Auditors Criteria

CRT 6.4 Food Safety Management System Auditor

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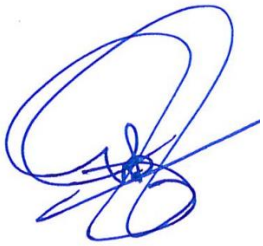
Approved by	SAATCA Board  _____ **Chairman: James Jordaan**
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1. INTRODUCTION

1.1. Purpose

This document describes the Food Safety (FS) Scheme criteria for SAATCA auditor certification, based on ISO 22000:2018.

These criteria are intended to be used by:

1. Potential applicants to determine their suitability / readiness for making application for initial certification and for maintenance thereof and for ensuring they submit all necessary evidence and
2. The SAATCA Evaluation Committee and Certification Manager to evaluate such applications

General note: The term “scheme” is equivalent to “discipline” as referenced in ISO 19011:2018.

1.2. Definitions and Abbreviations

For the purpose of these criteria, the terms and definitions in ISO 9000, ISO 19011:2018, ISO/IEC 17000, ISO/IEC 17021-1:2015 and ISO/IEC 17024:2012 apply

List of acronyms

SAATCA	:	Southern African Auditing and Certification Authority
ISO	:	International Organization for Standardization
SABS	:	South African Bureau for Standards
FSMS	:	Food Safety Management Systems
PRP	:	Pre-requisite Programmes
GDP	:	Good distribution practice
GMP	:	Good manufacturing practice
HACCP	:	Hazard analysis and critical control point
CPD	:	Continual Professional Development.
SANS	:	South African National Standard
FS	:	Food Safety

1.3. References

- ISO 19011:2018 - Guidelines for auditing management systems
- ISO/SANS 22003:2014 – Food safety management systems -- Requirements for bodies providing audit and certification of food safety management systems
- ISO/IEC 17024:2012 Conformity Assessment – General Requirements for Bodies operating Certification of Persons
- ISO/IEC 17021-1:2015 Conformity assessment — Requirements for bodies providing audit and certification of management systems
- IAF Guidance on the Application of ISO/IEC 17024:2012 Conformity assessment – General Requirements for Bodies operating Certification of Persons. (IAF GD 24)
- References related to Auditing Sampling (ISAE3000, GHTF/SG4/N30R20)
  - QSP 1.4 Appeals, complaints and disputes
  - QSP 1.9 Transfer of Certification
  - ARP 2.1 Processing Enquiries Application for Auditor Registration
  - ARP 2 3 Auditor Certification
  - ARP 2 4 Witnessing of Auditor Competence
  - ARP 2 7 Renewal Suspension and Withdrawal of Auditor Registration
  - ACR 5.1 Evaluation Committee
- SAATCA Forms/ documents - various, referenced as SF
  - SF18 Application for Re-certification
  - SF26 SAATCA Audit log

- SF27 SAATCA CPD log
- SF29 Code of Conduct Auditor
- SF45 Auditor performance report
- SF51 Code of Conduct Sponsor
- SF52 Code of Conduct Witnessing Lead Auditor
- SF72 Auditee Feedback Report
- SF70 Application for initial certification
- SF149 Application form for sectors

Note: Unless otherwise specified, the standards referenced in this document are deemed to be the current editions. Any standard or legislative references relate to the current published version. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

1.4. Equivalent Standards

Whilst the SAATCA registration schemes are based on the primary international or national standard, which in the case of Food safety scheme auditing, is ISO 22000:2018 where these exist, it recognises that there are other standards that may be equivalent for the purposes of SAATCA management system auditor registration.

Where there are such equivalent standards, the Food Safety Scheme Committee develop and publish the list of equivalent standards which can be used as the basis of competence for each scheme. These equivalence lists are approved by the Technical Management Board as part of these criteria as follows:

List of Equivalent Standards for ISO/IEC 17021-1:2015

SANS 22003:2014 Food safety management systems -- Requirements for bodies providing audit and certification of food safety management systems

List of Equivalent Standards

In addition to meeting the criteria specified in the body of this document, Applicants for registration as SAATCA Food Safety Auditors must satisfy the knowledge base relevant to the references for the specific grades and schemes for which they wish to certify.

- Refer to Appendix 2 for list of applicable legislation and equivalent standards

If a standard has not been approved as equivalent, the onus is on the applicant to provide sufficient evidence to justify its acceptance by the Scheme Committee and approval by the Technical Management Board.

1.5. "Start Up" Concession for New Schemes

When this was a new SAATCA scheme being launched, where there were not yet any qualifying Lead Auditors for witnessing or evaluation purposes, the Scheme Committees had the option to grant applicable "Start Up" based registrations.

Note: the Start Up clause is the expression used when a scheme has to start / be initiated, to enable the scheme to get off the ground. It is based on accepting the existing competence and experience of practitioners already in the relevant field, who are not yet able to fulfil those requirements that rely on the existence of Lead Auditors in the new scheme, because there are no such Lead Auditors as yet.

Concessionary approval may be granted by SAATCA with the proviso that a suitable portfolio of evidence is maintained to demonstrate conformance with these Scheme Specific “Start Up” criteria.

“Start Up” auditors shall comply with all the criteria except where deviations have been noted.

1.6. SAATCA FS Scheme Sectors

Refer to attachment A Table 1: Food Handling Sectors

1.7. SAATCA Auditor Grades

1.7.1. Provisional Auditor (Also referred to as "in-training" in certain industry sectors)

This grade is the entry or training grade. It recognizes an applicant to have the appropriate personal behaviours, educational, professional and technical competence but does not yet meet the criteria for auditing experience and demonstration of audit competence of the other grades. This grade is qualifications based, without competence evaluation.
This is not SANAS accredited grade of management system auditor.
Provisional Auditors will be given non- accredited letters of acknowledgement, stating the applicant's applicable scheme of registration and registration number, but will not be formally issued with Certificates and registration cards.
This grade is a transition grade with the intention that, over time, Provisional Auditors progress to auditors once they meet the requirements.
No Provisional Auditor registered in terms of this grade may suggest or imply certification status as a management system auditor.

1.7.2. Auditor Grade

This grade recognizes the applicant as a competent Auditor, contributing as an effective member of an audit team. This grade applies typically to auditors who take part in audits as members of a team rather than audit team leaders.
Auditors shall be issued with Certificates and Auditor registration cards.

1.7.3. Lead Auditor Grade

The Lead Auditor grade is reserved for auditors who conform to the requirements of Auditor grade and who are competent and experienced at managing audits and leading audit teams. This grade applies typically to auditors who lead audits of more than one auditor.
Lead Auditors shall be issued with Certificates and Lead Auditor registration cards.

1.7.4. Internal Auditor Grade

This grade applies to applicants that conduct audits within and for or on behalf of organisations by whom they are employed, and may include supplier audits, provided they cover the full scope of the relevant management system.

It is not intended to imply that an Internal Auditor is less qualified than an Auditor, only that the application of the auditing practice is limited to one organisation. The same level of qualification and work experience is required as that of the Auditor grade.
Internal Auditor certification shall be granted in respect of the specific organisation for which internal audits are conducted.

Internal Auditors shall be issued with Certificates and Internal Auditor registration cards on which reference will be made to the organization where the internal audits are carried out and for which the Internal Auditor has been certified.

If a SAATCA certified Internal Auditor leaves the employment of the organisation for which internal auditor certification is held, his or her certification as a SAATCA certified internal auditor for that organisation is no longer valid. Should the auditor resume internal auditing at a different organisation, they would qualify to transfer their internal auditor certification, by making application relative to the new organisation. Alternatively, they could apply for full Auditor grade as they potentially satisfy the requirement for auditing multiple management systems.
Internal auditor is not recognised nor currently a SANAS accredited grade of management system auditors.

1.7.5. **Scopes for Food Safety** Auditors

The Food Safety scheme has approved four different scopes for which Food Safety auditors can apply

1.7.5.1. Hygiene inspection level (Not SANAS accredited)

This is designed for auditors who ONLY conduct hygiene inspections on hotel and hospitality, food service, kitchens/outlets, retail outlets including in-store deli/bakery/butcheries, milking sheds and food premises inspections, based on eg. R638,

1.7.5.2. PRP level - Food Safety requirements for prerequisite programmes (Not SANAS accredited)

This is designed for auditors who conduct audits of food handling facilities of food manufacturing facilities, example SANS 10049: “Food safety management – requirements for prerequisite programmes (PRPs)”, ISO/TS 22002 and other recognised PRP standards. This level also caters for auditors conducting audits against the Meat safety Act and associated regulations, Act 40 of 2000, Global gap, etc.

