



Canadian Grain Commission

General Requirements For Accredited Service Providers (CIPRS, CIPRS+HACCP, CGC HACCP)

CGC ASP-STAN 2.0.0

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Contents

General Requirements for Accredited Service Providers

Contents	i
Review.....	ii
Revision record	iii
Acronyms.....	iv
1.0 INTRODUCTION.....	1
2.0 GENERAL REQUIREMENTS	1
3.0 AUDITOR QUALIFICATIONS.....	1
3.1 General Competencies.....	1
3.2 Competencies for CIPRS	2
3.3 Competencies for CGC HACCP	2
3.4 CIPRS+ HACCP	3
3.5 Evidence of auditor competencies	3
3.6 Auditor Attributes	3
4.0 MAINTENANCE OF COMPETENCY.....	3
5.0 CONFLICT OF INTEREST	4
6.0 MONITORING.....	4
Appendix 1 HACCP Course Criteria	5

Review

This Canadian Grain Commission Standard is subject to annual review. Revisions will be issued to ensure the standard continues to meet current needs.

Revision record

Revisions to this standard will be given a consecutive number and will be dated.

Please ensure that all revisions are inserted, obsolete pages removed, and the record below is completed.

Revision no:	Amendment Content and Pages	Entered by:	Date:
Re-issue	Addition of CGC HACCP-based Programs	J. Sutherland	May 20, 2009
Revision 1	p.3, addition of 3.5 Evidence of Auditor Competencies	J. Sutherland	January 4, 2010
	p.3, addition of 3.6 Auditor Attributes	J. Sutherland	January 4, 2010
Revision 2	Changes to document format	M. Stoughton-Ens	August 1, 2010

Acronyms

ASP	Accredited Service Provider
CGC	Canadian Grain Commission
CIPRS	Canadian Identity Preserved Recognition System
CIPRS+HACCP	Canadian Identity Preserved Recognition System Plus HACCP
CGC HACCP	Canadian Grain Commission HACCP
FSQMS	Food Safety & Quality Management System
GOP	Good Operating Practice
HACCP	Hazard Analysis Critical Control Point
IATCA	International Auditor and Training Certification Association
IP	Identity Preserved/Identity Preservation
IRCA	International Registry of Certificated Auditors
NACE	Nomenclature for Economic Activities
PVA	Process Verification & Accreditation Office
QMS	Quality Management System
RABQSA	Registrar Accreditation Board/Quality Society of Australasia International
TEAC	Technical Advisory Expert Committee

GENERAL REQUIREMENTS FOR ACCREDITED SERVICE PROVIDERS

1.0 INTRODUCTION

This standard specifies the requirements service providers must meet for Canadian Grain Commission (CGC) accreditation to provide third-party audit services for the Canadian Identity Preserved Recognition System (CIPRS), the Canadian Identity Preserved Recognition System Plus HACCP (CIPRS+ HACCP) or the Canadian Grain Commission HACCP (CGC HACCP). These requirements are intended to ensure that service providers have competent staff and will conduct audits and prepare audit reports in a consistent and reliable manner.

2.0 GENERAL REQUIREMENTS

To provide third-party audit services for CIPRS, CIPRS+ HACCP, or CGC HACCP the Service Provider must have a quality management system in place that is compliant with ISO 17021 and/or ISO Guide 65.

Service Providers must also provide evidence that they have the appropriate NACE (Nomenclature for Economic Activities) code or, if they are not ISO Registrars, demonstrate that they would be eligible for the appropriate NACE code. In the case of the three above-noted programs, the following NACE codes will be considered appropriate:

- 1 A – Agriculture
- 3 DA – Manufacture of grain products
- 29 G – Wholesale of agricultural raw materials

Service providers that are currently accredited to ISO 17021 and/or ISO Guide 65 must provide a copy of the registration/accreditation certificate issued to them by a nationally recognized accreditation body, when they apply for accreditation.

Service providers that are not accredited to ISO 17021 and/or ISO Guide 65 will be subject to an audit as set out in CGC QSP 2.1.0 Accreditation and Monitoring of CGC Service Providers.

3.0 AUDITOR QUALIFICATIONS

3.1 General Competencies

In order to competently perform the activities detailed in CGC QSP 2.3.1, *Conducting a Food Safety/IP Quality Management System Audit*, all Accredited Service Provider (ASP) auditors must have knowledge of the principles and implementation of quality systems and of the grain industry.

