



COLES AUDITOR CERTIFICATION SCHEME CERTIFICATION REQUIREMENTS



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 RABQSA Coles Auditor Certification Scheme (the scheme) was developed in conjunction with Coles Ltd. To apply for certification in the scheme the applicant must first be certified in the RABQSA National Food Safety Auditor Scheme (NFSA) or the RABQSA Qualification-based Food Safety Auditor Certification Scheme (Q-B FSA).

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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RABQSA International, Inc

Website: www.rabqsa.com

Email: info@rabqsa.com

Please see the website for your Principal Office's contact details.

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Coles Auditor Certification Requirements

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Introduction

The **RABQSA Coles Auditor Certification Scheme** has been developed to provide confidence to Coles Group Ltd (Coles) management that contract auditors undertaking food safety management system audits on their suppliers have the appropriate competencies to ensure that Coles requirements are being achieved.

The scheme was developed by the Coles Scheme Committee comprising of RABQSA International, Inc (RABQSA), Coles and representatives of relevant industry sectors in Australia, to identify the specific requirements for certification in the scheme.

Auditors seeking certification in the scheme must first be certified in or apply for certification in the RABQSA National Food Safety Auditor Scheme (NFSA) or the RABQSA Qualification-based Food Safety Auditor Certification Scheme (Q-B FSA).

In addition applicants for RABQSA Coles Auditor certification must meet the pre-requisite auditor certification requirements defined in this document.

The scheme includes the requirement for the applicant to demonstrate specific knowledge and skills, in addition to those certification requirements already demonstrated through NFSA certification or Q-B FSA certification and the pre-requisite auditor certifications.

How To Use This Document

This document has been designed to provide the information required for certification as a RABQSA Coles Auditor, in a clear and easy-to-follow format.

All information specific to applications for Coles Auditor is identified by pages with a yellow stripe down the right hand side of the page.

All general information is indicated by pages with a blue stripe down the right hand side of the page.

Refer to [Annex A](#) at page 19 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.

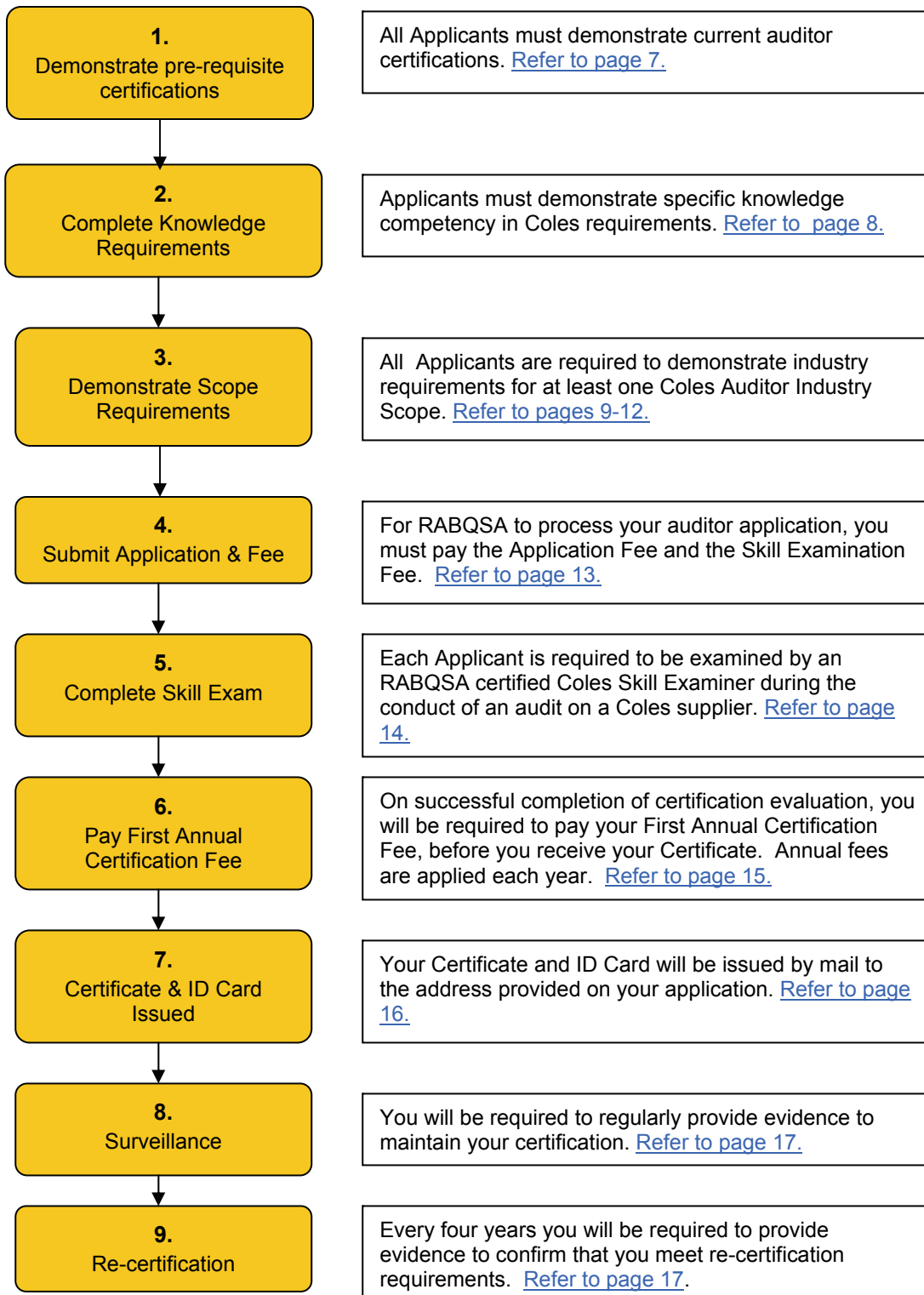
Essentially, the applicant follows the step-by-step process as outlined down the right hand side of the page, commencing with [Applying for Certification](#) at Page 6

