



# **APIQ AUDITOR SCOPE CERTIFICATION REQUIREMENTS**

## **ATTACHMENT A NFSA CERTIFICATION REQUIREMENTS**

**Edition 1**





RABQSA International, Inc (RABQSA) is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for personnel certification bodies, ISO/IEC 17024:2003 'General requirements for bodies operating the certification of persons'.

The National Food Safety Auditor (NFSA) certification scheme is not included under RABQSA's scope of accreditation by JAS-ANZ.

APIQ Auditor certification is a scope under the NFSA competency-based personnel certification scheme and was developed in conjunction with Australian Pork Ltd.

#### **Disclaimer**

While every effort is made to ensure that the process for evaluating applications for certification is effective, RABQSA International Inc does not accept liability for the performance, conduct or services provided by the certified person.

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## APIQ Auditor Scope Certification Requirements

### Attachment A

### NFSA Certification Requirements

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# Introduction

The **APIQ Auditor Certification Scheme** has been developed as a scope under the National Food Safety Auditor (NFSA) scheme to provide confidence to Australian Pork Ltd. (APL) and its customers that all auditors undertaking management system audits referencing APIQ (Australian Pork Industry Quality Program) Requirements have the appropriate competencies to ensure that all requirements are being met.

This scope to NFSA has been developed by RABQSA International, Inc. (RABQSA) in conjunction with APL and representatives of the pork industry in Australia, who formed a Scheme Committee to identify the specific requirements for certification in this scope of the NFSA Scheme. The NFSA scheme and the APIQ scope have been developed to achieve conformity with ISO/IEC 17024:2003, the international standard for personnel certification.

The APIQ Scheme Committee identified the criteria necessary to determine an Applicant's competency to perform audits using APIQ Requirements. These criteria include the requirement for the Applicant to demonstrate specific knowledge and skills, in addition to those criteria already demonstrated through NFSA certification.

## How To Use This Document

This document has been designed to provide the information required for attaining the scope of an APIQ Auditor under the RABQSA NFSA certification scheme, in a clear and easy-to-follow format.

All information specific to applications for APIQ Auditor scope is identified by pages with a yellow stripe down the right-hand side.

All general information is indicated by pages with a blue stripe down the right-hand side like this page).

Refer to Annex 1 at [page 16](#) for Definitions and Abbreviations used in this document.

Electronic versions of this document have links embedded to enable direct access to selected pages as well as page references. Hard copy versions have page references only.

Essentially, the Applicant follows the step-by-step process as outlined down the right hand side of the page, commencing with Applying for Certification at [Page 6](#).

An EXAMPLE Application Form is available at Annex 5 [page 25](#). For your convenience a Microsoft Word version of the Application is available for download from the RABQSA web site; Personnel Certification Services/[National Food Safety Auditor Scheme](#).

**Note:**

Matters requiring clarification and or additional guidance should be referred to the RABQSA NFSA Scheme Examiner, Sydney Office . Please refer to the RABQSA web site [www.rabqsa.com](http://www.rabqsa.com) for contact details.

# Applying for Certification

|  |   |
|--|---|
| <b>1.</b><br>Demonstrate Pre-requisite Certification | All Applicants must demonstrate current NFSA certification/application. Refer to <a href="#">page 7</a> .   |
| <b>2.</b><br>Complete Knowledge Requirements         | Applicants must demonstrate specific knowledge competency in APIQ Requirements. Refer to <a href="#">page 8</a> .   |
| <b>4.</b><br>Submit Application & Fee                | For RABQSA to process your application, you must pay the Application Fee, which includes payment for Skill examination. Refer to <a href="#">page 9</a> .   |
| <b>5.</b><br>Complete Skill Exam                     | Each Applicant is required to be examined by an RABQSA-certified Skill Examiner during the conduct of an audit using APIQ Requirements. Refer to <a href="#">page 10</a> .  |
| <b>6.</b><br>Pay First Annual Certification Fee      | On successful completion of certification evaluation, you will be required to pay your First Annual Certification Fee, before you receive your Certificate. Annual fees are applied each year. Refer to <a href="#">page 11</a> . |
| <b>7.</b><br>Certificate & ID Card Issued            | Your Certificate and ID Card will be issued by mail to the address provided on your Application. Refer to <a href="#">page 12</a> .   |
| <b>8.</b><br>Surveillance                            | You will be required to regularly provide evidence to maintain your certification. Refer to <a href="#">page 13</a> .   |
| <b>9.</b><br>Re-certification                        | Every four years you will be required to provide evidence to confirm that you meet re-certification requirements. Refer to <a href="#">page 14</a> .  |

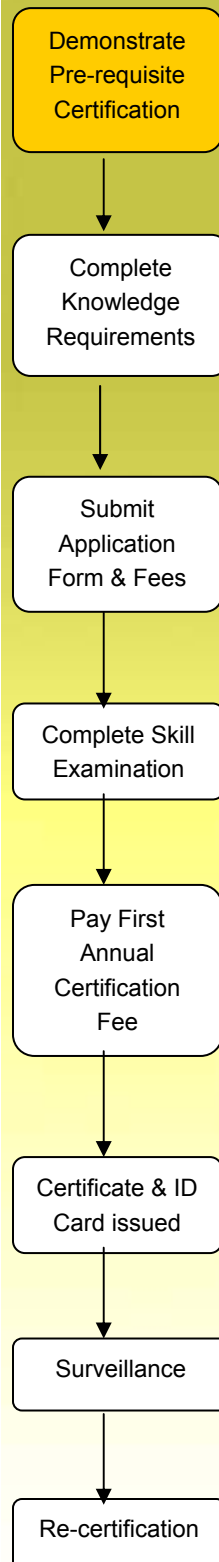
# Pre-requisite Auditor Certification

To apply for NFSA certification with scope as an APIQ Auditor, Applicants must provide the following:

1. Application as National Food Safety Auditor (NFSA) at Level 2-Low Risk Auditor (or higher Level) including scope as APIQ Auditor
- or**
2. Evidence of certification with RABQSA as an NFSA at Level 2-Low Risk Auditor (or higher Level) provided with their Application for scope as APIQ Auditor.

