



RABQSA International

Criteria

for the

**Japan Frozen Foods Inspection
Corporation (JFFIC)**

Personnel Certification Scheme -

**JFFIC Food Safety Auditor®
(referencing ISO/IEC 17024:2003)**

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Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, RABQSA International does not accept liability for auditing or any other services provided by certified personnel that fail to meet the requirements of all clients of the services.

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OVERVIEW OF JFFIC FOOD SAFETY AUDITOR CERTIFICATION

RABQSA'S VISION IS

'...a virtual, e based organization demonstrating a culture that is entrepreneurial, business focused and achieves a time to market performance that exceeds world's best practice and, through continual improvement, remains the company of first choice for persons seeking international recognition and professional development...'

RABQSA'S MISSION IS

'...to improve the performance of organizations by providing recognition to individuals who, having demonstrated competence to RABQSA International approved schemes, can improve the performance of organizations...'

RABQSA'S VALUE GUARANTEE TO CUSTOMERS

- we will satisfy our customers and stakeholders expectations
- our services will remain of value and relevance to our customers and stakeholders
- our ideals and practices will remain consistent with the wider quality movement
- we will replace process with service outcomes
- we will communicate with our customers and stakeholders
- we will remain abreast of technology and new information systems

WHY APPLY TO RABQSA FOR JFFIC FOOD SAFETY AUDITOR CERTIFICATION?

Certification with RABQSA International (RABQSA) provides certified JFFIC Food Safety (FS) auditors with an internationally recognized certification.

JFFIC FS Auditors certified under this scheme by RABQSA can demonstrate that they have been independently examined and evaluated as meeting the stringent competency standards established by RABQSA in accordance with the requirements of ISO/IEC 17024:2003 and in consultation with Industry, the JFFIC-RABQSA Scheme Committee and other key stakeholders. This provides for industry confidence and assurance in outcomes of auditing.



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SUMMARY OF JFFIC FS AUDITOR CERTIFICATION REQUIREMENTS

This table provides a summary of certification requirements only. Details of these requirements are available in this document and must be referenced when applying for auditor certification.

GRADES				
Grade	Knowledge competencies (Section 3)	Skill competencies (examined in auditing situation by RABQSA certified Skill Examiner) (Section 4)	Qualifications (education, training, work experience) (Section 5)	Personal Attributes (Section 6)
JFFIC FS Provisional Auditor	Certificate of Attainment - RABQSA-AU	Skill Examination not required	High School Diploma plus 1 year OJT under the direction of a Lead Auditor (or equivalent), Or 2-year or 4-year Degree (Food or Bioscience) Certificates of Attainment - JFFIC Food Sanitation Course JFFIC Microbiology Course	<i>PAAS Master[®]</i> Examination
JFFIC FS Associate Auditor	Certificates of Attainment – RABQSA-AU and RABQSA-FS	Level 1- Skill Examination Demonstrate ability to: Conduct a food safety auditing in food safety under the direction of a Lead Auditor	High School Diploma plus a minimum of 3 years experience as a Provisional Auditor under the direction of a Lead Auditor (or equivalent) Or 2-year or 4-year Degree (Food or Bioscience) plus a minimum of 1 year experience as a Provisional Auditor under the direction of a Lead Auditor (or equivalent) Certificates of Attainment - JFFIC Regulations Course (including JAS law for frozen processed food).	<i>PAAS Master[®]</i> Examination Not required if completed within 12 months prior to application
JFFIC FS Auditor	Certificates of Attainment – RABQSA-AU RABQSA-FS and RABQSA-QM Or RABQSA – FS and RABQSA or IATCA QMS Auditor Course (equivalent to RABQSA-AU, QM and TL)	Level 2- Skill Examination Demonstrate ability to: Understand the procedures within the appropriate auditing scope Conduct an auditing including the preparation of an auditing report Determine professional judgements as to conformity with general requirements using examination reports including ability to report thereon.	A minimum of 4 years experience as an Associate Auditor (or equivalent) Scope procedures and requirements (refer to scope table)	<i>PAAS Master[®]</i> Examination Not required if completed within 12 months prior to application