An EXAMPLE Application Form is available at [Annex E](#) page 28. For your convenience a PDF version of the application, is available for download from the RABQSA web site: www.rabqsa.com.

Note:

Matters requiring clarification and/or additional guidance should be referred to the RABQSA Coordinator Personnel Certification Services, in your regional RABQSA Principal Office. Please refer to the RABQSA web site for contact details.

Applying for Coles Auditor Certification



Coles Auditor Pre-requisite Certification Requirements

To apply for RABQSA Coles Auditor Certification, applicants must provide evidence of the following requirements.

1. Employment with a Coles-approved Certification Body;
2. Current certification as a RABQSA NFSA Level 3 or 4 Auditor;
or
Current certification as a RABQSA Qualification-based Food Safety Auditor, Principal Auditor or Lead Auditor;
4. Current BRC, SQF or Freshcare auditor certification and or approval.

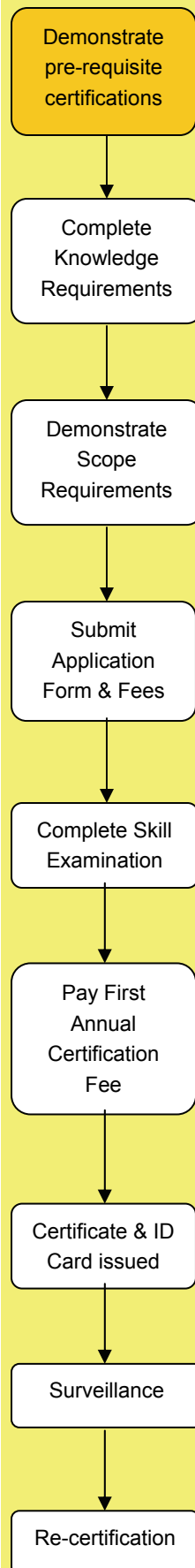
Applicants should refer to [pages 9 -12](#) to review the pre-requisite requirements for recognition of Coles Auditor scopes.

For details of NFSA Certification Requirements, or Q-B FSA Certification Requirements refer to RABQSA website www.rabqsa.com or contact RABQSA at info@rabqsa.com.

Note:

Coles Auditors are required to demonstrate competency for at least one defined Coles Auditor scope. [Refer to pages 9-12](#).

In establishing audit teams for an audit of a Coles supplier, consideration of these competencies in the overall make up and management of the team should be taken into account.



Coles Auditor Knowledge Requirements

All applicants for RABQSA Coles Auditor certification must provide evidence of the following Certificate of Attainment of Competence.

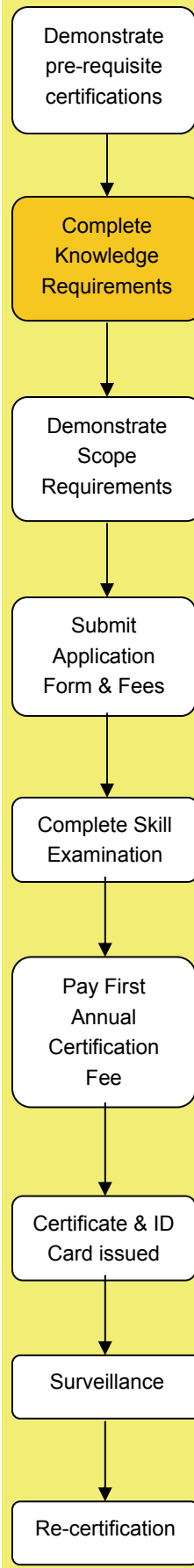
Coles Auditing (RABQSA-CO)

- Understand Coles requirements for Product Verification;
- Understand requirements for Product Trace-back;
- Understand requirements for Record Review;
- Understand Coles Audit Report requirements;
- Understand audit requirements related to Food Premises;
- Understand Coles audit scope requirements in relation to HACCP Plans;
- Understand requirements to check Detection Devices;
- Understand requirement to check accuracy of Weighing Devices;
- Understand Verification of Pre-requisite Programs; and
- Understand Coles Approved Supplier requirements.

