

**Accreditation Scheme for Hazard Analysis Critical  
Control Point (HACCP)  
&  
Food Safety Management System (FSMS)  
Consultant Organizations**



**Quality Council of India (QCI)**

**National Accreditation Board for Education & Training**

Institute of Town Planners India

6<sup>th</sup> Floor, 4 - A, Ring Road, I P Estate,

New Delhi – 110002

Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 Fax: +91 11 233 23 415

[hari@qcin.org](mailto:hari@qcin.org)

## ABOUT QCI-NABET

In pursuance of cabinet decision of Feb 1996, Quality Council of India (QCI) was set up jointly by the Government of India and the Indian Industry represented by the three premier industry associations i.e. Associated Chambers of Commerce and Industry of India (ASSOCHAM), Confederation of Indian Industry (CII) and Federation of Indian Chambers of Commerce and Industry (FICCI), to establish and operate national accreditation structure and promote quality through National Quality Campaign. QCI is registered as a non-profit society with its own Memorandum of Association.

QCI is governed by a Council of 38 members with equal representations of government, industry and consumers. Chairman of QCI is appointed by the honourable Prime Minister on the recommendation of the Industry to the Government. The Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, is the nodal ministry for QCI.

It functions through the executive boards in the areas i.e. Accreditation for Certification bodies, Assessment Bodies, Healthcare Establishments, Education & Vocational Training Providers, Consultant organisations, skill development, Accreditation of laboratories etc. In addition, it has an exclusive Board for promotion of Quality.

National Accreditation Board for Education and Training is a constituent Board of Quality Council of India. NABET in recent years has enlarged its scope of activities and is trying to match its progress with Slogan of QCI i.e. "Creating an Eco System for Quality".

## Contents

1. Abbreviations .....	4
2. An outline of the Scheme .....	5
2.1 Background .....	5
2.2 Need of Scheme .....	5
3. Accreditation requirements and process .....	7
3.1 Legal eligibility for consultant organisation .....	7
3.2 Human resource requirements .....	7
3.3 Scope of accreditation .....	7
3.4 Infrastructure .....	8
3.5 Consultancy Quality Assurance System (CQAS).....	8
4. Assessment and accreditation process.....	9
4.1 Application Process .....	9
4.2 Assessment Process.....	9
4.2.1 Initial Assessment .....	9
4.2.2 Surveillance Assessment .....	10
4.2.3 Re- Accreditation .....	11
4.3 Accreditation Criteria.....	11
4.4 Expansion of Scope/ Addition of Expert.....	11
5. Terms & conditions to maintain accreditation .....	12
5.1 Compliance to the conditions of accreditation .....	12
5.2 Suspension / withdrawal/ reduction in scope of accreditation .....	12
5.3 Code of conduct .....	13
5.4 Complaints and appeals .....	13
5.5 Payment of fee.....	13
5.6 Governance.....	14
5.7 Confidentiality.....	14
5.8 Use Of QCI/NABET Logo .....	14
6. Fee Structure .....	15
<b>Appendices</b>	
Appendix 1: Qualification, experience, s and technical requirement for experts .....	16
Appendix 2: Guidelines for developing consultancy quality assurance system (CQAS) .....	17
Appendix 3: Assessment process and weightage .....	20
<b>Annexures</b>	
Annexure 1: Application Form .....	21
Annexure 2: Declaration of accepting NABET’s code of conduct .....	25
Annexure 3: Expert Resume Format.....	26
Annexure 4: MOU/Agreement of Emp Expert .....	29
Annexure 5 Surveillance Application form.....	30

## 1. Abbreviations

AC	Accreditation Committee
ACO	Accredited Consultant Organisation
AO	Applicant Organisation(s)
CAPA	Corrective Action & Preventive Action
CO	Consultant Organisation
CQAS	Consultancy Quality Assurance System
CV	Curriculum vitae
DA	Desktop Assessment
DSR	Detail Study Report
Emp	Empanelled
FSMS	Food Safety Management System
FSSAI	Food Safety and Standards Authority of India
HACCP	Hazard Analysis Critical Control Point
IA	Initial Assessment
IH	In-house
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
Lab/ Labs	Laboratory/ Laboratories
MOU	Memorandum of Understanding
NABET	National Accreditation Board for Education & Training
NC	Non- conformance
NGO	Non-Government Organization
OA	Office Assessment
Obs.	Observations
QCI	Quality Council of India
OPI	Opportunities for improvement
OHSAS	Occupational Health and Safety Assessment System
QMS	Quality Management System
RA	Re-Accreditation
SA	Surveillance Assessment
STS	Skill Training and Services- Division

## **2 An Outline of Scheme**

### **2.1 Background**

India is a fast developing country and with the speed of its development, the demand of necessities is growing too, from which Food is one of the main component for livelihood. Over the last centuries our food habit, style, its consumption have been change a lot, from fresh food eating style we have moved to packed food. India exports many food products outside the country and is known widely in the world market for its products.

Today the food sector, its relevant technology, engineering, safety issues, for the consumers are moving higher on the graph. The national and international standards are being set in place to protect the best interest of the consumers.

Food safety is a scientific discipline which describing handle, preparation, and storage of food in ways that prevent food-borne illness. This includes a number of routines that should be followed to avoid potential health hazards. The ISO 22000 is Food Safety Management Systems Certification Schemes that provide assurance to the customers that food company have implemented an effective food safety plan and management system during the food processing to the export. ISO 22000 (FSMS) is the standard for food safety since 2005 and which is based on HACCP guidelines in accordance with Codex Alimentarius and the management principles of ISO 9001.

