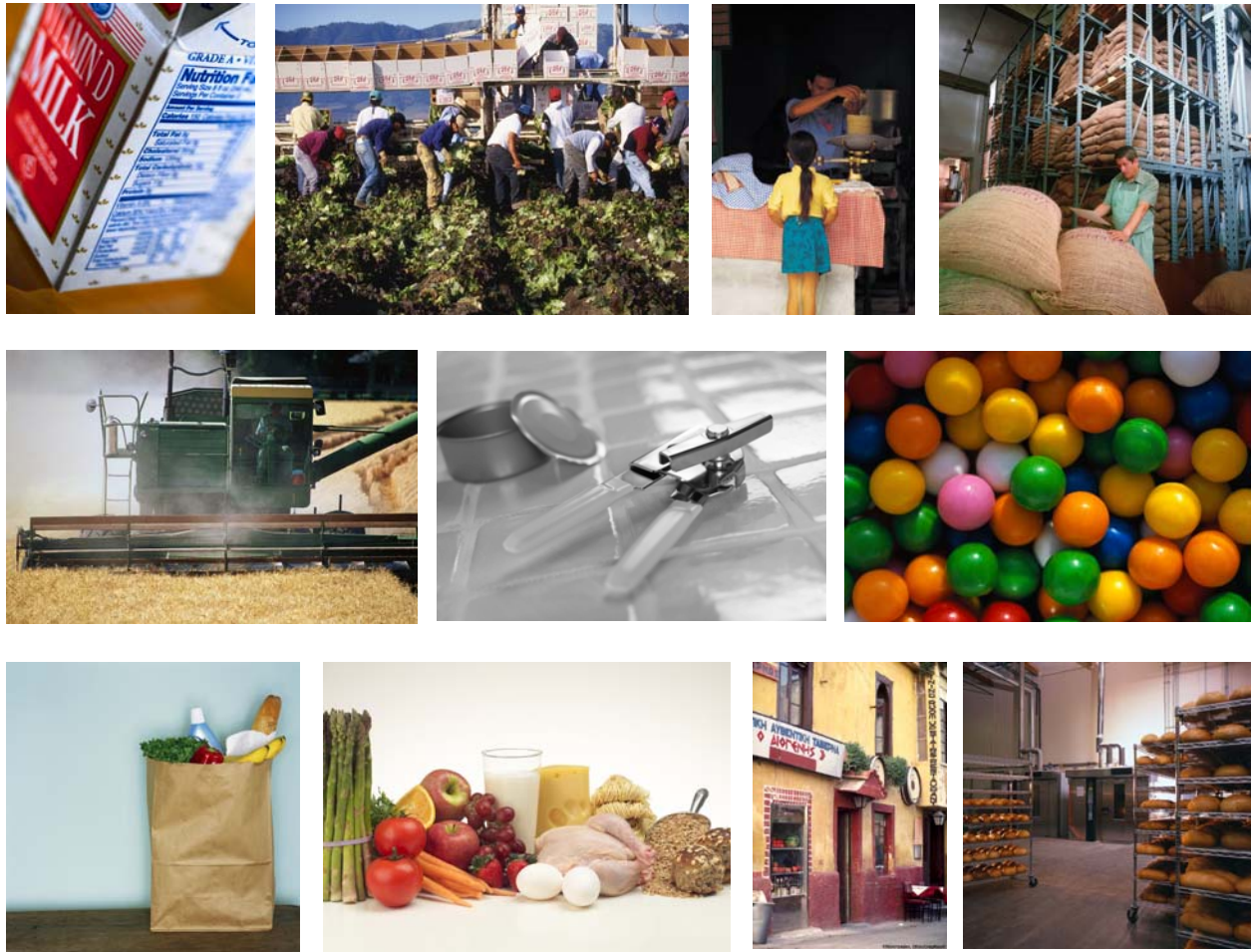


QUALIFICATION-BASED FOOD SAFETY AUDITOR CERTIFICATION SCHEME

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'*.

This qualification-based scheme is not included in RABQSA's scope of accreditation.

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

Website: www.rabqsa.com

Email: info@rabqsa.com

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

Index

SECTION	PAGE
Introduction	4
How To Use This Document	5
Applying for Certification	6
Choose Your Grade and Scope	7
Knowledge Requirements	8
Qualification Requirements	15
Submit Application Form and Fee	20
Pay First Annual Certification Fee	21
Certificates and ID Cards	22
Re-certification	23
Expansion of Certification	24
Annexes	
Annex A: General Definitions and Abbreviations	25
Annex B: Choosing Your Certification Scope	27
Annex C: Personal Attributes	35
Annex D: Conditions for Audit Experience	36
Annex E: Terms and Conditions of Certification	38
Annex F: Certification Fee Schedule	41
Annex G: Application Form—EXAMPLE	43
Annex H: Summary of Certification Requirements	48

Introduction

The **Food Safety Auditor Certification Scheme** has been developed by RABQSA International, Inc (RABQSA) in liaison with industry representatives.

The Scheme provides international recognition for auditors of Food Safety systems who conduct audits using national Standards or regulatory requirements, or other Standards and normative and industry references, recognized by RABQSA.

Confidence and reliance in the audit process depends on the competence of personnel conducting the audit.

The Scheme has been developed to meet the following key objectives:

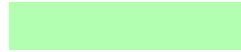
- To ensure that auditors meet or exceed the audit competencies defined by RABQSA, using ISO19011:2002 (ISO 19011) and ISO 22000:2005;
- To assist organizations in selecting qualified auditors; and
- To enhance the professional recognition of RABQSA certified auditors.

How To Use This Document

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

There are five grades of Food Safety Auditor certification. Requirements specific to each grade are identified by the color of the stripe down the right-hand edge of each page. The colors are:

Associate Food Safety Auditor:



Food Safety Auditor:



Principal Food Safety Auditor:



Lead Food Safety Auditor:



Business Improvement Food Safety Auditor:



Pages containing information that is common to all grades and general information about the Food Safety scheme are identified by a blue stripe (as shown on this page).

Applicants for certification to the Food Safety Auditor Certification Scheme will be required to provide evidence of specific knowledge competencies, relevant work experience and prescribed qualifications, and the ability to demonstrate defined personal attributes.

An overview of the certification requirements is outlined at Annex G [Page 48](#).

Refer to Annex A [Page 25](#) 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.

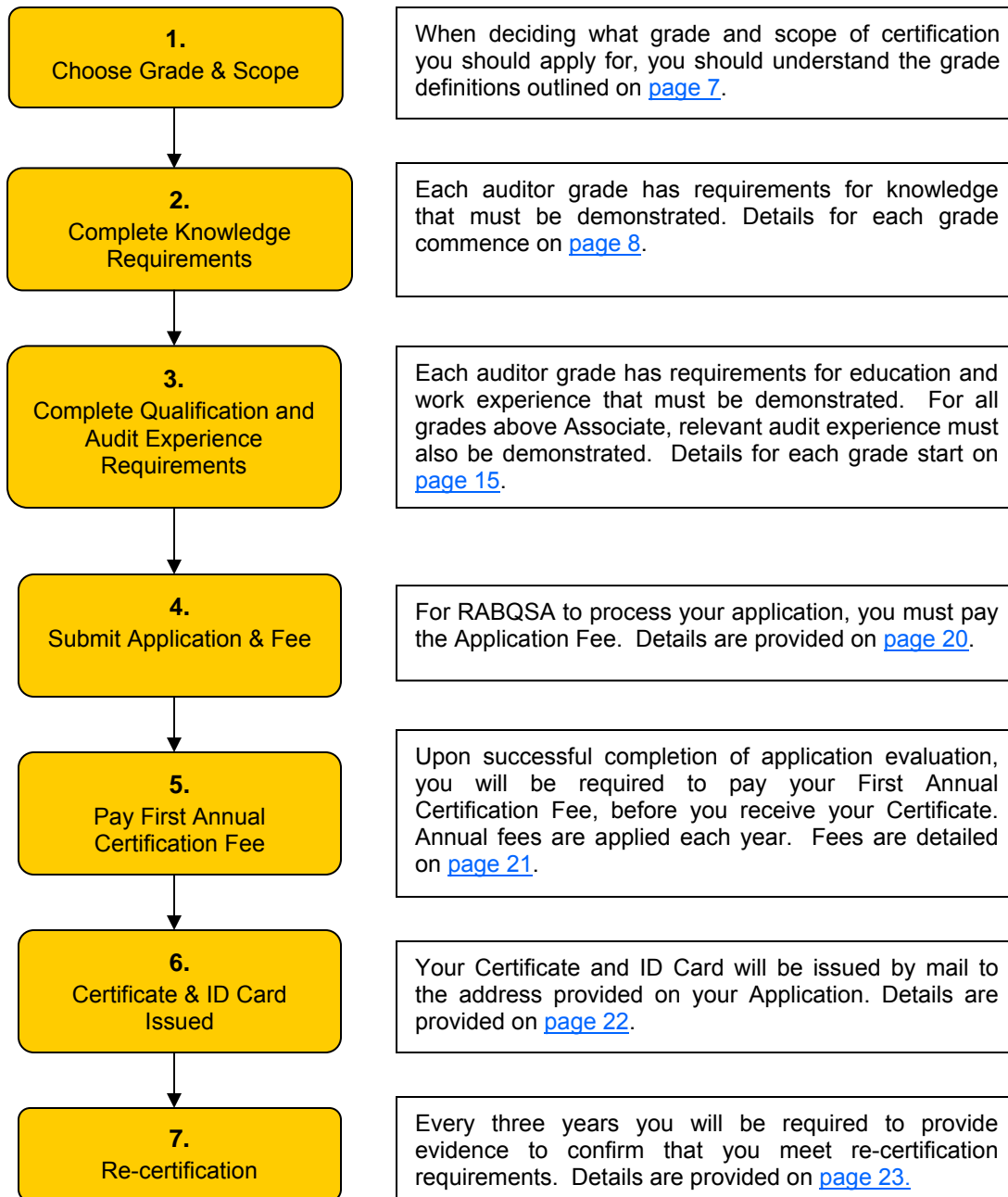
Essentially, the Applicant follows the step-by-step process as outlined down the right hand side of the page, commencing with Applying for Certification at [Page 6](#).

