



Exemplar
Global

Certification Requirements

Competency-based

National Food Safety Auditor
(NFSA) Certification Program

Exemplar Global 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 17024:2012 *‘General requirements for bodies operating the certification of persons.’*

This program is not covered under Exemplar Global’s scope of accreditation with JAS-ANZ.

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Introduction

The **National Food Safety (NFSA) Auditor certification program** has been developed by Exemplar Global in conjunction with the Australian Government, primary producers, food manufactures, retailers, trainers, and the conformity assessment (certification bodies) sectors.

The Australian Government Department of Agriculture, Fisheries and Forestry initiated the project to develop a single national certification scheme that encompasses first, second, and third-party auditors, and provides confidence to industry in the abilities of food safety auditors; nothing that improved confidence and national consistency in food safety auditor competency will continue to reduce audit duplication and compliance costs.

The program was designed and developed by Exemplar Global to achieve compliance with ISO/IEC 17024:2012, the international standard for personnel certification. In the development of this program, Exemplar Global convened a committee of all the key stakeholders (scheme committee) to assist in identifying the essential requirements for effective food safety auditors.

The NFSA scheme committee identified the criteria necessary to determine an applicants competency to perform food safety audits. The criteria included the requirements for the applicant to demonstrate specific knowledge, skill, personal attributes, and qualifications.

The culmination of this work is a food safety auditor certification scheme designed and endorsed by the industry—delivering a high caliber of food safety auditors to support the whole supply chain and is recognized nationally.

Auditors who wish to become certified by Exemplar Global should review this document and the [Personnel Certification Guide](#) to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an examiner in your region's principal office. Exemplar Global principal offices are located in:

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Grades of Certification

There are four grades of National Food Safety (NFSA) Auditor Certification:

- Level 1 (NFS-1)
- Level 2 (NFS-2)
- Level 3 (NFS-3)
- Level 4 (NFS-4)

The level that you choose depends on the type of audits you expect to undertake and/or the competency you currently have or are able to gain prior to submitting your NFSA application.

Level 1 (NFS-1) Food Safety Auditors for Compliance Auditors: Audits are performed across specific industries to confirm the adherence to local, state or national health, hygiene, and food safety regulations.

NFS-1 Auditors are generally employed directly or indirectly by a regulatory authority to enforce compliance with local, state or national health, hygiene, and food safety regulations.

Level 2 (NFS-2) Food Safety Auditors for Low Risk Food Business/Processes: A business producing, packaging or serving food that is unlikely to contain pathogenic micro-organisms (physical, biological or chemical food safety hazards) and will not normally support their growth and will not introduce microbial, chemical or physical hazards to the foods; or may contain a hazard that cannot be controlled by the business but is reliably controlled by processing the product at a subsequent step in the supply chain. Failure to control these risks may contribute to a public health risk.

NFS-2 Auditors are recognized as competent to audit low risk businesses/processes are only recognized as competent to audit medium risk business/process as part of an audit team lead by NFS-3 (Level 3) auditor (or above), are only recognized as competent to audit high risk business/process as part of an audit team led by a NFS-4 (Level 4) auditor and are not recognized as competent to take responsibility for auditing identified medium or high risk business/process.

Grades of Certification

Level 3 (NFS-3) Food Safety Auditors for Medium Risk Food Business/Processes—A business producing, packaging, or serving food that is unlikely to contain pathogenic micro-organisms (physical, biological or chemical food safety hazards) that will cause mild illness or isolated numbers of affected consumers—but will not normally support the growth of pathogens or toxins—and can be controlled by safe handling practices or are unlikely to occur due to the food type, but may support the growth of pathogens or toxins which can be removed with subsequent food handling steps. Failure to control these risks may contribute to a public health risk.

NFS-3 Auditors are recognized as competent to audit medium or low risk businesses/ processes and are only recognized as competent to audit high risk business/process as part of an audit team lead by NFS-4 (Level 4) auditor and are not recognized as competent to take responsibility for auditing identified high risk business/process.

Level 4 (NFS-4) Food Safety Auditors for High Risk Food Business/Processes—A business producing, packaging, or serving food that may contain pathogenic micro-organisms and toxins (physical, biological or chemical food safety hazards) and/or could support the formation of toxins or growth of pathogenic micro-organisms which cause severe and immediate public health risks and/or immediate health risks for the targeted consumer. Must have control steps implemented to ensure safety of the food and handling of these foods for known “at risk” populations will cause significant safety risks through inappropriate implementation of necessary controls.

NFS-4 Auditors are recognized as competent to audit high risk businesses/processes corresponding to medium or low business/process.

Scopes of Certification

There are 48 scopes under National Food Safety Auditor (NFSA) Certification.