For details of NFSA Certification Requirements, refer to [RABQSA website](#) or contact RABQSA at [info@rabqsa.com](mailto:info@rabqsa.com).

It is the responsibility of each applicant to apply to APL for authorization to attend a farm to conduct the audit for the APIQ Skill Examination.



# Knowledge Requirements

All Applicants for APIQ Auditor scope must provide evidence of the following knowledge competency.

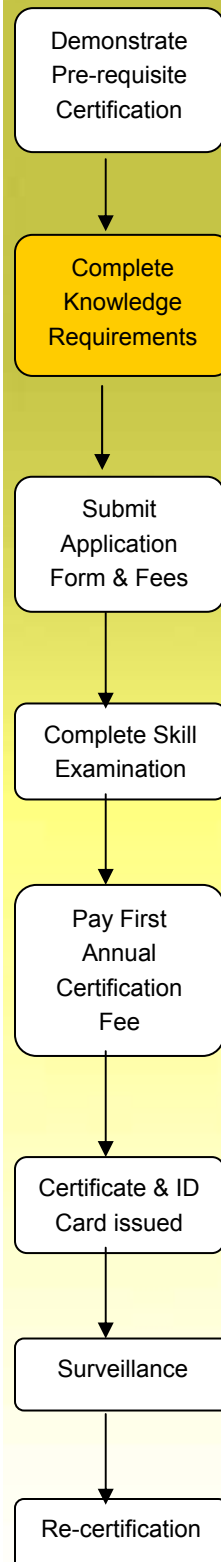
## *Auditing APIQ Requirements (RABQSA-AP)*

- Knowledge of the Australian pig industry
- Knowledge of pig husbandry
- Understand physical standards that apply in the pig industry
- Understand chemical standards that apply in the pig industry
- Understand biological standards that apply in the pig industry
- Understand quality standards that apply in the pig industry
- Understand management standards that apply in the pig industry
- Understand biosecurity standards that apply in the pig industry
- Understand welfare standards that apply in the pig industry
- Identify food safety hazards on-farm in a HACCP context
- Control food safety hazards in a piggery in a HACCP context

## **Evidence of Knowledge-based Competency**

Applicants must provide evidence of successful completion of an RABQSA e-based examination in this competency module.

Applicants should contact RABQSA for details on how to access to the e-based APIQ Examination.



# Submit NFSA Application Form and Fees

To apply for certification as NFSA with scope as APIQ Auditor, Applicants will need to:

- Complete the NFSA Application Form, including application for scope as APIQ Auditor;
- Submit this to RABQSA with the NFSA Application Fees plus the APIQ Scope Application Fee as shown below; and
- Provide evidence of competencies required for NFSA at the Level sought plus additional knowledge competency and pre-requisite auditor certifications as defined in this document for APIQ Auditor.

### NFSA Application Fees are:

|                                |                 |
|--------------------------------|-----------------|
| Administration Fee             | \$132.00        |
| APIQ Scope Application Fee     | \$132.00        |
| PAAS Master® Fee               | \$ 33.00        |
| Skill Examination Fee          | \$440.00        |
| <b>Total (incl APIQ scope)</b> | <b>\$737.00</b> |

Please note that all fees are quoted in Australian Dollars and include GST.  
For further details of Fees, refer to website for [Online Fee Locator](#).

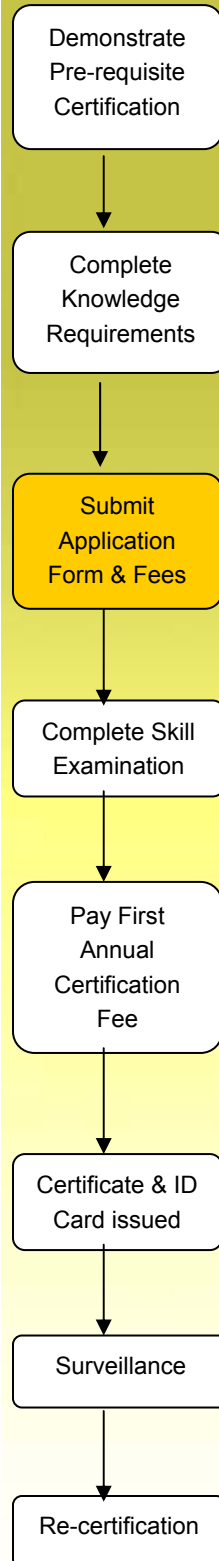
If an Applicant already holds NFSA certification at Level 2 or higher, only the Scope Application Fee and Skill Examiner Fee are required to be submitted with the Application Form.

To enable effective evaluation of Applications, RABQSA requires all Applicants to provide verifiable documentary evidence that demonstrates compliance with these requirements for the level and scope of certification being sought.

Applicants must ensure that the information they provide in their Application is accurate and complete, or delays may occur in the processing of their Application.

All Application information must be provided in English. Where translations of documents are provided, these must be independently verified for accuracy.

Applicants who have any special needs related to language and/or disabilities should contact RABQSA for advice.



Note: All fees paid to RABQSA are non-refundable and are subject to change.

## Examination of Skill

All Applicants must provide evidence of the skill competency defined by RABQSA. Competency is to be demonstrated under auditing (on-site) conditions during an audit using the APIQ Requirements. The Skill Examination will be conducted by an RABQSA -Certified Skill Examiner who is approved by APL.

