

APPOINTMENT OF IFFO RS FACTORY AUDITORS

PURPOSE

To ensure that Auditors carrying out work on behalf of the CB meet the requirements specified.

1. SCOPE

All Personnel engaged to conduct Audits against Programme Requirements for the award or maintenance of the CB's Certificate for:

- IFFO RS Factory Standard
- IFFO RS Chain of Custody Standard

2. METHOD

2.1 Appointment

Each Auditor shall be required to meet the criteria detailed (as a minimum) in the Appendix A enclosed in B3.

Prior to appointment an Auditor must submit a detailed CV covering professional qualifications, training and experience in the area of expertise required for Auditing to the IFFO RS standards. A copy of each certificate shall be obtained from each potential Auditor to verify and confirm their qualifications and experience.

Approval of a new Factory Auditor to the IFFO RS Programme will be carried out in two stages:

Stage 1

The CB's Programme Manager/Administrator or suitable individual nominated by the CB's Chief Executive Officer, or equivalent, will review the Applicant Auditor's C.V. against the Relevant Auditor Criteria stated in the Appendix A enclosed herein. This may be followed by an interview, if deemed necessary, to verify all the statements made on their CV. If the criteria are satisfied the Applicant Auditor will proceed to stage two of the Approval Process.

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Stage 2

The Applicant Auditor will be required to:

- Attend an Approved IFFO RS Training Course. The Applicant Auditor shall be required to successfully complete the Training Course and pass the Written Exam.
- The Applicant Auditor will then be required to shadow an Approved IFFO RS Auditor.
- Be successfully witnessed conducting an IFFO RS Factory Audit.

If the Applicant Auditor completed all the steps in stage 2 successfully the CB will be able to sign them off as an Approved Auditor for the IFFO RS standard. Information on all New Approved Auditors shall be communicated to IFFO RS Ltd. by their CB within 5 working days and their details submitted, on request.

The Programme Manager/Administrator for the IFFO RS Programme will maintain a master list of Approved Auditors.

For Individual Subcontracted Auditors who have successfully completed the Approval Process, a Formal Contract shall be drawn up on Appointment by the CB which is signed by both parties.

On Appointment, each Auditor will sign the CB's own specific Conflict of Interest and Confidentiality Undertaking Criteria.

The site may decline the services of a particular auditor offered by the CB. The same auditor is not permitted to undertake audits on more than three consecutive occasions at the same site.

Where a CB employs an auditor, who does not fully meet the specific criteria but has been assessed as competent, there shall be a fully documented justification in place to support the employment of the auditor which is agreed by IFFO RS.

Maintenance of Auditor Approval Status

An Approved Auditor shall complete a **minimum of two IFFO RS Factory/Site Audits in a calendar year** to maintain their Approval Status. If an Auditor does not meet this minimum requirement the CB shall remove the Auditor's Approval Status and shall treat them as New Applicant Auditor to the IFFO RS Programme.

It is the responsibility of the CB to ensure processes are in place to monitor and maintain the competence of the auditor to the level required by the IFFO RS Programme.

2.2 Controls

The performance of each Auditor will be systematically reviewed by the following means:

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- (a) Audit Reports – shall be continuously reviewed by the CB’s Programme/Administrator and the Certification Committee to ensure that each clause to the IFFO RS standard has been verified during the On-site Audit;
- (b) Auditors may also be required to attend the CBs Certification Meetings as requested to provide information to assist the Committee on Certification Decisions, however the Auditor shall not be part of the Certification Decision-making Process;
- (c) Auditor Performance – An On-site Witness Audit Performance Review will be carried out at least once every two years on each Approved Auditor to the IFFO RS Programme. The Witness Audit shall be conducted by a competent individual appointed by the CB with a proven knowledge of the IFFO RS Programme and auditing experience. Results of the review will be recorded on an Auditor Performance Review Form. If the review highlights areas that will need to be improved the CB shall document on the Auditor’s Record what actions will need to be undertaken to improve. If serious breaches are highlighted the CB shall remove the Auditor’s Approval Status and treat the Auditor as a New Auditor Applicant if they are to be used in future IFFO RS Audits. The CB shall inform IFFO RS on any changes to the Approval Status of all IFFO RS Approved Auditors within a period of 5 working days.

