

SQF Edition 9 Training updates – SCS Global Services

SQF Practitioner requirements

Senior site management shall designate a primary and substitute SQF practitioner for each site

2.1.1.5 The primary and substitute SQF practitioner shall:

- i. Be employed by the site;
- ii. Hold a position of responsibility related to the management of the site's SQF System;
- iii. Have completed a HACCP training course;
- iv. Be competent to implement and maintain HACCP based food safety plans; and
- v. Have an understanding of the SQF Food Safety Code: Food Manufacturing and the requirements to implement and maintain an SQF System relevant to the site's scope of certification.

SCS Q&A: We often get the question: does taking the training make me a Practitioner? No, only your company appoints the Practitioner and backup Practitioner to those positions.

2.1 Training for Practitioners and Internal Auditor personnel

- **For SQF practitioners**

The “Implementing SQF Systems” training course is strongly recommended.

Required - HACCP training, two-day duration and assessed.

SCS Q&A: We often get the question: do I need to take an exam after training? No, it’s optional. Some companies ask their Practitioner take this ...it’s available for \$75 on the SQFI website.

- **For Personnel conducting internal audits**

Have successfully completed the Implementing SQF Systems training course;

Have successfully completed Internal Auditor training;

2.9.2 Training Program (Mandatory)

2.9.2.1 A training program shall be documented and implemented that, at a minimum, outlines the necessary competencies for specific duties and the training methods to be applied to personnel carrying out tasks associated with:

- i. **Implementing HACCP*** for staff involved in developing and maintaining food safety plans;
- ii. **Monitoring and corrective action procedures** for all staff engaged in monitoring critical control points (CCPs);
- iii. **Personal hygiene** for all staff involved in the handling of food products and food contact surfaces;
- iv. **Good Manufacturing Practices** and work instructions for all staff engaged in food handling, food processing, and equipment;
- v. **Sampling and test methods** for all staff involved in sampling and testing of raw materials, packaging, work-in-progress, and finished products;
- vi. **Environmental monitoring** for relevant staff;
- vii. **Allergen management, food defense, and food fraud** for all relevant staff; and

viii. Tasks identified as critical to meeting the effective implementation and maintenance of the SQF code.

The training program shall include provisions for identifying and implementing the **refresher training needs** of the organization.

2.6.4 Crisis Management Planning

2.6.4.1 A crisis management plan shall be documented by senior management, outlining the methods and responsibility the site shall implement to cope with such a business crisis. The crisis management plan shall include at a minimum:

- i. A senior manager responsible for decision making, oversight, and initiating actions arising from a crisis management incident;
- ii. **The nomination and training of a crisis management team;**

11.2.4 Pest Prevention

11.2.4.1 A documented pest prevention program shall be effectively implemented. It shall:

- ix. Outline the requirements for **staff awareness and training** in the use of pest and vermin control chemicals and baits; and

Food Safety Culture (GFSI): Shared values, beliefs and norms that affect mindset and behavior toward food safety in, across and throughout an organization.

Elements of food safety culture are those elements of the food safety management system which the senior management of a company may use to drive the food safety culture within the company. These include, but are not limited to:

Communication about food safety policies and responsibilities

Training

Employee feedback on food safety related issues
Performance measurement.

***HACCP Training:** Training in the principles and application of a HACCP system based on the Annex of the Codex Alimentarius Commission General Principles of Food Hygiene.

The training shall be:

1. Recognized as a HACCP training course used extensively in a country.
2. Administered and delivered by a recognized institution.
3. The acquired knowledge of the candidate **shall be assessed** as part of the training program.

2.9.2.2 Training materials, the delivery of training, and procedures on all tasks critical to meeting regulatory compliance and the maintenance of food safety shall be provided in language(s) understood by staff.

2.9.2.3 Training records shall be maintained and include:

- i. Participant name; ii. Skills description; iii. Description of the training provided;
- iv. Date training completed; v. Trainer or training provider; and
- vi. Verification that the trainee is competent to complete the required tasks.

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