The Skill Examiner examines and reports on the competencies defined in the RABQSA Skill Examination. RABQSA will provide contact details of a suitable Skill Examiner, but it is the responsibility of each Applicant to apply to APL for authorization to attend a farm to conduct the audit for a APIQ Skill Examination.

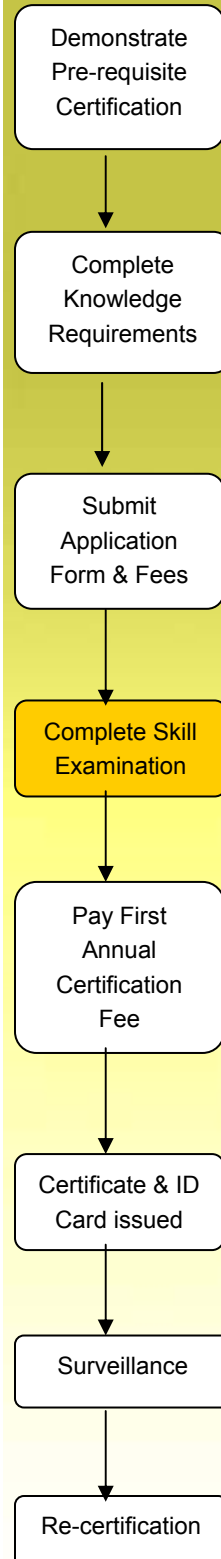
Skill Examination Fees are submitted with the Application Fees for Certification.

This Skill Examination includes competencies IN ADDITION to those identified for NFSA certification. Skill Examinations may be undertaken for both NFSA and APIQ Auditor certification at the same time, provided all requirements are demonstrated and the Skill Examiner is approved for both NFSA certification and APIQ Auditor scope.

The Skill Examiner must provide a copy of the completed Skill Examination Report within five days of completing the Skill Examination, signed by both the Skill Examiner and the Applicant, as evidence of the required skill competency.

The following competencies are required to be demonstrated:

- Implement the audit plan
- Maintain communication during the audit
- Collect and verify information
- Assess implementation of APIQ program
- Conduct interviews
- Generate audit findings
- Prepare audit conclusions
- Conduct closing meeting
- Prevent and resolve conflicts



## Pay First Annual Certification Fee

When all certification requirements have been demonstrated, RABQSA will notify the Applicant that the Application has been approved. If the Application includes initial NFSA certification, an invoice for the NFSA and APIQ First Annual Certification Fee will be provided with this notification.

Details on accepted methods of payment are provided on the invoice.

Payment of this invoice must be received by RABQSA before NFSA certification is confirmed.

NFSA Certification Fees and APIQ Auditor Scope annual fees are due each year on the anniversary of initial certification. RABQSA will provide an invoice for the amount due approximately two months prior to the due date.

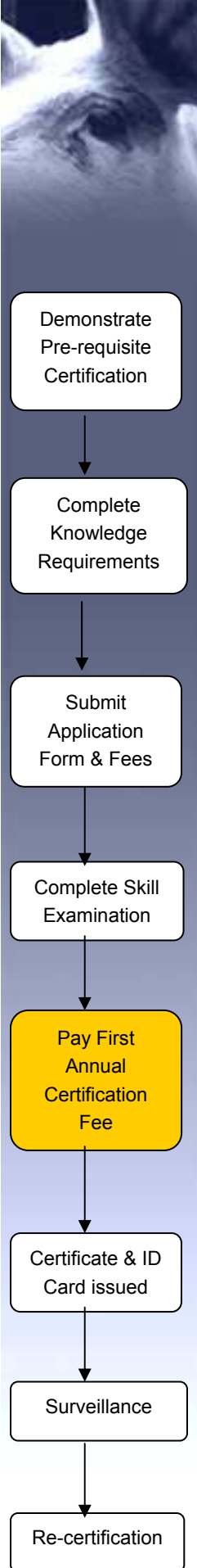
Annual Certification Fees for NFSA are shown (as at 1 Jan 07)

|                    |          |
|--------------------|----------|
| NFSA Level 1       | \$198.00 |
| NFSA Level 2 & 3   | \$297.00 |
| NFSA Level 4       | \$308.00 |
| APIQ Auditor Scope | \$110.00 |

Please note that all fees are quoted in Australian Dollars and include GST.

For further details of Fees, refer to website for [Online Fee Locator](#).

Note: All fees paid to RABQSA are non-refundable and are subject to change.



## Certificates and ID Cards

When payment for the First Annual Certification Fee has been received by RABQSA, a Certificate and ID Card is issued to the Auditor.

The Certificate includes the following information:

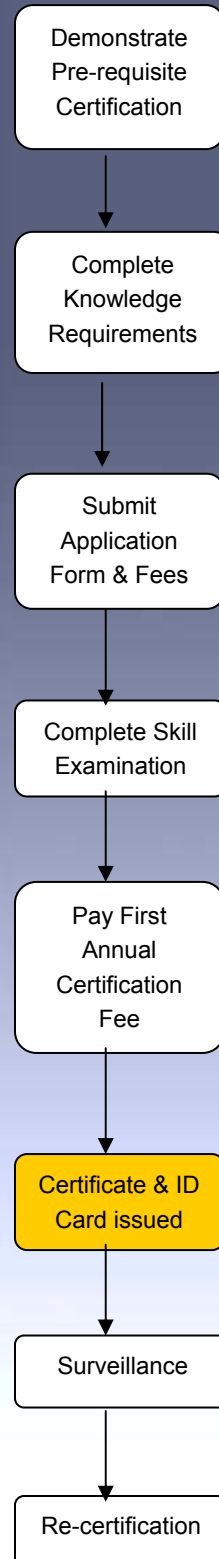
- Certified Auditor's name
- RABQSA customer number
- Grade of certification
- Scope/s of certification awarded
- Date certification awarded
- Date certification expires