Applicants must apply for at least one scope for their application to be approved.

Low Risk Industry Scopes

All certification requirements must be met before scopes are awarded.

Applicants applying for NFSA Level 1 or 2 seeking recognition of low risk scopes must submit one of the following requirements for each scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing; or
3. Successful completion of one of the low risk education requirements ([see page 19](#))

SCOPE	DEFINITION
1. Food Retail Operations—Retailing of Pre-Packaged Food or Food That Undergoes No or Nominal Processing	Retailing of pre-packaged food or food that undergoes no or nominal processing (e.g. slicing, portioning) may require appropriate storage and handling (e.g. refrigeration). The food may also require further processing by the customer. Locations include newsagents, sweet shops, vending machines, and corner shops.
2. Food Transport and Warehousing Operations (Dry and Ambient Goods)	Covers all food transport operations including dry goods and ambient storage. Typical processes include pick and pack, transport, cross-docking, ambient container shipping. Locations include warehouses and distribution centres, ports and customs areas. Importers/brokers of low-risk products.
3. Fats, Oils, and Margarine Manufacture	<p>Manufacture of all vegetable/animal oils and margarine.</p> <p>Processes include extraction, refining, separating, fractionation, clarification, blending, rearrangement, interesterification, hardening, hydrogenation, extrusion, packing, and bottling.</p> <p>Locations include refineries, margarine plants, dairies, and rendering plants.</p>

Scopes of Certification

Low Risk Industry Scopes

All certification requirements must be met before scopes are awarded.

Applicants applying for NFSA Level 1 or 2 seeking recognition of low risk scopes must submit one of the following requirements for each scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing; or
3. Successful completion of one of the low risk education requirements ([see page 19](#))

SCOPE	DEFINITION
4. Bakery Operations—(Wholesale Production of Bread and Biscuits)	Processes include formulation, grain soaking, mixing, dividing, rounding, dough breaking, proofing, sheeting, panning, seeding, dusting, baking, cooling, slicing, decoration, and packing. Locations include commercial bakeries only.
5. Fruit and Vegetable Processing—(Whole and Fresh Processing Only)	Processes not altering the fruit or vegetable, including washing, packing, and grading. Locations include packing sheds and produce cooperatives.
6. Egg in Shell Processing	Businesses involved in egg collection, washing, candling, and packaging of eggs. Locations include egg producers.
7. Animal Feeds—(Farm Produced)	Processes include hay, compounded feeds, milling, grinding, extrusion, and pelletizing. Locations include farms and feed lots.
8. Intensive Horticulture Operations	Fresh and pre-packed fruit and vegetables. Processes include hydroponics production and silviculture/nursery operations, propagation, greenhouse cultivation, fertilization, weed and pest control, irrigation, water sanitation, and harvesting. Locations include farms, nurseries, flower gardens, orchards, vineyards, and market gardens.

Scopes of Certification

Low Risk Industry Scopes

All certification requirements must be met before scopes are awarded.

Applicants applying for NFSA Level 1 or 2 seeking recognition of low risk scopes must submit one of the following requirements for each scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing; or
3. Successful completion of one of the low risk education requirements ([see page 19](#))

SCOPE	DEFINITION
9. Extensive Agricultural Operations	<p>Free range and livestock operations, cereal and other grain cropping, processing and grain storage. Processes include soil management, seeding and broadcasting, irrigation, fertilization, weed and pest control, and harvesting.</p> <p>Locations include farms, flower gardens, vineyards, and orchards.</p>
10. Dairy Farm Operations	<p>Covers milk collection, storage, grading, and transport.</p> <p>Locations include on-farm dairies.</p>
11. Honey Production	<p>Processes include collection, clarification, filtering, bottling and packing of honey products.</p> <p>Locations include on-farm collection and honey packers.</p>
12. Shelf Stable Food and Sauces Processing— (Dry Goods)	<p>Processes include blending, mixing, value adding, packing and cryovac of dry foods and sauces.</p> <p>Locations include blenders and co-packers.</p>

Scopes of Certification

Medium Risk Industry Scopes

Applicants applying for NFSA Level 3 seeking recognition of low and medium risk scopes must submit evidence of successful completion of one of the medium risk education requirements ([see page 19](#)) and one of the following requirements for each medium risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