1.7.5.3. HACCP level - Hazard analysis and critical control point systems

This is designed for auditors who conduct audits based on HACCP eg. SANS 10330:2007

1.7.5.4. Food safety management systems level

This is designed for auditors who conduct audits of food safety management systems based on, ISO 22000:2018.

1.8. Advancement to another grade, sector or scope

Advancement to another certification grade or extension to another sector or scope can be attained at any time provided suitable competence and experience for that grade, sector, and scope is gained.

Certificated auditors of any grade, sector, and scope, who can demonstrate competence and are successfully evaluated against the applicable criteria required for another grade, shall qualify for advancement to such grade, sector, and scope.
When applying for advancement from one grade to other or extending sector/scope, applicants are required to complete the application form and submit the applicable evidence relevant to the new grade.

Internal Auditor: Auditors who have gained sufficient audit experience to advance to Auditor grade will need to provide a reference(s) from their employer or client(s) describing their FS role and the duration of their involvement

1.9. Suspension and Withdrawal of Certification - ARP 2.7

All suspensions and withdrawals of certification shall be managed in accordance with ARP 2.7

1.10. Complaints, Appeals and Disputes Process - QSP 1.4

All complaints, appeals and disputes shall be managed in accordance with QSP 1.4

1.11. Criteria for Auditor Transition in the Event of Substantial Changes to Criteria

In the event of any substantial changes to any of these auditor criteria eg a management system standard changing, etc the Scheme Committee shall develop and publish a process for transition and the transition period (if any). The transition requirements shall be clearly specified and approved by the Technical Management Board. These shall be published (for example as an annex to these criteria, a communique, etc and communicated to registered auditors and applicants.

Transition timelines for these criteria:
For transition details, refer to the Maintenance Section of the Criteria Table

1.12. Transfer of Certification - QSP 1.9

All transfers of auditor certification from other auditor certification bodies shall be processed in accordance with QSP 1.9

1.13. Use of the SAATCA Logo - SF 48

The use of the SAATCA logo shall be in accordance with: Regulations Governing the SAATCA Logo (SF48)

1.14. Notifiable Changes - SF 56

By signing the SAATCA Auditor's Code of Conduct, all auditors commit to notify SAATCA of any changes that can affect the auditor's state of conformance with SAATCA and compliance with regulatory or legal requirements. Refer to SF 56 regarding notifying SAATCA of any changes.

1.15. Publication of Details of SAATCA Registered Auditors

SAATCA shall publish details of registered auditors, (including grade and status, where applicable) on the website: **www.saatca.co.za**.

Requirements	Criteria			Submissions
Additional Sector/scope	Refer to SAATCA criteria for specific schemes Eg FS – 4 audits plus either training or work experience in the scope			CV, certificates audit log
Auditing (additional scheme/s)	Auditor : Minimum of 15 days, at least 4 separate audits of which one is a witnessed audit, and one with auditee feedback	Internal Auditor: Minimum of 4 days, at least 3 separate of which one is a witnessed audit, and one with auditee feedback	Lead auditor: Minimum 15 days , specified by the specific scheme (automatically gain LA status if all other criteria are met)	Audit log (fully signed off) Witnessed Audit Report Auditee Feedback
Witnessing	Witnessing Lead Auditors shall be independent of the applicant they witness			Application form & Code of conduct
Sponsor	Sponsor has personal knowledge of the applicant and verified the CV			Performance Report & code of conduct
Auditing (first scheme of certification)	Auditor: Minimum of 20 days, at least 4 separate audits of which one is a witnessed audit and one with auditee feedback	Internal Auditor: Minimum of 5 days, at least 3 separate audits of which one is a witnessed audit and one with auditee feedback	Lead auditor: Minimum of 10 days on site with 5 days of off site lead audit activities, at least 3 audits (after auditor audits) of which one is a witnessed audit and one with auditee feedback	Audit log (fully signed off) Witnessed Audit Report Auditee Feedback
Attributes/ Personal behaviours	Desirable attributes/changing to personal behaviours (exhibited during the audit process and attested by Sponsor and Witnessing lead auditor)			Sponsor and Witnessing lead Auditor Report
Training	Lead auditor training (ISO 19011:2018 and ISO 17021-1:2015 based) 5 days – once off Management system standard training. ISO/FSMS standard [3 days] – prior to lead auditor course Internal Auditor Training based on ISO19011:2018 3 daysUnderstanding & Implementation (eg FSMS)			Certified copies of training certificates
Work experience	4 years work experience relevant to field (eg quality, environment, safety etc.) 2 years relevant to scheme MS standard (eg ISO 9001, 14001 ISO 45001, ISO 22000, etc). Can be concurrent with the 4 years work experience	5 years work experience relevant to field (eg Food, quality, environment, safety etc.) 2 years relevant to scheme MS standard (eg ISO 9001, 14001 ISO 45001, ISO 22000, etc). Can be concurrent with the 4 years work experience		CV
Education	Degree/diploma	Degree/diploma equivalent - 4 years work experience relevant to degree/diploma/scheme field		Certified copies of certificates
	Grade 12 or NQF equivalent			

2. INITIAL APPLICATION REQUIREMENTS

REQUIREMENT	ADMISSIBLE EVIDENCE
2.1. Application Documents and Codes of Conduct	
2.1.1. Application forms Applicants shall complete and submit the SAATCA application documentation, according to the Application Checklist section of the application form, including: application form (SF79, with the completed Sponsor's section and personal declaration (SF 29), and ensure that a signed Sponsor's Code of Conduct (SF 51) accompanies the application. For specific sectors a completed Application Form for Sectors (SF149) clearly indicating the sectors applying for, must accompany the application documentation As part of the application, applicants shall provide evidence of work experience, audit experience, education and training. ***Sponsors***: These may be either the applicants line manager or (in the case of self-employed applicants) or an individual with professional knowledge of the applicant and willing and able to attest to their personal behaviours (see below).	Completed Application form and Checklist (Included in the Application form, SF79), including CV details and sponsorship from at least one individual (who has a business relationship) attesting to the applicant's fulfilment of the requirements. Certified copy of ID (Identity document). Completed signed Auditor's Code of Conduct (SF 29). Completed signed Sponsor's Code of Conduct (SF 51). Completed Application Form for Sectors (SF149) Certified true copies of relevant academic qualifications and/or professional registration in the sector of the application Self-employed applicants shall submit a portfolio of evidence that demonstrates the attestations required.
2.1.2. Code of Conduct In the event of verified breach of the SAATCA applicants / witnessing lead Code of Conduct, auditors will be precluded from reapplying for 3 years.	
2.2. Personal Behaviours	
Applicants shall be able to demonstrate the personal behaviours necessary for the effective and efficient performance of an audit. Desirable personal behaviours for all auditors are: • Ethical, Open-minded, Diplomatic, Observant, Perceptive, Versatile, Tenacious, Decisive, Self-reliant, acting with fortitude, open to improvement, culturally sensitive, collaborative, Professional, Morally courage, Organized.	Completed signed Sponsor Code of Conduct (SF 51). Completed Sponsor's declaration on Application form for Certification. (Also refer below under Witnessing).
2.3. Education	
Applicants must have attained an educational standard that permits the necessary knowledge to perform effectively as an auditor. This includes: **Option One: With a tertiary education**: Grade 12 or equivalent to NQF Level 4 (secondary education) and Tertiary education (e.g. degree or diploma). **Option Two**: **In the absence of degree or diploma (tertiary education):** Matric or equivalent to NQF Level 4 **plus** 4 years' work experience in a relevant field. **Refer below for details per type and grade of food safety auditor**	Option 1: Certified true copies of relevant academic qualifications and/or professional registration in the sector of application Option 2: Certified true copies of Grade 12 or equivalent to NQF Level 4 and copy of CV or equivalent evidence of the work experience. Any break in work experience shall not be longer than 10 years prior to application, and supported by evidence of continuing professional development is provided.

