Criteria for SQF Training Courses

Licensed Course Criteria and Guidelines

9th Edition
MARCH 2018

SQF Institute is a division of the Food Marketing Institute (FMI).

One world. One standard.

Introduction

The SQF Code is a process and product certification standard. It is a Hazard Analysis Critical Control Points (HACCP)-based food safety and quality management system that utilizes the HACCP principles and guidelines defined by the CODEX Alimentarius Commission, and is intended to support industry or company branded product and to offer benefits to suppliers and their customers. Products produced and manufactured under the SQF Code certification retain a high degree of acceptance in global markets.

First developed in Australia in 1994, the SQF program has been owned and managed by the Food Marketing Institute (FMI) since 2003, and was recognized in 2004 by the Global Food Safety Initiative (GFSI) as a standard that meets its benchmark requirements.

This document outlines:
1. training course requirements for the licensed SQFI training courses: "Implementing SQF Systems" "SQF Quality Systems for Manufacturing" and "Advanced SQF Practitioner;"
2. the training goals for the training courses;
3. the minimum training course duration;
4. the minimum pre-course qualifications for participants;
5. the skill requirements for trainers;
6. the evaluation for the training courses;
7. the defined course materials;
8. the provided course certificates; and
9. assessment (s).

Contents

Implementing SQF System Course Criteria

This criteria document details the requirements of a registered SQF trainer on behalf of a licensed SQF training center for delivering the "Implementing SQF Systems" training course. Specific details of the course are contained in Appendix 1 and the course assessment in Appendix 2.

1.   COURSE NAME

The name of the course defined under this section is to be "Implementing SQF Systems." A qualifying title may be used to further clarify the course, if necessary, such as "Implementing SQF Systems – Manufacturing," "Implementing SQF Systems – Primary Production," and so on.

2.   TRAINING GOALS

The "Implementing SQF Systems" training course is designed to enable interested parties to fully understand the SQF Code requirements so as to be better equipped to implement and maintain an SQF System.

The goals of the "Implementing SQF Systems" training course are to:
- promote an understanding of the SQF Code.
- create a knowledge base to facilitate the successful implementation of an SQF System.
- show how a HACCP-based approach manages food safety and quality hazards in an operation.

3.   PREREQUISITE COURSE REQUIREMENTS

To facilitate a deeper understanding of the course content, it is recommended that those course attendees and SQF professionals, including SQF practitioners have successfully completed a HACCP training course meeting the definition found in the SQF Food Safety Code prior to attending the course.

Training that meets the guidelines outlined in the Food and Agriculture Organization's CODEX Alimentarius Commission. Hazard Analysis and Critical Control Point (HACCP) System and Guidelines for its Application – Annex to CAC/RCP 1 – 1969, Rev. 4-2003), – "A system, which identifies, evaluates and controls hazards which are significant for food safety." And this training shall be:
1. Recognized as a HACCP training course used extensively in a country.
2. Administered and delivered by an institution recognized as a food safety training center of excellence.
3. A minimum of 2 (two) days (sixteen (16) hours) in duration, or equivalent.
4. The acquired knowledge of the candidate shall be assessed as part of the training program.

4.   TRAINING COURSE

SQF Systems vary depending on the food industry sector and the type of food business. Therefore training is to be adapted to the particular needs of the industry sector and/or the participant using relevant examples and activities. SQFI currently provides topic-specific materials for the following industry sectors:
- Primary Production
- Manufacturing
- Storage and Distribution
- Food Packaging

- Food Retail

Materials for other sectors may be added as Codes are developed.

5.   COURSE LENGTH

The duration of the "Implementing SQF Systems" training course shall not be less than sixteen (16) hours.

6.   DELIVERY VIA WEBINAR

A registered SQF trainer on behalf of a licensed SQF training center is permitted to deliver content and instruction live via webinar so long as the learning experience is evaluated to assure that attendee satisfaction is achieved and learning objectives are met.

7.   TRAINERS' KNOWLEDGE AND SKILLS

Registration criteria for SQF trainers are defined in the document, Criteria for SQF Trainers.

8.   EVALUATION

For the purposes of continuous improvement, an evaluation is required.

8.1   Training Center Evaluation

The licensed training center is to issue an anonymous evaluation at the conclusion of the course. The evaluation will critically assess, for the purposes of continuous improvement, such indicators as the performance and knowledge of the trainer, the thoroughness and depth of content presented, the degree to which the course met the course learning objectives, etc. The evaluation is to be either in paper-and-pencil format or delivered electronically.

