

## Register of Food Auditors and Mentors

We recognise the need for impeccable standards within the food and drink industry and we are committed to assuring the supply of safe, nutritious, and tasty food. The Register of Food Auditors and Mentors is an assurance and a benchmark for the competence and professionalism of those working in food auditing and mentoring. Those who secure successful registration are dedicated to the maintenance and improvement of their skills through continuing professional development.

### How does the register work?

Candidates supply information to demonstrate that they meet the skills and competency requirements for Auditors and/or Mentors against a specific Field of Operation (See below). The IFST Register Assessment Panel reviews the information and provides certificates and a listing on the Register to successful candidates.

### Auditor and Mentor Requirements

We ask for the following minimum standards of education, training and experience:

- Degree or equivalent in food science/technology or an appropriate related scientific or technological discipline (e.g. Food science and technology; or degrees of which a major element is food, plus another subject). Candidates without a degree equivalent but with substantial industry experience (>15 years) can qualify for the register.
- Ability to demonstrate knowledge and experience in the understanding and application of HACCP Principles (Codex 2003). This will generally be met by attendance on a HACCP Training course which meets, as a minimum, the UK HACCP Training Standard, Introductory Level (RIPH) and successful completion of an examination. However relevant experience of applying and/or teaching HACCP may be considered on an exceptional basis.
- Possession of a minimum of 5 years post-graduate experience related to the food industry, involving work in QA or technical functions within manufacture, retailing, agriculture, assessment or enforcement.
- Ability to demonstrate appropriate training and experience for the fields of operation in which they are applying to be registered.
- Be a member of the Institute of Food Science & Technology.

### Application Process

You will need to provide a portfolio of evidence to demonstrate that you have met the requirements for Registered Food Auditor or Mentor. Your portfolio should include:

- IFST RPFAM Application Form
- Audit log demonstrating and providing evidence of your current auditing skills and involvement in audits, at a minimum the 4 most recent audits performed during the last 12-18 months. These can be 2<sup>nd</sup> or 3<sup>rd</sup> party audits. This is not required for Mentors.
- Reference form
- Current CV
- Lead Auditor course certificate (not required for Mentors)
- Qualifications Certificates (HACCP)
- Copy of a degree certificate (if not applying based by work experience only)
- Other relevant supporting information.

These documents must provide full details of:

- Qualifications and training (acceptable lead auditor courses may be based ISO 9001 or a recognised food safety standard such as BRC Global Food Safety or ISO 22000) and passing the end of course exam)
- Previous employment history
- Experience
- Proven expertise

You will also need to pay the registration fee of £101.

### Referees

Your application should be supported by well-informed comments from one suitable referee.

A suitable referee would be a senior professional in your field of work who is able to base their views on direct knowledge of your work experience and who can confirm the validity of your stated achievements. Your referees should not be related to you or subordinate to you.

### Work Experience/Field of Registration Related Work Experience

This is the part of the application which indicates the depth of knowledge and experience against the scopes you have applied for. The following guidance can help when completing that section:

- For example if a HACCP trainer, HACCP leader, Auditor, what was your role and what did you do in practice?
- If working as a consultant what was your role on the site e.g. were you involved in all aspects of that particular scope/field or just part of it etc?
- For work experience provide specific time scales.
- What products and processes did you gain experience with in relation to the scope, and which areas of the operation were you working in? For example, QA, raw materials, development, technical, production etc.)
- Please include the scope number in the Field of registration (For example: 2015-2016 Foodie Ltd, producing xxx, scope number xxx).

### Fields of Operation

1. Primary Agriculture - growing and harvesting
  - 1.1 Animal Production
  - 1.2 Fish production and Fishing
  - 1.3 Grain crops
  - 1.4 Vegetables
  - 1.5 Fruit
2. Food Processing and Packing\*
  - 2.1 Raw Meat & Fish
    - 2.1.1 Red Meat, Slaughter & cutting
    - 2.1.2 Poultry Meat, Slaughter & cutting
    - 2.1.3 Fish, Chilled and frozen
    - 2.1.4 Raw meat products and preparations
    - 2.1.5 Raw fish products and preparations
  - 2.2 Produce (Fruit & Vegetables)
    - 2.2.1 Fresh & frozen
  - 2.3 Dairy
    - 2.3.1 Chilled and frozen
    - 2.3.2 Egg
  - 2.4 Ready to eat or heat (chilled & frozen), including cooked meat/cooked fish products
  - 2.5 Ambient stable, heat preserved, hermetically sealed packs
  - 2.6 Ambient Stable Foods (Other)
    - 2.6.1 Beverages
      - 2.6.1.1 Beverages - Beer and cider
      - 2.6.1.2 Beverages - Wine and spirits
      - 2.6.1.3 Beverages - Non-alcoholic
    - 2.6.2 Bakery products - ambient
    - 2.6.3 Dried foods
    - 2.6.4 Confectionery
    - 2.6.5 Snacks and breakfast cereals
    - 2.6.6 Oils & fats
    - 2.6.7 Food ingredients

\* = Based on the BRC Food Technical Standard Fields of Evaluation