An EXAMPLE Application Form is available at Annex F [Page 43](#). For your convenience a Microsoft Word version of the Application is available for download from the RABQSA web site.

Note:

Matters requiring clarification and or additional guidance should be referred to the RABQSA Food Safety Scheme Examiner. Please refer to the RABQSA web site www.rabqsa.com for contact details.

Applying for Certification

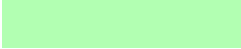






NOW GO TO CHOOSE YOUR GRADE AND SCOPE ([SELECT](#))

Choose Your Grade and Scope

GRADES OF CERTIFICATION

There are five grades of Food Safety Auditor certification. Requirements specific to each grade are identified by the color of the stripe down the right-hand edge of each page. The colors are:

Associate Food Safety Auditor:	
Food Safety Auditor:	
Principal Food Safety Auditor:	
Lead Food Safety Auditor:	
Business Improvement Food Safety Auditor:	

Please **(SELECT)** your Grade:

Associate Auditor recognizes that an applicant has met the formal education, training and work experience requirements but has not yet demonstrated the ability to conduct audits. [\(SELECT\)](#)

Auditor grade recognizes that an applicant has demonstrated the qualifications to conduct a Food Safety audit and perform as a member of an audit team. [\(SELECT\)](#)

Principal Auditor grade recognizes that an applicant has demonstrated the qualifications to conduct a Food Safety audit and perform either alone or as a member of an audit team. [\(SELECT\)](#)

Lead Auditor grade recognizes that an applicant has demonstrated the qualifications to conduct a Food Safety audit and can lead an audit team. [\(SELECT\)](#)

Business Improvement Auditor grade recognizes that an applicant has demonstrated Lead Auditor qualifications and knowledge on the application and benefits of business improvement and risk management tools. [\(SELECT\)](#)

SCOPES OF CERTIFICATION

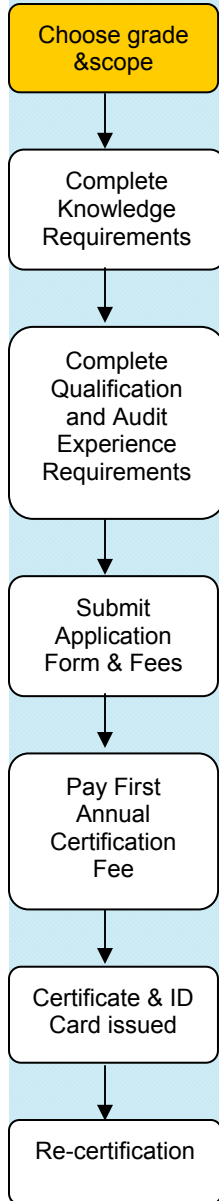
Applicants applying for Food Safety Auditor certification may be awarded recognition for their competence to conduct specialized management system audits in the Scopes listed.

The decision on which scopes are appropriate will be dependent on each applicant's specialized qualifications (education, training and/or professional experience).

Refer to Annex B [Page 27](#) for an overview of the competencies required for each scope of certification. It is possible for an auditor to be awarded more than one scope.

Note:

Food Safety Auditors may be recognized for their professional and/or technical experience as defined under Scope of Certification. In establishing audit teams for any purpose, consideration of these qualifications in the overall make up and management of the team should be taken into account.



Knowledge Requirements

Associate Auditor

Applicants for Associate Food Safety Auditor grade certification must provide evidence of knowledge competency defined by RABQSA in the following TPECS competency units.

Management System Auditing (RABQSA-AU)

- Understand the application of the principles, procedures and techniques of auditing.
- Understand the conduct of an effective audit in the context of the auditee's organizational situation.
- Understand the application of the regulations, and other considerations that are relevant to the management system, and the conduct of the audit.
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit.

and

Food Safety Management Systems (RABQSA-FS)

- Identify food safety hazards that are reasonably expected to occur for the food type/industry.
- Assess the significance of identified hazards in the context of the organization's food safety management system.
- Assess the effectiveness of methodologies to control food safety hazards.
- Identify all integrated Schemes and procedures used by the organization to achieve food safety objectives.
- Determine the adequacy and effectiveness of a food safety scheme.
- Understand the application of HACCP theory and principles to individual food businesses.
- Understand the application of food safety management systems as it relates to ISO 22000.

Evidence of Knowledge-based Competency

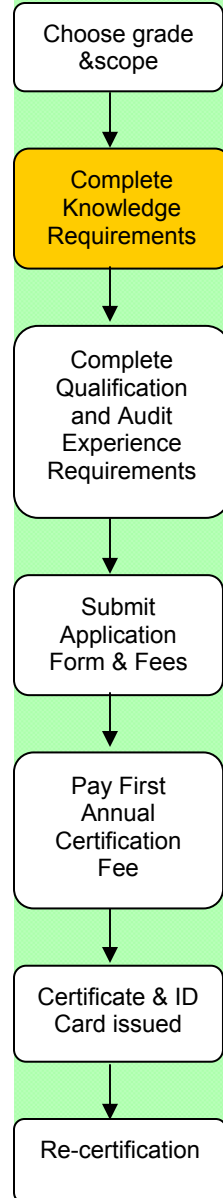
A Certificate/s of Attainment for the above competency units from an RABQSA-Certified TPECS Training Provider, issued within the three years prior to application, is required.

Alternately, a Certificate of Successful Completion from an RABQSA-Certified (or IRCA-certified) Food Safety Auditor course will be accepted as evidence of the knowledge requirements.

Applicants whose Certificate is older than three years may be eligible to complete the RABQSA-FS gap examination to demonstrate current knowledge. The gap examination is available on RABQSA's web site. Each Applicant who is required to complete a gap examination will be provided access details upon submission of the application.

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

NOW GO TO WORK AND AUDIT EXPERIENCE [\(SELECT\)](#)



Knowledge Requirements

Auditor

Applicants for Food Safety Auditor grade certification must provide evidence of knowledge competency defined by RABQSA in the following TPECS competency units.

Management System Auditing (RABQSA-AU)

- Understand the application of the principles, procedures and techniques of auditing.
- Understand the conduct of an effective audit in the context of the auditee's organizational situation.
- Understand the application of the regulations, and other considerations that are relevant to the management system, and the conduct of the audit.
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit.

and

Food Safety Management Systems (RABQSA-FS)

- Identify food safety hazards that are reasonably expected to occur for the food type/industry.
- Assess the significance of identified hazards in the context of the organization's food safety management system.
- Assess the effectiveness of methodologies to control food safety hazards.
- Identify all integrated Schemes and procedures used by the organization to achieve food safety objectives.
- Determine the adequacy and effectiveness of a food safety scheme.
- Understand the application of HACCP theory and principles to individual food businesses.
- Understand the application of food safety management systems as it relates to ISO 22000.