Food industries in generally have technical competence to handle product, its storage, and packaging but may not have the competence in documentation, system development and implementation of management system for accreditation. HACCP-FSMS industries need consultants, who can give them training on FSMS, regulations of HACCP, provide guidance on design, documentation and implementation of a management system in line with ISO 22000 and HACCP. Consultant Organization should have highly knowledgeable and competent experts to help the food industry to develop and implement an effective system. The good practices adopted by food industries, complying with international standards ISO 22000 and others specialized areas, this gives confidence to the FSMS management not only on the technical competence of its industry but also to its customer focused approach.

A need realised for handholding or consultancy from competent industries in the new upcoming fields and management systems implementation. To address this issue of food industries, QCI -NABET has develop a scheme to accredit FSMS Consultant Organisations on basis of their competent human resource, infrastructure, system oriented working system, continual improvement, ethical working of the organisation.

### **2.2 Need of scheme**

In view of the above NABET proposed to develop a credible scheme specifying the requirements for the accreditation of Hazard Analysis Critical Control Point (HACCP) & Food Safety Management System (FSMS) Consultant Organizations to fulfil the requirements of

schemes like infrastructure, competent human resource, experts, system oriented working system, continual improvement, ethical working. This scheme is developed by NABET-QCI in consultation with organizations dealing in food industry, its experts, related regulators and other stakeholders by framing independent, transparent and impartial accreditation scheme. This comprehensive document describes the scheme's requirements of human resources, consultancy quality assurance systems and procedures to be followed, the assessment process and the accreditation criteria. Various aspects of the scheme are-

- a) Eligibility (who can get accredited) and coverage of the Scheme
- b) Human Resource - qualification, experience and requirement
- c) Scope of accreditation
- d) Consultant Organization Quality Assurance System (CQAS)
- e) Assessment and accreditation process
- f) Closure/suspension/delisting/on hold etc. of applications
- g) Fee Structure

*Scheme is dynamic in nature. Modifications and updating will take place from time to time, as it ought to be for continually improving the delivery and effectiveness of the Consultancy.*

## 3 Accreditation requirements and process

### 3.1 Legal eligibility for consultant organisation

Any organization legally identifiable, engaged or competent in the field of food industry, conducting training, documentation and implementation of accreditation/certification process. CO having competent expert(s) (with requisite qualification and experience) and fulfilling other requirements of the scheme can apply for accreditation under this scheme.

### 3.2 Human Resource Requirement

The key person providing the food safety consultancy shall be a technical expert with the good knowledge of management system of the desired scope. The experts involved in consultancy can be both, in-house (full time employee) or empanelled (Emp employee).

1. CO shall have **minimum one in-house competent expert with the knowledge of technical and management system** of desired scope. However, other experts can be in-house or empanelled meeting the requirements with respect of competency, qualification and experience given in **Appendix 1**.
2. The in-house expert should be fully involved during the consultancy activity like planning, consultancy road map, budget development, implementation and monitoring of activity, report development and should be responsible for organising, conducting, evaluating, achieving targets, internal assessment and for all other activities related to food safety consultancy to its client.
3. List of proposed experts (should have backup experts, if possible) with her/his identified competence, their responsibilities in consultancy and submit CVs along with the application form.
4. Empanelled expert shall have written agreement/MOU with the organization as indicatively mentioned in **Annexure 4**.
5. One empanelled expert (Emp) can only be associated with three consultant organisations (CO).
6. Number of experts should be adequate to the number of consultancy projects undertaken.

***In-house (IH) expert-** is a full time employee working on the pay rolls of the applicant organization (AO)/accredited consultant organization (ACO) on regular basis*

***Empanelled expert**—an AO/ACO may also have 'empanelled' experts. An empanelled expert may be a 'freelancer' (not a full time employee of any organization)*

### 3.3 Scope of accreditation

An applicant consultant organization should define their expertise in sector of businesses, related activities of Hazard Analysis Critical Control Point (HACCP) & Food Safety Management System (FSMS) Consultant Organizations; it is expected to satisfy the requirement of experienced HACCP/FSMS experts for HACCP & FSMS consultant activities like planning, documenting, implementing, internal audits, management review, monitoring and reporting.

### 3.4 Infrastructure

Consultant Organisation(s) wish to apply for accreditation under this Scheme should have the following infrastructural facilities:

- a. Office setup, suitable meeting/discussion room (s)
- b. Experts room / work stations
- c. May have laboratories /Workshops, if needed
- d. Contemporary discussions/ training aids (as projectors, white board, markers, flipchart, audio, video facilities etc.) including requisite software for their staff or clients
- e. Library facilities or appropriate subscriptions to update their knowledge about the latest developments in the area of food industry.
- f. If CO have offices at multi locations, these should be mentioned in application with details of experts, infrastructure etc. at each location.
- g. Other than, above CO has to demonstrate how they do consultancy for in house team.