Evidence of Knowledge-based Competency

Applicants must provide evidence of Certificate of Attainment of Competence for this competency module through an examination conducted by a RABQSA Certified Training Provider approved by Coles.

The RABQSA register of Certified Training Providers is available at www.rabqsa.com.



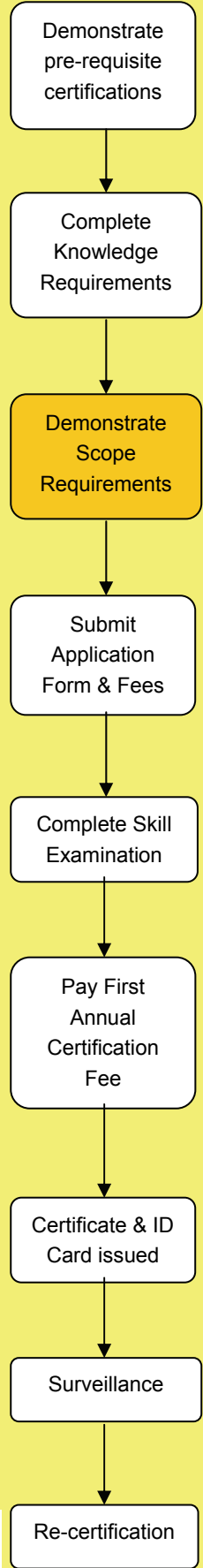
Coles Auditor Industry Scope Requirements

All applicants for RABQSA Coles Auditor Certification must demonstrate requirements for at least one of the scopes below.

Applicants are required to have either BRC, SQF or Freshcare current certification and or approval as one of the pre-requisite auditor certifications. Applicants are required to provide evidence of certification and or approval in the relevant categories for the scopes identified plus any specific additional knowledge competencies identified for each scope.

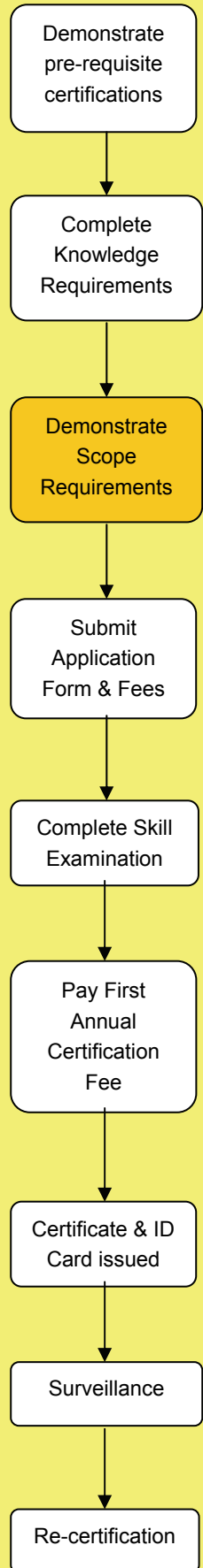
Scope Definition	Required Knowledge Competency	BRC Scope Required	SQF Scope Required	Freshcare
1. Primary Production				
1.1 Produce	No additional requirements	Not applicable	Either 3A or 3B	Freshcare
1.2 Livestock	No additional requirements	Not applicable	Either 1A, 1B, 1D	Not applicable
1.3 Seafood	No additional requirements	Not applicable	Either 6A or 6B	Not applicable
2. Processed meat, poultry, seafood				
2.1 Meat and game meats	No additional requirements	Either 1 or 8	Either 7A or 8	Not applicable
2.2 Poultry	No additional requirements	Either 2 or 8	Either 7B or 8	Not applicable
2.3 Seafood	No additional requirements	Either 4 or 6	At least one of 9A, 9B, 9C	Not applicable

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Coles Auditor Industry Scope Requirements (continued)