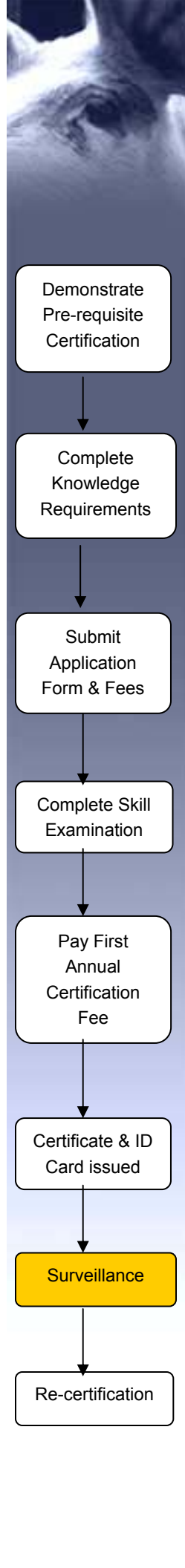
The ID Card includes the following information:

- Certified Auditor's name
- RABQSA customer number
- Grade of certification
- Date certification expires

Certificates and ID Cards remain the property of RABQSA and must be returned if certification is suspended or withdrawn. Auditors are required to immediately notify RABQSA if a Certificate or ID Card is lost or stolen.

Updated Certificates and ID Cards will be issued at each re-certification.





# Surveillance

To maintain certification, all certified auditors are required to demonstrate continuing compliance with the current certification criteria for the certification awarded. RABQSA will provide reminders with the invoice for Annual Certification Fee to all certified auditors when the date for surveillance (re-assessment) is due and the information required to be provided to RABQSA.

Every two years from the date of initial certification or each re-certification, auditors must demonstrate continuing compliance with the current certification criteria by providing:

- Evidence of current knowledge-based competency through successful completion of the relevant RABQSA e-based surveillance examination for the type of certification;
- Evidence that all pre-requisite auditor certifications are current;

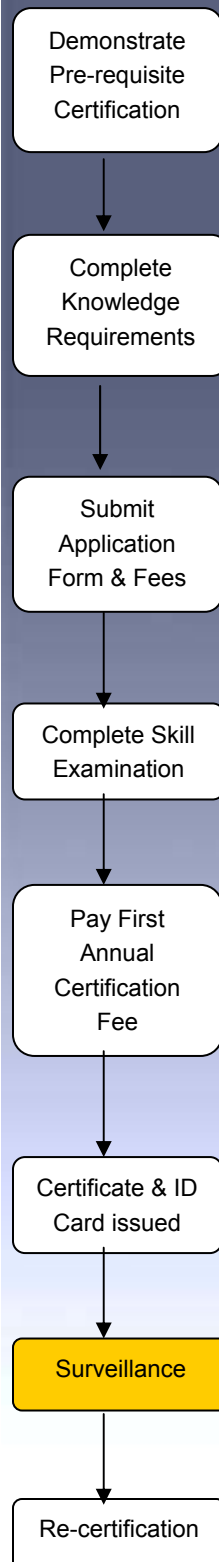
**and**

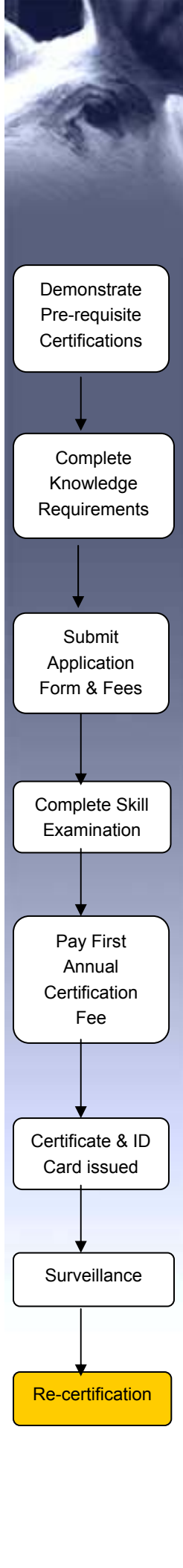
- Confirmation that the RABQSA Code of Conduct has been adhered to and any complaints against performance have been resolved.

The Annual Certification Fee includes the cost for surveillance.

**Note:**

RABQSA will maintain a number of e-based examinations of knowledge competency relevant to the Scheme. These examinations will be reviewed for content regularly and amended as required to ensure that changes in requirements relating to the scheme are included.





# Re-certification

To maintain certification, all certified Auditors are required to demonstrate continuing compliance with the current certification criteria for the type of certification awarded. RABQSA will provide reminders with the invoice for Re-certification Fee when the date for re-certification is due and the information required.

Every four years from the date of initial certification and each subsequent re-certification, certified Auditors must demonstrate continuing compliance with the current certification criteria by providing:

- evidence of examination of skill competency by an RABQSA Certified APIQ Skill Examiner appropriate for the certification;
- Evidence that all pre-requisite auditor certifications are current;

**and**

- Confirmation that the RABQSA Code of Conduct has been adhered to and any complaints against performance have been resolved.

### Re-certification fees (as at 1 Jan 07)

These Fees are payable every 4<sup>th</sup> anniversary of initial certification and each subsequent re-certification. The Re-certification Fee includes the Annual Certification Fee. The applicable Fee will be invoiced by RABQSA.