### 3.5 Consultancy Quality Assurance System (CQAS)

Consultant organisation should have quality assurance system for continually improving the delivery and effectiveness of consultancy. It could be based on Quality Management System ISO 9001, while addressing specific requirements of NABET Scheme. The organization should have the following procedures prescribed below:

1. Procedure for evaluating, selecting, appointing and monitoring expert for the HACCP & FSMS consultancy
2. Procedure for planning, scheduling and conducting consultancy
3. Procedure for collecting feedback, analysis and evaluation of feedback for improving the methodology, delivery and effectiveness of future HACCP & FSMS consultancy projects
4. Procedure for addressing complaints, suggestions, impartiality and conflict of interest.
5. Procedure for maintaining records, documents and internal audits, management review.
6. Procedure for periodic reviewing the requirements, law, rules and FSMS consultancy materials
7. Procedure for ensuring the implementation of all the above procedures and maintaining related records

Refer suggested guidelines - **Appendix 2**.

## 4.0 Assessment and accreditation process

### 4.1 Application Process

Details of the accreditation scheme and the Application Form (**Annexure 1**) posted on the QCI-NABET website. Any HACCP & FSMS consultant organisation keen to get accreditation under the scheme should carefully go through the requirements, processes and assess their own adequacy, business need and take care of shortfalls, if any, before applying.

Application form complete in all respects giving relevant details and application fee can be sent in a soft copy to -

The Director,  
**National Accreditation Board for Education & Training,**  
Institute of Town Planners India, 6<sup>th</sup> Floor,  
4 A, Mahatma Gandhi Road (Ring Road), New Delhi - 110 002, India  
Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 Fax: +91 11 233 23 415  
Email id: [hari@qcin.org](mailto:hari@qcin.org)

Hard copy of any other document may have to be submitted, if asked for, by QCI-NABET. NABET Secretariat will inform the CO of any clarification/additional information that may be required for completeness of the application.

Bank details for fee payment: <http://nabet.qci.org.in/eiafile/ICICI%20Bank%202144.pdf>

### 4.2 Assessment Process

Assessment Process comprises three parts:

#### 4.2.1 Initial Assessment –

In Initial Accreditation (IA), the potential of the applicant organization shall be assessed during the office assessment and based on that accreditation is granted. On successful completion of the initial assessment, an applicant organization is given accreditation for three years, subject to successful yearly surveillance assessment.

The assessment process comprises of three parts:

- a. **Application Completeness:** Application submitted along with supporting documents shall be check and review by NABET secretariat for its completeness. Inadequacies in application (if any) shall be informed to applicant organization.  
CO should submit complete response within 30 days. Only completed applications will be further processed. CO should submit the filled self-assessment report in NABET format.

**Note 1:** If inadequacies are found in the response again, the same will be communicated with an additional time of 15 days. If CO fails to submit satisfactory response even after additional time then the application will be made inactive.

**Note 2:** If inactive period will be for 60 days and CO does not submit the satisfactory response in the given time, then the application will be treated as closed and the CO has to re-apply afresh.

**b. Desktop Assessment (DA):**

NABET assessment team shall conduct the document adequacy assessment (for the application and along with relevant documents submitted by CO). Observation(s) and NCs (if any) would be communicated by NABET secretariat. CO need to submit the complete response within 30 days or as asked by NABET.

**Note 3:** NABET assessor will verify closure of NCs and observations submitted by CO. Note 1 & 2 given will be followed for timelines.

**Non Conformity (NC):** - Non-fulfilment of the requirement/s of the scheme

**Observation (Obs):** Any point which may lead to non-conformity if not addressed.

**c. Office Assessment (OA):**

Following the review and acceptance of the documentation procedures, NABET assessment team shall undertake, one or two/more days full office assessment (days depending upon CO HR size and proposed scope) at CO premises.

OA includes interaction with each expert (In-house and Emp both), quality manager, concerned administrative staff etc., verification of infrastructure, implementation of quality assurance system, like internal audits, management review meeting, clients feedback mechanism, complaint handling procedure and etc.

Assessment report [findings like observation(s) and NCs (if any)] would be reported by Assessment team/Assessor to NABET secretariat and in turn communicated to CO. Corrective measures shall be submitted by CO within 15 days or as asked by NABET. CO assessment report will be reviewed NABET secretariat and put up to accreditation committee for accreditation.

Decision regarding grant/continue/hold/denial of accreditation will be communicated to organization by NABET secretariat.

**Note 4:** NABET assessor/assessment team will verify closure of NC's and observations submitted by CO.

**4.2.2 Surveillance Assessment –**

Surveillance assessment (SA) shall be carried out annually *i.e.* within 12 & 24 months of initial and re-accreditation. Applicant need to submit the application to NABET at least 1 months before the due date.

If there is no change in approved experts, consultancy quality manual, infrastructure, etc. then Accredited CO shall submit the SA application (**Annexure 5**) and inform NABET for due surveillance.

Assessment process will be similar as initial assessment particular emphasis on performance, quality of consultancy delivery, client's feedback, implementation of CQAS, compliance to conditions of accreditation.

NABET shall conduct desktop and on-site office assessment during surveillance assessment within 12 & 24 months from the date of grant of accreditation. The surveillance will be similar to initial assessment and cover expansion of expert, (if any). Fee will be applicable refer section 6 of the Scheme and to be paid before the assessment.

#### **4.2.3 Re-Accreditation –**

Re-Accreditation process will be similar as initial assessment, giving emphasis “continual improvement” achieved by the ACO during the period of accreditation in three years from the date of accreditation.

RA application shall be submitted 2 months prior to due date. RA process shall be completed before the expiry of accreditation to avoid any discontinuation of accreditation.

