



**TRAINING PROCEDURE FOR ALL APPROVED ASSESORS THAT MONITOR COMPLIANCE OF CBs AND IFFO RS APPROVED AUDITORS TO THE IFFO RS PROGRAMME**

**PURPOSE**

This procedure defines the method by which the Standard Holder IFFO RS Board will ensure that the competence required for each CB Monitoring Assessor is maintained and recorded.

**1. SCOPE**

The functions or activities which impact on the effective operation of the IFFO RS Quality Monitoring System shall have the levels of Auditor skills required clearly defined.

These skills may be met by either formal academic qualification; previous demonstrated experience, on job training or a combination of these.

**2. METHOD**

**2.1 Responsibilities**

The Head of CB compliance at IFFO RS Ltd will be responsible for ensuring that all functions which effect the operation of the IFFO RS Programme have the levels of skill required clearly defined and that staff appointed meet these requirements.

This Manager shall be responsible for ensuring that all CB Monitoring Assessors and Administrative Staff have the necessary skills to perform their duties.

Any changes to the Monitoring System requiring additional skills not previously defined shall be identified by this Manager and notified to the Head of Operations/Director of IFFO RS Ltd. for action.

**3.2 Skill Definition**

The definition of skills required for a specific job function will normally form part of the job description or procedure for that function. Specific skill requirements will be required for Assessing CB Compliance to both elements of the Programme and these have been defined in more detail in Appendix A in B4.

Where a particular technical skill may be required to fulfil a Programme Requirement the CB Compliance Manager may seek advice from the Head of Operations/Director of IFFO RS Ltd. in defining the level of skill required.

<b>Doc B4</b>					
<b>Issued By</b>	IFFO RS Ltd	<b>Approved By</b>		Francisco Aldon	
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### 3.3 Training and Development

The IFFO RS Monitoring Staff Development and Review Process shall be used to identify training and development needs required for effective operation of the CB Monitoring System.

Training and development needs to be identified by the Staff Performance and Review Procedure, the IFFO RS Board or by other means shall be actioned by the completion of Training and Development Proposal for the Staff Member affected.

The Director (Chairman) of IFFO RS Ltd. shall authorise training and development activity and shall ensure that upon completion, a Training and Development Evaluation form is completed by each Staff Member.

The CB Compliance Manager/Administrator shall ensure that all documentation relating to training and development activity for monitoring Assessors is entered into their personal Assessor File.

### 3. RECORDS

Records will be maintained to demonstrate the competence of IFFO RS monitoring staff to perform prescribed functions.

Records will comprise as necessary copies of the following:

- Training and Development Proposal form in writing (where applicable )
- Training and Development Evaluation form (where applicable)
- Certificate of satisfactory completion of training courses attended
- Academic or other relevant qualifications
- Details of previous demonstrated experience.