Evidence of Knowledge-based Competency

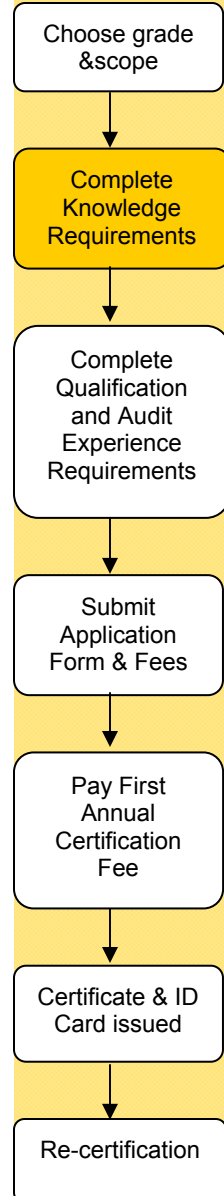
A Certificate/s of Attainment for the above competency units from an RABQSA-Certified TPECS Training Provider, issued within the three years prior to application, is required.

Alternately, a Certificate of Successful Completion from an RABQSA-Certified (or IRCA-certified) Food Safety Auditor course will be accepted as evidence of the knowledge requirements.

Applicants whose Certificate is older than three years may be eligible to complete the RABQSA-FS gap examination to demonstrate current knowledge. The gap examination is available on RABQSA's web site. Each Applicant who is required to complete a gap examination will be provided access details upon submission of the application.

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

NOW GO TO WORK AND AUDIT EXPERIENCE [\(SELECT\)](#)



Knowledge Requirements

Principal Auditor

Applicants for Principal Food Safety Auditor grade certification must provide evidence of knowledge competency defined by RABQSA in the following TPECS competency units.

Management System Auditing (RABQSA-AU)

- Understand the application of the principles, procedures and techniques of auditing.
- Understand the conduct of an effective audit in the context of the auditee's organizational situation.
- Understand the application of the regulations, and other considerations that are relevant to the management system, and the conduct of the audit.
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit.

and

Food Safety Management Systems (RABQSA-FS)

- Identify food safety hazards that are reasonably expected to occur for the food type/industry.
- Assess the significance of identified hazards in the context of the organization's food safety management system.
- Assess the effectiveness of methodologies to control food safety hazards.
- Identify all integrated Schemes and procedures used by the organization to achieve food safety objectives.
- Determine the adequacy and effectiveness of a food safety scheme.
- Understand the application of HACCP theory and principles to individual food businesses.
- Understand the application of food safety management systems as it relates to ISO 22000.

Evidence of Knowledge-based Competency

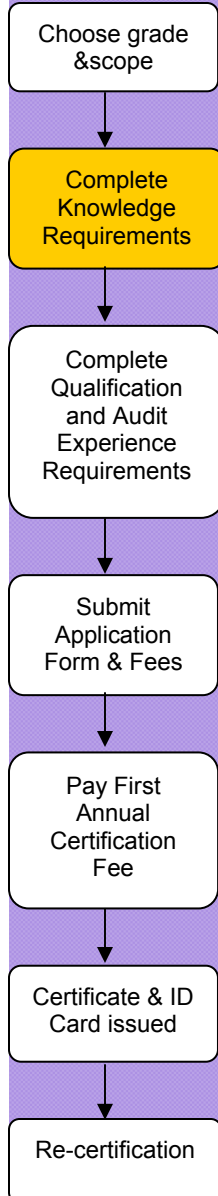
A Certificate/s of Attainment for the above competency units from an RABQSA-Certified TPECS Training Provider, issued within the three years prior to application, is required.

Alternately, a Certificate of Successful Completion from an RABQSA-Certified (or IRCA-certified) Food Safety Auditor course will be accepted as evidence of the knowledge requirements.

Applicants whose Certificate is older than three years may be eligible to complete the RABQSA-FS gap examination to demonstrate current knowledge. The gap examination is available on RABQSA's web site. Each Applicant who is required to complete a gap examination will be provided access details upon submission of the application.

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

NOW GO TO WORK AND AUDIT EXPERIENCE [\(SELECT\)](#)



Knowledge Requirements

Lead Auditor

Applicants for Lead Food Safety Auditor grade certification must provide evidence of knowledge competency defined by RABQSA in the following TPECS competency units.

Management System Auditing (RABQSA-AU)

- Understand the application of the principles, procedures and techniques of auditing.
- Understand the conduct of an effective audit in the context of the auditee's organizational situation.
- Understand the application of the regulations, and other considerations that are relevant to the management system, and the conduct of the audit.
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit.

and

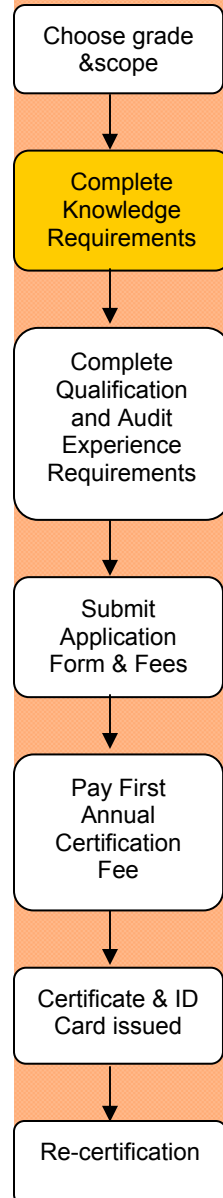
Food Safety Management Systems (RABQSA-FS)

- Identify food safety hazards that are reasonably expected to occur for the food type/industry.
- Assess the significance of identified hazards in the context of the organization's food safety management system.
- Assess the effectiveness of methodologies to control food safety hazards.
- Identify all integrated Schemes and procedures used by the organization to achieve food safety objectives.
- Determine the adequacy and effectiveness of a food safety scheme.
- Understand the application of HACCP theory and principles to individual food businesses.
- Understand the application of food safety management systems as it relates to ISO 22000.

and

Leading Management System Audit Teams (RABQSA-TL)

- Establish, plan and task the activities of an audit team.
- Communicate effectively with the auditee and audit client.
- Organize and direct audit team members.
- Prevent and resolve conflict with the auditee and/or within the audit team.
- Prepare and complete the audit report.



Continued over page

Knowledge Requirements

Lead Auditor (cont)

Evidence of Knowledge-based Competency

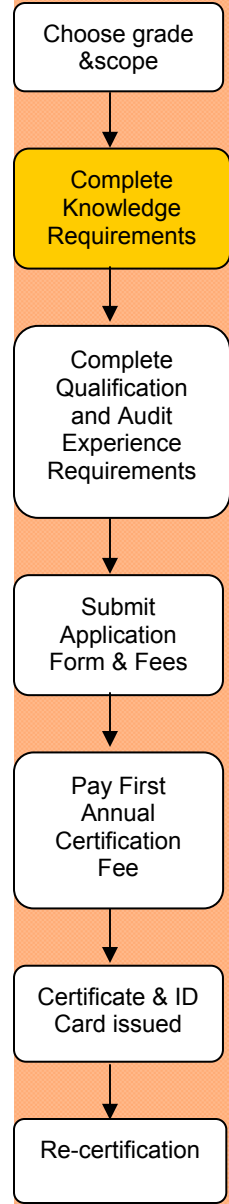
A Certificate/s of Attainment for the above competency units from an RABQSA-Certified TPECS Training Provider, issued within the three years prior to application, is required.

Alternately, a Certificate of Successful Completion from an RABQSA-Certified (or IRCA-certified) Food Safety Auditor course will be accepted as evidence of the knowledge requirements.

Applicants whose Certificate is older than three years may be eligible to complete the RABQSA-FS and RABQSA-TL gap examinations to demonstrate current knowledge. The gap examinations are available on RABQSA's web site. Each Applicant who is required to complete a gap examination will be provided access details upon submission of the application.

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

NOW GO TO WORK AND AUDIT EXPERIENCE [\(SELECT\)](#)



Knowledge Requirements

Business Improvement Auditor

Applicants for Business Improvement Food Safety Auditor grade certification must provide evidence of knowledge competency defined by RABQSA in the following TPECS competency units.

