Criteria for SQF Trainers

Requirements for Registration for SQF Trainers

4th Edition
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Introduction

The SQF Code is a process and product certification standard. It is a Hazard Analysis Critical Control Points (HACCP)-based food safety and quality management system that utilizes the HACCP principles and guidelines defined by the CODEX Alimentarius Commission, and is intended to support industry or company branded product and to offer benefits to sites and their customers. Products produced and manufactured under the SQF Code certification retain a high degree of acceptance in global markets.

First developed in Australia in 1994, the SQF program has been owned and managed by the Food Marketing Institute (FMI) since 2003, and was recognized in 2004 by the Global Food Safety Initiative (GFSI) as a standard that meets its benchmark requirements.

This document outlines the criteria for registration as an SQF trainer or contract SQF trainer for SQFI training courses.

SQF trainer registration is conducted by a designated entity of SQFI. It is intended to enhance the integrity of the SQF Program by providing the food industry with competent and qualified trainers who will work with a SQF licensed training center to provide a consistent delivery of SQFI training courses.

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1   FUNDAMENTALS

1.1   Registration Category

The criteria described in this document are for the purpose of registration as:
- SQF trainer
- Contract SQF trainer

1.2   Definitions

For the purpose of these criteria the relevant definitions provided in the most current version of the SQF Code, and the current version of the SQF Training Center license agreement together with the following definitions apply:

Applicant	A person in the process of applying to become an SQF trainer or a contract SQF trainer.
Contract SQF Trainer	A registered SQF trainer who is contracted to a SQF licensed training center to perform SQF training courses, but is not a full-time employee of the licensed training center.
HACCP Training	Training that meets the guidelines outlined in the Food and Agriculture Organization's CODEX Alimentarius Commission. Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application – Annex to CAC/RCP 1 – 1969, Rev. 4-2003), – "A system, which identifies, evaluates and controls hazards which are significant for food safety." And this training shall be:
	1. Recognized as a HACCP training course used extensively in a country.
	2. Administered and delivered by an institution recognized as a food safety training center of excellence.
	3. A minimum of two (2) days (sixteen (16) hours) in duration, or equivalent.
	4. The acquired knowledge of the candidate shall be assessed as part of the training program.
SQF Trainer	A person who is registered by SQFI to conduct SQF training courses under the coordination of a SQF licensed training center. The person may be an employee of the licensed training center or a contracted individual (contract SQF trainer).
SQF Training Course	The SQF training courses covered under the license of the SQF training center as described within the "Criteria for SQF Training Centers and Training Courses." This would be a course in which SQFI-licensed training materials are utilized. Examples of such courses include "Implementing SQF Systems," "Advanced SQF Practitioner" and "SQF Quality Systems for Manufacturing."
Sponsor	A person who has a food industry business relationship with the applicant. The sponsor must have evidence and/or personal knowledge of the relevant information contained within the application, which they have verified as detailed in section 2.8.
Trainer Training Course	Training that has been completed by the applicant on the most current techniques for training adult learners. The course should cover any or all of the

	following topics: communication skills, participant exercises and involvement, facilitation of break-out groups, and presentation skills. The course does not have to be specific to food safety. Minimum course length is one (1) full day (minimum of seven (7) hours).
Witness Training	Conducting the "Implementing SQF Systems" course by the applicant overseen by a registered SQF trainer to meet the requirement of trainer registration as described in section 2.9 - Experience in Conducting Licensed SQF Courses (Witness Training) of this document.

1.3   Summary of the Requirements for SQF Trainer Registration

The trainer applicant shall fulfil the requirements for registration as per section 2, which include:

- successfully completing one of the following courses: "Implementing SQF Systems" course, "Auditing SQF Systems" or "Lead SQF Auditor Training" course, delivered on the SQF Food Safety Codes, edition 7 or 8;
- successfully completing either the "Implementing SQF Systems" or the "SQF Food Safety Auditor" examination;
- participating in a "Trainer Training" course of at least one (1) full day (minimum seven (7) hours) in length as defined in the definitions above;
- completing co-teaching of at least two (2) "Implementing SQF System" courses witnessed by registered SQF trainer in good standing delivered on the SQF Code, either edition 7 or 8 as outlined in section 2.9 (see section 3.1 and/or 3.2 for full detail and information on those seeking to conduct the "Advanced SQF Practitioner" and/or "SQF Quality Systems for Manufacturing" courses);
- successfully completing HACCP training with certificate issued, as defined in the definitions above or in the most current version of the SQF Code;
- having at least three (3) years' experience training technical food safety training courses (minimum of 20 training days);
- possessing a minimum of two (2) years' experience developing, managing and maintaining of a food safety system;
- being employed by or contracted with at least one (1) SQF licensed training center.
- being sponsored by at least one (1) person who has a food industry business relationship with the applicant; and
- attesting to the "SQF Trainer Code of Conduct."