8.2   SQFI Evaluation

Additionally, SQFI may choose to provide a participant evaluation to drive continuous improvement of the course materials. The SQFI participant evaluation is provided by SQF Institute via an electronic survey. Class lists are to be provided by the training center to SQFI to facilitate the delivery of the survey as outlined in the SQFI Training Center License Agreement.

9.   ASSESSMENT

9.1   Assessment of Participant's Knowledge

The "Implementing SQF Systems" examination is provided by the SQF Institute and, depending upon the language, is either accessed by the examinee through an online vendor - access can be found under the Training Centers tab on the SQFI website (sqfi.com) or offered in written format.

Examinees are required to achieve a mark of seventy-five percent (75%) or greater on the examination to pass. Upon successful completion of the examination, the participant is issued an electronic certificate of attainment that can be printed or saved electronically.

Exam details are described in Appendix 2 of this document. The Examinee Guide provided to the licensed SQF training center for distribution to the examinee also provides detail on the examination as described below.

9.2   Examination Details and Preparation Materials for the Examinee

To aid the examinee in understanding the goal and format of the "Implementing SQF Systems" examination an Examinee Guide has been prepared. The Guide is provided electronically to the SQF training centers.

To aid the participant in preparing for the "Implementing SQF Systems" examination a Practice Exam is provided for several of the industry sectors. The Practice Exam, if available, is provided electronically to the SQF training centers.

10.   COURSE MATERIALS

10.1 Overview of Course Materials

All materials associated with the "Implementing SQF Systems" training course are provided electronically to the licensed SQF training center for distribution to their registered SQF trainers.

Participants of the "Implementing SQF Systems" training course are to be provided with the most current version of the following SQFI-issued materials:

1. A legible copy of the slide presentation
2. Participant Workbook

Additional materials, not required to be distributed, include:
1. The SQF Food Safety Code
2. SQF Food Safety Code guidance documents
3. SQF Practice Exam, if available
4. SQF Examinee Guide
5. Supplemental information and activities as determined by the training center

In addition, the following trainer materials are available:
1. Implementing SQF Systems Workbook - Instructor Key

Electronic versions of the materials can be provided to attendees; however the file must be delivered in a format that does not permit altering of the material.

Licensed SQF training centers and their registered SQF trainers are required to utilize only current materials provided by SQFI for the presentation of the "Implementing SQF Systems" training course, as per the Training Centers License Agreement. Training centers/registered SQF trainers/applicant SQF

trainers are not allowed to alter the training materials other than to augment them as described in sections 6 and 10.3 or utilize the training materials for non-SQF training courses.

10.2 Content Overview

The Implementing SQF Systems course materials have been customized for the following industry sectors:
1. Implementing SQF Systems – Primary Production
   a. Food Sector Categories 1-6
2. Implementing SQF Systems – Manufacturing
   a. Food Sector Categories 7-22, 25, 31-34
3. Implementing SQF Systems – Distribution
   a. Food Sector Category 26
4. Implementing SQF Systems – Food Packaging
   a. Food Sector Category 27
5. Implementing SQF Systems – Retail
   a. Food Sector Category 24

The content of the course is arranged to closely follow the SQF Code.
1. Sections 1-3 provide an overview of the SQF Program, and addresses Part A.
2. Section 4 provides an overview of the HACCP/Food Safety plan.
3. Section 5 addresses the Systems Elements of the SQF Code for a particular industry sector.
4. Section 6 addresses the GMPs, GDPs, GAPs, etc. found in the relevant modules and equips the site to implement an SQF System.

All sections must be delivered; however, the course sections are not required to be delivered in order the order listed above.

Found within the Notes of the course slides is additional information to aid both the trainer and the course participant.

10.3 Course Activities

An "Implementing SQF Systems Participant Workbook" is provided electronically to the training centers to assist the trainer in making the class more interactive and conducive to learning. The format of the Workbook is intended to be flexible to allow the trainer to use the activities as they see fit for the audience. Participants should be encouraged complete the Workbook and to retain it as a reference.

Additionally, registered SQF trainers are encouraged to add examples, practical experiences and activities to the course to enhance the educational experience of the participant and to facilitate learning.