Management System Auditing (RABQSA-AU)

- Understand the application of the principles, procedures and techniques of auditing.
- Understand the conduct of an effective audit in the context of the auditee's organizational situation.
- Understand the application of the regulations, and other considerations that are relevant to the management system, and the conduct of the audit.
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit.

and

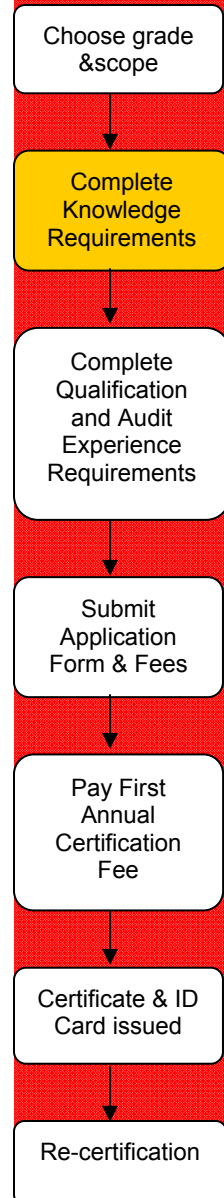
Food Safety Management Systems (RABQSA-FS)

- Identify food safety hazards that are reasonably expected to occur for the food type/industry.
- Assess the significance of identified hazards in the context of the organization's food safety management system.
- Assess the effectiveness of methodologies to control food safety hazards.
- Identify all integrated Schemes and procedures used by the organization to achieve food safety objectives.
- Determine the adequacy and effectiveness of a food safety scheme.
- Understand the application of HACCP theory and principles to individual food businesses.
- Understand the application of food safety management systems as it relates to ISO 22000.

and

Leading Management System Audit Teams (RABQSA-TL)

- Establish, plan and task the activities of an audit team.
- Communicate effectively with the auditee and audit client.
- Organize and direct audit team members.
- Prevent and resolve conflict with the auditee and/or within the audit team.
- Prepare and complete the audit report.



Continued over page

Knowledge Requirements

Business Improvement Auditor (cont)

and

Advising on Business Improvement and Risk Management (RABQSA-OI)

- Write an organizational business plan.
- Interpret financial statements.
- Write a risk management plan.
- Determine Human Resources (HR) best practice.
- Determine appropriate business improvement tools.
- Communicate with senior management.

Evidence of Knowledge-based Competency

A Certificate/s of Attainment for the above competency units from an RABQSA-Certified TPECS Training Provider, issued within the three years prior to application, is required.

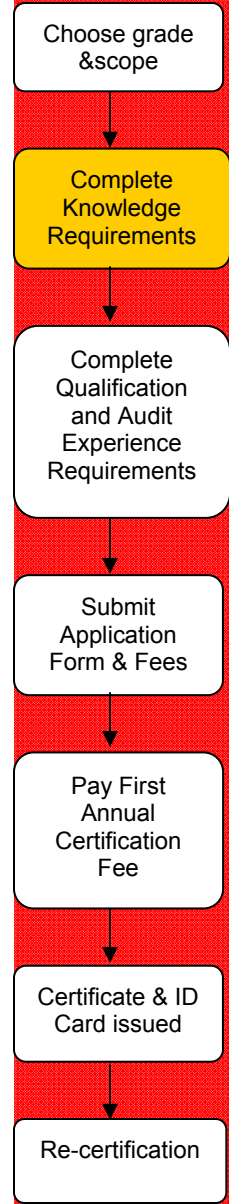
Alternately, a Certificate of Successful Completion from an RABQSA-Certified (or IRCA-certified) Food Safety Auditor course will be accepted as evidence of the knowledge requirements.

Applicants whose Certificate is older than three years may be eligible to complete the RABQSA-FS and RABQSA-TL gap examinations to demonstrate current knowledge. The gap examinations are available on RABQSA's web site. Each Applicant who is required to complete a gap examination will be provided access details upon submission of the application.

Applicants who have not completed the RABQSA-OI competency unit will be required to provide evidence of Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC) to the RABQSA-OI TPECS competencies listed in this Section.

Further information regarding RPL and RCC may be obtained from RABQSA.

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



NOW GO TO WORK AND AUDIT EXPERIENCE [\(SELECT\)](#)

Qualifications and Audit Experience

Associate Auditor

Applicants for Associate Auditor certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence-Education

Applicants shall have completed a minimum of secondary education or national equivalent.

Evidence-Work Experience

Applicants must provide evidence of at least two years work experience in a technical or managerial position with direct Food Safety management responsibilities. This experience must have occurred in the four years prior to application.

In addition, the following total amount of work experience must be demonstrated, based on the level of education attained:

- Secondary—Minimum 8 years
- Post-secondary (non-university)—Minimum 6 years
- University degree (Bachelors or higher)—Minimum 4 years

Evidence of work experience must be verifiable and include:

- Employer (including contact details),
- Dates of employment, and
- Roles, responsibilities (job description) and achievements.

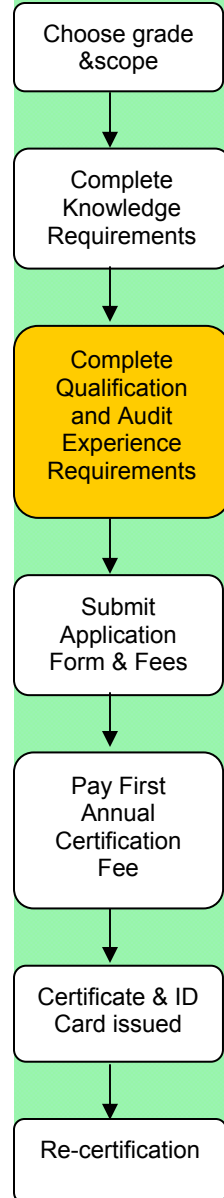
Evidence-Audit Experience

Applicants for Associate Auditor grade are not required to demonstrate audit experience.

Evidence-Scopes

Applicants must demonstrate the additional Qualifications required for each Scope of Certification. Refer to Annex B [Page 27](#).

NOW GO TO SUBMIT APPLICATION FORM AND FEE ([SELECT](#))



Qualifications and Audit Experience

Auditor

Applicants for Auditor certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence-Education

Applicants shall have completed a minimum of secondary education or national equivalent.

Evidence-Work Experience

Applicants must provide evidence of at least two years work experience in a technical or managerial position with direct Food Safety management responsibilities. This experience must have occurred in the four years prior to application.

In addition, the following total amount of work experience must be demonstrated, based on the level of education attained:

- Secondary—Minimum 8 years
- Post-secondary (non-university)—Minimum 6 years
- University degree (Bachelors or higher)—Minimum 4 years

Evidence of work experience must be verifiable and include:

- Employer (including contact details),
- Dates of employment, and
- Roles, responsibilities (job description) and achievements.

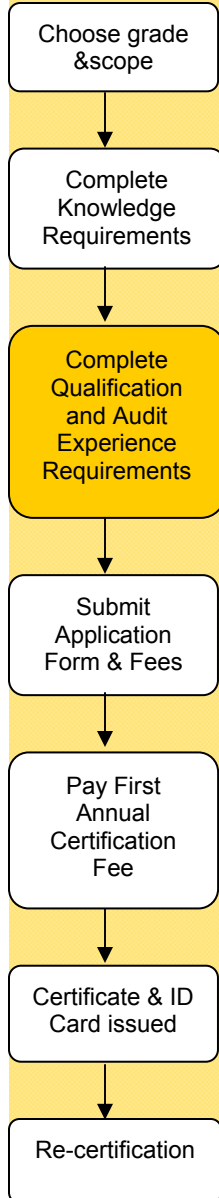
Evidence-Audit Experience

Applicants for Auditor grade shall demonstrate 20 audit days in accordance with the conditions for audit experience as described in [Annex D](#). A maximum of six days of off-site audit activity is allowed in these 20 days.

Included in the 20 audit days, an applicant must demonstrate at least four complete Food Safety Audits as a member of an audit team.

Evidence-Scopes

Applicants must demonstrate the additional Qualifications required for each Scope of Certification. Refer to Annex B [Page 27](#).



NOW GO TO SUBMIT APPLICATION FORM AND FEE [\(SELECT\)](#)

Qualifications and Audit Experience

Principal Auditor

Applicants for Principal Auditor certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence-Education

Applicants shall have completed a minimum of secondary education or national equivalent.