REQUIREMENT	ADMISSIBLE EVIDENCE
2.4. Work Experience	
2.4.1. General Work Experience **For the initial sector of application:** **Option 1: Where applicants have a degree/ diploma:** For the first sector applicants for all grades shall have completed a minimum of four years of work experience in a role that is food safety specific in a technical, professional or managerial position involving the exercise of judgement, problem solving and communication with other managerial personnel, peers, customers, interested and affected parties and/or authorities. Relevant process knowledge and food manufacturing/ preparation/ managerial / supervisory and quality control experience essential	Verifiable evidence of work experience: Record of employment, eg CV verified by a line manager, through signature of SF51, attesting to technical, professional or managerial experience as well the applicant's involvement in the exercise of judgement, problem solving and communication with other managerial personnel, peers, customers, interested and affected parties and/or authorities.
Option 2: Where applicants do not have a degree/ diploma: Applicants for all grades shall have completed a minimum of **4** years of work experience as the education equivalent plus five years of work experience in a role that is food / safety specific experience (excluding any in-service training) in a technical, professional or managerial position involving the exercise of judgement, problem solving and communication with other managerial personnel, peers, customers, interested and affected parties and/or authorities. Relevant process knowledge and food manufacturing / preparation/ managerial / supervisory and quality control experience essential	Copy of current and correct CV and Signed sponsor Code of Conduct SF51 (attestation).
2.4.2. <u>For sector registration or a new sector extension: minimum of</u> ▪ 6 months' work experience in that specific sector; **OR in the absence of 6 months' work experience** ▪ Audit log of 4 qualifying audits in the sector applied for. (Audit hours must be attained after successful completion of required lead auditor training as specified. The audit hours shall be gained on different sites - refer to SANS 22003:2014) **PLUS** Sector training (formal/informal course), workshop, project, CPD etc, case work,	
Acceptable experience would be where the applicant has acquired significant experience in at least one of the following: • Full time role as manager, supervisor, engineer or technician involved in the technical aspects of facility operation in compliance with applicable regulations. • Implementation and maintenance of a management system, or integrated management system applicable to the scope of application, involving management system conformity management. • Monitoring compliance with applicable laws and regulation on behalf of a regulating body.	

REQUIREMENT	ADMISSIBLE EVIDENCE
• Provision of appropriate consultancy services involving the management system applicable to the application. • Full time role relating to the performance of the management system applicable to the application and management of audits of all types (not necessarily management system audits). • Periods of training will not be considered as eligible toward meeting this criterion. **Note**: For auditors applying for a second (and third etc) scheme discipline, - the work experience related to the second (and third, etc) discipline may be concurrent with the work experience in the first scheme/discipline but must be scheme specific.	
2.4.3. Management System Work Experience The applicants shall have at least 2 years relevant Management System e.g. implementation, operation, consulting services within technical operations and/or auditing experience gained within the field for which certification is sought. This may be concurrent with the relevant general work experience.	As for general work experience above
2.5. Knowledge and Skills	
2.5.1. All auditor grades – generic knowledge and skills	
Food Safety Auditors shall have knowledge and skills in the following areas: a) Audit principles, procedures and techniques to enable the Auditor to apply those appropriate to different scenarios to ensure that audits are conducted in a consistent and systematic manner. An auditor should be able: • to apply audit principles, procedures and techniques; • to plan and organize the work effectively; • to conduct the audit within the agreed time schedule; • to prioritize and focus on matters of significance; • to collect information through effective interviewing, listening, observing and reviewing documents, records and data; • to understand the appropriateness and consequences of using sampling techniques for auditing; • to verify the accuracy of collected information; • to confirm the sufficiency and appropriateness of audit evidence to support audit findings and conclusions; • to assess those factors that can affect the reliability of the audit findings and conclusions; • to use work documents to record audit activities; • to prepare audit reports; • to maintain the confidentiality and security of information; • to communicate effectively, either through personal linguistic skills or through an interpreter. b) Management system and reference documents to enable the auditor to comprehend the scope of the audit and apply audit criteria. Knowledge and skills in this area should cover: • the application of Food Safety in organizations; • the interaction between the components of the Food Safety systems.	Various evidence as itemized in the sections following.

REQUIREMENT	ADMISSIBLE EVIDENCE
• Food Safety system standards, applicable procedures or other management system documents used as audit criteria, • recognising differences between and the priority of, the referenced documents, • application of the reference documents to different audit situations and, information systems and technology for authorization, security, distribution and control of documents data and records	
2.5.2. All auditor grades – scheme and sector specific knowledge and skills	
2.5.2.1 Food Safety related legal and contractual requirements and other requirements applicable to the audit/auditee product and service Knowledge applicable laws, regulations and other requirements relevant tot scheme to enable the auditor to work within and be aware of the applicable legislation(s) that applies to the organisation being audited. **Note**: The competence required is not intended to be sufficient to enable the applicant to conduct legal compliance audits. Knowledge of and skills to judge whether Food Safety has been established, is being implemented, maintained and improved in line with the general principles and dictates of applicable law. This requirement entails • Local regional and national codes, laws and regulations • Contracts and agreements • International treaties and conventions and • Other requirements to which the organization subscribes relevant knowledge of the applicable legal requirements for the facility, product and process	Knowledge of applicable food legislation is required. Knowledge may be demonstrated by means of either successful completion of course work, or by means of demonstrated case work or work experience. The extent of knowledge of food legislation is limited to applicable food legislation that is applicable to the organisation for which certification is applied for. Applicants shall objectively demonstrate their ability to distil legal requirements that apply to specific food safety aspects. SAATCA may also examine this knowledge by means of an examination, or interview or otherwise.
2.5.2.2 Food safety management methods, techniques, performance and technology The objective is to enable the auditor to examine Food Safety Management Systems and to generate appropriate audit findings and conclusions. • Knowledge and skills in this area to cover as follows (also refer ISO 19011:2018 ISO/IEC 17021-1:2015 and SANS 22003:2014): **2.5.2.3 Details from SANS 22003** • Current principles • Identification of food safety hazards • Methodologies used for determination, implementation and management of control measures and the ability to assess the effectiveness selected control measures • Corrections and corrective actions to be taken with regards to food safety matters • Assessment of potential food safety hazards linked to the food supply chain	Applicants shall objectively demonstrate their knowledge of the requirements. Knowledge may be acquired either by means of education, training, successful completion of course work, or by means of demonstrated case work or work experience. Applicants shall submit a compiled portfolio of evidence such as: • education • case work, • courses attended, • peer review reports • Witness reports (refer below – witnessing SAATCA may also examine this competence by means of an examination, or interview or otherwise.

REQUIREMENT	ADMISSIBLE EVIDENCE
• Evaluation of the relevance of the applicable PRP's including establishing or selecting an appropriate evaluation method or guide for theses PRP's for the category considered • Products processes and practices of the specific sector • Relevant food safety management system requirements • Relevant food safety standards	
2.5.3. Knowledge and skills of Lead Auditors for leading audits	
Lead Auditors shall have additional knowledge and skills in leadership to facilitate the efficient and effective leading of the audit, as per ISO 19011:2018 and ISO/IEC 17021-1:2015. • Ability to balance the strengths and weaknesses of the individual audit team members • Ability to develop a harmonious working relationship among the audit team members • Ability to manage the audit process, including o planning the audit and making effective use of resources during the audit o managing the uncertainty of achieving audit objectives o protecting the health and safety of the audit team members during the audit, including ensuring compliance of the auditors with the relevant health, safety and security requirements o organizing and directing the audit team members o providing direction and guidance to auditors-in-training; o preventing and resolving conflicts, as necessary • represent the audit team in communications with the person managing the audit programme, audit client and auditee • lead the audit team to reach the audit conclusions • prepare and complete the audit report.	Completed Witnessing Lead Auditor's Report – Lead auditor (SF 45). Also refer below under – Witnessing. Applicant shall objectively demonstrate their knowledge of the requirements.
2.6. Training	
2.6.1. Lead Auditor/Auditor Training	
Successfully completed a SAATCA certified auditor or lead auditor course based on ISO 19011:2018 and ISO/IEC 17021-1:2015, of at least 5 days training, to auditing principles and practices as follows: ***Audit principles, procedures and techniques***: (ISO19011:2018), to enable the Auditor to apply those appropriate to different scenarios to ensure that audits are conducted in a consistent and systematic manner.	Certified copy of SAATCA Qualification Certificate (s) - 5 Day Lead Auditor Course based on ISO 19011:2018 and ISO 17021-1:2015. SAATCA Confirmation that the course was attended and successfully completed in the 3 years immediately prior to the application for certification.
Learner assessment score of at least 70%	
Approved training shall normally be gained in the 3 years immediately prior to the application for certification.	.