SCOPE	DEFINITION
13. Food Retail Operations—(Prepared Foods and Meals)	<p>Businesses that prepare foods so they are ready-to-eat and do not require further processing by the customer. Processes include fresh preparation, reheating, small distribution, and display and temperature control.</p> <p>Locations include delicatessens, cake stores, butcheries, bakeries, convenience stores, petrol stations, stadiums, public venues, fish mongers, and greengrocers.</p>
14. Food Service Operations—(Point of Sale Prepared Foods and Meals)	<p>Businesses that prepare food/meals for immediate consumption.</p> <p>Locations include restaurants, take-away, cafeterias, caterers, and commissaries.</p>
15. Red Meat Processing—(Slaughtering and Boning)	<p>Processes include slaughter, carcass identification, evisceration, grading, inspection, boning, primal selection, chilling, freezing, packing, and sanitation.</p> <p>Locations include slaughterhouses and processing plants.</p>
16. Animal Feeds— (Millers and Manufacturers)	<p>Processes include milling, rolling, grinding, medication, enrichment, extruding, pelletizing, cooking, cooling, packing, and cryovac.</p> <p>Locations include pet food manufacturers.</p>

Scopes of Certification

Medium Risk Industry Scopes

Applicants applying for NFSA Level 3 seeking recognition of low and medium risk scopes must submit evidence of successful completion of one of the medium risk education requirements ([see page 19](#)) and one of the following requirements for each medium risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

SCOPE	DEFINITION
17. Poultry Processing—(Slaughtering and Boning)	<p>Processes include slaughter, plucking, evisceration, sanitizing, grading, inspection, chilling, freezing, and packing.</p> <p>Locations include slaughterhouses and processing plants.</p>
18. Cereals and Nut Processing	<p>Includes all processing operations for cereals and nuts, cropping, collection, storage, cleaning, separation, weed and seed inspection, conditioning, breaking, steaming, rolling, milling, polishing, roasting, blending, extrusion, and packing.</p> <p>Locations include seed and grain operations, flour mills, seed packers, stock feed producers, and grain cooperatives.</p>
19. Poultry Processing	<p>Processes include trimming, portioning, mincing, crumbing, marinating, sausage and rissole and kebab manufacture, packing, and cryovac.</p> <p>Locations include processing plants and butcheries.</p>
20. Seafood Operations—(Farmed and Wild Caught Seafood)	<p>Processes include fish rearing, farming, culling, live packing, trawling, squidding, abalone harvesting, and crayfish potting.</p> <p>Locations include on ship, shoreline operations, estuarine aquaculture operations, pond farms, tank farms, and freshwater farms.</p>

Scopes of Certification

Medium Risk Industry Scopes

Applicants applying for NFSA Level 3 seeking recognition of low and medium risk scopes must submit evidence of successful completion of one of the medium risk education requirements ([see page 19](#)) and one of the following requirements for each medium risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

SCOPE	DEFINITION
21. Seafood Products Processing— (Filleting, Boning, and Processing)	Processes include grading, cleaning, filleting, shelling, cooking, smoking, seafood extrusion, crumbing, freezing, and oyster shucking. Locations include on ship, seafood processing plants, and seafood markets.
22. Drink and Beverage Manufacture— (Unpasteurized Juices)	Processes include crushing, squeezing, juicing, pulping, filtration, acidification, blending, chilling, freezing, bottling, packing, and vacuum packing. Locations include beverage operations and juice plants.
23. Food Transport and Warehousing Operations (Refrigerated)	Covers all food transport operations refrigerated goods and storage. Typical processes include pick and pack, refrigerated transport, cross-docking, and refrigerated container shipping. Locations include cold stores and distribution centres, ports and customs areas. Importers/brokers of medium risk products.
24. Prepared Meals Manufacture—(Frozen Meals)	Processes include food preparation, batching, portioning, cooking, flash freezing, chilling, ambient controls, packing, and distribution. Locations include frozen food and meal operations.

Scopes of Certification

Medium Risk Industry Scopes

Applicants applying for NFSA Level 3 seeking recognition of low and medium risk scopes must submit evidence of successful completion of one of the medium risk education requirements ([see page 19](#)) and one of the following requirements for each medium risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

SCOPE	DEFINITION
25. Preserved Food and Sauces Processing—(Liquids)	Processes include blending, mixing, cooking, cooling and packing of unpasteurized, non-aseptic packed foods and sauces. Locations include blenders, co-packers, and prepared meal manufacturers.
26. Food Ingredient Manufacture—(Liquids)	Processes include distilling, refining, fermenting, concentrating, centrifuging, and packing. Locations include flavour houses, co-packers, and distilleries.
27. Drink and Beverage Manufacture	Processes include water bottling, extraction and purification, syrup formulation, carbonation, yeast pitching, fermentation and maturation, spray drying, dehydration, grinding, brewing, wine making, value adding, bottling, packing, and vacuum packing. Locations include beverage operations—cordials, juicing, mineral, and bottled water.
28. Confectionary Manufacture	Processing includes blending, moulding, extrusion, panning, chocolate production, enrobing, wrapping and packing. Locations include commercial confectioners.
29. Food Ingredient Manufacture— (Dry Goods)	Blending and re-packing operations, additives, preservatives, flavourings, colourings, soup mixes, sauces, dehydrated culinary, sugars, yeasts, salt, spices, dry blended instant drinks, dry tea leaf, and roasted coffee bean, etc. Processes involving re-packing operations, dry mixing/blending, and drying. Locations include herb and spice blenders, packers, traders, flavour houses.