Evidence-Work Experience

Applicants must provide evidence of at least two years work experience in a technical or managerial position with direct Food Safety management responsibilities. This experience must have occurred in the four years prior to application.

In addition, the following total amount of work experience must be demonstrated, based on the level of education attained:

- Secondary—Minimum 8 years
- Post-secondary (non-university)—Minimum 6 years
- University degree (Bachelors or higher)—Minimum 4 years

Evidence of work experience must be verifiable and include:

- Employer (including contact details),
- Dates of employment, and
- Roles, responsibilities (job description) and achievements.

Evidence-Audit Experience

Applicants for Principal Auditor grade shall demonstrate 20 audit days in accordance with the conditions for audit experience as described in [Annex D](#). A maximum of six days of off-site audit activity is allowed in these 20 days.

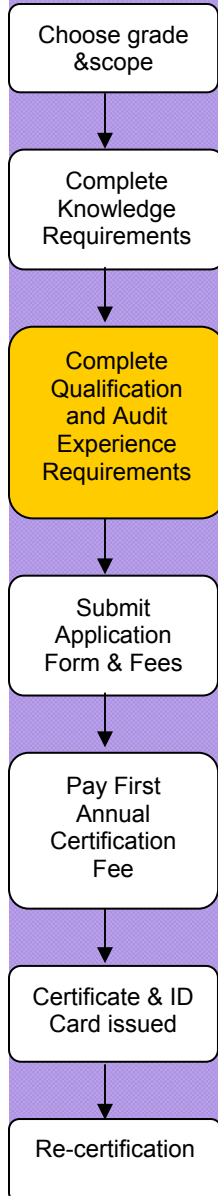
Included in the 20 audit days, an applicant must demonstrate at least four complete Food Safety Audits either as a solo auditor, an audit team member, or an audit team leader.

Two of the complete audits and a total of at least 10 audit days must be performed either as a solo auditor or as an audit team leader.

Evidence-Scopes

Applicants must demonstrate the additional Qualifications required for each Scope of Certification. Refer to Annex B [Page 27](#).

NOW GO TO SUBMIT APPLICATION FORM AND FEE ([SELECT](#))



Qualifications and Audit Experience

Lead Auditor

Applicants for Lead Auditor certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence-Education

Applicants shall have completed a minimum of secondary education or national equivalent.

Evidence-Work Experience

Applicants must provide evidence of at least two years work experience in a technical or managerial position with direct Food Safety management responsibilities. This experience must have occurred in the four years prior to application.

In addition, the following total amount of work experience must be demonstrated, based on the level of education attained:

- Secondary—Minimum 8 years
- Post-secondary (non-university)—Minimum 6 years
- University degree (Bachelors or higher)—Minimum 4 years

Evidence of work experience must be verifiable and include:

- Employer (including contact details),
- Dates of employment, and
- Roles, responsibilities (job description) and achievements.

Evidence-Audit Experience

Applicants for Lead Auditor grade shall demonstrate 35 audit days in accordance with the conditions for audit experience as described in [Annex D](#). A maximum of 10 days of off-site audit activity is allowed in these 35 days.

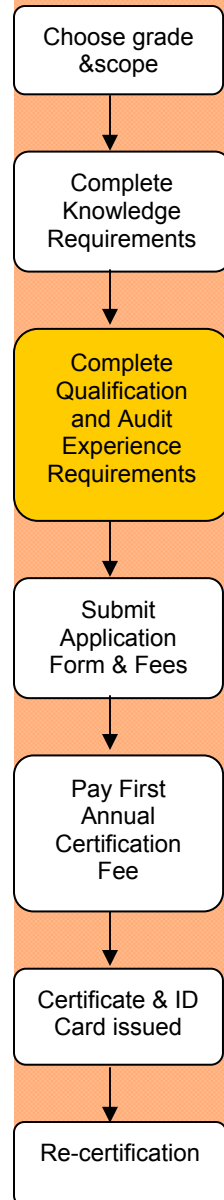
Included in the 35 audit days, an applicant must demonstrate at least seven complete Food Safety Audits either as a solo auditor, an audit team member, or an audit team leader.

Three of the complete audits and a total of at least 15 audit days must be performed as an audit team leader managing a team of at least one other auditor.

Evidence-Scopes

Applicants must demonstrate the additional Qualifications required for each Scope of Certification. Refer to Annex B [Page 27](#).

NOW GO TO SUBMIT APPLICATION FORM AND FEE ([SELECT](#))



Qualifications and Audit Experience

Business Improvement Auditor

Applicants for Business Improvement Auditor certification must provide evidence of qualifications defined by RABQSA in the following categories:

Evidence-Education

Applicants shall have completed a minimum of secondary education or national equivalent.

Evidence-Work Experience

Applicants must provide evidence of at least two years work experience in a technical or managerial position with direct Food Safety management responsibilities. This experience must have occurred in the four years prior to application.

In addition, the following total amount of work experience must be demonstrated, based on the level of education attained:

- Secondary—Minimum 8 years
- Post-secondary (non-university)—Minimum 6 years
- University degree (Bachelors or higher)—Minimum 4 years

Evidence of work experience must be verifiable and include:

- Employer (including contact details),
- Dates of employment, and
- Roles, responsibilities (job description) and achievements.

Evidence-Audit Experience

Applicants for Business Improvement Auditor grade shall demonstrate 35 audit days in accordance with the conditions for audit experience as described in [Annex D](#). A maximum of 10 days of off-site audit activity is allowed in these 35 days.

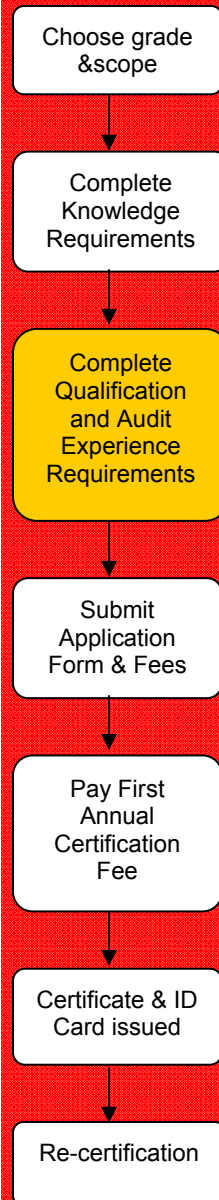
Included in the 35 audit days, an applicant must demonstrate at least seven complete Food Safety Audits either as a solo auditor, an audit team member, or an audit team leader.

Three of the complete audits and a total of at least 15 audit days must be performed as an audit team leader managing a team of at least one other auditor.

Evidence-Scopes

Applicants must demonstrate the additional Qualifications required for each Scope of Certification. Refer to Annex B [Page 27](#).

NOW GO TO SUBMIT APPLICATION FORM AND FEE ([SELECT](#))



Submit Application Form and Fees

To apply for certification, you will need to:

- Complete the Application Form (Example found at [Annex G](#) Page 43), including confirmation to observe the RABQSA Code of Conduct;
- Submit this to RABQSA with the Application Fee; and
- Provide evidence of your knowledge and qualifications as defined (refer to previous page for details).

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and are subject to change without notice. Please refer to the fees listed for each region on the website www.rabqsa.com for details.

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html

To enable effective evaluation of Applications, RABQSA requires all Applicants to provide verifiable documentary evidence that demonstrates compliance with these criteria for the grade and scope 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.

NOW GO TO ANNUAL FEES ([SELECT](#))

Pay First Annual Certification Fee

When all certification requirements have been demonstrated, RABQSA will notify the Applicant that the Application has been approved. An invoice for the 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 certification is confirmed.

Annual 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.

Annual Certification fees vary by grade.

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.