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		<p>Understand of the significance of deviations found with regard to normal use of the products or processes concerned</p> <p>Supervise and train Associate Auditors.</p> <p>Prevent and resolve conflicts</p> <p>Conduct opening and closing meeting</p>		
JFFIC FS Lead Auditor	<p>Certificates of attainment – RABQSA-AU, RABQSA-QM, RABQSA-TL, and RABQSA-FS,</p> <p>Or RABQSA – FS and RABQSA or IATCA QMS Auditor Course (equivalent to RABQSA-AU, QM and TL)</p>	<p>Level 3 – Skill Examination Demonstrate ability to:</p> <p>Represent the auditing team with client and facility being inspected.</p> <p>Organize and direct auditing team members</p> <p>Supervise and train provisional and associate auditors</p> <p>Lead an auditing team to reach auditing conclusions</p> <p>Prevent and resolve conflicts</p> <p>Conduct opening and closing meetings</p>	<p>A minimum of 3 years experience as an Auditor (or equivalent)</p>	<p><i>PAAS Master</i>[®] Examination</p> <p>Not required if completed within 12 months prior to application</p>

SCOPES (APPLICABLE TO AUDITOR AND LEAD AUDITOR GRADES)

Scope	Description	Typical Businesses/Examples of specific technical processes	Education and/or training (Section 8)	Work and/or inspecting experience (Section 8)
Seafood Processed products	Includes all seafood processing operations	Seafood processing operations under Food safety management systems Or Manufactures of all seafood processed products who seek HACCP certification from Japanese Fisheries Association	Certificate of Attainment: HACCP auditor course administered by Japanese Fisheries Association or HACCP Liaison Council, Japan Hygiene Association or equivalent	5 years relevant industry experience in manufacturing, QM or Auditing Service (or equivalent)
Frozen foods	Includes all frozen foods processing operations	Suppliers for the members of Japan Frozen Food Association Or Frozen food manufacturing under JAS law	N/A	5 years relevant industry experience in manufacturing, QM or Auditing Service (or equivalent)
Ready to eat/heat foods	Includes all processing operations for ready to eat/heat products	Supplier for major food retailers and fast food companies	N/A	5 years relevant industry experience in manufacturing, QM or Auditing Service (or equivalent)
Food retailing and Food service operations	Businesses that process foods so they are ready-to-eat and do not require further processing by the customer	Restaurants, cafes, school canteens, hotels, take aways, supermarkets, bakeries, etc	N/A	5 years relevant industry experience in manufacturing, QM or Auditing Service (or equivalent)

COMPETENCIES FOR JFFIC FOOD SAFETY AUDITOR CERTIFICATION

1 INTRODUCTION

The JFFIC personnel certification scheme has been developed by RABQSA International (RABQSA) to provide international recognition for JFFIC Food Safety (FS) Auditors.

1.1 Scheme Objectives

Confidence and reliance in the auditing process depends on the competence of personnel conducting the auditing. This scheme has been developed to meet the following key objectives:

- to meet the requirements of the international standard for personnel certification ISO/IEC 17024:2003;
- to ensure that JFFIC FS Auditors meet or exceed the auditing and related competencies defined by the JFFIC-RABQSA Scheme Committee against national and international guidelines;
- to assist organizations in selecting appropriately qualified Auditors; and
- to enhance the professional recognition of RABQSA certified JFFIC FS Auditors.

1.2 Grades of Certification

In this scheme, RABQSA offers certification in the following grades:

- JFFIC FS Provisional Auditor
- JFFIC FS Associate Auditor
- JFFIC FS Auditor
- JFFIC FS Lead Auditor

JFFIC FS Provisional Auditor grade recognizes that an applicant has demonstrated the knowledge, qualifications and personal attributes required for JFFIC FS Provisional Auditor.

JFFIC FS Associate Auditor grade recognizes that an applicant has been awarded the grade of Provisional Auditor and in addition has demonstrated the knowledge, skill and qualifications required for JFFIC FS Associate Auditor.

JFFIC FS Auditor grade recognizes that an applicant has been awarded the grade of Associate Auditor and in addition has demonstrated the knowledge, skill and qualifications required for JFFIC FS Auditor.

JFFIC FS Lead Auditor grade recognizes that an applicant has been awarded the grade of Auditor and

in addition has demonstrated the knowledge, skill and qualifications required for JFFIC FS Lead Auditor.

Note:

Auditor and Lead Auditor grades may be recognized for their professional and/or technical experience as defined under Scope of Certification. In establishing auditing or auditing teams for any purpose, consideration of these skills in the overall make up and management of the team should be taken into account.

