be made by a RABQSA personnel scheme examiner as to whether your scopes are meeting the requirements of the high risk categories.
 - b. All NFSA Level 4 auditors awarded scopes based on qualifications during the introductory period, must further demonstrate NFSA competency-based training and assessment requirements within 12 months of the training units become available.

THE NFSA SCHEME COMMITTEE ROLE

The NFSA scheme committee consists of people from industry, government, associations and education. Their duties are the development and maintenance of the NFSA auditor criteria. This includes the acceptance of work experience, education and qualifications that may be required to satisfy the NFSA auditor criteria.

Any decisions for the acceptance of auditor grade, scope or qualification will be reviewed by the NFSA scheme committee at RABQSA's request.

The scheme committee will make a decision of appropriateness and/or eligibility, based on the information provided by the applicant.

Any decision made by the NFSA scheme committee will be treated as final by RABQSA in relation to the application for grade, scope and qualifications.

FURTHER ASSISTANCE

If you require further assistance with your transition to the NFSA certification scheme, the RABQSA Australia office can be contacted.

Details of your RABQSA personnel scheme examiner and the RABQSA Personnel Certification Coordinator can be found at http://www.rabqsa.com/dir_staff.shtml