NOW GO TO CERTIFICATES AND ID CARDS [\(SELECT\)](#)

Certificates and ID Cards

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

The Certificate includes the following information:

- Certified Auditor's name
- RABQSA customer number
- Type and grade of certification
- Scope of certification awarded (if applicable)
- Date certification awarded
- Date certification expires

The ID Card includes the following information:

- Certified Auditor's name
- RABQSA customer number
- Type and grade of certification
- Date certification awarded
- 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 RE-CERTIFICATION [\(SELECT\)](#)

Re-certification

To maintain certification, all certified auditors are required to demonstrate continuing conformity with the current certification requirements for the grade 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 three years from the date of initial certification and each subsequent re-certification, auditors must demonstrate continuing conformity with the current certification requirements by providing:

- Evidence of 45 hours of Continual Professional Development (CPD) activities. CPD logs and guidance are available on the RABQSA web site at www.rabqsa.com, and also in [Annex E](#).
- Confirmation that the RABQSA Code of Conduct (see [Annex E](#)) has been adhered to and any complaints against performance have been resolved.
- Audit experience that meets the conditions for audit experience (See [Annex D](#)) in accordance with the following:
 - **Associate Auditor:** No audit experience required
 - **Auditor:** At least 6 audits that total at least 15 audit days. At least 2 of these audits must be complete audits.
 - **Principal Auditor:** At least 6 audits that total at least 15 audit days. At least 2 of these audits must be complete audits. At least 2 of these audits must be performed either solo or as an audit team leader.
 - **Lead Auditor:** At least 6 audits that total at least 15 days. At least 2 of these audits must be complete audits. At least 2 of these audits must be performed as an audit team leader.
 - **Business Improvement Auditor:** At least 6 audits that total at least 15 days. At least 2 of these audits must be complete audits. At least 2 of these audits must be performed as an audit team leader.

Note: For all grades, a maximum of 6 days of off-site audit activity will be accepted in each re-certification period.

Re-certification Fees

These Fees are payable every 3rd 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.

Re-certification Fees vary by grade. For complete details of Fees, refer to RABQSA website [Online Fee Locator](#).

NOW GO TO EXPANSION OF CERTIFICATION ([SELECT](#))

Expansion of Certification

Certified auditors can apply to expand their grade 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 www.rabqsa.com);
- submit this to RABQSA with the Expansion Fee; and
- provide evidence of the requirements for the grade and/or Scope sought, as defined in these criteria.

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

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and are subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.

NOW GO TO DEFINITIONS AND ABBREVIATIONS ([SELECT](#))

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.

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).

Audit Team Leader: person with the competence to lead an audit team that includes at least one other auditor.

Auditor: person with the competence to conduct an audit.

Competence: demonstrated ability to apply knowledge and skills, and demonstrate the required personal attributes.

Expansion: movement from one certification grade to another and/or addition of certification scopes via demonstration of the competency required for that grade and/or scope.

Food Safety Auditor: an Associate Auditor, Auditor, Principal Auditor, Lead Auditor or Business Improvement Auditor, certified by RABQSA to this Personnel Certification Scheme.

Qualification: demonstration of education, training and/or work experience.

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.

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

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General Definitions and Abbreviations (cont)

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 personnel certification Schemes offered by RABQSA International. The SC shall fairly and equitably represent the interests of all parties significantly concerned with the certification Schemes, including the consideration of public interest.

Sub-Scheme Committee (SSC): Committee established by RABQSA with responsibility for the development and maintenance of a specific personnel certification Scheme, offered by RABQSA International. The SSC 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 qualifications to conduct audits of a defined ISO Standard or 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 A

Choosing Your Certification Scope

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
1A. Food Retail Operations (Low Risk)	Retailing of pre-packaged food or food that undergoes no or monomial processing (e.g., slicing, portioning) but may require appropriate storage or handling (e.g., refrigeration). The food may also require further processing by the customer.	Industry experience and/or training involving industries: that sell pre-packaged foods only e.g., prepackaged sweets and chocolate: groceries, newsagents, liquor stores, dairy retail, milk vendor, confectionery store and some green grocers, bakeries and butchers
1B. Food Retail Operations (Medium Risk)	Businesses that process foods so they are ready-to-eat and do not require further processing by the customer.	Industry experience in industries that sell limited hot food, e.g., pies: Cake shops, school canteens, bed and breakfasts, hot dog vendors and some green grocers, bakeries, butchers and supermarkets
1C. Food Service Operations (Medium Risk)	Businesses that prepare food/meals for immediate consumption.	Significant technical knowledge in each process through a combination of training and work experience. Industry experience in: hotels, restaurants, cafes, take-away/carry out food outlets, etc.
1D. Food Service Operations (High Risk)	Businesses that prepare food/meals for vulnerable populations.	Significant technical knowledge in each process through a combination of training and work experience. Audits and industry experience in: hospitals, aged care facilities, nursing homes and/or childcare centers.

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

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Choosing Your Certification Scope (cont)

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
2. Food transport and warehousing operations. (Low Risk)	Covers all food transport operations, both dry goods and perishables. Covers all warehousing operations, both dry goods and perishables.	Audits and/or training and industry experience in the transportation and warehousing of food, including chilled and frozen
3A. Red meat processing—slaughtering and boning. (Medium Risk)	Businesses that are involved in the slaughtering and boning of beef, lamb, and pork.	Specific industry experience and training, i.e., abattoir work
3B. Red meat processing (Medium Risk)	Businesses that are involved in further processing and value adding of meat primals and cuts.	Specific industry experience and training (i.e., abattoir work) identifying hazards involved and controlling methods, mincing, dicing, value-adding of meat products
3C. Poultry Processing—slaughtering and boning. (Medium Risk)	Businesses that are involved in slaughtering and boning of poultry and fowl.	Specific industry experience and training (i.e., abattoir /butchery) identifying hazards involved and controlling methods, handling of live birds (potential bruising, disease), efficiencies of evisceration, traceability, temperatures.
3D. Poultry Processing (Medium Risk)	Businesses that are involved in further processing and value adding of poultry and fowl.	Specific industry experience and training in poultry processing involving mincing, dicing, value-adding of poultry products like crumbing, salting, brining, etc. identifying hazards involved and controlling methods.

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

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Choosing Your Certification Scope (cont)

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
4. Manufactured meats processing (High Risk)	Involves blending meat and other foods. Includes frankfurts, devon, salami and meat paste.	<p>Significant technical knowledge in each process through a combination of training and work experience.</p> <p>Audits and industry experience in: manufacturing of small goods (i.e., Fermentation), uncooked/cooked meats, preservation ,etc.</p> <p>Smallgoods Certificate.</p>
5. Seafood products processing (High Risk)	<p>Marine and freshwater species and includes ready-to-eat uncooked products and all processing operations. Includes live seafood that does not fall into primary industry category.</p> <p>Examples of technical processes: Smoking, drying, freezing, purification.</p>	<p>Significant technical knowledge in each process through a combination of training and work experience.</p> <p>Audits and industry experience in: processing of seafood (i.e., cleaning, shucking, filleting, value adding of fish), temperature controls, live oyster controls, ready-to-eat in a raw food seafood factory (cross-contamination), flushing of oysters, traceability and seafood products.</p>

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

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Choosing Your Certification Scope (cont)

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
6. Dairy products processing (High Risk)	Covers milk collection and is extended to all processing operations. Milk substitutes such as soya would be included where the technology is the same, e.g., soymilk, tofu. Also includes infant formula manufacture. Processes including involving pasteurization, UHT, evaporation/ concentration drying, spray drying, fermentation, freezing, ultrafiltration.	Significant technical knowledge in each process through a combination of training and work experience. Audits and industry experience in the processing operations of all dairy products (milk, cheese, butter, etc.). Pasteurisation Certificate.
7. Fats, oils and margarine manufacture. (Medium Risk)	Manufacture of all vegetable/animal oils and margarine.	Industry experience in the manufacturing of all vegetable/animal oils and margarine and in processes such as clarification, refining, etc.
8. Cereal and nut processing. (High Risk)	Includes all processing operations for cereals and nuts.	Industry experience and/or training in milling, extrusion/ drying, roasting, etc.
9. Bakery Operations—wholesale production. (Low Risk)	Includes all baked items.	Industry experience and training involving bread and cake-baking wholesalers.
10A. Fruit and vegetable processing—whole and fresh processing only. (Low Risk)	Processes not altering the fruit or vegetable.	Industry experience involving fruit and vegetable packing, wholesaling, market agent.