Scopes of Certification

High Risk Industry Scopes

Applicants applying for NFSA Level 4 seeking recognition of high risk scopes must submit evidence of successful completion of one of the high risk education requirements ([see page 20](#)) and one of the following requirements for each high risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

Level 4 applicants awarded high risk industry scopes will be awarded all low risk industry scopes and Level 3 corresponding scopes as described in each high risk industry scope in this table.

SCOPE	DEFINITION
30. Food Service Operations—(Meals For Vulnerable Populations)	<p>Processes include fresh prepared meals, cook/chill, hot/cold holding, portion control, meal transport, infection control, and serving vulnerable populations.</p> <p>Locations include aged care facilities, hospitals, hospices, childcare centres, schools, boarding homes, and camps.</p> <p>Applicants awarded “Food Service Operations” (Meals for Vulnerable Populations) will be awarded the Medium Risk Industry Scope 14 “Food Service Operations” (Point of Sale Prepared Foods and Meals).</p>
31. Fruit and Vegetable Processing—(Cutting, Dicing, Pre-packed and RTE)	<p>Processes altering the fruit or vegetable, including washing, grading, sanitizing, cutting, dicing, shredding, mixing, blending, blanching, chilling, freezing, packing, and cryovac.</p> <p>Locations include fresh/frozen produce plants.</p>
32. Dairy Products Processing	<p>Covers extended to all processing operations. Milk substitutes such as soy would be included where the technology is the same e.g. soy milk and tofu. Also includes infant formula manufacture.</p> <p>Processes involving pasteurization, UHT, evaporation, concentration drying, spray drying, fermentation, freezing, and ultra filtration.</p> <p>Locations include dairy plants, cheese manufacturers, and iced confectionary operations.</p>

Scopes of Certification

High Risk Industry Scopes

Applicants applying for NFSA Level 4 seeking recognition of high risk scopes must submit evidence of successful completion of one of the high risk education requirements ([see page 20](#)) and one of the following requirements for each high risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

Level 4 applicants awarded high risk industry scopes will be awarded all low risk industry scopes and Level 3 corresponding scopes as described in each high risk industry scope in this table.

SCOPE	DEFINITION
33. Bakery Operations (Cakes, Slices, Meat Pies, Savoury Rolls, Fruit Slices)	Processes include formulation, mixing, filling cooking, proofing, baking, cooling, decoration, icing, frosting, glazing, and coating. Locations include commercial bakeries.
34. Food Retail (Fresh Made, RTE)	Processes include the on-site production and sale of foods such as cakes, pies, rolls, sushi, sashimi, and pork rolls. Locations include sushi trains, retail bakeries, and cafes. Applicants awarded Food Retail (Fresh Made, RTE) will be awarded Level 3 Medium Risk Industry Scope 13 “Food Retail Operations” (Prepared Foods and Meals).
35. Egg Product Manufacture	Includes all processing operations for egg products. Processes involve dried and liquid egg products, value added egg products, cracking, blending, separation, pasteurization, chilling, freezing, and packing. Locations include egg product manufacturers.

Scopes of Certification

High Risk Industry Scopes

Applicants applying for NFSA Level 4 seeking recognition of high risk scopes must submit evidence of successful completion of one of the high risk education requirements ([see page 20](#)) and one of the following requirements for each high risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

Level 4 Applicants awarded high risk industry scopes will be awarded all low risk industry scopes and Level 3 corresponding scopes as described in each high risk industry scope in this table.

SCOPE	DEFINITION
36. Preserved Food and Sauces Processing—(Pasteurization)	<p>Processes including blending, mixing, cooking, retort, pasteurization, and packing. Locations include blenders, co-packers, and prepared meal operations.</p> <p>Applicants awarded “Preserved Food and Sauces Processing” (Pasteurization) will be awarded the Medium Risk Industry Scope 25 “Preserved Food and Sauces Processing (Liquids)”.</p>
37. Sterilized Products (Canning)	<p>Products include juice, meat, fruit, vegetables, pet food, fish, and seafood. Processes include blending, mixing, cooking, retort, canning, and packing. Locations include canneries and pet food manufacturers.</p>
38. Manufactured Meats Processing	<p>Involves blending meat and other foods. Includes frankfurts, devon, salami, and meat paste. Processes include cooking, lowering pH and/or active water content, and preservative additions. Locations include meat processing plants, smokehouses, smallgoods plants, and butcheries</p> <p>Applicants awarded “Manufactured Meats Processing” will be awarded the Medium Risk Industry Scope 15 “Red Meat Processing slaughtering and boning).”</p>