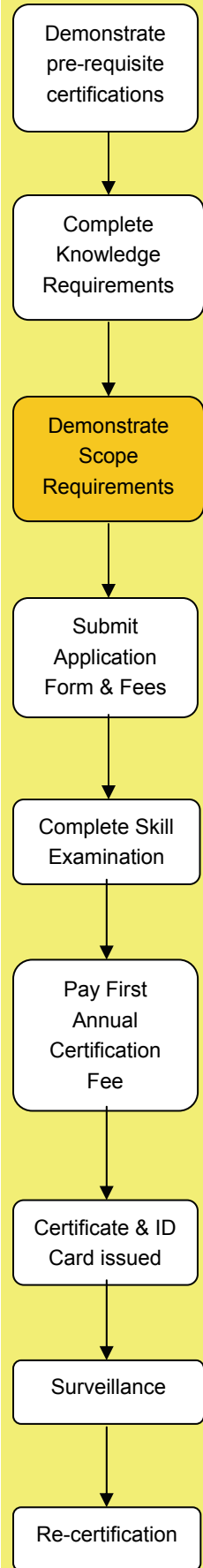
Scope Definition	Required Knowledge Competency	BRC Scope Required	SQF Scope Required	Freshcare
3. Manufactured or processed foods (excluding retort operations)				
3.1 Smallgoods (smoked, cured, cooked, and dried meats)	No additional requirements	3 & 8 and/or 9	8	Not applicable
3.2 Fermented meats	No additional requirements	9	8	Not applicable
3.3 Egg and egg products	No additional requirements	Either 2 or 7	Either 12 or 15B	Not applicable
3.4 Dairy products	No additional requirements	Either 7 or 12	At least one of 10, 15B, 31	Not applicable
3.5 Prepared meals	No additional requirements	At least one of 3, 4, 6, 8, 9, 10	Either 13 or 20	Not applicable
3.6 Antipasto	No additional requirements	Either 10 or 11	Either 14 or 18	Not applicable
3.7 Processed foods: (fruit and vegetables, jam and related products, edible oils and edible oil spreads, sugars, honey, salt and salt products, cereal and cereal products)	No additional requirements	At least one of 11, 15, 17, 18	At least one of 11, 18, 19, 21, 22	Not applicable



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Coles Auditor Industry Scope Requirements (continued)

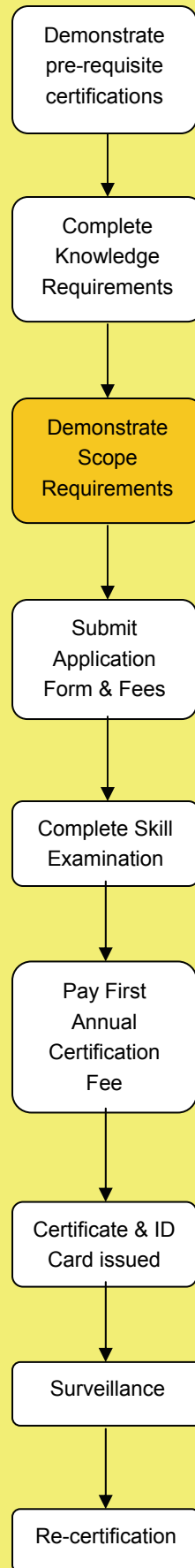
Scope Definition	Required Knowledge Competency	BRC Scope Required	SQF Scope Required	Freshcare
3.8 Bakery Operations	No additional requirements	Either 8 or 14	Either 13 or 20	Not applicable
3.9 Fruit and Vegetable Processing	No additional requirements	Either 5 or 6	14	Not applicable
3.10 Confectionary Manufacturing	No additional requirements	16	17	Not applicable
4. Beverages (non-dairy)	No additional requirements	At least one of 7, 12, 13	16	Not applicable
5. Retort or thermal operations	NFSA Heat Treatment scope or 'Approved persons' course.	At least one of one of 7, 11, 12	Either 15A or 15B	Not applicable
6. Wholesale and/or packing operations (produce)	No additional requirements	Not Applicable	Either 4 or 25	Not applicable
7. Warehouse, distribution, wholesale, agents/ brokers	No additional requirements	Not applicable	Either 26 or 35	Not applicable



Continued over page

Coles Auditor Industry Scope Requirements (continued)

Scope Definition	Required Knowledge Competency	BRC Scope Required	SQF Scope Required	Freshcare
8. Manufactured or processed foods (pet food)				
8.1 Pet food fresh	No additional requirements	At least one of 1, 2, 4	At least one of 7A, 7B, 9A	Not Applicable
8.2 Pet food thermal	No additional requirements	Either 8 or 11	At least one of 8, 15A, 15B	Not Applicable
8.3 Pet food extruded	No additional requirements	Either 14 or 15	Either 13 or 18	Not Applicable
8.4 Pet food - animal feeds (seeds and grains)	No additional requirements	15	34	Not Applicable



NOW GO TO SUBMIT COLES AUDITOR APPLICATION FORM AND FEE

Submit Coles Auditor Application Form and Fee

To apply for RABQSA Coles Auditor certification, applicants are required to:

- Demonstrate RABQSA NFSA Level 3 or 4 Certification;
- Or
- RABQSA Q-B FSA Auditor, Principal Auditor or Lead Auditor certification;
- Complete the Coles Auditor Application Form;
- Provide evidence of knowledge competency, RABQSA-CO;
- Demonstrate employment with a Coles-approved Certification Body;
- Demonstrate the requirements for a least one Coles Auditor Industry Scope;
- Demonstrate current auditor certification and or approval with BRC, SQF or Freschare; and
- Submit the above to RABQSA with Coles Auditor Application Fee.