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

continued over page

Choosing Your Certification Scope (cont)

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
10B. Fruit and vegetable processing—cutting, dicing, etc. (Medium Risk)	Processes such as controlled atmosphere, sanitizing washes, freezing, drying, etc. Also includes salad manufacturing.	Industry experience and/or training involving fruit and vegetable value – adding.
10C. Fruit and vegetable processing—canning (High Risk)	Processing and thermal processing of fruit and vegetables through a canning process.	Significant technical knowledge in each process through a combination of training and work experience. Audits in canning industry— fruit and vegetable processing. Approved persons canning or retort certificate.
11. Confectionery manufacture. (Medium Risk)	Includes all confectionery processing operations.	Industry experience in all confectionery processing operations, e.g., refining, conching, starch moulding, compression, extrusion, vacuum cooking.
12. Drink and beverage manufacture—non-diary (High Risk)	Includes all processing operations including powdered drinks derived from liquids in the manufacturing process. Processes including fermentation concentration, pasteurization/UHT, aseptic packaging, etc.	Significant technical knowledge in each process through a combination of training and industry experience. Audits and industry experience in the manufacturing operations of beverages.

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

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Choosing Your Certification Scope (cont)

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
13. Prepared meals manufacture (High Risk)	Includes prepared mixed foods that require cooking or heating prior to serving (e.g., chilled meals, fresh pasta, frozen meals, etc.) Processes involving cook-chill, uncook chill, frozen meals, pre-cooked, ready-to-eat meals, sous vide, etc..	Significant technical knowledge in each process through a combination of training and work experience. Audits and industry experience in prepared mixed foods that require cooking or heating prior to serving.
14. Food ingredient manufacture. (Low Risk)	Blending and re-packing operations, additives, preservatives, flavorings, colorings, soup mixes, sauces, dehydrated culinary, sugars, yeast, salt, spices, dry blended instant drinks, etc. Processes involving re-packing operations, dry mixing/blending, drying.	Industry experience involving additives, preservatives, flavorings, colorings, soup mixes, salt, spices etc. and relevant processes.
15A. Preserved food and sauces processing (High Risk)	Preservation methods such as sauces, jams, mayonnaise, honey, etc.	Significant technical knowledge in each process through a combination of training and work experience. Audits in preserved food and sauces processing industry.

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

continued over page

Choosing Your Certification Scope (cont)

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
15B. Preserved food and sauces processing—pasteurization (High Risk)	Processes involving pasteurization, high temperature processing, etc.	Significant technical knowledge in each process through a combination of training and work experience. Audits in preserved food and sauces processing—pasteurization industry.
15C. Sterilized products processing—canning (High Risk)	Processes involving retorting, high temperature processing etc.	Significant technical knowledge in each process through a combination of training and work experience. Audits in the canning industry—sterilized products processing. Approved persons canning certificate.
16A. Egg product manufacture (High Risk)	Includes all processing operations for egg products. Processes involving dried and liquid egg products, value added egg products, etc.	Significant technical knowledge in each process through a combination of training and work experience. Audits in egg product manufacture industry.
16B. Egg in shell processing. (Low Risk)	Businesses involved in egg collection, washing, candling and packaging of eggs.	Experience involving packing and sorts of eggs still in shell.
17. Live animals and animal feeds. (Low Risk)	Feed-lotting, intensive husbandry (e.g., piggeries and chicken raising, game animals) as well as the feed source industries (e.g., hay, compounded feeds and medicated feeds).	Specific industry experience including on-farm animals, feed-lotting, intensive husbandry, game animals and feed source industries.

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

continue over page

Choosing Your Certification Scope (cont)

SCOPE OF CERTIFICATION

SCOPE	DEFINITION	REQUIRED EVIDENCE
18. Intensive horticulture operations. (Low Risk)	Fresh and pre-packed fruit and vegetables, hydroponics production and silviculture/nursery operations.	Specific industry experience including fresh and pre-packed fruit and vegetables, hydroponics production and silviculture/nursery operations.
19. Extensive broadacre operations. (Low Risk)	Free range operations, cereal and other grain cropping and processing, grain storage.	Specific industry experience including free range operations, field crops (potatoes, canola, grains) cereal and other grain cropping and processing, grain storage.
20. Seafood operations—not including processing. (Low Risk)	Including fishing, aquaculture and fish farming.	Specific industry experience including fishing, aquaculture, fish & seafood farming.
21. ISO 22000 audit*	Food Safety Auditing based on ISO 22000 in role appropriate for grade of certification.	ISO 2200 training Audits conducted using ISO 22000 standard.
22. B-Qual*	Apiary, honey production.	20 audit days against B-Qual requirements; and AHBIC endorsed B-Qual auditor training

The decision on which Scopes are appropriate will be dependent on each applicant's demonstration of the requirements defined for each Scope. It is possible for an applicant to be awarded more than one Scope. Applicants for High Risk Scopes must submit evidence of direct implementation, maintenance or management work experience of the relevant industry as well as auditing experience to be awarded the High Risk Scope.

*- *This scope is not included in RABQSA's Scope of accreditation.*

End of Annex B

Personal Attributes

Applicants must possess appropriate personal attributes, as shown below. The attributes required by RABQSA are related to those defined in ISO 19011:2002 *Guidelines for quality and/or environmental management systems auditing*.

- **Ethical** – fair, truthful, sincere, honest and discreet;
- **Proactive and organized** – takes the initiative with issues, and is personally organized;
- **Systematic** – shows a balanced affiliation for both tasks and people;
- **Logical** – makes decisions based on facts and reasoned logic;
- **Decisive** – expedites decisions methodically;
- **Observant** – shows the ability to identify both patterns and exceptions in complex situations;
- **Diplomatic** – relates to others and shows tact in appropriate situations;
- **Flexible** – shows a balanced global and detail focus;
- **Process focused** – demonstrates the ability to follow a pre-determined method;
- **People sensitive** – is sensitive to and can identify a person's emotional state;
- **Adaptable and resourceful** – adapts to, and works with, different types of people in a range of situations and copes with change; and
- **Confident** – demonstrates certainty and competency, and reacts well to a variety of challenges, i.e. demonstrates calm and poise in challenging situations.

These personal attributes will be verified by RABQSA Scheme Examiners with auditees provided on an applicant's audit log and employers as applicable.

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Conditions for Audit Experience

Only eligible audit experience completed in the three years prior to application can be considered.

Only independent audits satisfy the auditing experience requirements. The auditor shall be independent from the audited organization.

Examples of relationships that may be acceptable are:

- A head office audit of a plant or division
- One division or plant auditing another division or plant
- A customer organization auditing a supplier
- A third party certification audit
- A consultant contracted to provide an independent conformance audit.

All audits must be for determining conformity to a Food Safety standard (e.g., HACCP). The auditor may have no part in the set up of, on-going development of, or maintenance of the Food Safety system being audited.

Audits that are combined with consulting activities cannot be used to meet the audit experience requirement for initial certification, expansion, or re-certification.

Examples of consultancy audits include:

- Audits where advice was given on an action plan for developing/improving the system as part of the audit
- Audits where the auditor had a part in setting up the system
- Audits where the auditor was involved in the on-going development of the system.

Audits must be recorded in calendar days, not man days. On-site activity shall not be less than six hours per day.

End of Annex D

Continuing Professional Development

All certified auditors are required to provide evidence of Continuing Professional Development (CPD) upon re-certification. All auditors are required to undertake at least 45 hours of appropriate CPD every three years.

In the selection of appropriate professional development, auditors need to consider their personal strengths and weaknesses and identify areas for personal improvement. Professional development activities undertaken should be related to the field of work undertaken by the auditor. All professional development activities should be new knowledge and skills for each auditor.

The RABQSA CPD Log is available on the RABQSA web site at www.rabqsa.com. Alternative CPD logs may be accepted if they provide all information required on the RABQSA CPD Log.

The CPD log should show the duration and type of activity undertaken and details of the provider. The following are examples of acceptable CPD activities:

- Participation in formal/short courses
- Participation in in-house courses/workshops
- Attendance at conferences, seminars and workshops
- Attendance at Professional Body/Association meetings
- Participation in relevant committees and working groups
- Delivery of publicly presented papers
- Preparation of published articles
- Presenting a training course (only one time per re-certification period can be considered)
- Developing new training course material

End of Annex E

Terms and Conditions

RABQSA has defined Terms and Conditions for certification, as shown 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)

Applicant Responsibility

Each Applicant must ensure that the information he/she provides is accurate, verifiable and addresses all of the requirements for certification for the type, grade and scope of certification being sought.

Reduction of Certification

Certified persons can reduce their certification at any time by notification in writing to the RABQSA Food Safety 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 Food Safety 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.

Continued over page

Terms and Conditions (cont)

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 withdrawal of certification.