11.   CERTIFICATES

A certificate of attendance will be provided by the licensed SQF training center for those participants who attend the entire "Implementing SQF Systems" training course and participate to a level deemed satisfactory to the lead registered SQF trainer. The certificate of attendance is to include, at minimum, the name of the participant, the name and/or logo of the SQF training center, the date the training was completed and the name of the course, "Implementing SQF Systems." A qualifying title may be used to further clarify the course, if necessary, such as "Implementing SQF Systems – Manufacturing," "Implementing SQF Systems – Primary Production," and so on.

The training center is strongly encouraged to keep a record of all certificates issued with identifying information as described above.

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Advanced SQF Practitioner Course Criteria

The "Advanced SQF Practitioner" course is designed for the current SQF practitioner seeking further information on how to improve and maintain the supplier's SQF System. This portion of the criteria document details the requirements of a licensed SQF training center for the delivery of the "Advanced SQF Practitioner" training course. Specific details of the course are contained in Appendix 1 and the course assessment (i.e., exam) in Appendix 2.

1.	COURSE NAME

The name of the course defined under this section is to be "Advanced SQF Practitioner." A qualifying title may be used to further clarify the course, if necessary.

2.	TRAINING GOALS

Through activity-based instruction, the course provides the tools practitioners need to use the internal audit program to manage, maintain and enhance the site's SQF food safety and quality Systems; harness the corrective action/preventive action process to identify trends and build continuous improvement; communicate with senior management to more fully define the site's commitment to food safety; and develop and prioritize key performance indicators to assure continuous improvement of the SQF System.

The goals of the "Advanced SQF Practitioner" training course are to:
- Communicate with senior management to improve demonstration of their commitment to food safety and SQF certification.
- Use the internal audit program to manage, maintain and enhance the site's SQF System.
- Utilize the corrective action/preventive action process as a tool to identify trends and build continuous improvement.
- Develop and prioritize key performance indicators.

3.	PREREQUISITE COURSE REQUIREMENTS

To ensure the practitioner obtains an optimal learning experience and fully benefit from this course, it is recommended that participants meet the following pre-requisites prior to attending the course:
1. Must have been through a successful SQF certification/ recertification process at least once as the SQF practitioner.
2. Successful completion of a HACCP training class that meets the definition in the SQF Code.
3. Successfully complete the "Implementing SQF Systems" examination.

4.	TRAINING COURSE

SQF Systems vary depending on the food industry sector and the type of food business. Therefore the registered SQF trainer is encouraged to adapt the delivery of the course to the particular needs of the industry sector and/or the participant.

5.	COURSE LENGTH

The duration of the "Advanced SQF Practitioner" training course shall not be less than sixteen (16) hours.

6.   TRAINERS' KNOWLEDGE AND SKILLS

Delivery of the course is to be conducted by a registered SQF trainer, as per the Training Center License Agreement and Criteria for SQF Trainers, who has been specifically approved by SQFI to teach the "Advanced SQF Systems" training course.

Registration criteria for SQF trainers are defined in the most current version of the document, Criteria for SQF Trainers.

7.   EVALUATION

For the purposes of continuous improvement, an evaluation is required.

7.1   Training Center Evaluation

The training center is to issue an anonymous evaluation at the conclusion of the course. The evaluation will critically assess, for the purposes of continuous improvement, such indicators as the performance and knowledge of the trainer, the thoroughness and depth of content presented, the degree to which course met objectives, etc. The evaluation is to either be in paper-and-pencil format or delivered electronically.

7.2   SQFI Evaluation

Additionally, SQFI may choose to provide a participant evaluation to drive continuous improvement of the course materials. The SQFI participant evaluation is provided by SQF Institute via an electronic survey. Class lists are to be provided by the training center to SQFI to facilitate the delivery of the survey.

8.   ASSESSMENT

8.1   Assessment of Participant's Knowledge

The goal of the "Advanced SQF Practitioner" examination is to assess the knowledge of the experienced SQF practitioner.

It is recommended that the examinee successfully complete the "Advanced SQF Practitioner" course or successfully complete a Corrective and Preventive Action course and/or internal auditing course prior to attempting the "Advanced SQF Practitioner" examination.

Examinees are required to achieve a mark of seventy-five percent (75%) or greater on the examination to pass. Upon successful completion of the examination, the participant is issued an electronic certificate of attainment that can be printed or saved electronically.

Exam details are described in Appendix 2 of this document.

9.   COURSE MATERIALS

9.1 Overview of Course Materials

All materials associated with the "Advanced SQF Practitioner" training course can be accessed electronically by approved "Advanced SQF Practitioner" trainers.