#### **4.3 Accreditation Criteria**

##### **Accreditation under this criterion will be:**

On the basis of desktop assessment (DA), report by assessor(s) and satisfactory closure of NCs and observations, office assessment will be conducted by NABET assessor(s). Based on office assessment report, NCs and observation, if any, shall be communicated to the CO for the compliance. CO shall submit evidence based compliance of NCs and observations within 15 days but not later than a month. If required, additional office assessment may be conducted for verification of closures.

If needed, on the bases of risk factors, received information or complaint from primary or secondary source, surprise visit / extra visit may be done in unannounced or announced manner.

Accreditation period will be for three years and shall be counted from the date of office assessment; however, this validity period is subject to satisfactory annually surveillance assessment and compliance to the conditions of accreditation mentioned in Scheme.

#### **4.4 Expansion of Scope / Addition of Experts**

Request for modification/addition in expert can be made any time with a written request to NABET secretariat.

## 5.0 Terms & conditions to maintain accreditation

### 5.1 Compliance to the conditions of Accreditation

- a. Accreditation period will be of three years and shall be counted from the date of office assessment; however, this validity period is subject to satisfactory surveillance assessment.
- b. Accreditation shall expire at the end date of its validity unless renewal is sought in time.
- c. All payments shall be made in advance.
- d. Franchising, licensing, subcontracting of NABET accredited consultant organisation(s) is **NOT** permissible.
- e. Any change in expert, employment status, scope etc. shall be informed to NABET within 15 days with relevant documents.
- f. The ACO shall maintain relevant records of each consultancy conducted.
- g. ACO shall sign the 'Code of Conduct' and send it to NABET Secretariat just after accreditation.

### 5.2 Suspension / withdrawal/reduction in scope of accreditation

NABET shall hold/suspend/withdraw/cancel/reduce or even debar accreditation on account of any or other grounds during accreditation process or after, but not limited, to the following:

- a) Non-compliance, violation of the NABET requirements and conditions of accreditation.
- b) Deviation from facts as stated in application and enclosures.
- c) Submission of false or misleading information in the application or in subsequent submissions. Improper use of NABET accreditation mark or QCI/NABET logo.
- d) Carrying out changes in experts/ quality procedures without NABET's approval
- e) Failure to report any major legal (mandatory compliance) changes and evident conflict of interest
- f) Using fraudulent practices by the ACO in respect of its submission/ interaction with NABET which would include, but not limited to, deliberate concealment and/or submission of false or misleading information, suppression of information, falsification of records or data, unauthorized use of accreditation, and non-reporting of complaints against organization to NABET.
- g) Non- payment of applicable fees in time to NABET.
- h) Violation of the Code of Conduct for the consultant organizations
- i) Not submitting SA/RA application in time and allowing to conduct the same.
- j) Franchising, licensing or subcontracting of consultancy
- k) Any other condition deemed appropriate by NABET

The decision for the hold/suspension/ withdrawal/ reduction in scope will be with the approval of accreditation committee with prior notice to the organization.

### 5.3 Code of Conduct

All ACO's are obliged to improve the standing of the profession by rigorously observing the Code of Conduct. Failure to do so may result in the suspension or cancellation of accreditation.

*The ACO undertakes:*

- a) To act professionally, accurately and in an unbiased manner.
- b) To be truthful, accurate and fair to the assigned work, without any fear or favour.
- c) To judiciously use the information provided by or acquired from the applicant and to maintain the confidentiality of information received or acquired in connection with the assignment.
- d) To avoid and / or declare any conflict of interest that may affect the work to be carried out.
- e) Not to act in a manner detrimental to the reputation of any of the stakeholders including NABET and the customer.
- f) To co-operate fully in any formal enquiry procedure of NABET

### 5.4 Complaint and Appeals

- i. The ACO shall establish documented procedures for handling and disposal of complaints and appeals within a reasonable time. The documented procedure shall include provision for-
  - Providing information regarding complaint handling process to all interested parties
  - Acknowledgement of complaints.
  - Complaint analysis/ investigation for redress of complaint/appeals.
  - Communication with the complainant/appellate for satisfactory closure of the complaint.
  - Involvement of NABET in unresolved complaints or appeals, if any.
- ii. The ACO shall maintain records of all complaints and their resolutions including actions taken.
- iii. All complaints and appeal to be assessable to NABET assessment.

### 5.5 Payment of Fee

Detail of fee structure given in Section 6.

1. The fees are to be paid by a Demand Draft/NEFT/RTGS/IMPS/Cheque payable at Delhi in favour of "Quality Council of India" (details available <http://nabet.qci.org.in/eiafile/ICICI%20Bank%202144.pdf>). For online payment CO need to share the transaction Id details or receipt to QCI/NABET.
2. Applications not accompanied with application fee will not be processed further.
3. Any pending payments shall made before finalizing the date of office assessment.
4. Annual accreditation fee shall be paid every year.
5. No IA, SA, RA, and issuance of certificate etc. if dues are pending.
6. The fees paid is not refundable.

7. Service Tax/GST- as applicable.
8. All the payments are to be made in advance and mention payment transaction no. details in the application.
9. If dues not paid for 60 days then name of the Accredited CO may be removed from list of Accredited CO without prior information.