1.3 Definitions

For the purpose of the criteria, the definitions given in ISO 19011:2002 '*Guidelines for quality and/or environmental management systems auditing*', ISO/IEC 17020:1998 '*General criteria for the operation of various types of bodies performing auditing*' and ISO/IEC 17024:2003 '*General requirements for bodies operating certification of persons*' apply and in particular the following:

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 competence to conduct an audit and/or inspection.

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

Competence: demonstrated personal attributes and demonstrated ability to apply knowledge and skills and personal attributes.

Inspection: Examination of a product design, product, service, process or plant, and determination of their conformity with specific requirements or, on the basis of professional judgement, general requirements

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

RABQSA Examiner: A person who is employed or contracted by RABQSA International and/or a Training Provider, is approved under contract with



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RABQSA, and is competent, in terms of knowledge, skill and qualification, to examine the competencies defined by the JFFIC-RABQSA Scheme Committee.

Note: To avoid potential Conflict of Interest, with regard to the training and examination of a candidate, the Examiner should not be the same person as the Trainer.

1.4 Requirements for Certification Applications

Applicants must ensure that the information they provide is accurate and addresses all the requirements set out in this criteria document for the type, grade and scope of certification being sought.

All application information must be provided to RABQSA in the English language. Where translations of documents are provided, these must be independently verified for accuracy.

Applications should be submitted on the applicable RABQSA Personnel Certification Application Form with payment of the Application Fee. The Application Fee must be received by RABQSA before processing of an application can commence.

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

To enable effective evaluation of applications, RABQSA requires all Applicants to provide verifiable documentary evidence that demonstrates compliance with the criteria of personnel certification being sought. This will include, as a minimum, evidence of examination of each of the required competencies for the type, grade and scope of certification sought, i.e. certificates of attainment.

2 KEY COMPETENCIES

Education, training, work experience and auditing experience are the means by which a person acquires the appropriate competencies to become and progress through the JFFIC FS auditor grades of certification. The competencies defined by RABQSA for JFFIC FS Auditor certification are based on the guidelines in ISO 19011:2002 *'Guidelines for quality and/or environmental management systems auditing'* and as determined by the JFFIC-RABQSA Scheme Committee.

For JFFIC FS Auditor certification, applicants must demonstrate RABQSA-defined competencies covering knowledge, skills, qualifications and personal attributes.

The competencies defined for this certification scheme have been developed in conjunction with a Scheme Committee comprising of RABQSA and JFFIC representatives, and relevant key stakeholders in the Japanese food inspection industry.

The certification requires progression from one grade of certification to the next by requiring additional competencies to be demonstrated. (i.e. an applicant cannot apply directly to auditor grade unless he has demonstrated all of the competency requirements for the previous grades).

The evidence required is detailed in the following sections.

3 KNOWLEDGE COMPETENCIES

Knowledge competencies are demonstrated through the successful completion of an examination by a RABQSA TPECS - certified Training Provider.

Applicants must submit the certificate/s from RABQSA TPECS - certified Training Provider/s that confirm that the required competencies have been demonstrated within three years prior to application.

RABQSA maintains a Register of RABQSA Certified Training Providers on the RABQSA website www.rabqsa.com.

The following competencies are required to be demonstrated:

All GRADES

Management System Auditing (RABQSA-AU)

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

JFFIC FS ASSOCIATE AUDITOR, AUDITOR and LEAD AUDITOR

Auditing Food Safety Management Systems (RABQSA-FS)

- Identify food safety hazards that are reasonably expected to occur for the food type/industry

- Assess the risk not identified hazards in the context of the organization's food safety management system
- Assess the effectiveness of the 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

JFFIC FS AUDITOR and LEAD AUDITOR

Auditing Quality Management Systems (RABQSA-QM)

- Understand the Quality Management Principles in the context of ISO 9001:2000
- Relate the quality management system to the organizational products, including services and operational processes.

JFFIC FS LEAD AUDITOR

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

.Note:

Applicants who have completed a RABQSA Certified QMS Auditor Training Course or an approved IATCA QMS Auditor training course may be accepted as meeting the requirement for RABQSA-AU, RABQSA-QM and RABQSA-TL competencies. Applicants should contact RABQSA for further information. .

4 SKILL COMPETENCIES

Skill competencies are demonstrated through the successful completion of a Skill Examination by a RABQSA -certified Skill Examiner.

RABQSA will provide each applicant with contact details of certified Skill Examiners in their region to enable the applicant to make arrangements to undertake the Skill Examination.