Participants of the activity-centered "Advanced SQF Practitioner" training course are to be provided with the most current version of the following SQFI-issued materials.

Note: On occasion, handouts may be updated, added or deleted by SQFI; always refer to the document list provided by SQFI prior to use.

1. Advanced SQF Practitioner Agenda
2. Advanced SQF Practitioner Workbook
3. Advanced SQF Practitioner Course Slides
4. SQF Food Safety Code for Manufacturing
5. SQF Food Safety Code for Manufacturing System Elements & Module 11 Guidance
6. SQF Food Safety Code Audit Checklist for Manufacturing Systems Elements & Module 11
7. SQF Quality Code
8. SQF Quality Code Checklist
9. SQF Quality Code Guidance
10. Handout 1 - Customer Complaint Log
11. Handout 2 - Foreign Material Log
12. Handout 3 - Chocolate Cake Finished product spec
13. Handout 4 – Metal Detection Scenario Plus Record
14. Handout 5 – Maintenance Clearance Scenario Plus Record
15. Handout 6 – Baker Mix Training Needs matrix
16. Handout 7 – Cake Quality Plan
17. Handout 8 – Training Register
18. Handout 9 – Food Quality Plan QA Check
19. Handout 10 – Food Quality Plan QA Check record
20. Handout 11 – HBC Egg Specification

In addition, the following trainer materials are provided:
1. Advanced SQF Practitioner Workbook – TRAINER KEY
2. Document List - Advanced Practitioner
3. Handout 1 Customer Complaint Log - TRAINER KEY
4. Handout 2 Foreign Material Log - TRAINER KEY
5. Handout 3 - Chocolate Cake Finished product spec - TRAINER KEY
6. Handout 4 – Metal Detection Scenario Plus Record - TRAINER KEY
7. Handout 5 – Maintenance Clearance Scenario Plus Record - TRAINER KEY
8. Handout 6 – Baker Mix Training Needs matrix – TRAINER KEY
9. Handout 7 – Cake Quality Plan – TRAINER KEY
10. Handout 8 – Training Register - TRAINER KEY

11. Handout 9 – Food Quality Plan QA Check
12. Handout 10 – Food Quality Plan QA Check record - TRAINER KEY
13. Handout 11 – HBC Egg Specification – TRAINER KEY

Licensed SQF training centers and their registered, approved SQF trainers are required to utilize only current materials provided by SQFI for the presentation of the "Advanced SQF Practitioner" training course, as per the Training Centers License Agreement. Training centers are not allowed to alter the training materials or utilize the SQF training materials for non-SQF training courses without advanced permission from SQFI.

9.2 Content Overview

1. Welcome, Course Overview and Introduction
2. Establishing Food Safety and Quality Objectives
3. Internal Audits: Using results from the internal audit program to manage, maintain and enhance the SQF System
    o Prioritization
    o Verification
    o Best Practices
4. Corrective and Preventive Actions/Root Cause Analysis
5. Continuous Improvement

9.3 Course Activities

The flow for this activity-based course is described in the Trainer Notes of the course slides and the Participant Workbook - Trainer Key.

Additionally, training centers are encouraged to add examples and real-world experiences to the course to enhance the educational experience of the participant and to facilitate learning.

10.   CERTIFICATES

A certificate of attendance will be provided by the licensed SQF training center for those participants who attend the entire "Advanced SQF Practitioner" training course and participate to a level deemed satisfactory to the lead registered SQF trainer. The certificate of attendance is to include, at minimum, the name of the participant, the name of the SQF training center, the date the training was completed and the name of the course, "Advanced SQF Practitioner."

The training center is strongly encouraged to keep a record of all certificates issued with identifying information as described above.

SQF Quality Systems for Manufacturing Course Criteria

Note: An addendum to the training centers license agreement must be completed before the training center is permitted to provide the SQF Quality Systems for Manufacturing course.

1.   COURSE NAME

The name of the course defined under this section is to be "SQF Quality Systems for Manufacturing."

2.   TRAINING OUTCOMES

The learning outcomes of the "SQF Quality Systems for Manufacturing" training course are to:

- Assure an understanding of the link between product quality and quality management principles;
- Explain the product quality parameters within a food industry sector or site;
- Apply the HACCP method to monitor and control quality parameters;
- Understand and apply the 'cost of quality' model within a facility;
- Apply the PDCA cycle to improve quality outcomes;
- Understand how quality management principles impact on product quality and productivity;
- Apply and improve quality management principles within a site.