## **5.6 Governance**

QCI-NABET reserves the rights with respect to accreditation scheme for CO(s). QCI-NABET will have following functions (but not limited to):

- a. Changing/ modifying the criteria/ guidelines/ fee structure
- b. Suspension/cancelling of accreditation in case of violation of any clause of the Scheme
- c. Surprise visits/ extra office assessments

## **5.7 Confidentiality**

- a. All information, documents submitted by an applicant to NABET shall be used by NABET (including NABET Assessors and members of accreditation committee) for the purpose of assessment & accreditation only. These may also be used for research purpose or sharing with any ministry, APLAC and other members of the International Personnel Certification Association. However, the identity of the accredited CO would be protected for sensitive information related to business whenever it is called for/ appropriate. In case a CO wants the information to be kept confidential, a communication shall be sent to NABET citing reasons for the same. NABET reserves the right to take decision in this regard.
- b. ACO shall have adequate arrangements consistent with applicable laws to safeguard confidentiality of all information provided by stakeholders.
- c. The accredited CO should maintain confidentiality of their client's related information like location, products, processes, vendors, feedback form, personal details etc.

## **5.8 Use of QCI/NABET Logo**

NABET logo can be used by accredited CO and is restricted only to the promotional material and stationary saying CO is accredited by NABET for consultancy only.

NABET logo can be used by ACO only at following places:

- On promotional material stating that, the CO is accredited by NABET.
- On letterhead and visiting cards mentioning that, the CO is accredited by NABET for the scope of specific consultancy.
- ACO should ensure that NABET logo should not be used until accredited by NABET for specific scope.
- On suspension, withdrawal, after expiry of accreditation validity, earlier accredited CO must not use NABET logo. It may attract legal implications.

## 6.0 Fee Structure

Fees will be charged to the CO under the following heads:

Fee Detail	Amount in Rupee
Application Fee (for Initial & Re- Accreditation only)	Rs 30,000/-
Desktop assessment (DA) (for Initial, surveillance & Re- Accreditation)	1 - 2 or more man days <i>Number of man-days will depend upon the scope and size of the CO</i> (Rs 12,000/- per man day )
Office Assessment (OA) (for Initial, surveillance & Re- Accreditation)	1 - 2 or more man days <i>Number of man-days will depend upon the scope and size of the CO</i> (Rs 12,000/- per man day )
Annual Fee Per consultancy (after IA)	Rs 30,000/- Rs 1000/-
Revision of application after DA (in IA and RA)	Rs 10,000/-
<b>Travel and stay of assessors - at actual and to be borne by Organization</b>	

### Note:

1. Applicable service tax/GST payable by the AO/ACO
2. 'Man days' charges are Rs. 12,000/ at the present. Numbers of days for assessment are estimated based on the scope number of candidates proposed to be interacted and size of the organization, documents to be seen etc.
3. QCI/NABET reserves the right to revise the "man day" rate, if deemed necessary.
4. Economy class air fare/organization's guesthouse or Hotel (boarding and lodging, equivalent to 3-star facility), local travel by AC car/ taxis are paid at actuals by the applicant to NABET. The consultant organization may also make the ticketing & other arrangements as per the requirements, if requested by NABET.
5. The annual fee for the first year is to be sent only after the receipt of confirmation for grant of accreditation from NABET.
6. Certificate shall be sent only after the receipt of full fees and expenses of NABET.

## Qualifications, Experience and Technical Requirement for Experts

### 1. Minimum educational and experience requirement-

The minimum requirement to become an expert is –

Professional with MSc/BTech in science background, preferable related to food industry like food science, life science, microbiology, biotechnology, biochemistry, food processing and technology, agriculture science and alike having minimum 5 years of work experience in food industry/food units at a responsible position /work as auditor/ assessor/ or having experience in setting up of food units etc.

Or

Professional with B.Sc / Diploma with science background related to food sector only must have minimum 10 years of experience related to relevant scope, which may include working in food industry/food unit at a responsible position work as auditor/ assessor/ or having experience in setting up of food unit etc.

### 2. Minimum Technical Qualification:

The Professional/expert shall have successfully completed the following training from reputed institute:

- a. Must have done 5 days Lead Auditor course ISO 22000:2018 or ISO 22000:2005 followed by refresher course/ HACCP

Or

- b. Must have done Internal auditor course of HACCP Food Safety Management System ISO:22000 or related to food (3 days atleast)

### 3. Technical Skills as per discipline:

Experts should have following technical skills-

- Should have good experience and knowledge of documentation and records maintaining as per HACCP & ISO.
- Should be conversant with the basic of QMS with specific reference to HACCP & FSMS systems and alike
- Should have understanding and operational requirement
- Should be qualified to undertake the internal audit of client/customer
- Should have basic knowledge of quality tool, legislative requirement, staff management and training.

### Guidelines for developing Consultancy Quality Assurance System (CQAS)

CO should have quality assurance system (QAS) for continually improvement in the delivery and effectiveness for providing HACCP & FSMS consultancy. This should ensure that customer need is understood and fulfilled to their satisfaction. CQAS guidelines may be based on QMS as described in ISO 9001. Normally for HACCP & FSMS CO the delivery and post-delivery activities are not limited to the following only-

- Conceptualisation and awareness creation
- Documentation
- Implementation
- Evaluation through audit and reviews

The CO should identify one person as Quality Manager with overall responsibility of implementing CQAS. Each activity could be supported by many activities; however, as a minimum the CO should have procedures as listed below. While formulating procedure the process listed above to be kept in mind.