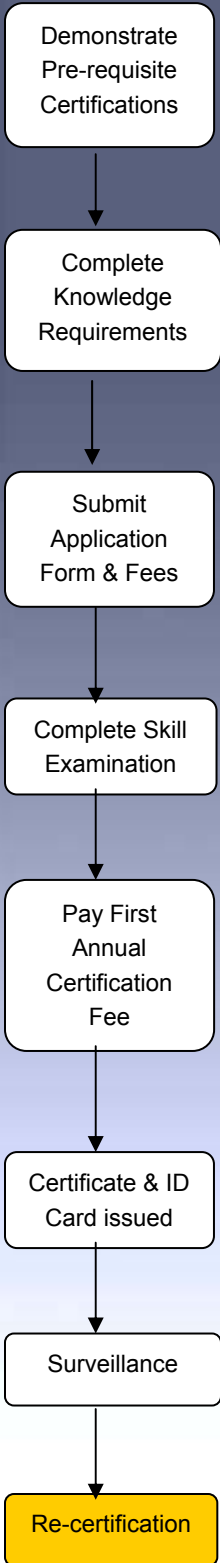
|                    |          |
|--------------------|----------|
| NFSA Level 1       | \$198.00 |
| NFSA Level 2 & 3   | \$297.00 |
| NFSA Level 4       | \$308.00 |
| APIQ Auditor Scope | \$110.00 |

**Plus the following Fee (not included on the invoice) where applicable :**

|                       |          |
|-----------------------|----------|
| PAAS Master® Fee      | \$ 33.00 |
| Skill Examination Fee | \$440.00 |

Please note that all fees are quoted in Australian Dollars and include GST. For further details of Fees, refer to website for [Online Fee Locator](#).

Note: All fees paid to RABQSA are non-refundable and are subject to change.



## Expansion of Certification

Certified auditors can apply to expand their Level and/or Scope of certification at any time. To apply for an expansion of certification, auditors are required to:

- Complete the Expansion Application Form (available on the [RABQSA website](#));
- Submit this to RABQSA with the Expansion Fee as shown below (also found at [Annex 4](#) of this document); and
- Provide evidence of the requirements for the Level and/or Scope/s sought, as defined in the NFSA Certification Requirements or these Scope Requirements as applicable.

**Expansion Fee :** \$110.00.

Please note that all fees are quoted in Australian Dollars and include GST.

For further details of Fees, refer to website for [Online Fee Locator](#).

Where an auditor is applying for a higher Level and/or more than one additional Scope in the same application, only one Expansion Fee is required.

Note: All fees paid to RABQSA are non-refundable and are subject to change.

## General Definitions and Abbreviations

For the purpose of these certification criteria, the definitions given in ISO 19011:2002 'Guidelines for quality and/or environmental management systems auditing' and ISO/IEC 17024:2003 'General requirements for bodies operating certification of persons' apply, in addition to those definitions specific to RABQSA. Definitions and abbreviations relevant to this document are shown.

**APIQ:** Australian Pork Industry Quality Program

**APIQ Requirements:** Audit reference that includes APIQ Standards, Management Commitment and HACCP Plan.

**Audit:** Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

**Audit Criteria:** Set of policies, procedures or requirements (used as a reference).

**Auditor:** Person with the competency to conduct an audit.

**Competency:** Demonstrated ability to apply knowledge and skills, and demonstrate the required personal attributes.

**Expansion:** Addition of certification scopes via demonstration of the competency required for that scope.

**RABQSA Certified Skill Examiner:** A person certified by RABQSA as competent to conduct an examination of RABQSA-defined skill competency for Applicants.

**RABQSA Scheme Examiner:** Employee of RABQSA with responsibility for management of designated Schemes and evaluation of Applications.

**Recognition of Current Competency (RCC):** Acknowledgement by RABQSA of competency currently held by a person, acquired through qualifications, and/or work or life experiences.

Continued over page

## General Definitions and Abbreviations (cont)

**Recognition of Prior Learning (RPL):** Acknowledgement by RABQSA of knowledge acquired by a person, acquired through qualifications and/or training.

**Reduction:** Movement to a lower grade or removal of scope of certification.

**Scheme Committee (SC):** Committee established by RABQSA with responsibility for the development and maintenance of RABQSA International personnel certification schemes. The SC shall fairly and equitably represent the interests of all parties significantly concerned with the certification scheme, including the consideration of public interest.

**Scope:** Recognition that an Auditor has demonstrated the competency to conduct audits of defined high risk business or process and/or demonstrated competency to audit a defined industry sector.

**TCC:** Training Course Certification, offered by RABQSA

**TPECS:** Training Provider and Examiner Certification Scheme, offered by RABQSA.

**Tertiary Education:** Post secondary education that may include trade school, associate, bachelor and/or higher college or university degree.

End of Annex 1

## RABQSA Certified Skill Examiners

Auditors seeking recognition as an RABQSA-certified Skill Examiner (Skill Examiner) for NFSA and/or APIQ scope must apply to RABQSA and provide evidence to demonstrate that the requirements defined below are met. These requirements are:

- NFSA certification (for NFSA Skill Examiner)
  - NFSA certification with APIQ Auditor scope (for APIQ Skill Examiner)
  - Successful completion of *PAAS Master®* examination within the four years prior to application
  - Demonstration of competency in RABQSA-AS: *Assessment*
- or**
- Certificate IV Assessment & Workplace Training (or equivalent)
- and**
- Demonstration of competency in RABQSA-SE: *Skill Examination Process*

All applications for APIQ Skill Examiner must be approved by Australian Pork Ltd. before certification as an APIQ Skill Examiner is awarded.

Applicants should refer to the Criteria for Skill Examiner Certification available on the RABQSA website at [www.rabqsa.com](http://www.rabqsa.com).

RABQSA maintains a register of Skill Examiners with the appropriate competency to conduct Skill Examinations defined.

Skill Examiners must hold at least the same Level of NFSA certification as the Applicant being examined.

End of Annex 2

## Terms and Conditions of Certification

RABQSA has defined Terms and Conditions for certification, as defined in this Annex.

### Code of Conduct

All certified auditors have an obligation to improve the standing of their profession by observing the RABQSA Code of Conduct (Code). Compliance with the Code is a condition of certification and all Applicants are required to sign their agreement to comply with the Code at time of application for certification. All certified auditors are required to confirm that they have complied with the Code at each period of surveillance and re-certification.