Scopes of Certification

High Risk Industry Scopes

Applicants applying for NFSA Level 4 seeking recognition of high risk scopes must submit evidence of successful completion of one of the high risk education requirements ([see page 20](#)) and one of the following requirements for each high risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours of auditing

Level 4 applicants awarded high risk industry scopes will be awarded all low risk industry scopes and Level 3 corresponding scopes as described in each high risk industry scope in this table.

SCOPE	DEFINITION
39. Prepared Meals Manufacture— (Cook/Chill)	<p>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, and suis vide.</p> <p>Locations include commissaries, central kitchens, and cook/chill operations.</p> <p>Applicants awarded “Prepared Meals Manufacture —(Cook/Chill)” will be awarded the Medium Risk Industry Scope 24 “Prepared Meals Manufacture (Frozen Meals).”</p>
40. Fruit and Vegetable Processing—(Canning)	<p>Processing and thermal processing of fruit and vegetables through a canning process including can forming, retort, canning, aseptic packing, and cooling.</p> <p>Locations include canning plants.</p>
41. Drink and Beverage Manufacture—(Low Acid, Pasteurized Juices)	<p>Processes include crushing, squeezing, juicing, pulping, filtration, acidification, pasteurization, blending, aseptic packing, and bottling. Locations include beverage and juice manufacturers.</p> <p>Applicants awarded “Drink and Beverage Manufacture (Low Acid, Pasteurized Juices)” will be awarded the Medium Risk Industry Scope 22 “Drink and Beverage Manufacture (Unpasteurized Juices)”.</p>

Scopes of Certification

High Risk Industry Scopes

Applicants applying for NFSA Level 4 seeking recognition of high-risk scopes must submit evidence of successful completion of one of the high risk education requirements ([see page 20](#)) and one of the following requirements for each high risk scope:

1. Evidence of two years direct implementation, maintenance, or management; or
2. Evidence of 40 hours auditing

Level 4 Applicants awarded high risk industry scopes will be awarded all low risk industry scopes and Level 3 corresponding scopes as described in each high risk industry scope in this table.

SCOPE	DEFINITION
42. Seafood Products Processing—(Oysters and Bivalves)	<p>Marine and freshwater species and includes ready-to-eat uncooked products and all processing operations. Processes include oyster farming, depuration, and live packing, and distribution.</p> <p>Locations include estuarine aquaculture operations.</p> <p>Applicants awarded “Seafood Products Processing - (Oysters and bivalves)” will be awarded the Medium Risk Industry Scopes 21 “Seafood Products Processing (filleting, boning and processing)” and “Seafood Operations (Farmed and wild caught seafood).”</p>

Industry Scopes of Certification

Education Requirements

Low Risk Qualifications

Applicants applying for low-risk scopes may demonstrate one of the following qualifications or equivalent:

- FDFCORFS1—Apply Basic Food Safety Practices;
- HLTFS207—Follow basic food safety practices;
- SFIPROC403B—Follow basic food safety practices;
- WRRLP6C/SIRRFSA001A—Apply retail food safety practices;
- THHGH501—Follow workplace hygiene procedures;
- MTMMP2—Apply hygiene and sanitation practices;
- Trade Certificate Butchery/Bakery/Cookery;
- Meat/Dairy Inspection Certificate; or
- Certificate of Applied Science/Food Technology/Science/Microbiology.

Medium Risk Qualifications

Applicants applying for medium-risk scopes must demonstrate one of the following qualifications or equivalent:

- Meat/Dairy Inspection Certificate (if delivered with excess of 40 hours food micro/science);
- Diploma, Associate Diploma or Degree of Applied Science (food related discipline—if delivered with excess of 40 hours food micro/science);
- Diploma, Associate Diploma or Degree of Food Technology/Science/Microbiology (if delivered with excess of 40 hours food micro/science);
- Food safety qualification (if delivered with excess of 40 hours food micro/science); or
- Identify, evaluate and control food safety hazards (or equivalent or higher unit of competence if delivered with excess of 40 hours food micro/science).

Industry Scopes of Certification

Education Requirements

High Risk Qualification

Applicants applying for high-risk scopes must demonstrate one of the following qualifications or equivalent:

- Meat/Dairy Inspection Certificate (if delivered with excess of 40 hours food micro/science);
- Degree/Diploma of Applied Science (Food related discipline—if delivered with excess of 40 hours food micro/science);
- Degree/Diploma of Food Technology/Science/Microbiology (if delivered with excess of 40 hours)
- Bachelor of Applied Science—Food Technology/Food and Nutrition
- Bachelor of Science—Food Microbiology;
- Bachelor of Veterinary Science;
- Master of Veterinary Public Health Management; or
- Diploma in Dairy Technology.

