



ACCREDITATION SCHEME FOR MANAGEMENT SYSTEMS CERTIFICATION BODIES

SAC HACCP DOCUMENT NO 1 REQUIREMENTS FOR HACCP AUDITING METHODOLOGY AND CRITERIA FOR AUDITORS

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Amendment record

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REQUIREMENTS FOR HACCP AUDITING METHODOLOGY AND CRITERIA FOR AUDITORS

I. Introduction

1. The following are requirements for auditing methodology and criteria for auditors and are to be used with ISO/IEC Guide 62 and the corresponding IAF Guidance.

II. Document Review

2. The auditors shall conduct a site tour to understand the processes, products and activities undertaken by the organisation aimed at identifying ¹PRPs, ²CCPs and applicable legal requirements associated with these processes, products and activities.
3. The auditors shall review the following documents:
 - a) HACCP Manual;
 - b) list of applicable legal requirements;
 - c) product data;
 - d) process flow charts;
 - e) site layout plan;
 - f) HACCP plans; and
 - g) other procedures and work instructions including recall procedures required by the organisation.
4. The auditors shall review the process adopted by the organisation for the identification of food safety hazards and the determination of CCPs. HACCP plans shall be examined to ensure that the plan is compatible with level of identification of food safety hazards.
5. The auditors shall review the basis, including validation of control measures, for all CCPs, and confirm that monitoring and measurement for these control measures are established.
6. The auditors shall review the establishment of PRPs.

¹ Pre-requisite Programs

² Critical Control Points

III. Pre Award Audit

7. The auditors shall conduct a thorough assessment to determine that the HACCP plans have been implemented effectively including corrective actions.
8. The auditors shall assess the organisation's implementation of its PRPs, including assessment on site.
9. The auditors shall assess the effective implementation of all the food safety procedures including the recall procedure.
10. The auditors shall assess the monitoring system of the CCPs.

IV. Surveillance

11. During each certification period, the certification body shall assess in sufficient depth, CCPs targeted for auditing and any new CCPs established by the organisation.
12. The certification body shall audit all CCPs and all sites of the organisation covered by certification at least once during each certification period.

V. Criteria for Auditors

13. The criteria for certification bodies' auditors conducting HACCP audits are given in the Appendix.

Criteria for HACCP Auditors

The summary of the criteria for HACCP Auditors is tabulated below.

Criteria	Auditor	Lead Auditor
Personal Attributes	Demonstrate personal attributes for effective and efficient performance of audits	
Formal Education	Appropriate food-related tertiary education (Diploma/degree in Food Science and / or Technology)	
Other Qualifications	Have knowledge of current regulatory requirements and applicable Codes of Practice	
Food Safety Work Experience	minimum of 2 years full time work experience with food/hygiene and food safety programs and risk management or HACCP systems applicable to the industry sector in a technical, professional or supervision position plus ability to demonstrate competence in specific technical processes used within the industry sector (where applicable)	
Auditor Training	successfully completed training based on food safety programs and HACCP principles	
Audit Experience	minimum of 4 FSMS audits within a 2-year period with a minimum total duration of 20 audit days	minimum of 5 FSMS audits as team leader within a 2-year period with a minimum total duration of 10 audit days
Maintenance of qualification (once every 2 years)	perform at least 4 FSMS audits with a total minimum duration of at least 10 audit days at the end of every 2 year cycle	Perform at least 4 FSMS audits with a total minimum duration of at least 10 audit days at the end of every 2-year cycle. At least 2 of these audits shall be as team leader.

Notes

(1) The audit team of a certification body has to be led by a Team Leader who is qualified as a team leader for food safety management system (FSMS) and meets the above requirements.

(2) For audits involving 1 auditor only, the auditor has to be qualified for food safety management system and meets the above requirements.

(3) Qualification of auditors can be done internally by a certification body or by an external auditor registration body.