### RABQSA Code of Conduct

- I will act professionally, accurately and in an unbiased manner.
- I will strive to increase the competency and prestige of my profession.
- I will assist those in my employ or under my supervision in developing their professional competency.
- I will not undertake any assignments that I am not competent to perform.
- I will not represent conflicting or competing interests and will disclose to any client or employer any relationships that may influence my judgment.
- I will not discuss or disclose any information relating to any assignment unless required by law or authorized in writing by the client and/or my employing organization.
- I will not accept any inducement, commission, gift or any other benefit from client organizations, their employees or any interested party or knowingly allow colleagues to do so.
- I will not intentionally communicate false or misleading information that may compromise the integrity of any assignment or the personnel certification process.
- I will not act in any way that would prejudice the reputation of RABQSA or the personnel certification process and will cooperate fully with an enquiry in the event of any alleged breach of this code.

Continued over page

## Terms and Conditions (cont)

### Reduction of Certification

Certified persons can reduce their certification at any time by notification in writing to the RABQSA NFSA Scheme Examiner.

A reduction in certification may also be advised to an Applicant by the RABQSA Scheme Examiner after evaluation of the Application. Acceptance of a reduction of certification must be provided in writing. RABQSA does not refund fees to any certified persons when reducing certification.

### Suspension

RABQSA reserves the right to suspend certification as a result of investigations into the conduct or performance of certified persons. Refer to Complaints for further details. RABQSA does not refund fees to any certified persons when suspending certification.

### Withdrawal

RABQSA reserves the right to withdraw certification as a result of investigations into the conduct or performance of certified persons. Refer to Complaints for further details.

Certified persons may withdraw their certification at any time by notification in writing to the RABQSA NFSA Scheme Examiner.

RABQSA remains the sole owner of any Certificates and ID Cards issued to certified auditors. In the event of withdrawal of certification, the Certificate and ID Card issued must be returned to RABQSA. RABQSA does not refund fees to any certified auditor when withdrawing certification.

### Complaints

Against Auditors:

Complaints against the actions or conduct of a certified auditor will be reviewed and investigated by RABQSA using documented procedures. Complaints are to be lodged via the RABQSA website, [www.rabqsa.com](http://www.rabqsa.com). A valid substantiated complaint may result in cancellation of certification.

Continued over page

## Terms and Conditions (cont)

### Complaints (cont)

Against RABQSA:

Complaints against RABQSA must be submitted via the RABQSA website, [www.rabqsa.com](http://www.rabqsa.com). Each complaint will be reviewed, investigated and resolved in a timely manner through a formal documented process. In appropriate circumstances, the RABQSA Scheme Committee will investigate complaints against RABQSA.

### Appeals

An appeal against adverse certification decisions or withdrawal of certification must be submitted via the RABQSA website [www.rabqsa.com](http://www.rabqsa.com) no later than 30 days after notification of the certification decision. The appeal will be reviewed, investigated, and resolved in a timely manner through a formal documented process.

Appeals may be made on the following decisions:

- Refusal to grant initial certification;
- Refusal to grant continuation of certification;
- Refusal to grant an expansion of level of certification;
- Reduction in certification level;
- Withdrawal; or
- Suspension.

The appeal should include appropriate substantiation for the appellant's position and it shall contain any additional or updated information.

### Certification Information

For information on RABQSA's:

- Certification processes;
- Applicants' rights and responsibilities;
- Complaints and appeals process;
- Conditions of use for Certificates, ID Cards and RABQSA logo; and
- Privacy.

Please contact RABQSA via the website [www.rabqsa.com](http://www.rabqsa.com) or email [info@rabqsa.com](mailto:info@rabqsa.com).

End of Annex 3

# NFSA Certification Fee Schedule

Effective 1<sup>st</sup> January 2007

All fees are quoted in AU dollars and include GST

All fees paid to RABQSA are non-refundable

For further details of Fees, refer to website for [Online Fee Locator](#).

All Fees are subject to change

## APPLICATION FEES

*Provides for the receipt and desk audit of the application (Administration Fee), conduct of the Skill Examination (Skill Examination Fee), personal attributes assessment (PAAS Master® Fee) and where applicable, application for Expansion of Industry Scope.*

These fees must accompany all applications (where applicable).

- Administration Fee \$132.00
- Skill Examination Fee \$440.00
- PAAS Master® Fee \$33.00
- APIQ Scope Expansion Fee \$132.00

### Note:

Skill Examiner expenses, such as travel, accommodation and incidentals, are not included in the fees above. Any requirement for expenses is to be advised to RABQSA. Skill Examiner expenses in these instances are payable by the Applicant to RABQSA. RABQSA will reimburse the Skill Examiner upon invoice.

Skill Examination Fees are fully paid to the Skill Examiner upon completion and return of the Skill Examination report. RABQSA does not profit from the provision of Skill Examinations.

## CERTIFICATION AND ANNUAL FEES

*Provides for the Certificate and ID Card (First Annual Certification Fee), inclusion on the RABQSA Certified Personnel Register (available to the public through the RABQSA website), surveillance costs, and ongoing certification (Annual Fee).*

The First Annual Certification Fee is payable AFTER your Application has been approved.

**Do not submit this Fee with your Application.** Annual Certification Fees are payable annually on the anniversary of the certification and will be invoiced by RABQSA.