REQUIREMENT	ADMISSIBLE EVIDENCE
Note: The requirement for the 3 year period may be waived for applicants who can demonstrate that they have undertaken activities from the period between auditor training and making application through auditing of or implementation of applicable food safety management system (as per the application field) and through continuing professional development activities that would be consistent with the requirements for maintaining registration at the appropriate level.	
2.6.2 Training for Internal Auditor	
Successfully completed a SAATCA certified internal auditor course based on ISO 19011:2018, of at least 3 days training, to auditing principles and practices as follows: ***Audit principles, procedures and techniques***: (ISO19011:2018), to enable the Auditor to apply those appropriate to different scenarios to ensure that audits are conducted in a consistent and systematic manner.	Certified copy of SAATCA Qualification Certificate (s) - 3 Day Internal Auditor Course based on ISO 19011:2018 SAATCA Confirmation that the course was attended and successfully completed in the 3 years immediately prior to the application for certification.
Learner assessment score of at least 70%	
2.6.3 Management System Training: Understanding & Implementation	
Attendance of training equivalent to minimum 3 days contact duration on ISO 22000:2018 to ensure: • ISO 22000:2018 Knowledge Management system and reference documents; skills • ISO 22000:2018 Application that includes design, development, documentation, implementation, maintenance and improvement of an FSMS	Certified copy of certificate of ISO 22000:2018 training.
Auditing Experience for Internal Auditor Applicants are required to have participated in at least three complete, successful audits for a total of at least 5 days / 30 hours on site, acquired under the direction and guidance of a Lead Auditor from the same scheme. The Lead Auditor shall sign the SAATCA log for each audit submitted to attest to such direction and guidance.	Audit Log sheets: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. The guiding lead auditor must signed the last column of SF26 as confirmation of the correctness of the audits. Furthermore a guiding lead auditor cannot sign the witnessing report and witnessing code of conduct. ***NB: A guiding lead auditor is different from a witnessing lead auditor.***

REQUIREMENT	ADMISSIBLE EVIDENCE
	Auditee feedback: Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. (Refer SF 72). SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below

2.6.3 FSMS Management System Training	
Refer to table below section 2.9 – 2.12 for details per grade of food safety auditor	Certified copy of certificate of ISO 22000:2018 training.
2.6.4 Food Safety Specific Technical Training/Knowledge and Skills	
Refer to table below section 2.9 – 2.12 for details per grade of food safety auditor	
2.7. Auditing Experience	

Complete/Qualifying Management System Audits

- An audit covering the entire audit process as described in ISO 19011:2018 and ISO/IEC 17021-1:2018 and including all aspects of the scheme specific management system standard or an alternative equivalent standard acceptable to SAATCA.
- Audit Day: A minimum of six hours of audit activity on site (typically part of an 8 hour audit day, as per IAF audit day allocations).
- Audits shall be at business units that have their own management structure and carry out the management functions associated with the organization's products, services, activities and facilities.
- For Auditor and Lead Auditor grades only independent audits satisfy the applicable scheme auditing experience requirements. The auditor and the auditor's organization shall have independent management and operating structure from the audited organization.
  Examples of acceptable relationships are:
  - a head office audit of a plant or division as applicable to internal audits;
  - one division or plant auditing another division or plant as applicable to internal audits;
  - a customer organization auditing a supplier;
  - a third party certification audit and;
  - a consultant contracted to provide an independent conformance audit
- For Internal Auditor grade - audits of the applicant's own organisation's management system or supplier audits covering the full management system of the same scheme for which certification is sought are acceptable.

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- **Unacceptable audits are:**
  - audits of duration less than 6 hours on site
  - audits where the ratio of applicant auditors to Lead Auditor/s is more than 4:1
  - gap analysis;
  - close out or follow up visits;
  - audits of any site that are repeated more frequently than once every 12 months,
  - audits participated in as part of a training programme, and
  - audits performed before successful completion of the formal Auditor training requirement.
- Only audits carried out against a recognized international standard or an alternative recognized equivalent standard as defined in the specific scheme criteria will be accepted by SAATCA.
- Auditing on site includes the opening and closing meetings and the conformance auditing phase, but excludes planning, document review and preparation of the audit report even when these functions are performed at the premises of the auditee.
- The audits shall have been completed in the 3-year period prior to application.

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2.7.1. Auditing Experience for Auditor

Refer to table below section 2.9 – 2.12 for details per grade of food safety auditors

Details and description of each audit shall be entered onto the SAATCA audit log sheet. Details must include identification of the auditee; sufficient to allow verification of the audit by SAATCA.
Relevant experience auditing of other schemes for which the applicant holds registration may be considered for up to 5 days (30 hours) of the auditing experience required.
For each audit submitted for certification, the applicant shall either have been conversant with the language used or, alternatively, have effectively used a competent translator during the conduct of the audit.
At least one witnessed audit (see below) of the applicant.
Additional sectors
4 audits per sector with sector specific training, or as equivalent 6 months' work experience.

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Audit Log sheets: Completed in full and confirmed SAATCA audit log sheets (SF 26).
Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the and by the guiding lead auditor as confirmation of the correctness of the audits.

Auditee feedback: Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. (Refer SF 72).
SAATCA may also verify the information provided by the applicant.

Witnessed audit(s) - refer below
Audit Log sheets: Refer SF 26

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2.7.2. Auditing Experience Lead Auditor Grade **Refer to table below section 2.9 – 2.12 for details per grade of food safety auditors** In addition to satisfying all the auditing experience requirements for Auditor grade, applicants for Lead Auditor shall have participated as a leader of an audit team which included at least one other auditor, for a further minimum of 3 complete audits of FS with a total not less than 15 days, of which at least 10 are on site and 5 off-site for planning and reporting. This audit experience additional to that required for Auditor grade must have been gained in the 3-year period prior to application. The above audits shall have been with an audit team size of at least two (including the applicant) on-site where the applicant acted as the team leader and shall have involved the applicant in making a judgement on whether the organisation: ○ is achieving the policy objectives as stated in the management system; ○ adheres to its own policies; ○ achieves Environmental performance improvements ○ adheres to its own arrangements ○ conforms to the objectives and requirements of the FS management system standard. The overall required auditing experience in reaching the Lead Auditor grade shall be gained at a minimum of 3 different operating facilities or business units. At least one witnessed audit (see below) of the applicant acting as Lead Auditor in the capacity of Team Leader. **Note: Applicants qualified as Lead Auditor in any one scheme shall automatically qualify for Lead Auditor in all schemes where they must meet the auditor's requirements. Refer to 2.8.3**	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the audit logs. The guiding lead auditor must signed the last column of SF26 as confirmation of the correctness of the audits. Furthermore a guiding lead auditor cannot sign the witnessing report and witnessing code of conduct. ***NB: A guiding lead auditor is different from a witnessing lead auditor.*** **Auditee feedback**: Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. (Refer SF 72). SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below
2.7.3. Auditing Experience as related to Internal Auditor Grade First sector **Refer to table below section 2.9 – 2.12 for details** Must have completed all elements of the audit cycle, including: audit planning, documents review, auditing, interviewing, audit reporting. It must not have involved areas or activities of direct responsibility of the applicant. At least one witnessed audit (see below) of the applicant	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. The guiding lead auditor must signed the last column of SF26 as confirmation of the correctness of the audits. Furthermore a guiding lead auditor cannot sign the witnessing report and witnessing code of conduct. ***NB: A guiding lead auditor is different from a witnessing lead auditor.*** **Auditee feedback**: Completed, positive Auditee Feedback report per

