

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 Professional Food Auditors and Mentors (RPFAM) 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.

RPFAM is primarily a fitness-to-practice register for auditors/mentors who are looking to work with the SALSA scheme. SALSA Auditors are professionals with proven food industry experience in the fields of registration they will be auditing. To verify this, all Auditors must have been accepted by the IFST RPFAM. Please note that to be an auditor or mentor for SALSA, you must be registered both with IFST and SALSA. Once approval is granted to join the RPFAM register, prospective auditors and mentors can apply to SALSA. See the SALSA website for more details.

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 Registration (see below). The IFST Register Assessment Panel reviews the information, and successful candidates will be awarded a certificate and listed on the Register.

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 2020). 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 registration in which they are applying to be registered.
- Lead Auditor course certificate. Acceptable lead auditor courses should include ISO 9001 or an equivalent recognised food safety standard such as BRC, IFS or FSSC 22000. The course should have a minimum duration of 40 hours and include an end of course exam. Please note this is not required for Mentors. Further details are provided below.
- 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 2nd or 3rd party audits. This is not required for Mentors.
- Details of one referee
- Up-to-date CV detailing roles and responsibilities
- Relevant Certificates (HACCP, Lead Auditor, degree etc)
- Other relevant supporting information.

These documents must provide full details of:

- Qualifications and training
- Previous employment history
- Experience
- Proven expertise

You will also need to pay the registration fee of £106.

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.

Auditor Competences

Auditors will be registered for fields of registration appropriate to their education, training and experience. Auditor Competence requirements include the following areas:

Personal Attributes

To enable the Auditor to act fairly, ethically, with due professional care and independence, and using an evidence-based approach.

Knowledge and Skills

Generic Knowledge and Skills for Auditors

- Ability to apply audit principles, procedures and techniques to different audits, ensuring that each audit is conducted in a consistent and systematic manner.
- Ability to understand the scope of the audit and apply audit criteria as required by the Standard.
- Organisational skills to allow comprehension of the auditee organisation and operating procedures.
- Understanding of applicable laws, regulations and industry guidelines applicable to auditee organisation.

Generic Knowledge and Skills for Lead Auditors

- All competencies listed above. Knowledge and skills in audit leadership to facilitate the efficient and effective conduct of the audit.
- Education, work experience, auditor training and audit experience
- Education and training should have been sufficient to gain the knowledge and skills listed above. In addition, successful completion of a Lead Auditor (or equivalent) course and examination is required.

Specific Sector Experience

For quality and food safety audits, the Auditor must have relevant experience of best practice quality and food safety requirements in the food industry. This will include detailed knowledge of the audit criteria/Standard to be used.

IFST will evaluate documentary evidence provided by candidates demonstrating that they meet the above auditor knowledge, skills, education and training, and sector experience requirements. IFST will not assess the performance of Auditors in the field. This will be the responsibility of audit scheme owners, e.g. SALSA, BRC, and/or accreditation/certification bodies.

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. Tick the boxes for any fields you would like to audit/mentor in, and provide details to show the assessors that you have experience in that area. Experience can include working in the area e.g. as a technical manager, shadowing of audits, acting as a consultant or adviser, or having completed HACCP specific courses or other qualifications. When completing the form, you should provide the following information in this section:

- The scope number you are applying for and the company name e.g. Scope: 2.3.2 Egg, Company name: Fresh Eggs Ltd
- The products and processes you have gained experience with for that scope, and the areas of the operation you were working in e.g. QA, raw materials, development, technical, production etc.
- Provide details on your role and what you did in practice e.g. HACCP trainer, Auditor
- If working as a consultant, provide details of your role e.g. were you involved in all aspects of that particular scope/field or just part of it etc
- Provide specific time scales for the work experience.
- Please ensure that you provide sufficient detail to demonstrate your competence to audit in that field of registration.

Fields of Registration

1.	Primary agriculture – growing and harvesting	2.3.2	Egg
1.1	Animal production	2.4	Ready to eat or heat (chilled and frozen), including cooked meat/cooked fish products
1.2	Fish production and fishing	2.5	Ambient stable, heat preserved, hermetically sealed packs
1.3	Grain crops	2.6	Ambient stable foods (other)
1.4	Vegetables	2.6.1	Beverages
1.5	Fruit	2.6.1.1	Beverages: beer and cider
2.	Food processing and packing*	2.6.1.2	Beverages: wine and spirits
2.1	Raw meat and fish	2.6.1.3	Beverages: non-alcoholic
2.1.1	Red meat, slaughter and cutting	2.6.2	Bakery products: ambient
2.1.2	Poultry meat, slaughter and cutting	2.6.3	Dried Foods
2.1.3	Fish: chilled and frozen	2.6.4	Confectionery
2.1.4	Raw meat products and preparations	2.6.5	Snacks and breakfast cereals
2.1.5	Raw fish products and preparations	2.6.6	Oils and fats
2.2	Produce: fruit and vegetables	2.6.7	Food ingredients
2.2.1	Produce: fresh and frozen		
2.3	Dairy		
2.3.1	Dairy: chilled and frozen		

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