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## Appendix A

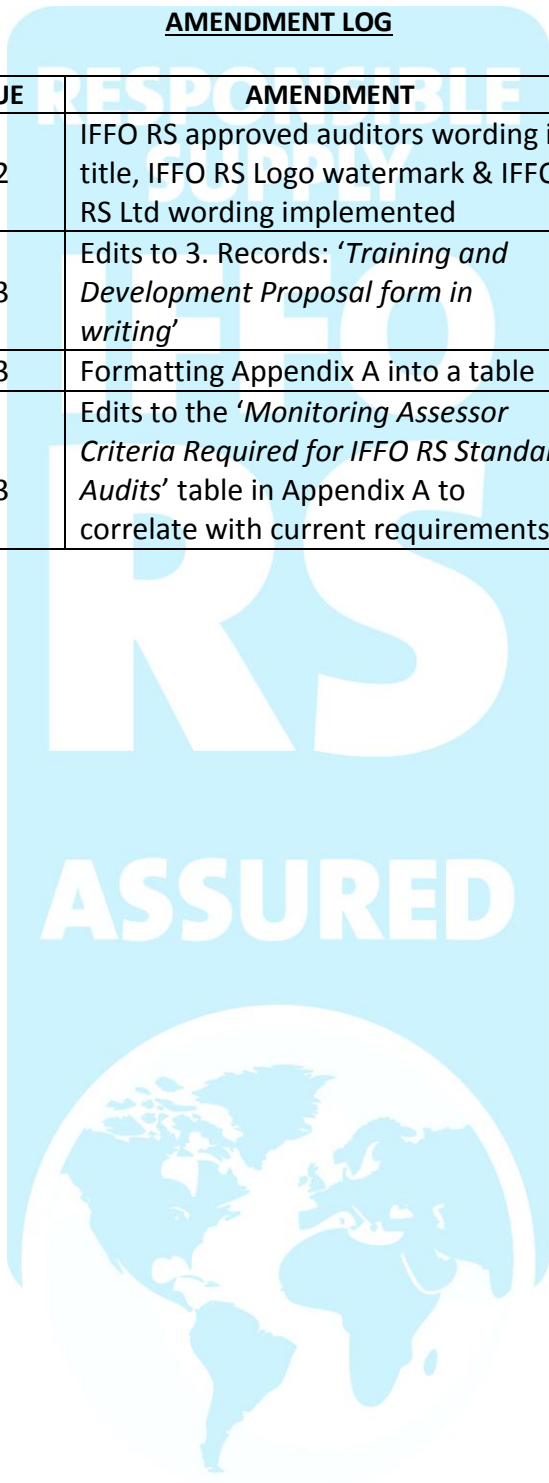
### Monitoring Assessor Criteria Required for IFFO RS Standards Assessment

1.	Formal Qualifications	YES/NO
A)	<b>Post-high School Diploma</b> At least a post-high school diploma or equivalent (minimum course duration of 2 years) must have been obtained in a discipline related to the scope of certification (Feed)	
B)	<b>IFFO Global Standard for Responsible Supply Auditor Training Course</b> Must have attended the IFFO Global Standard for Responsible Supply Auditor Training Course and Passed the written exam.	
2.0	Technical Skills and Qualifications	
2.1	Internal Auditor Training	
A)	Successful completion of an internal auditor training course based on ISO 19011 principles that must have a minimum duration of 15 hours and must be externally recognised by the industry. The certificate must specify the course content, duration. Successful completion must be indicated on the certificate.	
B)	The internal auditor training course must cover: applicable standards on quality auditing, auditing techniques, focus of the audits (psychological aspects and communication) and reporting, and it must also include a practical case study.	
C)	Training on IFFO RS Fisheries and By product Fishery approval Methodology.	
D)	Must have a minimum of three years awareness of assessing compliance of auditors to the International Feed Safety Standard or recognised equivalent [(AIC - Feed manufacturer assurance scheme), (OVOCOM-GMP), (PDV - GMP+) or (GmbH - QS)]	
E)	Must have a minimum of three years awareness of assessing compliance of auditors to the International Feed Safety Standard or recognised equivalent [(AIC - Feed manufacturer assurance scheme), (OVOCOM-GMP), (PDV - GMP+) or (GmbH - QS)]	
F)	Must have demonstrable competence in feed material audit applications.	

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**AMENDMENT LOG**

DATE	ISSUE	AMENDMENT	AUTHORISED BY
10/02/15	1.2	IFFO RS approved auditors wording in title, IFFO RS Logo watermark & IFFO RS Ltd wording implemented	Francisco Aldon
28/01/2016	1.3	Edits to 3. Records: <i>'Training and Development Proposal form in writing'</i>	Francisco Aldon
27/01/2017	1.3	Formatting Appendix A into a table	Francisco Aldon
27/01/2016	1.3	Edits to the <i>'Monitoring Assessor Criteria Required for IFFO RS Standard Audits'</i> table in Appendix A to correlate with current requirements.	Francisco Aldon



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