To obtain this knowledge, auditors must have:

- successfully completed an ISO 9000 Lead Auditor course delivered by an accredited¹ training organization;
- conducted a minimum of two complete quality management system (QMS) audits within a year of application; and
- successfully completed the program orientation for CIPRS, CIPRS+ HACCP or CGC HACCP provided by the Process Verification & Accreditation Office (PVA), depending on the program or program(s) for which the auditor will be providing audits.
- successfully passed the auditor competency examination administered by the Process Verification and Accreditation office.

In addition, all ASP auditors must possess a combination of education and experience as follows:

- 2 years post-secondary studies in an agri-food-related field and 2 years agrifood-related experience
- OR
- other post-secondary studies (<2 years) and 3 years agri-food-related experience

OR

- high school diploma and 5 years agri-food-related experience.

In cases where auditors do not meet the experience qualifications, the ASP management may suggest activities that can be undertaken to provide auditors with the required experience. The PVA has the discretion to determine if the proposed activities will provide the required experience and under what supervision these activities must be carried out.

3.2 Competencies for CIPRS

In addition to meeting the general competency requirements specified in section 3.1, CIPRS auditors must have knowledge of IP systems.

3.3 Competencies for CGC HACCP

In addition to meeting the general competency requirements specified in section 3.1, CGC HACCP auditors must have knowledge and understanding of the principles and implementation of HACCP-based food safety programs.

To meet these requirements, ASP auditors must:

- have successfully completed a HACCP training course that meets the criteria specified in Appendix 1 and is delivered by an accredited training

¹ by the International Registry of Certificated Auditors (IRCA) or the Registrar Accreditation Board/Quality Society of Australasia International (RABQSA).

- organization²; and
- have conducted a minimum of two complete food safety and quality management system (FSQMS) audits within a year of application.

3.4 CIPRS+ HACCP

In addition to meeting the general competency requirements specified in section 3.1, CIPRS+ HACCP auditors must also meet the requirements specified in sections 3.2 and 3.3.

3.5 Evidence of auditor competencies

As part of the application process, and when additional auditors are being put forward to audit for CGC programs, a résumé will be submitted, along with copies of training certificates for the required training.

3.6 Auditor Attributes

In addition to the knowledge, education and experience listed above, auditors must possess personal attributes as outlined in 7.2 of ISO19011:2002 *Guidelines for Quality and/or Environmental Management Systems Auditing*, i.e. be:

- ethical
- open-minded
- diplomatic
- observant
- perceptive
- versatile
- tenacious
- decisive
- self-reliant

These attributes will be verified during the course of field observations conducted per *CGC QSP 2.1.0 Accreditation and Monitoring of CGC Service Providers*.

4.0 MAINTENANCE OF COMPETENCY

In order to maintain their auditing proficiency:

- CIPRS auditors conduct at least one IP quality management system audit annually,
- CGC HACCP auditors must conduct at least one food safety audit annually, and
- CIPRS+ HACCP auditors must conduct at least one food safety and IP quality management system audit annually.

² by the IRCA, or RABQSA or the International Auditor and Training Certification Association (IATCA).

5.0 CONFLICT OF INTEREST

Auditors shall not audit a company if they have provided consulting services to that company within the previous two years.

6.0 MONITORING

The service provider shall participate in a monitoring program as detailed in CGC QSP 2.1.0 *Accreditation and Monitoring of CGC Service Providers*.

Appendix 1

HACCP Course Criteria

HACCP courses must be structured in such a way to ensure that participants are provided with the knowledge necessary to understand how HACCP-based food safety systems are developed and implemented. The curriculum of acceptable HACCP courses must include at a minimum:

- Introduction to Codex Alimentarius
 - o General Principles of Food Hygiene
 - o HACCP System and Guidelines for its Application
- Benefits of HACCP in the support of food safety and hygiene
- Different types of hazards, their sources and hazard prevention methods
- techniques for the identification of microbiological, chemical and physical hazards
- Defining and writing prerequisite programs
- HACCP in terms of the 5 preliminary and 7 steps
- Hazard analysis (decision tree)
- establishing CCP's:
 - o critical limits
 - o monitoring procedures
 - o deviation & corrective actions procedures
 - o verification procedures
- documents and records of a HACCP system.

The HACCP training course must include an assessment of the students' competencies. This may include one or more of the following:

- practical assignments
- oral and written tests
- research assignment