	scheme of registration regarding the performance of the applicant for at least one audit. (Refer SF 72). SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below
2.8. Witnessing	Refer to ARP 2.4
2.8.1. Witnessing of Auditors and Internal Auditors The witnessed audit(s) shall cover the entire management system and all phases of the audit process. (As defined in ISO 19011:2018 and ISO/IEC 17021-1:2015). Witnessing shall be carried out to verify all applicable auditing requirements as described in ISO 19011:2018 and ISO/IEC 17021-1:2015 during the course of one complete audit, or a number of partial audits, which in total includes all requirements of the management system standard The duration of the witnessed audit and verification shall be sufficient to enable the witnessing auditor to determine: • Competence in auditing against each relevant requirement of the applicable management system standard. • Competence in performing the entire audit process, as applicable, according to ISO 19011:2018 and ISO/IEC 17021-1:2015. • Possession of the personal behaviours identified in ISO 19011:2018 and ISO/IEC 17021-1:2015 and any additional scheme specific behaviors. The Witnessing Lead Auditor shall complete a SAATCA Auditing Performance Report attesting to the satisfactory performance and behaviours of the applicant. Witnessing may involve more than one audit and more than one Witnessing Lead Auditor. Witnessing shall be carried out by a SAATCA FS Lead Auditor The Witnessing Lead Auditor(s) shall commit to the SAATCA Code of Conduct for witnessing and the applicant shall submit copy of signed Witnessing Lead Auditor Code of Conduct(s) their the witnessing report. Responsibility for submission of a completed report and the signed Witnessing Lead Auditor(s)' Code of Conduct remains with the applicant.	Completed Witnessing Lead Auditor (s) report (s) for Auditors and Internal Auditors (SF 45) Signed Witnessing Lead Auditor's Code of Conduct (SF 52) for each witnessing. SAATCA may also examine this competence by means of an examination, or interview or otherwise. Witnessing Lead Auditors shall be independent of the applicant they witness, in accordance with the Witnessing Lead Auditors Code of Conduct, SF52. The Witnessing Lead Auditor shall have had no involvement in the development of the candidate (e.g. education, training, development, mentoring) for a period of two years. ***The Witnessing Lead Auditor performance report must be completed by a SAATCA registered Lead Auditor who is different person from the Guiding/Mentoring Lead Auditor that signs SF26***
2.8.2. Witnessing of Lead Auditors As above, except that the witnessing shall be carried out to verify all lead auditing requirements as described in ISO 19011:2018 and ISO/IEC 17021-1:2015. Note: For auditors that are registered as SAATCA Lead Auditors within schemes other than the one being applied for, the witnessing of Lead Auditor skills does **not** need to be repeated.	Completed Witnessing Lead Auditor's report for Lead Auditors (SF 45) A sign-off of the audit log sheet as confirmation by the applicant that he or she conforms to this requirement. SAATCA may also examine this competence by means of an examination, or interview or otherwise. Witnessing Lead Auditors shall be independent of the applicant they

Note: If a lead auditor applicant has been witnessed for auditor registration by a Witnessing Auditor in the scheme of application, then their Lead Auditor witnessing, in exceptional cases, may be considered from an acceptable Witnessing Auditor from another scheme.	witness, in accordance with the Witnessing Lead Auditors Code of Conduct, SF52. The Witnessing Lead Auditor shall have had no involvement in the development of the candidate (e.g. education, training, development, mentoring) for a period of two years. ***The Witnessing Lead Auditor performance report must be completed by a SAATCA registered Lead Auditor who is different person from the Guiding/Mentoring Lead Auditor that signs SF26***
2.8.3. Upgrade to another grade/Auditing additional grade	
a) Internal auditor: Minimum of 4 audit, 3 separates audits, witnessing audit and audit feedback. b) Auditor: Minimum of 20 days audit logs, 4 separates audits witnessing audit and audit feedback. c) Lead Auditor: Minimum of 15 days audit logs, 4 separates audits, witnessing audit and audit feedback.	**a) Audit Log sheets** (SF 26): Completed in full and confirmed SAATCA audit log sheets. Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. The guiding lead auditor must signed the last column of SF26 as confirmation of the correctness of the audits. Furthermore a guiding lead auditor cannot sign the witnessing report and witnessing code of conduct. ***NB: A guiding lead auditor is different from a witnessing lead auditor.*** **b) Auditee feedback (SF 72)**: Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. c) Complete Witnessing Lead Auditor's report for Lead Auditors (SF45)

2.9. Certification Criteria: Food Safety Management System

Item	Certification Requirements	Grades			
		Provisional Auditor	Internal Auditor	Auditor	Lead Auditor
2.9.1.	**Auditor Training**				
a	Formal / informal training courses on the relevant regulations (1 day min)	Yes	Yes	Yes	Yes
b	Basic food microbiology if not previously covered in basic qualification (1 day min)	Yes	Yes	Yes	Yes
c	PRP/GMP training (2 day min)	Yes	Yes	Yes	Yes
d	Advanced HACCP implementation (Codex based) 3 days training.	Yes	Yes	Yes	Yes
e	Training relating to the audit criteria/standard - min 3 days or as specified by the scheme e.g. ISO 22000, BRC, SQF, FSSC22000 etc.	Yes	Yes	Yes	Yes
2.9.2.	**Auditing Experience**	Days	Days	Days	Days
a	Number of Food Safety Management System audit days applicants need to have participated in, acquired under the direction and guidance of a Lead Auditor.	0	10	20	15 10 on site 5 off site Additional
b	Duration of an audit day, measured in hours	0	6	6	6
c	Number of Food Safety Management System audit hours experience required. All of these hours shall have been spent on site, acquired under the direction and guidance of a Lead Auditor.	0	60	120	90 60 on-site 30 off-site Additional

2.10. NOTES:

- General requirements: qualification, work experience, audit experience and training should link with the food sector applied for (refer Table 1). Applicable to initial and re-registration.
- **Reference APPENDIX 1 = Pyramid and Table 1**

2.11. Training for Internal Auditor	
2.11.1. Internal Auditor Training (ISO 19011:2018)	
Successfully completed a SAATCA certified internal auditor course based on ISO 19011:2018, of at least 3 days training, to auditing principles and practices as follows: ***Audit principles, procedures and techniques***: (ISO19011:2018), to enable the Auditor to apply those appropriate to different scenarios to ensure that audits are conducted in a consistent and systematic manner.	a) Certified copy of SAATCA Qualification Certificate (s) - 3 Day Internal Auditor Course based on ISO 19011:2018 b) SAATCA Confirmation that the course was attended and successfully completed in the 3 years immediately prior to the application for certification.
Learner assessment score of at least 70%	
Approved training shall normally be gained in the 3 years immediately prior to the application for certification. **Note**: The requirement for the 3 year period may be waived for applicants who can demonstrate that they have undertaken activities from the period between auditor training and making application through auditing of or implementation of applicable management system (as per the application field) and through continuing professional development activities that would be consistent with the requirements for maintaining registration at the appropriate level.	
2.11.2. FSMS Management System Training: Understanding & Implementation	
Attendance of training equivalent to minimum 3 days contact duration on ISO 22000:2018 to ensure: • ISO 22000:2018: Knowledge Management system and reference documents; skills • ISO 22000:2018: Application that includes design, development, documentation, implementation, maintenance and improvement of an FSMS	ISO 22000:2018) Certified copy of certificate for minimum 3 days understanding and implementation training .
2.11.3. Auditing Experience for Internal Auditor Applicants are required to have participated in at least three complete, successful audits for a total of at least 5 days / 30 hours on site, acquired under the direction and guidance of a Lead Auditor from the same scheme. The Lead Auditor shall sign the SAATCA log for each audit submitted to attest to such direction and guidance.	**a) Audit Log sheets** (SF 26): Completed in full and confirmed SAATCA audit log sheets. Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. The guiding lead auditor must signed the last column of SF26 as confirmation of the correctness of the audits. Furthermore a guiding lead auditor cannot sign the witnessing report and witnessing code of conduct. ***NB: A guiding lead auditor is different from a witnessing lead auditor.***

	b) Auditee feedback (SF 72): Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. c) SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below
2.11.4. Witnessing of Internal Auditors refer to 2.8.1	

3. MAINTAINING CERTIFICATION

REQUIREMENT	ADMISSIBLE EVIDENCE
3.1. Annual Surveillance, Card Re-issue and Fee for Maintenance	
3.1.1. **An annual registration application form** is required, when personal details changed and require update. (The details from this form are captured onto the SAATCA database).	Completed Application for Annual Re-registration (SF79) or information update form.
3.1.2. **Annual submission of Audit Log** (CPD logs and Auditee feedback may also be submitted annually but are mandatory for the 3 year certification). Refer below for details of audit and CPD requirements. ***Note:*** Audit Logs and CPD Logs (where CPD had taken place) shall be submitted annually with registration fees, and recorded by SAATCA certification as the annual surveillance. (These will be evaluated 3-yearly by Certification Manager or the Evaluation Committee.)	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. **Auditee feedback**. (Refer SF 72). **CPD Log:** refer CPD Log (SF27) SAATCA may also verify the information provided by the applicant.
3.1.3. **An annual registration fee** (subscription) is payable to SAATCA. The SAATCA Board of Directors determines registration fees on an annual basis, and these are published on the SAATCA web site. Auditors who fail to meet the annual fee requirements may be subject to suspension or withdrawal of registration, as per ARP 2.7	Payment of fees as per the prevailing SAATCA fee structure - Personnel Registration Fees (SF 63)
3.2. 3 Yearly Application for Re-Certification	
All certified auditors shall be required to renew certification. The period between certifications (and between initial and renewals) would normally be 3 years and shall not exceed 3.5 years. Applicants for re-certification shall complete and submit the applicable application form and a signed Auditor's Code of Conduct.	Completed Application form for Re-certification (SF18) Completed signed Auditor's Code of Conduct (SF 29) Updated CV
3.3. Maintenance of Auditing Ability	
Each applicant for re-certification shall maintain an audit log (SAATCA prescribed format SF26) on which shall be recorded the details of each audit undertaken.	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26).