3.   PREREQUISITE COURSE REQUIREMENTS

To ensure the practitioner obtains an optimal learning experience and fully benefit from this course, it is recommended that participants meet the following pre-requisites prior to attending the course:

Candidates must have successfully completed examinable HACCP training, and either "Implementing SQF Systems" training (minimum: SQF Code, edition 7), or "Auditing SQF Systems"/"Lead SQF Auditor" training (minimum: SQF Code, edition 7).

4.   TRAINING COURSE

SQF Systems vary depending on the food industry sector and the type of food business. Therefore the registered SQF trainer is encouraged to adapt the delivery of the course to the particular needs of the industry sector and/or the participant.

5.   COURSE LENGTH

The duration of the "SQF Quality Systems for Manufacturing" training course shall not be less than sixteen (16) hours.

6.   TRAINERS' KNOWLEDGE AND SKILLS

Delivery of the course is to be conducted by a registered SQF trainer, as per the Training Center License Agreement, Quality Systems course addendum and Criteria for SQF Trainers, who has been specifically approved by SQFI to teach the "SQF Quality Systems for Manufacturing" training course.

Registration criteria for SQF trainers and quality trainer qualification are defined in the document, Criteria for SQF Trainers.

7.   EVALUATION

For the purposes of continuous improvement, an evaluation is required.

7.1   Training Center Evaluation

The training center is to issue an anonymous evaluation at the conclusion of the course. The evaluation will critically assess, for the purposes of continuous improvement, such indicators as the performance and knowledge of the trainer, the thoroughness and depth of content presented, the degree to which course met objectives, etc. The evaluation is to either be in paper-and-pencil format or delivered electronically.

7.2   SQFI Evaluation

Additionally, SQFI may choose to provide a participant evaluation to drive continuous improvement of the course materials. The SQFI participant evaluation is provided by SQF Institute via an electronic survey. Class lists are to be provided by the training center to SQFI to facilitate the delivery of the survey.

8.   COURSE MATERIALS

8.1 Overview of Course Materials

All materials associated with the "SQF Quality Systems for Manufacturing" training course can be accessed electronically by approved "SQF Quality Systems for Manufacturing" trainers or their designees.

Participants of the activity-centered "SQF Quality Systems for Manufacturing" training course are to be provided with the most current version of the following SQFI-issued materials:

1.   A legible copy of the slide presentation
2.   "The SQF Quality Systems for Manufacturing Activities Booklet"

Additional materials include:
1.   The SQF Quality Code
2.   SQF Code guidance documents
3.   Supplemental information and activities as determined by the training center

Licensed SQF training centers and their registered, approved SQF trainers are required to utilize only current materials provided by SQFI for the presentation of the "SQF Quality Systems for Manufacturing"

training course, as per the Training Centers License Agreement and the Quality Systems addendum. Training centers are not allowed to alter the training materials or utilize the SQF training materials for non-SQF training courses without advanced permission from SQFI.

8.2 Content Overview

1. Session 1: Introductions and Learning Outcomes
2. Session 2: What is Quality?
3. Session 3: Conformance, Consistency, Cost
4. Session 4: The Cost of Quality
5. Session 5: The SQF Quality Code
6. Session 6: Measuring and Controlling Quality using the HACCP Method
7. Session 7: Improving Product Quality
8. Session 8: Managing Quality or the Quality Of Management
9. Review and Summary

Registered SQF trainers/ training centers are encouraged to add examples and real-world experiences to the course to enhance the educational experience of the participant and to facilitate learning.

9.   CERTIFICATES

A certificate of attendance will be provided by the licensed SQF training center for those participants who attend the entire "SQF Quality Systems for Manufacturing" training course and participate to a level deemed satisfactory to the lead registered SQF trainer. The certificate of attendance is to include the name of the SQF training center, a certificate number, the date the training was completed and the name of the course, "SQF Quality Systems for Manufacturing."

The training center is strongly encouraged to keep a record of all certificates issued with identifying information as described above.

Appendix 1

1. Implementing SQF Systems Training Course Details

Course Goal:

The training course is designed to provide participants with an understanding of the SQF Code. It is to be conducted in a minimum of sixteen (16) hours.