2   REQUIREMENTS FOR REGISTRATION

In order to effectively facilitate an understanding of the SQF Food Safety Codes and the implementation of an SQF food safety system, applicants must demonstrate competency in training adult learners and knowledge of the most current version of the SQF Food Safety Codes.

The following training experience, training, and food industry work experience requirements apply to all applicants unless otherwise specified or exempted by SQFI.

Applicants must demonstrate through their qualifications that they possess a satisfactory level of knowledge and experience in a particular food industry sector. This knowledge and experience shall be documented in the Trainer Training Experience Log and Industry Experience Log.

2.1   Skills
  a. Describes the key aspects of the SQF Food Safety Codes, in use at the time of application and associated supporting documents.
  b. Identifies and assesses potential food safety hazards and quality defects at all links in the food supply chain including:

- Biological hazards
- Chemical hazards (including allergens)
- Physical hazards

and aids course attendees in understanding the application of this knowledge to their own products and processes.

c. Appraises participant knowledge to determine learning needs.
d. Adapts presentation of course content to suit the needs of participants.
e. Facilitates learning using a variety of adult teaching methods.
f. Demonstrates appropriate and effective communication with course attendees.
g. Applies effective presentation skills to communicate course content and facilitate participant learning.

2.2   Baseline Knowledge

a. Illustrates how the most current version of the SQF Food Safety Codes and associated documents are applied in the implementation of an SQF System.
b. Applies the current principles and practices of HACCP as described in the current edition of the Food and Agriculture Organization's Codex Alimentarius Commission. Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application – Annex to CAC/RCP 1 – 1969, Rev. 4-2003).
c. Relates relevant pre-requisite programs, industry codes of practice, legal requirements, regulatory requirements, industry guidelines and standards to the implementation of an SQF System.
d. Demonstrates a risk-based approach to defining and controlling food safety hazards.
e. Relates food industry knowledge to demonstrate the application of the most current version SQF Code within a participant's operation.
f. For those applicants seeking approval to teach the "Advanced SQF Practitioner" course (as per section 3.1), demonstrate how to:
    i. use the internal audit program to manage, maintain and enhance the site's SQF System;
    ii. harness the corrective action/preventive action process to identify trends and build continuous improvement;
    iii. communicate return on investment with senior management to more fully define the site's commitment to food safety; and
    iv. develop and prioritize key performance indicators to assure continuous improvement of the SQF System.
g. For those applicants seeking approval to teach the "SQF Quality Systems for Manufacturing" course (as per section 3.2), be able to describe and demonstrate:
    i. the cost of quality, including prevention, appraisal, internal, and external failure cost categories and evaluate the impact that changes in one category will have on the others.
    ii. how ISO 9001standards and methods such as total quality management (TQM), continuous improvement, and benchmarking can be used to define quality management systems.
    iii. quality theories proposed by Shewhart, Deming, Juran, Crosby, Feigenbaum, and Ishikawa.
    iv. problem-solving tools such as Pareto charts, cause and effect diagrams, flowcharts, control charts, check sheets, scatter diagrams, and histograms.
    v. how to use affinity diagrams, tree diagrams, process decision program charts (PDPCs), matrix diagrams, prioritization matrices, interrelationship digraphs, and activity network diagrams.
    vi. tools such as root cause analysis, PDCA, six sigma DMAIC (define, measure, analyze, improve, control), and failure mode and effects analysis (FMEA).

2.3   Personal Attributes

a. Demonstrates personal attributes and professional integrity necessary to conduct effective training on the SQF Code and its implementation within the food industry.
b. Adheres to the Trainer Code of Conduct.