Against RABQSA

Complaints against RABQSA may be submitted via the RABQSA web site, 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 in writing. The written 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 grade of certification
- reduction in certification grade,
- withdrawal, or
- suspension

All appeals shall be submitted in writing to RABQSA. 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 E

Fee Schedule

Effective 1st January 2007

All fees are quoted in US dollars

All fees paid to RABQSA are non-refundable

Payments may be made in US\$, AU\$ or € All fees are subject to change.

For complete details of Fees, refer to website at www.rabqsa.com/fee_portal.html

APPLICATION FEE

Provides for the receipt and desk audit of the application (Administration Fee).

These fees must accompany all applications.

- Administration Fee

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), 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.

RE-CERTIFICATION FEE

Provides for Annual Fee, administration costs, evaluation of re-certification requirements, ongoing certification, re-issue of the Certificate and ID Card,* inclusion on the RABQSA Certified Personnel Register*.*

This Fee is payable every 3rd anniversary of initial certification and re-certification and includes the Annual Certification Fee. The applicable fee will be invoiced by RABQSA.

* - occurs upon verification that the Applicant has met the re-certification requirements.

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 grade or scope in currently held certification.

* - occurs upon verification that the Applicant has met the expansion requirements.

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 or IRCA auditor certification under Transition Arrangements.

* - occurs upon verification that the Applicant has met the transfer requirements.

PAYMENT OPTIONS

Asia-Pacific	Europe	The Americas
PO Box 347 Penrith BC NSW 2751 Australia Phone: +61 2 4728 4600 Fax: +61 2 4731 6466	18 Kifisias Ave GR 115 26 Athens Greece Phone: +30 210 77 99 707 Fax: +30 210 77 99 065	PO Box 602 Milwaukee WI 53201-0602 USA Phone: 1 888 722 2440 Fax: +1 414 765 8661

Please note

- All payments made to the Milwaukee Office of RABQSA will be charged in US\$
- All payments made to the Penrith Office of RABQSA will be charged in AU\$
- All payments made to the Athens Office of RABQSA will be charged in €

CREDIT CARD PAYMENTS BY FAX: Please fax your credit card payment form to the fax number listed for your region.

PAYMENTS BY PHONE: You can pay your account over the phone using your credit card. Please call your regional office during normal business hours Monday to Friday.

PAYMENTS BY CHECK: Send Check payable RABQSA to the address listed above for your region.

PAYMENTS BY BPay:

BPay is available for Certification, Annual and Re-certification fees paid in Australia. Details are provided on RABQSA Invoice where applicable.

Note:

Payments may be made in US\$, AU\$ or €. All fees are non-refundable and subject to change. Please refer to the fees listed for each region on the website www.rabqsa.com for details.

End of Annex F

EXAMPLE

Annex G

FOOD SAFETY 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)

Organization:*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 your local RABQSA Office.

Asia-Pacific

PO Box 347 Penrith BC
NSW 2751 Australia
Phone: +61 2 4728 4600
Fax: +61 2 4731 6466

Europe

18 Kifisias Ave
GR 115 26 Athens Greece
Phone: +30 210 77 99 707
Fax: +30 210 77 99 065

The Americas

PO Box 602
Milwaukee WI 53201-0602 USA
Phone: 1 888 722 2440
Fax: +1 414 765 8661

Continued over page

EXAMPLE

Annex G

SECTION 2 – GRADE OF CERTIFICATION

Please select the grade of certification requested:

- | | | | |
|--------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | Associate Food Safety Auditor | <input checked="" type="checkbox"/> | Lead Food Safety Auditor |
| <input type="checkbox"/> | Food Safety Auditor | <input type="checkbox"/> | Business Improvement Food Safety Auditor |
| <input type="checkbox"/> | Principal Food Safety Auditor | | |

SECTION 3 – SCOPE OF CERTIFICATION

Please select the scope(s) of certification requested.

- 1A – Food Retail Operations – Low Risk
- 1B – Food Retail Operations – Medium Risk
- 1C – Food Service Operations – Medium Risk
- 1D – Food Service Operations – High Risk
- 2 – Food transport and warehousing operations
- 3A – Red meat processing (Slaughtering and boning)
- 3B – Red meat processing
- 3C – Poultry Processing (Slaughtering and boning)
- 3D – Poultry Processing
- 4 – Manufactured meats processing
- 5 – Seafood products processing
- 6 – Dairy products processing
- 7 – Fats, oils and margarine manufacture
- 8 – Cereal and nut processing
- 9 – Bakery Operations (wholesale production)
- 10A – Fruit and vegetable processing (whole and fresh processing only)
- 10B – Fruit and vegetable processing (cutting, dicing, etc)
- 10C – Fruit and vegetable processing (Canning)
- 11 – Confectionery manufacture
- 12 – Drink and beverage manufacture (non dairy)
- 13 – Prepared meals manufacture
- 14 – Food ingredient manufacture
- 15A – Preserved food and sauces processing
- 15B – Preserved food and sauces processing (pasteurisation)
- 15C – Sterilised products processing (canning)
- 16A – Egg product manufacture
- 16B – Egg in shell processing
- 17 – Live animals and animal feeds
- 18 – Intensive horticulture operations
- 19 – Extensive broadacre operations
- 20 – Seafood operations (not including processing)
- 21 – Food Safety Management System Audit – ISO 22000
- 22 -- BQual

Continued over page

EXAMPLE

SECTION 4 – GENERAL REQUIREMENTS FOR CERTIFICATION

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

- ✘ Application Fee or Transfer Fee as applicable (Refer to Fee Schedule, [Page 41](#))
- ✘ Copy of Certificate/s of Attainment /Successful Completion confirming required knowledge-based competency for Grade and Scope certification sought. (Refer to each section for details)
- ✘ Details of qualifications.
- ✘ Copy of Certificates of Attainment and/or details of experience confirming required competency for each Scope sought.
- ✘ Audit experience, documented on RABQSA Audit Logs.

ESSENTIAL INFORMATION FOR APPLICANTS FOR CERTIFICATION

Applicants should review the Certification Requirements for the grade and scopes of FOOD SAFETY auditor 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, unless otherwise agreed with RABQSA. 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.**

Continued over page

EXAMPLE

Annex G

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 Food Safety 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 Food Safety Auditor Certification requirements.
- 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 authorize 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 I will:
 - act professionally, accurately and in an unbiased manner.
 - strive to increase the competency and prestige of my profession.
 - assist those in my employ or under my supervision in developing their professional competency.
 - not undertake any assignments that I am not competent to perform.
 - not represent conflicting or competing interests and will disclose to any client or employer any relationships that may influence my judgment.
 - 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.
 - 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.
 - not intentionally communicate false or misleading information that may compromise the integrity of any assignment or the personnel certification process.
 - 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: *D. G. Auditor*

Date: 30 January 2007

Continued over page

EXAMPLE

SECTION 6 - PAYMENT DETAILS

Please refer to the Certification Fee Schedule [Page 41](#) for details of Application Fees

I enclose my: (please select) Check Credit card, for the amount of US\$100.00

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

Card Number: 1234 / 5678 / 9123 / 4567

Expiry Date: 01/10

Card Holder Name: D.G. Auditor

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

End of Application Form

End of Annex G

Summary of 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	Associate Auditor	Auditor	Principal Auditor	Lead Auditor	Business Improvement Auditor
Knowledge competency (page 8)	RABQSA-AU RABQSA-FS	RABQSA-AU RABQSA-FS	RABQSA-AU RABQSA-FS	RABQSA-AU RABQSA-FS RABQSA-TL	RABQSA-AU RABQSA-FS RABQSA-TL RABQSA-OI
Education (page 15)	Secondary Education	Secondary Education	Secondary Education	Secondary Education	Secondary Education
Work Experience (page 15)	2 years FS Work Experience	2 years FS Work Experience	2 years FS Work Experience	2 years FS Work Experience	2 years FS Work Experience
Audit Experience (page 16)	NA	20 audit days; 4 complete audits	20 audit days; 4 complete audits; 10 audit days and 2 complete audits as a solo auditor	35 audit days; 7 complete audits; 15 audit days and 3 complete audits as an audit team leader	35 audit days; 7 complete audits; 15 audit days and 3 complete audits as an audit team leader

OVERVIEW — TPECS KNOWLEDGE MODULES

RABQSA-AU: *Management system auditing*

RABQSA-FS: *Food Safety management systems*

RABQSA-TL: *Leading management systems audit teams*

RABQSA-OI: *Advising on business improvement and risk management*

End of Certification Requirements.