Course Prerequisite:

- It is recommended that the attendee successfully completes a HACCP training course, as defined and outlined in Section 3 of this document.

Course Objectives:

The goals of the Implementing SQF Systems training course are to:
- promote an understanding of the SQF Code.
- create a knowledge base to facilitate the successful implementation of an SQF System.
- show how a HACCP-based approach manages food safety and quality hazards in an operation.

Course Formats:
The Implementing SQF Systems course materials have been customized for the following industry sectors:
1. Implementing SQF Systems – Primary Production
    a. Food Sector Categories 1-6
2. Implementing SQF Systems – Manufacturing
    a. Food Sector Categories 7-22, 25, 31-34
3. Implementing SQF Systems – Distribution
    a. Food Sector Category 26
4. Implementing SQF Systems – Food Packaging
    a. Food Sector Category 27
5. Implementing SQF Systems – Retail
    a. Food Sector Category 24

Course Outline:

1. Introduction to SQF and Implementing SQF Training
    a. Introduction to Course
    b. Purpose of Course
    c. Training Goals
    d. Training Outcomes
    e. Syllabus and Agenda
    f. Introduction to FMI
    g. History and Background of SQF

        h.   Quality, Customers and the Cost Of Quality

2.   Preparing for SQF Certification

        a.   Introduction to the SQF Code

        b.   Implementing SQF Training

            i.   Examination

           ii.   Certification

        c.   Layout of the SQF Code

        d.   Overview of Modules and Food Sector Categories

        e.   Registration on SQF Assessment Database

        f.   Use of SQF Consultants

        g.   Designation of an SQF Practitioner

        h.   Selection of Certification Level

        i.   SQF Guidance Documents

3.   SQF Certification Process

        a.   Overview of SQF Certification Process

        b.   Overview of SQF Program Management

        c.   Selection of a Certification Body

            i.   Identification of the Scope of Certification

           ii.   Changing the Scope of Certification

          iii.   Responsibility for the Certification Decision

          iv.   Business Issues

           v.   Complaints, Appeals and Disputes

        d.   Selection of the SQF Auditor

            i.   Use of Technical Experts

           ii.   Language

        e.   The Certification Audit

            i.   Identifying the Scope of the Audit

           ii.   Audit Duration

          iii.   The Desk Audit

          iv.   The Facility Audit

           v.   System Elements

        f.   The Audit Report

            i.   Deviations from Code Requirements (Non-conformities)

                1.   Minor, major, critical non-conformities

                2.   Facility Audit Corrective Actions

           ii.   Audit Score and Rating

                1.   Scoring

                2.   Rating

                3.   Failure to Comply

        g.   Granting Certification

            i.   Timeline for Certification Decision

           ii.   Certificate of Registration

   iii. Use of the SQF Quality Shield
  h. Maintenance of Certification
   i. Surveillance Audits
   ii. Recertification Audit
   iii. Suspension of Certification
   iv. Withdrawal of Certification
4. Implementing an SQF System
  a. Food Safety Plan Review
  b. Conduct a Pre-Assessment Audit
5. SQF System Elements
6. Good Agricultural Practices (GAP)/Good Manufacturing Practices (GMP)/Good Distribution Practices (GDP) module (s).

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2. Advanced SQF Practitioner Course Details

Course Goal:

The "Advanced SQF Practitioner" Course is designed for the current SQF practitioner seeking further information on how to improve and maintain the site's SQF System. The course is to be conducted in a minimum of sixteen (16) hours.

Course Prerequisite:

To ensure the practitioner obtains an optimal learning experience and fully benefit from this course, it is recommended that participants meet the following pre-requisites prior to attending the course:
1. Must have been through a successful SQF certification/ recertification process at least once as the SQF practitioner.
2. Successful completion of a HACCP training class that meets the definition in the SQF Food Safety Code. and
3. Successfully complete the "Implementing SQF Systems" examination.

Course Objectives:

The objectives of the "Advanced SQF Practitioner" course are to:
- Communicate with senior management to improve demonstration of their commitment to food safety and SQF certification.
- Use the internal audit program to manage, maintain and enhance the site's SQF System.
- Utilize the corrective action/preventive action process as a tool to identify trends and build continuous improvement.
- Develop and prioritize key performance indicators.