3. RECORDS

The Programme Manager/Administrator will maintain an Approved Auditor File for each Auditor. A copy of the Approved Auditor’s CV and evidence of training against the IFFO RS standard shall be sent to IFFO RS Ltd. Having gained Approval there will be evidence of the following held on file:

General

- Contract ;
- CV;
- External Training Certificates;
- Evidence of Training against the IFFO RS Programme;
- Auditor Criteria Requirement Record ;
- Date of Approval ;
- Signed copies of Confidentiality Agreements;
- Performance Review Schedule (every two years);
- Auditor Performance Review;
- Record of number of Audits conducted annually ;
- Internal Audit Reports ;

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Appendix A

Auditor Criteria Required for IFFO RS Standard Factory Audits

1.	Formal Qualifications	YES/NO
	<p>Post-high School Diploma</p> <p>At least a post-high school diploma or equivalent (minimum course duration of 2 years) in a discipline related to the scope of certification (Foodstuffs, logistics, transport and/or Agricultural/Aquacultural).</p>	
2.	Technical Skills and Qualifications	
2.1	Food Safety Training and Work Experience	
A)	Training in HACCP principles either as part of formal qualifications or by the successful completion of a formal course based on the principles of Codex Alimentarius.	
B)	Successful completion of recognised training in auditing techniques based on Quality Management Systems or Food Safety Management Systems.	
C)	3 years overall experience in the feed/foodstuff sector in a relevant position e.g. Quality Assurance or Food Safety Function, Production and Quality.	
D)	Knowledge and experience of mass balancing and traceability over the production run.	
E)	Knowledge of where to find sources of information about which MSC Certified Fish can enter IFFO RS Chain of Custody, MSC Fishery Certificate Sharing Agreements and how this impacts the eligibility of MSC Certified Products.	
2.2	Auditor Additional Training	
A)	Practical auditing experience of a minimum of 10 days in management systems (e.g. ISO 9000, ISO 14000, ISO 22000, OSHAS 18000), BRC Food, IFS Food, GMP+ or equivalent standards which include a significant component of traceability and Good Manufacturing Practices.	
2.3	Communication Skills	
A)	“Working Language” Skills in the corresponding Native/Working Language. This must include the locally used Specialist Terminology in this Working Language.	
B)	Exceptions to this rule must be consulted and confirmed in writing beforehand with the Standard Owner.	
2.4	Initial Training before Sign-off by the CB	
A)	The Applicant Auditor shall witness one IFFO RS Audit	
B)	The CB shall nominate an already qualified inspector to witness the Applicant Auditor conducting one IFFO RS Audit	
C)	The Applicant Auditor shall participate in all relevant IFFO RS training conducted by the CB’s IFFO RS Approved Trainer and pass the written exam.	
2.5	On-going Training	
A)	The Auditor shall participate in IFFO RS Training conducted by the CB’s IFFO RS Approved Trainer and pass the written exam for each new Standard Version within 3 months after its release.	
B)	The CB shall nominate an already Qualified Inspector to witness (as a minimum) the Auditor conducting an IFFO RS Audit or for equivalent Standards which include a significant component of traceability no less than once every two years.	

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AMENDMENT LOG

DATE	ISSUE	AMENDMENT	AUTHORISED BY
10/02/15	1.2	IFFO RS logo watermark & IFFO RS Ltd wording implemented	Francisco Aldon
27/01/2016	1.3	Edits to the 'Auditor Criteria Required for IFFO RS standard Factory Audits' table in Appendix A to correlate with current issue (form 43a used to assess if criteria is met).	Francisco Aldon
08/11/2017	1.4	Inclusion of IFFO RS CoC Standard in the scope	Andrew Jackson
08/11/2017	1.4	Edits to the 'Auditor Criteria Required for IFFO RS standard Factory Audits' table in Appendix A to include requirements for Good Manufacturing Practices experience.	Andrew Jackson
08/11/2017	1.4	Inclusion of wording regarding auditor rotation for consecutive audits.	Andrew Jackson
08/11/2017	1.4	Inclusion of exceptions on auditor appointments	Andrew Jackson
08/11/2017	1.4	Inclusion of responsibilities for auditor compliance to the IFFO RS Programme	Andrew Jackson



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