Skill Examination Fees are included in the Application Fees for Certification.

If an appropriate Skill Examination has been successfully completed within the 12 months prior to application, a further examination is not required. Applicants are required to note the details of the Skill Examination on the application form.

The skill competencies are progressive and build on the competencies attained in the previous grade of certification.

The following competencies are required to be demonstrated:

JFFIC FS PROVISIONAL AUDITOR

- Skill Examination is not required. However, awareness of the requirements for examination is recommended for future expansion to higher grades

JFFIC FS ASSOCIATE AUDITOR

Level 1 Skill Examination:

- Conduct food safety auditing under the direction of lead auditor.

JFFIC FS AUDITOR

Level 2 Skill Examination:

- Apply understanding of procedures within the auditing scope
- Make professional judgements as to conformity with general requirements
- Use examination reports
- Prepare auditing report
- Prevent and resolve conflicts
- Conduct opening and closing meeting (where applicable)

JFFIC FS LEAD AUDITOR

Level 3 Skill Examination:

- Represent the auditing team with client and facility being inspected.
- Organize and direct auditing team members
- Supervise and train provisional and associate auditors
- Lead the auditing team to reach auditing conclusions
- Prevent and resolve conflicts
- Conduct opening and closing meetings

5 QUALIFICATIONS

All Applicants for JFFIC FS Auditor certification must provide evidence of qualifications (education, training and/or work experience) that demonstrates the application of knowledge and skills required to



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conduct effective auditing for the grade and scope being sought.

JFFIC FS PROVISIONAL AUDITOR

- High School Diploma plus 1 year OJT with Lead Auditor (or equivalent)
or
- 2-year Degree or 4-year degree (Food or Bioscience)

- Certificates of Attainment:
JFFIC Food Sanitation Course
JFFIC Microbiology Course

JFFIC FS ASSOCIATE AUDITOR

- High School Diploma plus a minimum of 3 years experience as a Provisional Auditor under the direction of a Lead Auditor (or equivalent)
or
- 2-year or 4-year Degree (Food or Bioscience) plus a minimum of 1 year experience as a Provisional Auditor under the direction of a Lead Auditor (or equivalent)

- Certificates of Attainment:
JFFIC Regulations Course (including JAS law for frozen processed food)

JFFIC FS AUDITOR

- A minimum of 4 years experience as an Associate Auditor (or equivalent)

- Relevant scope procedures and requirements (refer to Scope table)

JFFIC FS LEAD AUDITOR

- A minimum of 3 years experience as an Auditor (or equivalent)

6 PERSONAL ATTRIBUTES

The demonstration of defined personal attributes contributes to the competent performance of an Inspector. A JFFIC FS auditor is expected to demonstrate the JFFIC-RABQSA-defined personal attributes (which relate to those defined in ISO 19011:2002) through completion of the *PAAS Master*[®] Examination. These attributes are:

- 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 competence, and reacts well to a variety of challenges, i.e. demonstrates calm and poise in challenging situations.

PAAS Master[®] has been designed by RABQSA to examine personal attributes as defined by the RABQSA-JFFIC Scheme Committee.

Details to enable the completion of the *PAAS Master*[®] Examination will be provided to each applicant when RABQSA receives their application.

PAAS Master[®] Examination Fees are included in the Application Fee for Certification.

If an appropriate *PAAS Master*[®] Examination has been successfully completed within 12 months prior to application, a further examination is not required. Applicants are required to note the details of the examination on the application form.

Further information on *PAAS Master*[®] is available on the RABQSA web site at www.rabqsa.com prior to application if desired.

7 CODE OF CONDUCT

All certified personnel have an obligation to improve the standing of their profession by observing the RABQSA-JFFIC Code of Conduct. Compliance with the Code of Conduct is a condition of certification and all certified personnel are required to sign their compliance to the Code at time of initial application for certification and at each period of surveillance and re-certification.



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RABQSA-JFFIC Code of Conduct

- I will act professionally, accurately and in an unbiased manner.
- I will strive to increase the competence and prestige of my profession.
- I will assist those in my employ or under my supervision in developing their professional competencies.
- 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 judgement.
- 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, JFFIC or the personnel certification process and will cooperate fully with an enquiry in the event of any alleged breach of this code.

8 SCOPES OF CERTIFICATION

Applicants applying for JFFIC FS auditor certification at Auditor or Lead Auditor grades may be awarded recognition for their competence to conduct specialized food safety auditing in the Scopes listed.