Specialized High Risk Industry Scopes of Certification

44. Heat Treatment Processes

Description of process: Includes heat treatment processes designed to bring about a defined logarithmic reduction of the target organism to ensure safe food. This may include pasteurized product with a nominated refrigerated shelf life and commercially sterile, shelf-stable product.

Typical Businesses/Examples of products: Applies to the delivery of the prescribed heat treatment. It covers related factors such as raw materials receipt, pre and post process storage and packaging methods and materials only to the extent that they impact on or are controlled by the heat treatment process.

Includes but is not limited to:

- Retorting systems;
- Pasteurization systems;
- Aseptic processing and packaging systems; and
- Hot fill systems.

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4007B – Audit a Heat Treatment Process Certificate**

45. Cook Chill Processes

Description of process: Applies to cook chill products which describe minimally heat processed foods which are distributed as chilled products with defined shelf life.

Typical Businesses/Examples of products: Foods within the extended life cook chill category may include but are not limited to:

- Long shelf life refrigerated foods;
- Short shelf life refrigerated foods;
- Heat-treated refrigerated foods packed for extended shelf life (HTRF);
- Refrigerated processed foods of extended durability (REPFED);
- Sous vide foods.

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4006A – Audit a Cook Chill Process**.

Specialized High Risk Industry Scopes of Certification

46. Ready to Eat Meat Products Manufacturing Processes

Description of process: Applies to raw materials receipt, processing of ready-to-eat meat products and post processing storage and handling of product undertaken by the manufacturer of ready-to-eat meat products.

Typical Businesses/Examples of products: Ready-to-eat meat products refers to meat products intended to be consumed without further heating or cooking and include:

- Cooked, heat treated, or uncooked fermented meat;
- Pâté;
- Dried meat;
- Slow cured meat;
- Luncheon (processed and/or manufactured) meat;
- Cooked muscle meat including ham and roast beef;
- Other ready-to-eat meat that is susceptible to the growth of pathogens or the production of toxins.

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4008A – Audit a Ready To Eat Manufactured Meat Process**.

47. Oysters and other Bivalve Molluscs Production and Processing

Description of process: Applies to growing—on shore and wild, harvesting, cleaning, post harvest handling and storage, stock movement, depuration (where applicable) and on-site storage, including wet storage. This scope does not apply to audits of the classification of growing areas.

Typical Businesses/Examples of products: Bivalve molluscs include but are not limited to:

- Oysters: Pacific, Sydney Rock, Angassi (native) and Pearl Oyster;
- Mussels;
- Pipies;
- Clams: strawberry, razor;
- Cockles: sand, dog, blood, mud
- Scallops and other adductor bivalves including pearl oyster meat (unless adductor muscle only).

To be awarded this scope applicants are required to submit the successful completion of **FDFAU4005A – Audit bivalve mollusc growing and harvesting processes**.

APIQ Scope of Certification

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

The NFSA and the APIQ scope have been developed to achieve conformity with ISO/IEC 17024:2012, the international standard for personnel certification.

Pre-requisite

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

1. Application as NFSA Level 2 Low Risk Auditor or higher level including scope as APIQ auditor
- OR**
2. Evidence of certification with Exemplar Global as an NFSA Level 2 Low Risk Auditor or higher level provided with their expansion application for scope as APIQ auditor.

Knowledge Requirements

All applicants applying for the APIQ auditor scope must provide evidence of the following knowledge competency:

- Auditing APIQ Requirements (Exemplar Global-AP)
(Applicants must provide evidence of successful completion of an Exemplar Global e-based examination for this competency module.)

Examination of Skill

All applicants must provide evidence of the skill competency defined by Exemplar Global. Competency is to be demonstrated under auditing (on site) conditions during an audit using the APIQ requirements. The skill examination must be conducted by an Exemplar Global Certified NFSA skill examiner who is approved by APL.

The skill examiner examines and reports on the competencies defined by the Exemplar Global skill examination. Exemplar Global can provide contact details of a suitable skill examiners, but it is the responsibility of each applicant to apply to APL for authorization to attend a farm to conduct the audit for an APIQ skill examination.

The APIQ skill examination includes competencies **in addition** to those identified for NFSA certification. Skill examinations may be undertaken for NFSA and APIQ auditor certification at the same time, providing all requirements are demonstrated and the skill examiner is approved for both NFSA certification and the APIQ auditor scope.