Coles Auditor Application Fees: \$132.00

Coles Skill Examination Fee: \$440.00

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

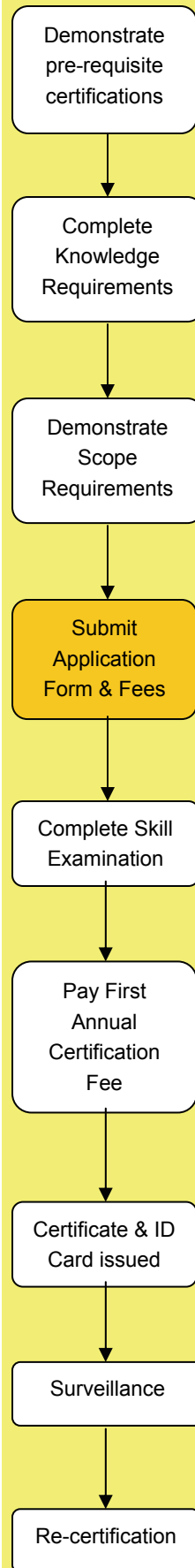
To enable effective evaluation of applications, RABQSA requires all applicants to provide verifiable documentary evidence that demonstrates compliance with these requirements.

Applicants must ensure that the information they provide in their application is accurate and complete, or delays will 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.

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



Coles Auditor

Examination of Skill

All Coles Auditor applicants must provide evidence of the skill competency defined by RABQSA. Competency is to be demonstrated under auditing (on-site) conditions during an audit of a Coles supplier against Coles requirements. The Skill Examination must be conducted by an RABQSA Certified Coles Skill Examiner.

The RABQSA Coles Skill Examiner examines and reports on the competency defined in the RABQSA Coles Skill Examination. RABQSA will provide contact details of suitable Skill Examiners, but it is the responsibility of each applicant to arrange for a Skill Examination.

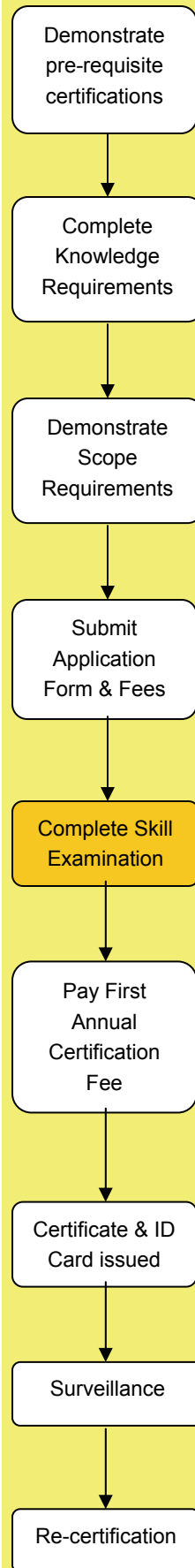
This RABQSA Coles Skill Examination includes competencies IN ADDITION to those identified for NFSA certification or Q-B FSA certification. Skill Examinations may be undertaken for both NFSA and Coles Auditor certification at the same time, provided all requirements are demonstrated:

- The NFSA Skill examination report and the Coles Auditor Skill Examination report is completed; and
- The Skill Examiner is approved for both NFSA certification and Coles Auditor certification.

The Skill Examiner must provide a copy of the completed Coles Skill Examination Report within 5 days of the skill examination to RABQSA, signed by both the Skill Examiner and the applicant, as evidence of demonstration of the required skill competency or delays will occur in the processing of applications.

The following competencies are required to be demonstrated:

- Implement the audit plan;
- Maintain communication during audit;
- Collect and verify information;
- Assess food safety and implementation of food safety programs;
- Conduct interviews;
- Generate audit findings and/or draft audit report;
- Conduct closing meeting;
- Prevent and resolve conflicts; and
- Adhere to Coles auditing guidelines.



Coles Auditor

Pay First Annual Certification Fee

When all certification requirements have been demonstrated, RABQSA will notify the applicant that the application has been approved. The notification includes the initial invoice for the First Annual Certification Fee.

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

Payment of the First Annual Certification invoice must be received by RABQSA before Coles Auditor certification is confirmed.

Coles Auditor Certification 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. Late payment of annual fees will result in the cancellation of certification and removal from the RABQSA register.

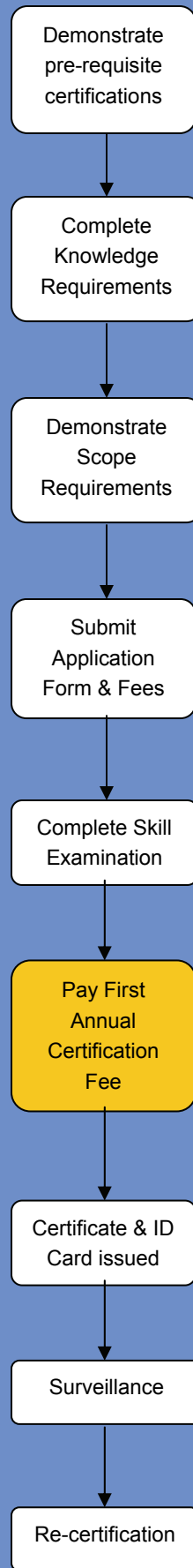
Annual Certification Fees for Coles Auditor Certification: \$110.00

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

Note:

RABQSA Certified Coles Auditors must retain certification at NFSA Level 3 or Level 4 or Q-B FS Auditor, Principal Auditor or Lead Auditor.

