



RABQSA International

Criteria for HACCP Practitioner Re-certification

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Disclaimer

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OVERVIEW OF HACCP PRACTITIONER CERTIFICATION

RABQSA's VISION IS

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

RABQSA's MISSION IS

'...to improve the performance of industry by providing recognition to individuals who, having demonstrated competence to RABQSA International personnel certification schemes, can improve and offer a positive contribution to 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 HACCP PRACTITIONER CERTIFICATION?

Certification with RABQSA International (RABQSA) provides certified persons with an internationally recognized qualification.

Practitioners certified under this scheme by RABQSA can demonstrate that they have been independently evaluated as meeting the standards established by RABQSA. This provides confidence and assurance for industry in the development of HACCP plans.

REQUIREMENTS FOR HACCP PRACTITIONER CERTIFICATION

1 INTRODUCTION

This certification program has been developed by RABQSA International (RABQSA) to provide professional recognition for suitably qualified HACCP Practitioners and to enhance the implementation and integrity of quality systems by providing the food industry with a register of certified practitioners who have appropriate qualifications, work experience and experience with HACCP plans.

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 scheme is not included under the scope of RABQSA's accreditation. For details on the accredited competency-based certification scheme, please refer to www.rabqsa.com.

1.1 Grades of Certification

The criteria described in this document are for the grades:

- Associate HACCP Practitioner
- HACCP Practitioner
- Principal HACCP Practitioner
- Lead HACCP Practitioner
- Business Improvement HACCP Practitioner

Note:

All HACCP Practitioners (except Associate grades) are certified according to their professional and/or technical experience. In establishing teams for any purpose, consideration of these skills in the overall make up and management of the team should be taken into account.

1.2 Definitions

For the purpose of the criteria, definitions as below apply:

Competence:- demonstrated capability to apply knowledge and skills.

HACCP (Hazard Analysis and Critical Control Point):- A system which identifies, evaluates and

controls hazards which are significant for Food Safety (Reference CODEX Alimentarius Commission Guidelines)

HACCP Plan:- A document prepared in accordance with the principles of HACCP to ensure controls of hazards which are significant for food safety in the segment of the food chain under consideration.

HACCP practitioner:- A person qualified to develop, validate and verify HACCP plans.

1.3 Requirements for Certification Applications

To maintain certification, all certified personnel are required to meet re-certification requirements for the type and grade of certification awarded.

RABQSA will provide reminders to all certified personnel when re-certification is due and the information required. Certified practitioners must demonstrate continuing compliance with the current certification criteria by providing:

- HACCP Plan development logs showing a record of HACCP Plans performed since the last submittal. Only verifiable experience with complete information will be considered.
- Continuing Professional Development logs showing a record of professional development activities. Only CPD activities with complete information will be considered. (Refer to Section 3)
- Confirmation that the Code of Conduct has been adhered to and any complaints against performance have been resolved.

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

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.

To enable effective evaluation of applications, RABQSA requires all Applicants to provide verifiable documentary evidence that demonstrates compliance with the criteria.

2 HACCP EXPERIENCE REQUIREMENTS

All Practitioners are required to maintain a HACCP Plan development log in order to demonstrate that their HACCP experience was gained under the prescribed conditions.

HACCP experience submitted must have been completed within the re-certification period.

Associate HACCP Practitioner applicants are not required to demonstrate HACCP experience. These practitioners need to ensure they fully understand all the requirements for other grades as they acquire their HACCP experience and if required, food sector work experience.

HACCP Practitioners are required to have participated in at least six complete HACCP planning projects totalling at least fifteen days duration in the previous three years.

Principal HACCP Practitioners are required to have performed either the role of team leader or as a solo practitioner in at least six complete HACCP planning projects totalling at least fifteen days duration in the previous three years.

Lead Practitioners are required to have participated in at least six complete HACCP planning projects totalling at least fifteen days duration in the previous three years and to have been in the role of team leader, with at least one other practitioner on the team, for at least three of these projects.

Business Improvement Practitioners are required to have performed either the role of team leader or as a solo practitioner in at least six complete HACCP planning projects totalling at least fifteen days duration in the previous three years and provide evidence of application of business improvement tools and related methodologies in these projects.

Note:

1. Lead Practitioners who are certified in more than one discipline may use **additional** projects from another discipline to demonstrate their on-going experience in leading teams.

2. Each project day is calculated using six hours as the minimum duration. Individual projects of less than six hours but of at least four hours duration may be accepted, but in this case, two projects are required to total one project day.

3 CONTINUING PROFESSIONAL DEVELOPMENT

All certified personnel are required to provide evidence of Continuing Professional Development (CPD).

In the selection of appropriate professional development, HACCP Practitioners 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 Practitioner. All professional development activities should be new knowledge and skills for each Practitioner.

The RABQSA CPD Log is available on the RABQSA website 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 activities are examples of acceptable CPD activities:

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

All HACCP Practitioners are required to undertake at least 45 hours of appropriate continuing professional development every three years.

4 PERSONAL ATTRIBUTES

All certified personnel shall possess the following personal attributes, based on ISO 19011:2002.

A practitioner should be:

- ethical

- open-minded
- diplomatic
- observant
- perceptive
- versatile
- tenacious
- decisive
- self reliant

These personal attributes may be verified by RAQSA Scheme Examiners with contacts provided on an applicant's HACCP Plan Development log.

5 CODE OF CONDUCT

All certified personnel have an obligation to improve the standing of their profession by observing the RABQSA 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 re-certification.

RABQSA 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 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.

6 CERTIFICATION INFORMATION

For further 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 Certification Criteria