1. Procedure for evaluating, selecting, appointing and monitoring expert for the HACCP & FSMS consultancy
2. Procedure for planning, scheduling and conducting consultancy
3. Procedure for collecting feedback, analysis and evaluation of feedback for improving the methodology, delivery and effectiveness of future HACCP & FSMS consultancy projects
4. Procedure for addressing complaints, suggestions, impartiality and conflict of interest.
5. Procedure for maintaining records, documents and internal audit
6. Procedure for periodic reviewing the requirements, law, rules and HACCP & FSMS consultancy materials
7. Procedure for ensuring the implementation of all the above procedures and maintaining related records

**Broad guidelines on issues to be addressed for each of the above items are given below:**

- 1. Procedure for evaluating, selecting, appointing HACCP & FSMS expert** – should give procedures for
  - a. Prescribing qualifications, experience, competence requirements for HACCP & FSMS experts/resource persons (in-house/ empanelled)
  - b. Assessing competence of an expert/resource person prior to appointment.
  - c. Assessing performance/ monitoring of expert after appointment and during/after consultancy

- d. Identifying training areas of improvements for HACCP & FSMS expert/resource person
- e. Fixing Terms of Reference for retention and guidelines for
  - a) Imparting consultancy
  - b) Code of conduct and Conflict of Interest

**2. Procedure for conducting HACCP & FSMS consultancy:** should give procedures for

- a. Meeting clients, discussions, defining minimum infrastructure requirements in terms of conference space, seating, projectors, consultancy material etc.
- b. Defining roles and responsibilities of the HACCP & FSMS consultancy experts and support team
- c. Continuous upgrading the documentation and regular review of the milestones of the consultancy.
- d. Communication with client, giving information about consultancy activity, main area, communication channel information, feedback etc.
- e. Developing procedure how to fulfil the requirements of consultancy and closure of project.

**3. Procedure for feedback collection, evaluation and improvements –** giving procedures for

- a. Inviting feedback on consultancy imparted from clients in specific formats to assess expert competence, mode of delivery, effectiveness etc.
- b. Evaluating the feedback for areas of strengths and improvements in respect of documentation, implementation and quality of consultancy
- c. Corrective & preventive actions for gaps in the deliverables/ expectation of clients
- d. Action to be taken to close the gap on quality of consultancy including changing the concerned expert, if required
- e. Updating the consultancy parameters, as necessary

**4. Procedure for addressing complaints, suggestions and conflict of interest –**Applicable to CO

- a. Informing the stakeholders about the provision of complaints and conflict of interest
- b. Accepting, handling and disposal (including authority and responsibility) of the same within reasonable time
- c. Maintaining records of complaints
- d. Conflict of interest (COI) procedures, monitoring
- e. Ensuring implementation COI/ preventive/ corrective actions

**5. Procedure for maintaining records, documents and internal audits**

- a. Approving documents prior to issue,
- b. Ensuring quick availability of relevant revision of the document
- c. Maintaining consultancy specific records of venue, date, promotional literature, expert/resource persons involved.
- d. Storage, protection, retrieval and disposal of documents
- e. Periodic and systematic audit (internal and external), including agenda, checklist and follow up action for closure of non-conformances NCs/ observations/OFIs.

**6. Procedure for periodic reviewing the requirements, law, rules and HACCP FSMS consultancy materials** giving procedures for

- a. Up-dation of documents, as required
- b. Management committee review/ periodic review of actions pending from last review
- c. Action on feedback from stakeholders to update consultancy requirements
- d. Updating of amendments in rules/laws, new case studies, latest scenario as per the services and related aspects
- e. Administrative issues including future consultancies and sectors.

**7. Procedure for ensuring the implementation of above all procedures**

## Assessment Process

**Assessment Process comprises three parts:**

- **Initial Assessment** – Completeness of application, technical assessments of documents submitted and office assessment including interaction with expert(s) and concerned administrative staff to understand capability for consultancy
- **Surveillance Assessment** – Same as above, with particular emphasis on performance, quality and effectiveness of consultancy provided, compliance to conditions of accreditation, carried out within 12 & 24 months after initial accreditation and re-accreditation.
- **Re-Accreditation** – same as initial assessment, with particular emphasis on continual improvement during the accreditation cycle including feedback by client(s), after 3 years of initial accreditation.

### Initial Accreditation

Aspects to be considered and their weightage:

#### For Accreditation –

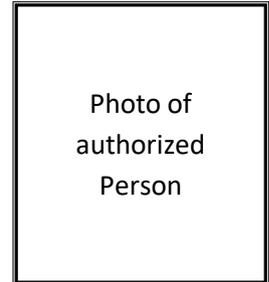
1	Desktop assessment, number & competence of experts (documentary evidence of knowledge base) available with applicant consultant organisation, trainings attended,	<b>40%</b>
2	Access to infrastructural facilities of applicant consultant organisation, consultancy material, provision how to update experts time to time	<b>20%</b>
3	Consultancy Quality Assurance System and implementation	<b>30%</b>
4	Past experience and successful projects completion by CO for Initial assessment and feedback of clients in surveillance assessment and continual improvements	<b>10%</b>

## Application Form

## HACCP &amp; FSMS Consultant Organisation

## 1) Applicant Organization

- a) Name:
- b) Registered Address
- c) Head Office- address, email, telephone:
- d) Branch Office(s) - addresses, email, telephone:
- e) Website:


**Application for (please mark (✓) the appropriate status):**

**Initial Accreditation**

**Re- Accreditation Application**

## 2) Name of Head of the applicant organization with designation:

## 3) Contact person details:

- a. Name :
- b. Tel No.:
- c. Mobile:
- d. Email:

## 4) Legal Status of the Organization (please mark (v) the appropriate status):

- a) Public/Private/Government
- b) Company/ Partnership/ Proprietorship/ Registered Society
- c) Research/Academic Institute
- d) Industry Association
- e) Others (please specify and attach necessary evidence)

## 5) Date of Registration/Incorporation (DD/MM/YYYY):

(Attach copy of certificate of incorporation/registration)




## 6) Year of Establishment:

- 7) Details of consultancy provided in food industry and related field.
- Total No. of consultancy provided related to food safety so far
  - Detailed break up (Year wise and scope wise) as per table below

Sr. No.	Areas, name of organisation in which consultancy provided	Start and End Year	Duration in months	Remark

- 8) Other services provided by Consultant Organization (if any like Training etc.)
- 9) If involved in training, please provide details of training (Use Separate Sheet if required)
- Topic
  - Duration
  - Not applicable
- 10) Is organization affiliated with any Regulatory Body?

10.1 If YES, please mention the following:

- Name of the Body (s) with which affiliated: -----
- Affiliation no. and validity: -----
- Year of affiliation: -----

**(Note: Attach affiliation certificate)**

11) Organization structure (with details of locations/ associates etc)

12) Consultancy Facilities –

Summary of personnel involved in HACCP & FSMS consulting services –

- In house Experts -
- Empanelled Experts -
- Administrative staff -

**(Note: Attach list of proposed experts with their CV as per Annexure 3 in application)**

Sl No	Name	IH/Emp	Applied for Scope	Educational Qualification (highest one)	Total Experience	Training Certificate, if any (HACCP FSMS related)

--	--	--	--	--	--	--

**Kindly ensure that the proposed experts meets the qualification and experience requirements as prescribed in the Appendix 1 of the Scheme**

- 13)** Enclose a copy of Consultancy Quality Assurance System meeting the requirements of Scheme as mentioned in Appendix 2)  
(Attach Organization Brochure and associated documents)
- 14)** Does the organization receive any grant/fund from Govt. of India / State Government / Union Territory/agency or any other source?  
(Attach –Details of grants received in last 3 years; Summary of Audited financial reports of last 3 years)
- 15)** Enclosed payment details made through DD/ Cheque/ NEFT/ RTGS / IMPS/ any other source in **favour of Quality Council of India, payable at New Delhi** towards the application fees-

**16) Declaration**

We have carefully read all NABET guidelines for Accreditation Scheme for Hazard Analysis Critical Control Point (HACCP) & Food Safety Management System (FSMS) Consultant Organizations. We confirm that the information in support of the application is correct to the best of our knowledge. We agree to abide by the code of conduct and terms & conditions of NABET as applicable from time to time.

We authorize NABET to make any enquiry as deemed fit as part of the reviewing process. We understand that in case any information is found to be incorrect, it may result in rejection of this application and/or disqualification. We authorize NABET to utilize the information provided in this application for legal, research, training, sharing with other IPC members and/or for any other purpose as may be deemed fit by NABET.

If accredited, we commit to notify NABET immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization

Authorised Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date:

Place:

**List of Enclosures (to check)****Enclosed**

<b>S. No.</b>	<b>Enclosure</b>	<b>Status</b>	
1	Registration certificate of organisation/trust/ society	Y	N
2	Copy of affiliation certificate	Y	N
3	Organization chart	Y	N
4	Consultancy promotional material developed	Y	N
5	List and resumes of experts/staff (indicating qualification & experience)	Y	N
6	Admin. support staff (indicating qualification and experience)	Y	N
7	Details of fund/grants received in last 3 years from Government/any agency, if any	Y	N
8	Summary sheet of financial audit done in last 3 years	Y	N
9	Consultancy quality assurance system, organization brochure and associated documents	Y	N
10	Required infrastructure details	Y	N
12	Application fee (as applicable)	Y	N
13	Signed agreement /MOU with empanelled experts	Y	N

## Declaration of Accepting NABET’s Code of Conduct

**C.E.O. / Head of Consultant Organisation**

This is to confirm that I ....., working as CEO/ Head of .....agree with the Code of Conduct (Section 4.3 of Scheme), conditions of accreditation of NABET and give an undertaking that I would abide by the stated conditions for all activities pertaining to Consultancy Services/ Activities. I also understand that awarding/ continuation of accreditation of my organization is subject to continual compliance to conditions of accreditation.

Name .....  
Designation .....  
Date .....  
Signature .....

**RESUME FORMAT**

In house Expert

Empanelled Expert

Passport Size  
Photograph

1. Dr/Mr./Ms./Mrs.

---

(First Name)

(Middle Name)

(Last Name)

2. Date of Birth \_\_\_\_\_

3. PAN No. \_\_\_\_\_

4. Mailing Address (Office/Home)

---

State: \_\_\_\_\_ District: \_\_\_\_\_ Pin Code: \_\_\_\_\_

5. Mobile No. \_\_\_\_\_

6. Email (Official/Personal) \_\_\_\_\_

---

7. Academic Qualifications

Period (Year)	Qualification	University/College	Subjects/Specification	Grade/ % Marks

8. Training Course attended related to food related disciplines:

Area of Knowledge /Expertise	Training/ Certification	Conducted by	Duration		Result
			From	To	

9. Membership of Professional Bodies-

Sr.	Professional Body	Membership	Valid Till

No.	(Name and Address)	Grade	No.	