Course Outline:

Day 1:
- Welcome, Introductions and Background to the Course
- Module 1 – Establishing Food Safety and Quality Objectives
    – Activity
- Module 2 - Internal Audits
    – Embedded Activities

Day 2:
- Module 3 - Corrective and Preventive Actions
    – Embedded Activities
- Module 4 – Establishing a Continuous Improvement Program
    – Embedded Activities
- Conclusion and Wrap-up

3. SQF Quality Systems for Manufacturing Course Details

Course Goal:

This course is intended for quality, technical and managerial staff working in food manufacturing who seeks to understand and differentiate between food safety management and quality management, and who are intending to implement the SQF Quality Code.

Course Prerequisite:

Candidates must have successfully completed examinable HACCP training, and either "Implementing SQF Systems" training (minimum: SQF Code, edition 7), or "Auditing SQF Systems"/"Lead SQF Auditor" training (minimum: SQF Code, edition 7).

Learning Outcomes:

- An understanding of the link between product quality and quality management principles;
- Explain the product quality parameters within a food industry sector or site;
- Apply the HACCP method to monitor and control quality parameters;
- Understand and apply the 'cost of quality' model within a site;
- Apply the PDCA cycle to improve quality outcomes;
- Understand how quality management principles impact on product quality and productivity;
- Apply and improve quality management principles within a site.

Course Outline:

Day 1:
- Welcome, Introductions and Background to the Course
- Session 1: Introductions and Learning Outcomes
    - Activity 1.1
- Session 2: What is Quality?
    - Activity 2.1
- Session 3: Conformance, Consistency, Cost
    - Activity 3.1
    - Activity 3.2
- Session 4: The Cost of Quality
    - Activity 4.1
    - Activity 4.2

Day 2:
- Session 5: The SQF Quality Code
    - Activity 5.1
    - Activity 5.2
- Session 6: Measuring and Controlling Quality using the HACCP Method
    - Activity 6.1
    - Activity 6.2
    - Activity 6.3
- Session 7: Improving Product Quality
    - Activity 7.1
    - Activity 7.2
- Session 8: Managing Quality or the Quality Of Management
    - Activity 8.1
- Review and Summary
- Conclusion and Wrap-up

Appendix 2

1. Implementing SQF Systems Examination

a. Exam format and content

The examination consists of sixty (60) multiple choice items. Depending upon the language, the examination is either offered via the Internet from an online provider accessed from the Online Examinations page of the SQFI website (sqfi.com) or by the training center in a written format.

The content of the items of the exam is taken from the associated SQF Food Safety Code Part A, System Elements and the modules associated with the particular examination. For example, items on the Implementing SQF Systems – Manufacturing examination covers content found in the SQF Food Safety Code for Manufacturing.

b. Exam languages

The Implementing SQF Systems examination is currently available in English, Spanish, French-Canadian, Japanese and Chinese. Available format varies by language.

c. Duration and number of attempts allowed

For the online exams: The examinee is given three (3) attempts to successfully complete the examination within a fourteen (14) day timeframe. A time limit of sixty (60) minutes is given to complete each attempt of the examination.

For the written exams: The examinee is allowed one (1) attempt to successfully complete the examination. A time limit of sixty (60) minutes is to be allowed to complete the examination.

d. Passing score

The successful completion of the examination results when the examinee achieves a passing score of seventy-five percent (75%) or higher.

2. Advanced SQF Practitioner Examination

a. Exam format and content

The examination consists of sixty (60) multiple choice items. The examination is offered via the Internet from an online provider and is accessed from the Online Examinations page of the SQFI website (sqfi.com).

The following topics are addressed in the "Advanced SQF Practitioner" examination:

1. Develop SMART food safety and quality objectives to identify and prioritize areas of improvement.
2. Use available food safety and quality data to analyze and identify areas for program improvement.
3. Conduct and manage internal audits and verify the effectiveness of the preventive actions implemented.
4. Understand the Corrective and Preventive Action (CAPA) process.
5. Conduct a root cause analysis (RCA).
6. Build a continuous improvement program.

b. Exam goal

The goal of the "Advanced SQF Practitioner" examination is to assess the knowledge of the experienced SQF practitioner.

c. Exam language

The "Advanced SQF Practitioner" examination is available in English.

d. Duration and number of attempts allowed

The exam is currently available in an online format. The examinee is given three (3) attempts to successfully complete the examination within a fourteen (14) day timeframe. A time limit of sixty (60) minutes is given to complete each attempt of the examination.

e. Passing score

The successful completion of the examination results when the examinee achieves a passing score of seventy-five percent (75%) or higher.