The decision on which Scopes are appropriate will be dependent on each applicant's specialized competencies (knowledge and skill) and qualifications (education, training, and professional experience).

It is possible for an auditor to be awarded more than one Scope.

Current Scopes of Certification available:

1. *Seafood processed products*
2. *Frozen Food manufacture*
3. *Ready to eat/heat foods manufacture*
4. *Food retailing and Food service operations*

8.1. Requirements for work and/or inspecting experience

For each scope category, 5 years relevant industry experience in manufacturing, QMS or auditing service(or equivalent).

8.2. Requirements for education and/or training)

1 Seafood Processed Products

Certificate of Attainment: HACCP auditor course administered by Japanese Fisheries Association or HACCP Liaison Council, Japan Hygiene Association.

9 SURVEILLANCE

To maintain certification, all certified personnel are required to demonstrate continuing competence against the current certification criteria for the type and grade of certification awarded. RABQSA will provide reminders with the annual invoice to all certified personnel when the date for surveillance is due and the information required.

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

- evidence of current knowledge competencies through successful completion of the relevant RABQSA-JFFIC e-based examination for the type and grade of certification; and
- confirmation that the Code of Conduct has been adhered to and any complaints against performance have been resolved.

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

10 RE-CERTIFICATION

To maintain certification, all certified personnel are required to demonstrate continuing competence against the current certification criteria for the type and grade of certification awarded. RABQSA will provide reminders with the annual invoice to all certified personnel when the date for re-certification is due and the information required.

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

- evidence of examination of skill competencies by an RABQSA Examiner appropriate to the type, grade and (if applicable) scope of certification;
- evidence of evaluation of personal attributes by completion the RABQSA PAAS Master[®] evaluation within the previous 12 months;
- confirmation of continuing work experience to meet current certification criteria; and
- confirmation that the Code of Conduct has been adhered to and any complaints against performance have been resolved.

11 EXPANSION OF CERTIFICATION

Certified persons can expand their grade and/or scope of certification by applying to RABQSA on the Expansion Application Form. Please refer to the Fee Schedule for your region for details of the expansion fee. Expansion Application Forms are available on the RABQSA Web site www.rabqsa.com.

The additional competencies, as defined in this document, required for the grade or scope applied for must be demonstrated and evidence provided with the application.

12 REDUCTION OF CERTIFICATION

Certified persons can reduce their certification at any time by applying in writing to the RABQSA JFFIC FS Auditor Scheme Examiner.

A reduction in certification may also be advised to an applicant by the RABQSA JFFIC FS Auditor Scheme Examiner after evaluation of relevant information. Acceptance of a reduction of certification must be provided in writing.

RABQSA does not refund fees to any certified persons when reducing certification.

13 SUSPENSION

RABQSA reserves the right to suspend certification as a result of investigations into the conduct or performance of certified persons. Refer to the Complaints Process in Section 15 for further details.

RABQSA does not refund fees to any certified persons when suspending certification.

14 WITHDRAWAL

RABQSA reserves the right to withdraw certification as a result of investigations into the conduct or

performance of certified persons. Refer to the Complaints Process in Section 15 for further details.

Certified persons can withdraw their certification at any time by applying in writing to the RABQSA JFFIC FS Auditor Scheme Examiner.

RABQSA does not refund fees to any certified persons when withdrawing certification.

15 COMPLAINTS

All complaints shall be submitted in writing to the Manager, Certification Services, RABQSA International. For contact details, please refer to the Contacts section of the RABQSA website www.rabqsa.com.

15.1 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.

15.2 Complaints against RABQSA

Complaints against RABQSA may be submitted in writing to RABQSA, using the Complaints Form under Contacts on the 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.

16 APPEAL

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



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All appeals shall be submitted in writing to the Manager, Certification Services, RABQSA International. The applicant shall submit his or her appeal to RABQSA no later than 30 days after notification of the decision. The appeal shall include appropriate substantiation for the appellant's position and it shall contain any additional or updated information.

- certification processes;
- applicants' rights and responsibilities;
- complaints and appeals process;
- conditions of use for certificates, ID cards and RABQSA logo; and
- privacy

please refer to the RABQSA website www.rabqsa.com, or email info@rabqsa.com

17 CERTIFICATION PROCESS

For information on RABQSA's:

End of Certification Criteria