**10. Experience (write in chronological order with most recent experience listed first):**

**(A) General Experience (in brief)**

Total Experience (in Years): \_\_\_\_\_

Sr. No	Period (Month and Year)	Name of the Employer/ Organization	Designation	Type of Experience	Roles and Responsibilities
				Industrial Exp. relevant to food Services.....A Consultancy.....B As Auditor .....C Other.....D	

**(B) HACCP & FSMS related industries**

Relevant Experience in related industries (in Years): \_\_\_\_\_

Sr. No	Period (Month and Year)	Name of the Employer/ Organization	Department	Designation	Roles and Responsibilities

**(C) Details of the Experience in Consultancy (as Consultant)**

Total Experience in Consultancy (in Years): \_\_\_\_\_

Sr. No	Experience (Consultancy)	No. of Man-days	Name of the Employer/ Organization	Roles and Responsibilities

**(D) Details of the Experience in 3rd party as Auditor/Assessor**

Total Experience in 3rd party assessment as Auditor/Assessor (in Years): \_\_\_\_\_

Sr. No	Experience	No. of Audits/assessments	Name of the Employer/ Organization	Roles and Responsibilities

**11. Any other information you would like to provide-**

**12. Declaration by the applicant**

I attest that the above information relating to my education and experience is correct. I do understand that any incorrect information will result in the disqualification of self and the organizational accreditation with NABET.

I hereby declare that I am not working as Assessor for NABCB/NABL.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**13. Declaration by the Consultant Organization**

The above information in relation to Dr./Mr./Ms. .... has been verified and found to be correct.

Dr./Mr./Ms. .... not giving his/her service as Assessor for NABCB/NABL.

I understand in case the information is found to be incorrect it may result in the rejection/suspension of this application for the accreditation of Hazard Analysis Critical Control Point (HACCP) & Food Safety Management System (FSMS) Consultant Organizations.

Attested By

Authorized Signatory:

Name

Designation

Date

Place

**MOU/Agreement of Empanelled Expert**

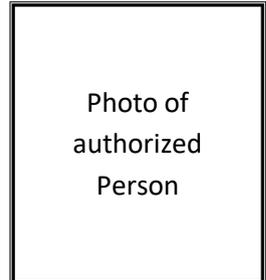
Written MOU/Agreement shall be signed between the organization and empanelled expert whose services are used for conducting HACCP & FSMS consultancy. Such MOU/Agreement should include:

- i. Name of the expert & organisation
- ii. Name of sector/scope , expert applied
- iii. Scope of sectors covered
- iv. Duration of association
- v. Specific roles & responsibilities and acceptance of empanelled expert
- vi. Not associated with any other three HACCP & FSMS consultant organisations

**Surveillance Application for  
HACCP & FSMS Consultant Organisation**  
(To be filled by ACO, if no change since last assessment)

## 1. Applicant Organization

- a. Name:
- b. Registered Office
- c. Head Office- address, email, telephone:
- d. Branch Office(s) - addresses, email, telephone:
- e.



**Application for Surveillance Assessment (please mark (✓) the appropriate status):**

**1<sup>st</sup> Accreditation Cycle**

**2<sup>nd</sup> Accreditation Cycle**

## 2. Contact person details:

- a. Name :
- b. Tel No.:
- c. Mobile:
- d. Email:

## 3. Details of consultancy provided since last assessment for accredited scope

## 4. Consultancy Facilities –

Summary of personnel involved in consulting services –

- iv. In house Experts –
- v. Empanelled Experts -
- vi. Administrative staff -

Sl No	Name	IH/Emp	Accredited for	Training Certificate, if any (HACCP & FSMS related) since last assessment

5. Please provide complete payment details made through DD/ Cheque/ NEFT/ RTGS / IMPS/ any other source in **favour of Quality Council of India**, payable at New Delhi towards the application fees-

6. **Declaration**

We have carefully read all NABET guidelines for Accreditation Scheme of Hazard Analysis Critical Control Point (HACCP) & Food Safety Management System (FSMS) Consultant Organizations. We confirm that the information in support of the application is correct to the best of our knowledge. We agree to abide by the code of conduct and terms & conditions of NABET as applicable from time to time.

We authorize NABET to make any enquiry as deemed fit as part of the reviewing process. We understand that in case any information is found to be incorrect, it may result in rejection of this application and/or disqualification. We authorize NABET to utilize the information provided in this application for legal, research, training, sharing with other IPC members and/or for any other purpose as may be deemed fit by NABET.

If accredited, we commit to notify NABET immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization

Authorised Signatory

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date:

Place:

To submit your application or for further details contact:

**National Accreditation Board for Education & Training**

Institute of Town Planners India

6<sup>th</sup> Floor, 4 - A, Ring Road, I P Estate,

New Delhi – 110002

Tel: +91 11 233 23 416 / 417 / 418 / 419 / 420 Fax: +91 11 233 23 415

[hari@qcin.org](mailto:hari@qcin.org)