REQUIREMENT		ADMISSIBLE EVIDENCE			
Note: Audit Logs shall be evaluated 3-yearly by Certification Manager or the Evaluation Committee. For all grades 1 audit per sector in which registration is held and maintenance sought is required over a period of 3 years					
		Grades			
Item	**Maintenance of Auditing Ability (Continued)**	Provisional Auditor	Internal Auditor	Auditor	Lead Auditor
3.3.1.	Number of Food Safety Management System audit days (Food Safety audits in the case of inspectors) in the previous 3 years. *For Lead Auditors: 3 must be as a lead auditor (i.e. audit team leader) or as a sole auditor responsible for planning, communication and reporting of the audit. These audits shall be conducted in accordance with ISO 19011:2018 and ISO/IEC 17021, in the scheme relevant to certification.	0	3	6	6*
3.3.2.	Number of Food Safety Management System audit hours in the previous 3 years	0	18	36	36*
3.3.3.	Number of hours of professional development undertaken over the 3 year period.	0	45	45	45
3.3.4.	Audits to demonstrate that you are competent in the latest version of the audit standard audited.	No	Yes	Yes	Yes
3.3.5.	1 audit per sector in which registration is held and maintenance sought is required over a period of 3 years	No	Yes	Yes	Yes
3.3.6.	In the instance of an audit not being performed during the 3 years prior to re-certification, four audits under guiding lead auditor as per initial registration will be required.	Audit Log sheets: Completed and confirmed SAATCA audit log sheets (SF 26).			
3.3.7. Provisional Auditors No specific minimum requirement, but logs of completed audits to be provided annually, with the aim of completing sufficient audits over three years to enable upgrade to auditor. This grade may be maintained up to 3 years on satisfactory demonstration of compliance with the other requirements specified for Internal Auditors. After 3 years, the status of Provisional Auditor will be reviewed.		**If there have been audits completed:** **Audit Log sheets**: Completed and confirmed SAATCA audit log sheets (SF 26).			
3.3.8. Auditee Feedback For at least one of the FS audits, over the 3-year cycle, auditee feedback shall be obtained and for Lead Auditors, this feedback shall be where the re-certifying lead auditor applicant acts as the leader of an audit team or as sole auditor.		(SF72) Completed positive Auditee Feedback Report			
3.4. Continual Professional Development (CPD)		Refer to SF 58: Guidelines for CPD			
CPD Requirements					

REQUIREMENT	ADMISSIBLE EVIDENCE
It is mandatory that each SAATCA certified auditor undertake at least 45 hours of appropriate CPD during each 3-year period immediately prior to renewal of certification. Evidence of that professional development, properly verified, shall be submitted as part of the application for renewal of certification. CPD may be undertaken in areas including: o The fields listed under Education; and/or o Food Safety auditing practices or techniques; and/or o Food Safety management system related and/or o Generic management tools or techniques, and/or o Food Safety technology, performance, analysis At least 8 hours of CPD per three-year cycle shall be related to updating legal knowledge. At least 4 hours of CPD per sector for sectors where audits are not conducted in the three year cycle CPD Logs may be submitted annually with registration fees. Note: In the selection of appropriate professional development, auditors shall consider their personal strengths and weaknesses and identify areas for personal improvement.	**CPD Log:** CPD Log (SF27) completed in full and signed off with evidence of professional development, properly verified. For guidance on the allowable CPD claims, refer to the SAATCA CPD Guidelines - SF 58
3.5. Scheme Transition	
• Attendance of 2 days consecutive training contact duration on ISO 22000:2018 • Applicable audit logs to be provided to SAATCA within due date of the transition. • Attendance register for the audit that was conducted base on transition to be send to SAATCA. • The transition is for 3 years, all SAATCA auditor certifications to ISO 22000:2005 expires on 30 June 2021 and are no longer valid after this date. Any transition submissions received after 30 June 2021 will be treated as a new application and will be subject to the applicable fees.	Certified copy of certificate of minimum 2 days transition for ISO 22000:2018 Completed and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs Copy of attendance register for the opening and closing meeting.

END OF CRITERIA

4. REVISION HISTORY

Revision Date	Rev No.	Summary of changes
Various	1	Prior to implementation of revision history table
June 2011	2	Updated FS criteria to merge with and align to the Generic Criteria, CRT6.0, including: Removed detail that is already covered on the www.saatca.co.za, for example Background, objectives, codes of conduct, certification process. Removed annex on CPD and referred to SF58. Updated Approval Table (font page) Added revision table Clarified provisional auditor work experience and management system work experience Clarified annual surveillance Updated definitions and references (1.2 and 1.3) Included details of previously applied "grandfather " requirements (1.5) Added disputes and appeals (1.9) Included details for transition (1.10) Addition of "Publication of Details of SAATCA Registered Auditors" (1.14) Clarified requirements for "equivalent to tertiary qualification (2.3) Clarified the "equivalent" component for tertiary education and work experience, including requirements if there is a break in working (2.3 and 2.4) Added details of portfolio of evidence and option for SAATCA to verify evidence by means of an examination, or interview or otherwise to interview. (2.5.1). Clarified auditor training - contact hours, at least 70% pass mark and applicant to supply certificate of training (2.6) Clarified six hours of audit activity on site (typically part of an 8 hour audit day, as per IAF audit day allocations) and unacceptability of audits as part of training programme (2.7) Relevant experience auditing of other schemes for which the applicant holds registration may be considered for up to 5 days of the auditing experience required. (2.7.1) Correction of lead audit experience being gained in 3 years prior to application (not 2) and Applicants qualified as Lead Auditor in any one scheme shall automatically qualify for Lead Auditor in all schemes where they meet the auditor's requirements. (2.7.2) Added upgrade from provisional auditor grade, and included requirement for any CPD due at the time of upgrade (2.7.3) Clarification of internal auditor's audit experience (2.7.4). Clarified witnessing requirements (2.8.1 and 2.8.2) Added conditions pertaining to breach of code of contact (2.8.3) Added use of Application Checklist and of Auditee Feedback form - Auditee feedback to be provided - least one of the audits, per scheme of certification (3.3) Removed reference to Annex 4 and replaced with reference to SF58 (3.4)
July 2011	2	Spelling error rectified. 1.5 Grandfather clause - auditions changed to auditors
October 2011	3	Item 2.1 Added requirement for certified copy of ID to be provided with application. Item 2.3. Added reference for clarity: (and if not, refer to para below). Item 2.7.1. And 2.7.2. Clarified wording related to hours under guidance of lead auditor. The requirement for 20 days of guidance has always been applied, but the wording was misleading.
January 2013	4	**Clarifications**: 1. **Introduction**: Added reference to MS standard and to use of criteria for maintenance of auditor registration. 2. **Definitions** - additional definitions were removed as those from the reference standards are applied 3. **Equivalent standards**: Moved the ISO/IEC equivalent standards from the body of the criteria to the List of Equivalent Standards. 4. **Startup auditor clause** - Slightly different wording which better reflects the past practice with regard to start up auditors 5. **Sponsorship** – clarified that all new auditors require one sponsor. 6. **Transition**: Created a separate section in maintenance table for changes to criteria and transition and evidence required (previously on cover page). 7. **Sector registrations**: Made provision for inclusion of sector specific for use by those schemes that have sectors, eg Food and environmental 8. **Auditor/lead auditor training**; replaced 40 hours of 5 days to align to updated TCP criteria which describe the hours. 9. **General**: Re-arranged some paragraphs and sections and clarified wording, eg related to general