2.4 Training

Applicants shall have successfully completed the following training courses:
a. HACCP training as defined in the definitions in this document or the glossary of the most current version of the SQF Code.
b. Trainer training of one (1) full day (minimum of seven (7) hours) duration with certificate issued, as defined in the definitions in this document.
c. Either the "Implementing SQF Systems" training, "Auditing of SQF Systems," or "Lead SQF Auditor Training" course. Courses completed before January 1, 2012 (i.e., against versions of the Code prior edition 7) will not be valid for new SQF trainer applications.
d. Successful completion of either the "Implementing SQF Systems" or "SQF Food Safety Auditor" examination.

For those applicants seeking approval to teach the "Advanced SQF Practitioner" course, successful completion of the "Advanced SQF Practitioner" course and "Advanced SQF Practitioner" examination is also required. See section 3.1 for full details.

For those applicants seeking approval to teach the "Quality Systems for Manufacturing" course, successful completion of the "Quality Systems for Manufacturing" course is also required. See section 3.2 for full details.

2.5 Training Experience

All applicants are required to have sufficient experience with training adult food industry employees and shall:
a. have attended a "trainer training" course of at least one (1) full day (minimum of seven (7) hours) in length that meets the definition found in section 1.2.
b. possess at least three (3) years (minimum twenty (20) training days) of food safety training in the food industry, such as training teams on Good Manufacturing Practices, teaching HACCP classes, etc. This training experience shall not include witness training of the "Implementing SQF Systems," "Advanced SQF Practitioner" or "SQF Quality Systems for Manufacturing" courses.

2.6 Food Industry Work Experience

Applicants shall have work experience in a technical, professional or supervisory position involving accountability and the exercise of judgment. This is documented in the Industry Experience log found on the SQFI website (sqfi.com).

In addition, all applicants are required to demonstrate two (2) years' experience with food hygiene and food safety based programs involving HACCP or other appropriate risk management systems, such as developing, managing and maintaining food safety systems (quality systems experience is required of those seeking to conduct the "SQF Quality Systems for Manufacturing" course, as per section 3.2).

Alternatively, demonstrated experience involving equivalent practices that are deemed to provide experience relevant to the training being delivered and the competencies described in this document for SQF trainers may be considered.

2.7 Relationship with a SQF Licensed Training Center

SQF trainers and contract SQF trainers shall work on behalf of a SQF licensed training center.

2.8   Sponsor

Each application for initial registration shall be sponsored by at least one person who has a food industry business relationship with the applicant. Sponsors must have evidence and/or personal knowledge of the relevant information contained within the applicant's application. For applicants who are employees of a licensed training center, the sponsor form, found on the SQFI website (sqfi.com), can be completed by a representative of the licensed training center.

2.9   Experience in Conducting Licensed SQF Courses (Witness Training)

Each application must have a record of two (2) "Implementing SQF Systems" courses that were co-taught by the applicant and witnessed by a registered SQF trainer. The registered SQF trainer must have been present during the entire delivery by the applicant trainer; however the applicant cannot present more than eight (8) hours of the sixteen (16) hour course. The two (2) courses presented must have been delivered on the SQF Code, editions 7 or 8 only. Witnessed applicants will be asked to submit evidence and appraisal of the events in the form of evaluation available by contacting SQFI which accompanies the Trainer Qualification Log found on the SQFI website (sqfi.com).

Those applicants seeking approval to teach the "Advanced SQF Practitioner" course must have a record of at least one (1) of the required two (2) witness courses co-taught against the "Advanced SQF Practitioner" course. See section 3.1 for full details.

Those applicants seeking approval to teach the "SQF Quality Systems for Manufacturing" course must have a record of at least one (1) of the required two (2) witness courses co-taught against the "SQF Quality Systems for Manufacturing" course. See section 3.2 for full details.

2.10   Personal Declaration (Code of Conduct)

Each applicant for initial registration is required to sign a declaration personally attesting they shall comply with the SQF Trainer Code of Conduct and that any complaints regarding their performance shall be fully dealt with in a manner to prevent recurrence.

3   APPLICATION PROCESS

The SQFI or their designee assesses the competencies of applicants for SQF trainer registration by evaluating submitted evidence of education, training, training experience, and food safety experience against the requirements specified in these criteria.

Applicants must ensure that their application includes evidence of all competencies detailed in the criteria, evidence of required training and other relevant educational qualifications and that all other information requested has been provided.