### Annual Certification Fee for each Level:

|                                       |          |
|---------------------------------------|----------|
| NFSA-1 (Level 1)                      | \$198.00 |
| NFSA-2 (Level 2) and NFSA-3 (Level 3) | \$297.00 |
| NFSA-4 (Level 4)                      | \$308.00 |
| APIQ Auditor Scope                    | \$110.00 |

## NFSA Certification Fee Schedule (cont.)

### RE-CERTIFICATION FEES

*Provides for Annual Fee, administration costs, ongoing certification, re-issue of the Certificate and ID Card, inclusion on the RABQSA Certified Personnel Register. Additional fees apply for the conduct of the Skill Examination (Skill Examination Fee) and personal attributes examination (PAAS Master® Fee).*

These Fees are payable every 4<sup>th</sup> anniversary of initial certification and re-certification and include the Annual Certification Fee. The applicable fees will be invoiced by RABQSA.

#### Re-certification Fee for each Level:

|                                       |          |
|---------------------------------------|----------|
| NFSA-1 (Level 1)                      | \$198.00 |
| NFSA-2 (Level 2) and NSFA-3 (Level 3) | \$297.00 |
| NFSA-4 (Level 4)                      | \$308.00 |
| APIQ Auditor Scope                    | \$110.00 |

#### Plus the following Fees (not invoiced) where applicable

|                       |          |
|-----------------------|----------|
| Skill Examination Fee | \$440.00 |
| PAAS Master Fee       | \$ 33.00 |

#### Note:

Skill Examiner expenses, such as travel, accommodation and incidentals, are not included in the fees above. Any requirement for expenses is to be advised to RABQSA. Skill Examiner expenses in these instances are payable by the Applicant to RABQSA. RABQSA will reimburse the Skill Examiner upon invoice.

Skill Examination Fees are fully paid to the Skill Examiner upon completion and return of the Skill Examination report. RABQSA does not profit from the provision of Skill Examinations.

### EXPANSION FEE

*Provides for the receipt and desk audit of the Application, issue of updated Certificate and ID Card and update on the RABQSA Certified Personnel Register.*

Payable when applying for an expansion of Level and/or scope in currently held certification and/or when applying for industry-based scope (e.g., APIQ, Coles Auditor).

|                       |          |
|-----------------------|----------|
| <b>Expansion Fee:</b> | \$110.00 |
|-----------------------|----------|

**Please Note :** Applicants may be required to undergo additional Skill Examination in order to achieve expansion. The Fee listed in the Application Fees for Skill Examinations will apply.

**Continued over page.**

## Certification Fee Schedule (cont.)

### TRANSFER FEE

*Provides for the receipt and desk audit of the Application, issue of updated Certificate and ID Card and update on the RABQSA Certified Personnel Register.*

Payable when applying to transfer currently held RABQSA Food Safety auditor certification under Transition Arrangements.

**Transfer Fee for all levels:** \$110.00

**Please Note :** Applicants may be required to undergo PAAS Master® and/or Skill Examination in order to achieve certification. The applicable Fees listed in the Application Fees will apply.

### PAYMENT OPTIONS

Please note that all payments made to the Australian Office of RABQSA will be charged in AU\$.

**CREDIT CARD PAYMENTS BY FAX:** Please fax your credit card payment form to (+61) 02 4731 6466

**PAYMENTS BY PHONE:** You can pay your account over the phone using your credit card, please call (+61) 02 4728 4600 between 9am and 5pm Monday to Friday. (EST Australia).

**PAYMENTS BY CHEQUE:** Send Cheque payable to:  
RABQSA International, Inc  
PO Box 347,  
Penrith BC NSW 2751  
Australia

**End of Annex 6**

# NFSA CERTIFICATION APPLICATION

RABQSA International Commercial- In-Confidence when completed

When completing this Application please ensure that all sections are completed and that all requested information is provided.

## SECTION 1 – PERSONAL DETAILS

Family Name:.....*Auditor*..... Prefix/Title:.....*Mr*.....

Given Name(s): .....*David Good*.....

Name for Certificate: .....*David Good Auditor*.....

*This should be your name as you wish it to appear on all published materials (e.g. David G Auditor)*

Organisation: .....*Citywide Auditing Company*.....

Position:.....*Quality Manager*.....

Please provide both business and home contact details and **select** the relevant box to indicate which is the preferred contact point for RABQSA communications.

Please include area codes in phone and fax numbers.

**Business Address**

**Address details:**

*PO Box 1234*

*Cityville Business Centre*

**State:** *Vic*.....**Postcode:** *3000*

**Phone:** *03 9876 5432* **Fax:** *3 9876 1223*

**Mobile:**.....*0400 111 222*.....

**Email:**.....*davidgauditor@citywide.com.au*.....

**Home Address**

**Address details:**

*29 Home St*

*Homeville*

**State:** *Vic*.....**Postcode:** *3099*

**Phone:** *03 9888 1234* **Fax:** .....

**Mobile:**.....*0400 111 222*.....

**Email:**.....*davidg@bigpond.com*.....

*Applications must include an e-mail address*

Applications should be forwarded to:

RABQSA International

P.O. Box 347

Penrith, BC NSW 2751 Australia

Phone: +61 2 4728 4600

Fax: +61 2 4731 6466

Email: info@rabqsa.com

**Continued over page**

# **NFSA CERTIFICATION APPLICATION (CONT)**

## **SECTION 2 – LEVEL OF CERTIFICATION**

Please select the level of NFSA certification requested:

- NFSA-1 (Level 1) Compliance Auditor
- NFSA-2 (Level 2) Low Risk Auditor
- NFSA-3 (Level 3) Medium Risk Auditor
- NFSA-4 (Level 4) High Risk Auditor

## **SECTION 3 – SCOPE OF CERTIFICATION (HIGH RISK)**

**Please select the scope(s) of certification requested. These scopes apply to NFSA-4 (Level 4) High Risk only. Refer to NFSA-4 section for details.**

- 1. Heat treatment processes
- 2. Cook Chill processes
- 3. Ready-to-eat meat products' manufacturing processes.
- 4. Oysters and other Bivalve Molluscs Production and Processing
- 5. Other (please specify) .....