Knowledge Requirements

Applicants applying for NFSA Auditor certification must provide evidence of knowledge competency defined by Exemplar Global in the following TPECS competency units:

NFSA Level 1 Auditor:

Assess compliance of food safety programs (Exemplar Global-NFS1)

Communicate and negotiate to conduct food safety audits (Exemplar Global-NFS2)

NFSA Level 2 Auditor:

Communicate and negotiate to conduct food safety audits (Exemplar Global-NFS2)

Conduct food safety audits (Exemplar Global-NFS3)

NFSA Level 3 Auditor:

Communicate and negotiate to conduct food safety audits (Exemplar Global-NFS2)

Conduct food safety audits (Exemplar Global-NFS3)

Identify, evaluate and control food safety hazards (Exemplar Global-NFS4)

NFSA Level 4 Auditor:

Communicate and negotiate to conduct food safety audits (Exemplar Global-NFS2)

Conduct food safety audits (Exemplar Global-NFS3)

Identify, evaluate, and control food safety hazards (Exemplar Global-NFS4)

Evidence of Knowledge-based Competency:

Successful completion of training and examination in National Training Quality Council (NTQC)-endorsed units of competency

Communicate and negotiate to conduct food safety audits and

Conduct food safety audits delivered by a training provider certified to deliver the Exemplar Global competency units will be accepted.

Applicants must submit the certificate/s of attainment from a training provider/s certified under the Exemplar Global TPECS issued within the three years prior to application.

Refer to the [Personnel Certification Guide](#) for details on knowledge examinations, TPECS and TCC training providers, and other certified training courses recognized by Exemplar Global. A register of certified training providers is available at www.exemplarglobal.org.

Qualification Requirements

EVIDENCE OF EDUCATION:

- **NFSA Level 1 Auditor:**

There are no education requirements for Level 1

- **NFSA Level 2 Auditor:**

There are no education requirements for Level 2

- **NFSA Level 3 Auditor:**

There are no education requirements for Level 3

- **NFSA Level 4 Auditor:**

NFSA Level 4 certification must provide evidence of a relevant nationally or internationally recognized tertiary qualification at Australian AQTF Certification IV or equivalent or higher, such as a degree, diploma or Advanced Certificate in a food or science discipline, with a maximum of 40 hours food microbiology.

Work Style Assessment for Auditors

All applicants—except the Provisional Auditor grade—are required to complete the Work Style Assessment self-coaching tool as part of the certification process.

The Work Style Assessment is a sophisticated career and self-coaching development tool that empowers auditors through self-awareness. The assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development.

[Click here](#) for more information about the Work Style Assessment.

The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011:2011 “Guidelines for auditing management systems.” These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered
- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.

You can take the Work Style Assessment online on your computer or smartphone.

The assessment takes approximately 15 minutes to complete, however there is no time limit.

You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It’s all about understanding yourself better.

Responses are automatically processed by our partner and a PDF report will be emailed to you within one hour of completing the survey.

If you have completed the Work Style Assessment within the four years prior to application, further assessment is not required. Applicants are required to include the details of the previous assessment on their application form.

Examination of Skill

All Applicants applying for **Level 1 (NFS-1)** certification must provide evidence of the skill competency defined by Exemplar Global. Competency is to be demonstrated under auditing (on site) conditions during a compliance audit. The skill examination must be conducted by an Exemplar Global Certified NFSA skill examiner who holds the same NFSA certification level (or higher) as the applicant.

The activities to be observed by the skill examiner are:

- Opening meeting including review of planning processes;
- Site inspection;
- The entire audit (where possible);
- Auditor findings reconciliation/audit team management (where applicable);
- Closing meeting; and
- Reporting where applicable.

The skill examiner examines and reports on the competency defined in the Exemplar Global skill examination requirements for Level 1.

All applicants applying for **Level 2 (NFS-2)** certification must provide evidence of the skill competency defined by Exemplar Global. Competency is to be demonstrated under auditing (on-site) conditions during an audit of a low risk business/process. The skill examination must be conducted by an Exemplar Global certified NFSA skill examiner who holds the same NFSA certification level (or higher) as the applicant.

The activities to be observed by the skill examiner are:

- Opening meeting including review of planning processes;
- Site inspection;
- Validation of data and/or hazards;
- The entire audit (where possible);
- Auditor findings reconciliation/audit team management (where applicable);
- Closing meeting; and
- Reporting where applicable.

The skill examiner examines and reports on the competency defined in the Exemplar Global skill examination Level 2.

Examination of Skill

All applicants applying for **Level 3 (NFS-3)** certification must provide evidence of the skill competency defined by Exemplar Global. Competency is to be demonstrated under auditing (on site) conditions during an audit of a medium risk business/process. The skill examination must be conducted by an Exemplar Global Certified NFSA skill examiner who holds the same NFSA certification level (or higher) as the applicant.