All applications are completed and submitted online on the SQFI website (www.sqfi.com). The applicant will be required to upload evidence supporting their application as part of the online process. It is suggested that the applicant have the following documentation available prior to starting the application process:

- Trainer Sponsor Form
- Training and Examination Certificates
- Trainer Training Course Certificate
- Trainer Training Experience Log
- Trainer Industry Experience Log
- Trainer Qualification Log (Witness Training Log)

Applications will not be processed until all required documentation and fees are received.

3.1 Approval of Trainers to Conduct the "Advanced SQF Practitioner" Courses

Approval of registered SQF trainers to conduct the "Advanced SQF Practitioner" course is carried out by the SQFI.

Those registered SQF trainers seeking qualification to teach the "Advanced SQF Practitioner" course must:
- Be a registered SQF trainer in good standing, AND
- Have attended an "Advanced SQF Practitioner" course taught by a registered SQF trainer in good standing who is currently approved by SQFI to teach the "Advanced SQF Practitioner" course, AND
- Submit certificates proving the above and the "Advanced SQF Practitioner" Course Instructor Validation form.

3.2 Approval of Trainers to Conduct the "SQF Quality Systems for Manufacturing" Course

Approval of registered SQF trainers to conduct the "SQF Quality Systems for Manufacturing" course is carried out by the SQFI.

Those registered SQF trainers seeking to teach the "SQF Quality Systems for Manufacturing" course shall meet the following requirements:
- Be a registered SQF trainer in good standing; and
- Be qualified as per below; and
- Have participated in the "SQF Quality Systems for Manufacturing" trainer training webinar (either live or via recording) or have attended the "SQF Quality Systems for Manufacturing" course taught by a registered and approved SQF quality trainer in good standing who participated in or viewed the SQFI trainer training webinar or is otherwise approved by SQFI to teach the Quality course.
- Submit the signed "SQF Quality Systems for Manufacturing Course" Instructor Validation form for approval.

Applicants shall:
- demonstrate successful completion of a minimum of thirty-six (36) hours of quality management or process control training, OR
- demonstrate successful completion of ISO 9001:2015 thirty-six (36) hour certified lead auditor course, OR
- have a minimum of two years of experience implementing quality management or process control in a food manufacturing environment; or
- in lieu of the above requirements, possess a quality management designation such as ASQ Certified Manager of Quality/Organizational Excellence.

4 EVALUATION OF APPLICATIONS

On receipt of an application, all information is reviewed for accuracy, including documentary evidence of training and formal qualifications, and verifies on a sample basis the experience claimed by the applicant to establish the validity of such claims.

Applications are evaluated by SQFI or its designee who evaluates the applicant's qualifications, training, and food industry work and technical training experience. The feedback received on the performance of the applicant is also reviewed.

Additional supporting information may be required from the applicant or from other industry representatives. If satisfactory verification of information and experience from competent referees is not obtained, an interview may be required.

Based on the information provided by the applicant, SQFI or its designee will determine whether to grant registration. SQFI or its designee maintains a confidential file on each applicant which includes the original application documentation, appeals and complaints, technical training logs and re-registration documents.

4.1 Certificate of Registration

Each successful applicant receives a Certificate of Registration issued by the SQFI or its designee. Certificates have an expiry date, which is the date that re-registration falls due. The terminology to be used by the registered SQF trainer in describing their registration on business cards, letterhead etc. is: "Registered SQF Trainer."

4.2 Publication of Registration

A database of registered SQF trainers and contract SQF trainers is displayed on the SQFI website (sqfi.com).

5 REQUIREMENTS FOR ANNUAL RE-REGISTRATION

Re-registration is required every year from the anniversary date of initial registration. Requirements for annual re- registration include submission of the following along with the annual re-registration fee:
1. Evidence of presenting at least two (2) licensed SQF training courses, as detailed below,
2. Evidence of professional development, as detailed below, and
3. Participation in an SQFI Professional Update.

In addition, the SQF trainer or contract SQF trainer must uphold the Code of Conduct by having no outstanding or uninvestigated complaints at the time of re-registration.