**Please ensure that you provide evidence of required competency for each Scope sought. Refer to NFSA-4 section and Annex 1 of this document for details.**

## **SECTION 4 – SCOPE OF CERTIFICATION (INDUSTRY)**

**Please select the Industry scope(s) of certification requested.**

- APIQ Auditor (refer to NFSA Certification Requirements Attachment A for details)
- Coles Auditor (refer to NFSA Certification Requirements Attachment B for details. Applicants for this scope will be required to complete the Coles Auditor scope Application available in Annex E of Attachment B)

**Please ensure that you provide evidence of required competency for each Scope sought, as defined in referenced Attachments.**

## **SECTION 5 – TRANSFER APPLICATION**

**Please select as appropriate to indicate application to transfer current RABQSA certification.**

I am currently certified with RABQSA as a:

- Provisional or Associate Food Safety Auditor
- Food Safety Auditor
- Lead Food Safety Auditor
- Business Improvement Food Safety Auditor

## **ESSENTIAL INFORMATION FOR APPLICANTS FOR CERTIFICATION**

Applicants should review the certification requirements for the level of NFSA certification sought and ensure that the information submitted demonstrates all these requirements.

Applicants who may have any special needs (e.g. language) should contact RABQSA for advice.

Applications must be submitted in English. Where translations of documents are provided, these must be independently verified for accuracy.

**Please ensure that all materials are complete and accurate prior to submittal. Applications without all the required information will experience delays in processing while RABQSA seeks the additional information required.**

# NFSA CERTIFICATION APPLICATION (CONT)

## SECTION 6 – GENERAL REQUIREMENTS FOR CERTIFICATION

### ATTACHMENTS (Please select each box as applicable to confirm you have attached the following:)

- Application Fee or Transition Fee. (Refer to NFSA Fee Schedule, Annex 6)
- Copy of Certificate/s of Attainment /Successful Completion confirming required knowledge-based competency for Level of NFSA certification sought. (Refer to each section for details). Not applicable for Transfer Applications.
- Details of qualifications (Applies to NFSA-4 Applicants only – refer to NFSA-4 section for details)
- Copy of Certificates of Attainment/Successful Completion confirming required competency for each High Risk Scope sought. (Applies to NFSA-4 only – refer to NFSA-4 section)
- Copy of Certificates of Attainment/Successful Completion confirming required competency for each Industry Scope sought. (Applies to APIQ and Coles Auditor Applications — reference NFSA Certification Attachments A and B)

### SKILL EXAMINATION

- I request that RABQSA provide me with contact details of certified Skill Examiners for appropriate NFSA Skill Examination (Refer to each section for details)

OR

- I have completed a Skill Examination in the last 2 years:  
Date completed: .....

### PAAS MASTER® EXAMINATION

- I request that RABQSA provide me with details to undertake a PAAS Master® Examination (Refer to each section for details)

OR

- I have completed a PAAS Master® Examination in the last four years:  
Date completed: .....

## SECTION 7 - PAYMENT DETAILS

Please refer to the current NFSA Fee Schedule (Annex 6) for details of Application and Transfer Fees

I enclose my: (please select)  Cheque  Credit card for the amount of A\$ 715.00

Credit Card Type: (please select)  VISA  M/CARD  B/CARD  AMEX

Card Number: \_ \_ XXXXX \_ / \_ 2222 \_ \_ / \_ 3333 \_ \_ / \_ 4444 \_ \_

Expiry Date: \_\_09 \_\_ / \_\_09 \_\_

Card Holder Name: ..... *David Good Auditor* .....

Cardholder's signature: ..... *David G Auditor* .....

**Continued over page**

All fees paid to RABQSA are non-refundable

## **NFSA CERTIFICATION APPLICATION (CONT)**

### **SECTION 9 – DECLARATION**

Please select the boxes as appropriate to confirm your understanding and agreement to the Terms and Conditions below:

- ✓ I hereby apply for NFSA Auditor certification with RABQSA International.
- ✓ I agree to the publication of my name, contact and certification details in the RABQSA Register of Certified Personnel. (select only if applicable).
- I request that I be shown on the Register of Certified Personnel as able to undertake contract audit work (select only if applicable).
- ✓ I agree to comply with the requirements of certification as detailed in the Terms and Conditions for Certification.
- ✓ I agree to supply any further information needed for the evaluation of my Application.
- ✓ All information provided in this Application is correct to the best of my knowledge.
- ✓ Any complaints regarding my performance are formally dealt with in a manner to prevent recurrence.
- ✓ I authorise RABQSA to seek information from any parties noted in this Application and supporting documents.
- ✓ I will observe the RABQSA Code of Conduct and confirm that:
  1. I will act professionally, accurately and in an unbiased manner.
  2. I will strive to increase the competency and prestige of my profession.
  3. I will assist those in my employ or under my supervision in developing their professional competency.
  4. I will not undertake any assignments that I am not competent to perform.
  5. I will not represent conflicting or competing interests and will disclose to any client or employer any relationships that may influence my judgment.
  6. I will not discuss or disclose any information relating to any assignment unless required by law or authorised in writing by the client and/or my employing organisation.
  7. I will not accept any inducement, commission, gift or any other benefit from client organisations, their employees or any interested party or knowingly allow colleagues to do so.
  8. I will not intentionally communicate false or misleading information that may compromise the integrity of any assignment or the personnel certification process.
  9. I will not act in any way that would prejudice the reputation of RABQSA or the personnel certification process and will cooperate fully with an enquiry in the event of any alleged breach of this code.

**Name:** *David Good Auditor*

**Signature:** *David G Auditor*

**Date:** *30 June 2007*

For further information or enquiries about the NFSA Auditor Certification Scheme or your Application for certification, please contact the RABQSA NFSA Scheme Examiner.

**End of Application Form**