The activities to be observed by the skill examiner are:

- Opening meeting including review of planning processes;
- Site inspection;
- Validation of data and/or hazards;
- The entire audit (where possible);
- Auditor findings reconciliation/audit team management (where applicable);
- Closing meeting; and
- Reporting where applicable.

The skill examiner examines and reports on the competency defined in the Exemplar Global skill examination requirements for Level 2 and Level 3.

All applicants applying for **Level 4 (NFS-4)** certification must provide evidence of the skill competency defined by Exemplar Global. Competency is to be demonstrated under auditing (on-site) conditions during an audit of a high risk business/process. The skill examination must be conducted by an Exemplar Global certified NFSA skill examiner who holds the same NFSA certification level as the applicant.

The activities to be observed by the skill examiner are:

- Opening meeting including review of planning processes;
- Site inspection;
- Validation of data and/or hazards;
- The entire audit (where possible);
- Auditor findings reconciliation/audit team management (where applicable);
- Closing meeting; and
- Reporting where applicable.

The skill examiner examines and reports on the competency defined in the Exemplar Global Skill examination Level 2, 3, and 4.

Examination of Skill

Any potential conflict of interest must be declared and referred to the Exemplar Global scheme examiner of personnel certification services prior to skill examination. Exemplar Global will decide on the conflict of interest and if the skill examination may proceed.

All skill examination dates and the Exemplar Global skill examiner must be advised to the Exemplar Global scheme examiner at least seven days prior to the skill examination.

It is the responsibility of each applicant to arrange a skill examination. A register of certified skill examiners is available at www.exemplarglobal.org.

The skill examiner submits the completed [Skill Examination Report](#) to Exemplar Global within five days of completing the skill examination.

Where applicable the applicant is to seek the agreement of the auditee to release the audit report to the Exemplar Global skill examiner using the Exemplar Global NFSA auditee approval release audit report form and submit the form to Exemplar Global within five days of completing the skill examination.

Applicants found to be “not yet competent” at the skill examination may retake the skill examination within six months using the same Exemplar Global skill examiner without incurring another application fee. The applicant is required to pay another skill examination fee before retaking a second skill examination.

Applicants are required to pay an application fee and the skill examination fee if a second or another skill examination is taken six months after the initial skill examination where the applicant was found “not yet competent.”

Surveillance

NFSA Auditors

To maintain certification, all certified NFSA auditors are required to demonstrate continuing compliance with the current certification requirements for the level of NFSA Certification awarded. Exemplar Global will provide reminders with an invoice for the annual certification fee.

Every two years from the date of initial certification or each recertification, NFSA auditors must demonstrate continuing compliance with the current certification requirements by providing:

All NFSA Auditor Grades:

- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.
- Evidence of **45 hours** of verifiable continuing professional development (CPD) activities. CPD logs and guidance are available on the Exemplar Global website at www.exemplarglobal.org.

APIQ Auditors

To maintain certification, all certified APIQ auditors are required to demonstrate continuing compliance with the current certification requirements for the certification awarded. Exemplar Global will provide reminders with an invoice for the annual certification fee.

Every two years from the date of initial certification or each recertification, APIQ auditors must demonstrate continuing compliance with the current certification requirements by providing:

All NFSA Auditors Grades:

- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved;
- Evidence of current knowledge-based competency through successful completion of the relevant Exemplar Global e-based surveillance examination for the type of certification and;
- Evidence that all pre-requisite auditor certifications are current.

Recertification

NFSA Auditors

To maintain certification, all certified NFSA auditors are required to demonstrate continuing compliance with the current certification requirements for the level of certification awarded. Exemplar Global will provide reminders with an invoice for the annual instalment of your certification fee.

Every four years from the date of initial certification or each recertification, all NFSA auditors must provide:

- Evidence of a completed skill examination by a certified NFSA skill examiner appropriate for the NFSA level of certification. Where the certified auditor has more than one scope the skill examination must be performed on a different scope at recertification.
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.

APIQ Auditors

To maintain certification, all certified APIQ auditors are required to demonstrate continuing compliance with the current certification requirements for the type of certification awarded. Exemplar Global will provide reminders with an invoice for the annual instalment of your certification fee.

Every four years from the date of initial certification or each recertification, all APIQ auditors must provide:

- Evidence of a completed skill examination completed by a certified APIQ skill examiner
- Evidence that all pre-requisite auditor certifications are current; and
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.

Expansion

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

- Complete the online expansion application available through your [online portal](#).
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

When 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 the Exemplar Global fee calculator on the Exemplar Global website at www.exemplarglobal.org.