5.1 Delivery of SQF Training Courses

Registered SQF trainers are required to provide evidence of presenting at least two (2) "Implementing SQF Systems," "Advanced SQF Practitioner" or "SQF Quality Systems for Manufacturing" (as an approved "Advanced SQF Practitioner" and/or "SQF Quality Systems for Manufacturing" trainer) or combination of such, training courses within the last twelve (12) months of their re-registration date. For a training course to count as being delivered by the SQF trainer or contract SQF trainer, the SQF trainer or contract SQF trainer must have presented at least half the duration of the course. Each registered SQF trainer or contract SQF trainer must maintain a SQF training log, found on the SQFI website (sqfi.com) and submit it as supporting documentation for re-registration.

5.2 Professional Development

Registered SQF trainers shall undertake at least fifteen (15) hours of continuing professional development annually, which is relevant to their food safety work and their personal needs for skills and knowledge. Professional development information shall be provided in the Professional Development Log found on the SQFI website (sqfi.com). The following activities are examples of professional development:
▪ Formal short course participation;
▪ In-house course / workshop participation;
▪ Conference / seminar attendance;
▪ Professional body / association meeting attendance;
▪ Relevant committee and working group meeting attendance;
▪ Preparation and public presentation of papers; or
▪ Preparation and publication of articles.

In the selection of annual professional development, registered SQF trainers and contract SQF trainers need to consider their personal strengths and weaknesses to identify areas for personal improvement. These activities should target new or the improvement of existing food safety and quality management methodologies.

Note: Training, development of programs, or other activities completed in the execution of one's daily work are not considered professional development and should not be included.

5.3 SQFI Professional Update

All SQF credentialed professionals, including registered SQF trainers and registered contract SQF trainers, are required to participate in one (1) Professional Update course delivered by SQFI within their registration year.

5.4   Reaffirmation of the SQFI Code of Conduct

Each applicant for re-registration will be asked to attest that they will comply with the SQFI Code of Conduct and that any complaints regarding their performance will be dealt with in a manner to prevent recurrence.

6   APPEALS

Written appeals against the outcome of an application for registration or re-registration will be investigated by the SQFI or its designee. Decisions made by SQFI or its designee relating to any appeal are final.

7   COMPLAINTS AGAINST REGISTERED SQF TRAINERS

Complaints regarding the conduct of a registered SQF trainer or contract SQF trainer will be acknowledged and investigated by the SQFI or its designee. Substantiated evidence of misconduct may result in withdrawal of registration.

8   SQF TRAINER CODE OF CONDUCT

All registered SQF trainers and contract SQF trainers have an obligation to maintain the integrity of the SQF program by observing the SQFI Code of Conduct. Failure to do so may result in withdrawal of their registration. The Code of Conduct must be carefully reviewed and acknowledged by the applicant as part of the registration or re-registration process.

8.1   FUNDAMENTAL PRINCIPLES

The SQF trainer or contract SQF trainer shall:

8.1.1   Act professionally, accurately, honestly and impartially and in an unbiased manner.
8.1.2   Not act in any way that would prejudice the reputation of the SQF Program and SQFI and to cooperate fully with an inquiry in the event of any alleged breach of the SQF Program.
8.1.3   Only conduct SQF courses with current official SQF materials provided in accordance with SQF Training Center license agreement.
8.1.4   Only conduct SQF training courses through a SQF licensed training center as a registered SQF trainer or registered SQF contract trainer.

8.2   RELATIONS WITH THE PUBLIC

The SQF trainer and contract SQF trainer shall:

8.2.1   Use their best endeavors to promote the worth of SQFI and the SQF Program.
8.2.2   Act with professionalism and integrity when promoting their services.
8.2.3   Make it clear when dealing with the public, the capacity in which they are acting and on whose behalf (if any) they are acting.

8.3   RELATIONS WITH THEIR EMPLOYER COLLEAGUES/CLIENTS

The SQF trainer and contract SQF trainer shall:

8.3.1   Act in professional matters as a faithful operator to each employee/client.
8.3.2   Inform employees and clients of any business connections, interest or affiliations, which might influence judgment or impair the equitable character of its services.
8.3.3   Indicate to their employer or clients the adverse consequences to be expected if their professional judgment is overruled.
8.3.4   Not disclose information concerning the business affairs or technical process of any present or former client without the client's consent.
8.3.5   Not accept compensation from more than one party for the same service without the consent of all parties.

8.4   RELATIONS WITH PEERS

8.4.1   The SQF trainer and contract SQF trainer shall develop the professional skills of those under their supervision.