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



Coles Auditor Certificates and ID Cards

When the payment for Coles Auditor First Annual Certification Fee has been received by RABQSA and current certification in the NFSA or Q-B FSA is demonstrated a RABQSA Coles Auditor Certificate and ID Card is issued to the auditor.

The Certificate includes the following information:

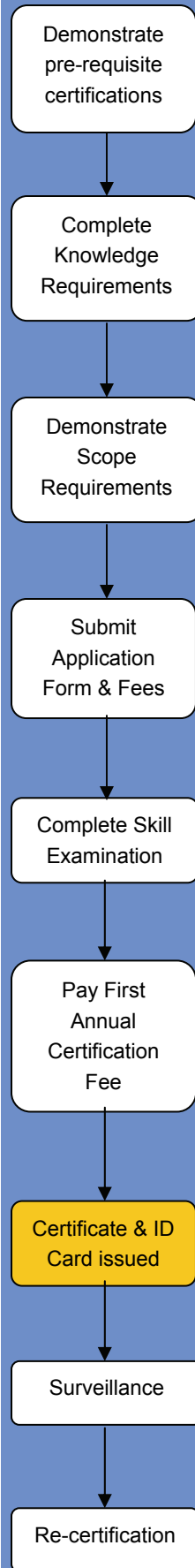
- Certified Auditor's name;
- RABQSA customer number;
- Scope/s of certification awarded;
- Date certification awarded; and
- Date certification expires.

The ID Card includes the following information:

- Certified Auditor's name;
- RABQSA customer number;
- Date certification awarded; and
- 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.



NOW GO TO SURVEILLANCE AND RE-CERTIFICATION

COLES Auditor

Surveillance and Re-certification

Surveillance

All certified RABQSA Coles Auditors are required to maintain their NFSA or Q-B FSA certification requirements. Please refer to the NFSA Certification Requirements and the Recertification Requirements for Qualification-based Auditor Certification. These documents can be found on the RABQSA website: www.rabqsa.com.

Re-certification

To maintain RABQSA Coles Auditor certification, every four years you are required to:

- Demonstrate continuing competency by undertaking a RABQSA Coles Skill Examination under auditing (on-site) conditions during an audit of a Coles supplier against Coles requirements. The RABQSA Coles Skill Examination will be conducted by an RABQSA Certified Coles Skill Examiner.
- Provide evidence of current certification or approval with BRC, SQF or Freshcare; and
- Maintain current RABQSA NFSA or Q-B FSA certification. Please refer to the NFSA Certification Requirements and the Recertification Requirements for Qualification-based Auditor Certification. These documents can be found on the RABQSA website: www.rabqsa.com

Note:

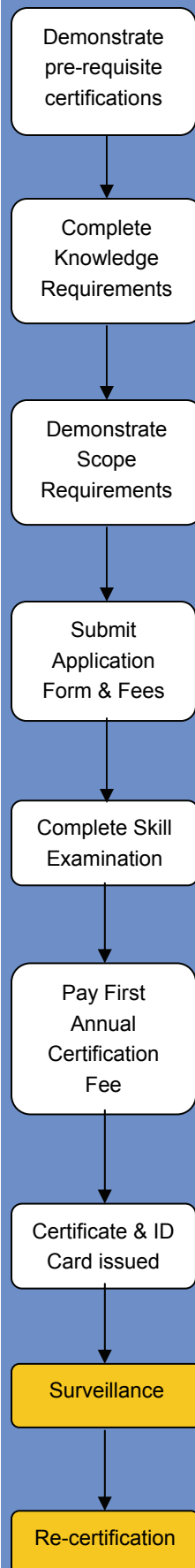
RABQSA Certified Coles Auditors must retain certification at NFSA Level 3 or Level 4 or Q-B FS Auditor, Principal Auditor or Lead Auditor.

Coles Auditor Recertification Fee:	\$110.00
Coles Skill Examination Fee:	\$440.00

The Recertification fee includes the Annual Certification fee.

Late payment of fees will result in the cancellation of certification and removal from the RABQSA register.

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



Coles Auditor

Expansion of Industry Scope

RABQSA Certified Coles Auditors can apply to expand their Coles Auditor Industry Scopes at any time. To apply for an expansion of scope, auditors are required to:

- Complete and submit the Expansion Application Form available on the RABQSA website www.rabqsa.com;
- Pay the Expansion Fee as shown below (also found at [Annex D](#) page 27 of this document); and
- Provide evidence of the requirements for the scope/s sought, as defined in the Coles Auditor Certification Requirements [pages 9 - 12](#).

Expansion Fee: \$110.00

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

Where an auditor is applying for more than one additional scope in the same application, only one Expansion Fee is required.

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

Annex A

Coles Auditor

General Definitions and Abbreviations

For the purpose of these certification requirements, 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.