Revision Date	Rev No.	Summary of changes
		work experience sand wording on maintenance. 10. Clarified requirements for **new sector or extension of sector** as well as **maintenance of sectors** 11. Clarification between Food Safety and Food Safety Management systems 12. **Witnessing** Clarified as per code of conduct Witnessing Lead Auditor 13. **1.16** Summary of requirements added 14. "consulting" clarified as "consulting services within technical operations" **Technical changes**: 1. **Changes to align to ISO 19011:2018/17021**, including updated ISO 19011:2018 title, updated personal attributes to personal behaviours as per ISO 19011:2018:2011 and ISO/IEC 17021:2011, aligned knowledge and skills for auditors and lead as to ISO 19011:2018, clarified conformance and compliance, etc. 2. **Start-Up Concession**: added detail of the evaluation panel composition for stat up concessions. 3. **Equivalent standards**: Updated and moved to Appendix 2 4. **Name** of scheme updated to Food Safety 5. **SANS 10049** Name updated to " Food safety management – requirements for prerequisite programmes (PRPs)" 6. **BRC** changed to GFSI benchmarked schemes 7. **Consulting**" replaced by "consulting services within technical operations 8. **Admissible evidence (2.5.2)**: environmental law to be replaced by applicable food legislation. 9. Types of FSMS auditors changed to Scopes for FS auditors 10. **New grade** added hygiene inspection the sectors for differentiating between regulatory and the PRP standard 11. Table 1 food handling sectors updated 12. Appendix 1 updated to align with types of Food Safety auditors 13. **Management System training** - clarified the pre-requisite training on the applicable management system standard prior to the 5-day Lead Auditor Course, which was always in the TCP criteria, with duration of a minimum of 2 days. 14. **Auditing Experience** for new applicants – defined the ratio of applicant auditors to Lead Auditors as 4:1 for qualifying audits. 15. **CPD:** Added a CPD requirement of at least 8 hours per CPD cycle of CPD related to updating legal knowledge. 16. Aligned **Food Safety Specific Technical Training/Knowledge and Skills** to ISO 19011:2018:2011 and ISO/ TS 22003 17. **Added** separate application form for sectors 18. **Added** criteria for the maintenance of sectors 19. **Regulation R918** replaced with R638 20. **Regulation R1256** replaced with R961
January 2013	5	**Corrections** Removed Lead Auditor grade from Hygiene scope **Clarification** 3.3.6 Clarified guiding Lead Auditor
February 2018	5	*1.3 Reference* Deleted : International Personnel Certification Association (IPC) Specification for the Development of Certification Schemes for the Certification of EMS and EMS Auditors (BD-05-007) *1.7.1 Deleted :* an IPC recognised or *1.7.4 Deleted an IPC* *1.16 Criteria diagram Training deleted 2 days and add: 3 days for Management system training* *1.16 Added: internal auditor training 3 days & understanding and implementation 5 days.* *2.6.1 Deleted: an IPC equivalent and IPC recognised* *2.6.2 deleted 2 days and add 3 days* *2.8.1 Deleted or IPC equivalent* *2.9 Added Training of Internal Auditor*

Revision Date	Rev No.	Summary of changes
		2.9.1 Internal Auditor Training *Added: I*nternal auditor course based on ISO 19011:2018, of at least 3 days training, to auditing principles 2.9.2 Added: Management System Training (Understanding & Implementation) 3 days training based on ISO 22000:2018
2018-08-01	7	Remove certification criteria for HACCP, PRP and Hygiene

ANNEX 1 TABLE 1: FOOD HANDLING SECTORS

Food industry specific sectors

Food Safety Management System Auditors are certified and listed in the SAATCA register according to their scheme certification. Certification is granted in the sectors as defined in CRT 6.4 and is dependent on the applicant's demonstrated competence in the sectors. Please **indicate** ☒ sectors that registration is sought for and clearly complete the attached sector questionnaire.

Category description			Product examples		Examples of knowledge of technology required by auditor	>4 audits	Training / CPD/ consulting experience (specify company and time)	Work experience (specify company and time)
New	☒ New sector applying for	☒ Current sectors if applicable						
1	☐	☐	Raw red meat (fresh and frozen)	Beef, veal, pork, lamb, venison, offal, other meat.	Slaughter, primary cutting and Vacuum packing.			
2	☐	☐	Raw poultry (Fresh and Frozen)	Chicken, turkey, duck, goose, quail, farmed and wild game and Birds e.g. ostrich	Slaughter, primary cutting. Deboning. Ostrich Processing.			
3	☐	☐	Raw prepared products (Meat and vegetarian)	Uncured Bacon, comminute meat products e.g. sausages, ready to cook meals, ready prepared meat products, pizza's, vegetable prepared meals, steamer meals.	Retail butchery, processing and packing. Vacuum packing, modified atmosphere packaging, Blast Chilling and Evisceration.			
4A	☐	☐	Harvesting of Raw Fish and Products	Wet fish, molluscs, and crustacean, comminute fish products.	Stunning, harvesting.			
4B	☐	☐	Raw fish products and preparations	Wet fish, molluscs, crustacean, comminute fish products, cold smoked fish, ready prepared fish products e.g. fish pie.	Vacuum packing. Modified atmosphere packaging.			
5	☐	☐	Fruits vegetable and nuts	Fruit, vegetables, salads, herbs, nuts (unroasted)	Washing, grading.			

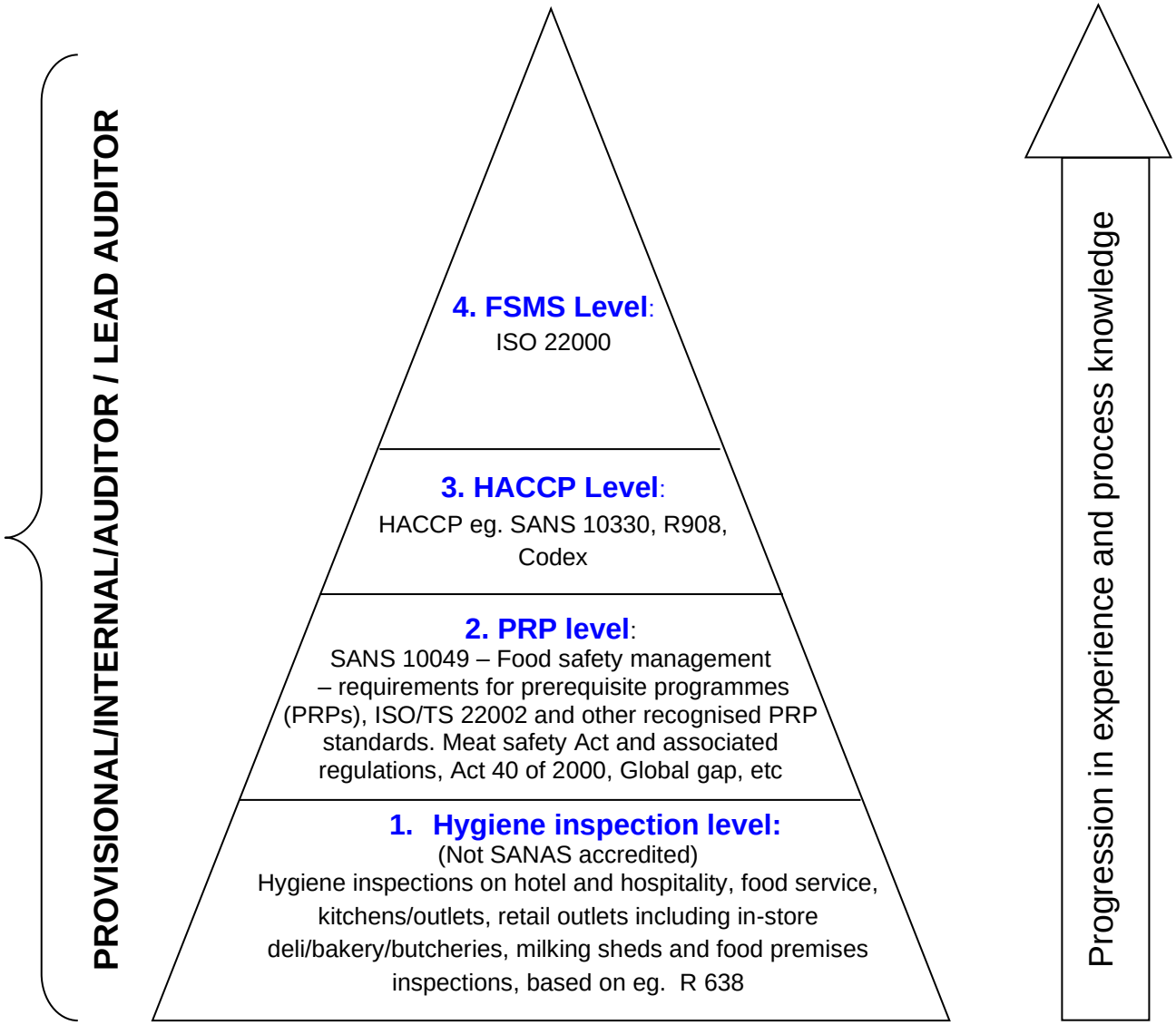
Category description			Product examples		Examples of knowledge of technology required by auditor	>4 audits	Training / CPD/ consulting experience (specify company and time)	Work experience (specify company and time)
New	☒ New sector applying for	☒ Current sectors if applicable						
6	☐	☐	Prepared fruit vegetables and nuts	Prepared /semi processed fruit, vegetables and salads incl prepared ready to eat salads, coleslaws, chips, frozen vegetables. Ready to eat salads with proteins.	Blanching, freezing. High risk principles.			
7A	☐	☐	Dairy	Liquid milks/drinks, cream, liquid tea and coffee creamers, yoghurts, fermented milk based products, forage fraise/crème fraiche. Butter. Ice cream, Cheese – hard/soft/mould ripened/ unpasteurized/processed. Long life milks, non-dairy products e.g. soya milk, ambient yoghurts, custards etc. Dried whey powder, dried egg, dried milk/milk formulation.	Pasteurization, separation, fermentation. High risk principles. Spray drying Dairy Blends			
7B	☐	☐	Liquid egg	Liquid egg,	Pasteurization, separation, fermentation. High risk principles. Spray drying Dairy Blends			
8	☐	☐	Cooked meat/fish products	Cooked meats, hot eating pies, cold eating pies, molluscs& crustacean (ready to eat), fish pate. Hot smoked fish, poached salmon.	High and low risk principles. Vacuum packs. Heat treatment.			