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.

BRC: British Retail Consortium.

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.

Freshcare: On-Farm Food Safety Program for Fresh Produce.

RABQSA Certified Coles Skill Examiner: A person approved by Coles and 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.

Continued over page

Coles Auditor

General Definitions and Abbreviations (cont)

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

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 businesses or processes.

SQF: Safe Quality Food Institute.

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 A

RABQSA Certified Coles Skill Examiners

Auditors seeking recognition as an RABQSA Certified Coles Skill Examiner (Skill Examiner) must apply to RABQSA and provide evidence to demonstrate that all the requirements defined below are met.

- NFSA certification;
- or**
- Q-B Food Safety Lead Auditor;
- and**
- Coles Auditor certification
- Successful completion of the RABQSA Personal Attributes Assessment; *PAAS Master®* within the four years prior to application;
- Demonstration of competency in RABQSA-SE: *Skill Examination Process*;
- Demonstration of competency in RABQSA-AS: *Assessment*;
- or**
- Certificate IV Assessment & Workplace Training.

All applications for RABQSA Coles Skill Examiner must be approved by Coles Group Ltd before certification as a RABQSA Coles Skill Examiner is awarded.

Applicants should refer to the Certification Requirements for Skill Examiner Certification available on the RABQSA website at: www.rabqsa.com.

RABQSA maintains a register of Skill Examiners with the appropriate competency to conduct Coles Skill Examinations. The register is available at the RABQSA website at: www.rabqsa.com.

End of Annex B

Coles Auditor

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.

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Coles Auditor

Terms and Conditions (cont)

Reduction of Certification

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

A reduction in certification may also be advised to an applicant by the RABQSA Coles 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 Coles 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. A valid substantiated complaint may result in cancellation of certification.

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Coles Auditor

Terms and Conditions (cont)

Complaints (cont)

Against RABQSA:

Complaints against RABQSA must be submitted via the RABQSA website, 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. 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 applicant is required to submit their appeal to RABQSA no later than 30 days after notification of the decision. 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 or email info@rabqsa.com.

End of Annex C

Coles Auditor Certification Fee Schedule

Effective 1st January 2007

All fees are quoted in Australian dollars and include GST

The RABQSA Fee Schedule comprises six specific fees for service:

- 1. Application Fees** – Provides for the receipt and desk audit of the application (Administration Fee).
- 2. First Annual Certification Fee** – Provides for the Certificate, ID Card, inclusion on the RABQSA Certified Personnel Register (available to the public through the RABQSA website), and access to e-momentum.
- 3. Annual Certification Fee** – Provides for surveillance costs, ongoing certification, maintenance on the RABQSA Certified Personnel Register and access to e-momentum.
- 4. Re-certification Fee** – Provides for Annual Certification Fee, Administration Costs, Ongoing Certification, Re-issue of the Certificate, ID Card, inclusion on the RABQSA Certified Personnel Register and access to e-momentum.
- 5. Expansion Fee** – Payable when applying for an expansion of Coles Auditor Industry Scopes in a currently held Coles Auditor Certification. 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.

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

For complete details of Fees, refer to the website www.rabqsa.com.

APPLICATION FEES

This Fee must accompany all Applications.

Coles Auditor Administration Fee: \$132.00

Coles Skill Examination Fee: \$440.00

Please refer to the RABQSA website for NFSA and Q-B FSA application fees.
www.rabqsa.com

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Coles Auditor Certification Fee Schedule (cont.)

CERTIFICATION AND ANNUAL FEES

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.

Coles Auditor First Annual Certification Fee and Annual Certification Fees: \$110.00

Please refer to the RABQSA website for NFSA and Q-B FSA First Annual Certification Fees and Annual Fees. www.rabqsa.com.

RE-CERTIFICATION FEES

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

Coles Auditor Re-certification Fees: \$110.00

Coles Skill Examination Fees: \$440.00

Please refer to the RABQSA website for NFSA and Q-B FSA re-certification fees, www.rabqsa.com.

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

Continued over page

Coles Auditor Certification Fee Schedule (cont.)

EXPANSION FEE

Payable when applying for an expansion of Coles Auditor Industry Scope in currently held Coles Auditor Certification.

Expansion Fee: \$110.00

Where an auditor is applying for more than one additional scope in the same application, only one Expansion Fee is required.

PAYMENT OPTIONS

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

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 D

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

COLES AUDITOR 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.

Applications must include an e mail address

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 should be forwarded to your local RABQSA Office.

Continued over page

COLES AUDITOR CERTIFICATION APPLICATION (CONT)

SECTION 2 – LEVEL OF CERTIFICATION

I am currently certified with RABQSA as a:

- NFSA-3 (Level 3) Medium Risk Auditor
- NFSA-4 (Level 4) High Risk Auditor

Or

I am currently certified with RABQSA as a:

- Food Safety Auditor
- Lead Food Safety Auditor
- Business Improvement Food Safety Auditor

Applicants who do not have current NFSA or Q-B FSA certification please refer to the RABQSA website for information. www.rabqsa.com

SECTION 3 – COLES AUDITOR INDUSTRY SCOPES OF CERTIFICATION

This Section MUST be completed by all Coles Auditor Applicants. **Applicants are required to apply for at least one Coles Auditor Industry Scope for certification.** Please select the Coles auditing scope/s sought. Please note that evidence of competency for each scope of certification sought MUST be provided (Refer to Coles Auditor Certification Requirements pages 9-11).

- 1.1 Primary Production—produce
- 1.2 Primary Production—livestock
- 1.3 Primary Production—seafood
- 2.1 Processed meat, poultry, seafood—meat and game meats
- 2.2 Processed meat, poultry, seafood – poultry
- 2.3 Processed meat, poultry, seafood— seafood
- 3.1 Manufactured or processed foods—smallgoods
- 3.2 Manufactured or processed foods—fermented meats
- 3.3 Manufactured or processed foods—egg and egg products
- 3.4 Manufactured or processed foods—dairy products
- 3.5 Manufactured or processed foods—prepared meals
- 3.6 Manufactured or processed foods—antipasto
- 3.7 Manufactured or processed foods—processed foods
- 3.8 Manufactured or processed foods—bakery operations
- 3.9 Manufactured or processed foods—fruit and vegetable processing

Continued over page

COLES AUDITOR CERTIFICATION APPLICATION (CONT)

SECTION 3 – COLES AUDITOR INDUSTRY SCOPES OF CERTIFICATION (CONT)

- 3.10 Manufactured or processed foods—confectionery manufacturing
- 4 Beverages (non-dairy)
- 5 Retort or thermal operations
- 6 Wholesale and/or packing operations (produce)
- 7 Warehouse, distribution, wholesale, agents/brokers
- 8.1 Manufactured or processed foods—pet food fresh
- 8.2 Manufactured or processed foods—pet food thermal
- 8.3 Manufactured or processed foods—pet food extruded
- 8.4 Manufactured or processed foods—pet food animal feeds (seeds and grains)

SECTION 4– GENERAL REQUIREMENTS FOR CERTIFICATION

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

- Application Fee.
- Copy of Certificate of current RABQSA NFSA or Q-B FSA certification.
- Copy of Certificates of Attainment/Successful Completion confirming required knowledge-based competency:
RABQSA-CO
- Evidence to meet the requirements of at least one Coles Industry Scope.
- Evidence of employment with a Coles-approved Certification Body.

SKILL EXAMINATION

I request that RABQSA provide me with contact details of a RABQSA certified Coles Skill Examiners for appropriate Coles Skill Examination

OR

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

Continued over page

COLES AUDITOR CERTIFICATION APPLICATION (CONT)

SECTION 5 – DECLARATION

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

- I hereby apply for Coles Auditor Certification, including Scopes as indicated, 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 2006*

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

End of Annex E

COLES AUDITOR CERTIFICATION APPLICATION (CONT)

SECTION 6 - PAYMENT DETAILS

Please refer to the current Fee Schedule for your region for details of Application Fees.
(All fees are non-refundable and subject to change)

I enclose my (please select): Check/Cheque Credit Card for the amount of:

US\$: AU\$.....100.00..... €\$:.....

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

Card Number:1234-5678-9011-1234..... Expiry Date:05/2009.....

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

Cardholder's Signature:.....*David Good Auditor*.....

ESSENTIAL INFORMATION FOR APPLICANTS FOR AUDITOR CERTIFICATION

Applicants should review the competencies required for the certification grade and scope(s) requested and ensure that all the information submitted demonstrates these competencies.

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, all documentation must be submitted within 30 days of Application being received. Applications without all the required information will experience delays in processing or possible closure of Application while RABQSA seeks the additional information required.

For further information or enquiries about the Coles Auditor Certification Scheme or application for certification, please contact the RABQSA Coles Scheme Examiner in you region's Principal Office.

Thank you!

End of Annex E

All fees paid to RABQSA are non-refundable.

Continued over page

Summary of Coles Auditor Certification Requirements

Please note that this table is a **SUMMARY ONLY** of certification requirements. Applicants **MUST** refer to the details provided in the Certification Requirements.

Certification requirements	Coles Auditor Certification Requirements
<p>Pre-requisite Certifications Page 7</p>	<p>NFSA Level 3 or Level 4 or Qualification-Based Food Safety Auditor Certification plus SQF Institute Auditor or BRC Auditor or Freshcare Auditor plus Employment with a Coles-approved Certification-body</p>
<p>Knowledge Competency Page 8</p>	<p>RABQSA-CO: Coles Auditing</p>
<p>Coles Auditor Industry Scopes Page 9 - 12</p>	<p>The requirements for at least one of the Coles Auditor Industry Scopes must be demonstrated</p>
<p>Skill competency Page 14</p>	<p>Skill Examination for Coles Auditors</p>

End of Annex F

End of Coles Auditor Certification Requirements