Category description			Product examples		Examples of knowledge of technology required by auditor	>4 audits	Training / CPD/ consulting experience (specify company and time)	Work experience (specify company and time)
New	☒ New sector applying for	☒ Current sectors if applicable						
9	☐	☐	Raw cured and/or fermented meat and fish	Parma ham, cold smoked salmon, air dried meats, salami, ready to eat smoked fish, fermented meats, and dried fish.	Curing, fermentation. High and low risk principles.			
10	☐	☐	Ready meals and sandwiches; ready to eat desserts	Ready meals, sandwiches, soups, sauces, pasta, quiche, flans, meal accompaniments, cream cakes, trifles, assembled high risk sweet desserts.	High and low risk principles.			
11	☐	☐	Low/High acid in cans/glass/pouches	Canned and pouched products. Products packed in glass. Canned pet food.	Canning, Thermal processing, UHT.			
12	☐	☐	Beverages	Soft drinks, flavoured water, isotonic, concentrate squashes, cordials, minerals, ice, herbal drinks, milk and cereal beverages, food drinks. Fruit juices (incl freshly squeezed and pasteurized,)	Water treatment. Heat treatment.			
13	☐	☐	Alcoholic drinks and fermented brewed products	Beer, wine, spirits. Vinegars. Alcopops.	Distilling, fermentation, fortification.			
14A	☐	☐	Milling	Flour				
14B	☐	☐	Bakery	Bread, pastry, biscuits, cakes, tarts, breadcrumbs, rusks.	Baking.			
15	☐	☐	Dried foods and food ingredients and sauces	Soups, sauces, gravies, spices, stocks, herbs, seasonings, pulses, legumes, rice's, noodles, nut preparations, fruit preparations, vitamins, shakes and supplements, salt, additives, gelatine,	Drying. Heat treatment.			

Category description			Product examples		Examples of knowledge of technology required by auditor	>4 audits	Training / CPD/ consulting experience (specify company and time)	Work experience (specify company and time)
New	☒ New sector applying for	☒ Current sectors if applicable						
				glace fruit, home baking syrups, tea, instant coffee, coffee creamers, food ingredients, Pasta and dried fruit.				
16	☐	☐	Confectionary	Sugar, chocolate, gums, jellies, sweets. Honey Processing	Heat treatment. Crystallization, Clarification			
17	☐	☐	Cereals and snacks	Oats, muesli, cereals, roasted nuts, crisps, poppadum's.	Extrusion. Heat treatment.			
18	☐	☐	Oils and fats	Cooking oils, margarine, shortening, spreads, suet, and ghee. Salad dressings, mayonnaise, vinaigrettes.	Refining. Hydrogenation.			
19	☐	☐	Animal farming	Aquaculture , Broiler houses, Feed Lots	Animal husbandry, Good veterinary practices.			
20	☐	☐	Dairy	Milking sheds	Good veterinary practices.			
21	☐	☐	Crop Farming		Good agricultural practices			
22	☐	☐	Feed production		Blending, mixing			
23	☐	☐	Catering, Hotel kitchen, Food Service Outlet		High and low risk principles.			
24	☐	☐	Transport, storage, distribution, wholesale		Good distribution practices			
25	☐	☐	Packaging material manufacturing		Packaging technology			
26	☐	☐	Retail Stores		High and low risk principles.			
27	☐	☐	Pet food other than canned	Dried pet food. (Canned pet food sector 11)	Extrusion, blending, thermal processes, Dog Chews			

Category description			Product examples		Examples of knowledge of technology required by auditor	>4 audits	Training / CPD/ consulting experience (specify company and time)	Work experience (specify company and time)
New	☒ New sector applying for	☒ Current sectors if applicable						
28	☐	☐	Poultry	Shell Egg	Grading; Candling; Avian Health			
29	☐	☐	Specialised ingredients	CO2,N2,O2	Examples of knowledge relevant to product and processes, Combustion			

ANNEX 2 FOOD SAFETY MANAGEMENT SYSTEM CRITERIA PYRAMID



ANNEX 3 APPLICABLE LEGISLATION AND EQUIVALENT STANDARDS

This may not be an exhaustive list.

Sector	Description
Agriculture	Abattoir Hygiene Act, 1992 (Act No. 121 of 1992)
	Agriculture Pests Act, 1983 (Act No. 36 of 1983)
	Agriculture Products Standards Act, 1990 (Act No. 119 of 1990)
	Agriculture Research Act, 1990 (Act No. 86 of 1990)
	Animal Diseases Act, 1984 (Act No. 35 of 1984)
	Animal Improvement Act, 1998 (Act No. 62 of 1998)
	Animal Protection Act, 1962 (Act No. 71 of 1962)
	Co-operatives Act, 1981 (Act No. 91 of 1981)
	Fertilizers, farm feeds, agricultural remedies and stock remedies Act, 1947 (Act No. 36 of 1947)
	Genetically Modified Organisms Act, 1997 (Act No. 25 of 1997)
	Liquor Products Act, 1989 (Act No. 60 of 1989)
	Livestock Brands Act, 1962 (Act No. 87 of 1962)
	Livestock Improvement Act, 1977 (Act No. 25 of 1977)
	Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996)
	Meat Safety Act, 2000 (Act No. 40 of 2000)
	Plant Breeders' Rights Act, 1976 (Act No. 15 of 1976)
	Plant Improvement Act, 1976 (Act No. 53 of 1976)
	Wine and Spirit Control Act, 1970 (Act No. 47 of 1970)
Environmental	Sea Fishery Act, 1988 (Act No. 12 of 1988)
Health	Foodstuffs, Cosmetic and Disinfectants Act, 1972 (Act No. 54 of 1972)
	Hazardous Substances Act, 1973 (Act No. 15 of 1973)
	International Health Regulations Act, 1974 (Act No. 28 of 1974)
	Medicine and Related Substances Act, 1965 (Act No. 101 of 1965)
	National Health Act, 2003 (Act No. 61 of 2003)
Housing	National Building Standards Act, 1977 (Act No. 103 of 1977)
Labor	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
	Liquor Act, 1989(Act No. 27 of 1989)

Sector	Description
Trade and industrial	Standards Act, 1993 (Act No. 29 of 1993)
	Trade Marks Act, 1993 (Act No. 194 of 1993)
	Trade Metrology Act, 1973 (Act No. 77 of 1973)
	The national regulator for compulsory specification act (ACT 5 of 2008)
Codex	International Food Standard
Hygiene Inspections level	R 638
	R 961
	EHP Inspections
PRP level	ISO/TS 22002-1
	SANS 10049: Food safety management – requirements for prerequisite programmes (PRPs)
	Global gap
HACCP	SANS 10330: Requirements for a hazard analysis and critical control point (HACCP) system
Food Safety Management System Level	ISO 22000:2018: Food safety management systems Requirements for any organization in the food chain
	GFSI benchmarked schemes
	British Retail Consortium (BRC,)
	SQF: Safe quality food (Benchmarked schemes),
	FSSC 22000 (Benchmarked schemes)