

How to become a qualified and recognised evaluator?

The following two sections provide you with the steps you need to take in order to become recognised by MPI, as an evaluator.

Section 1: sets out the steps you need to take in order to gain sufficient experience and qualifications before you can apply to become recognised by MPI.

Section 2: provides you with the skills and knowledge (competencies) that are required in order to be able to become recognised by MPI as an evaluator.

Section 1:

Step	What you need to do.....	What you need to have.....	Refer to Section 2 for competencies	Do you have...? Yes/No	What you may want to do.....
1	Acquire knowledge and experience in the food industry relevant to the role, food sector(s) and processes you wish to be recognised for.	<ul style="list-style-type: none"> At least 2 years practical experience in the food industry. Specific food sector and process knowledge. Food safety hazards and control measures. 	<ol style="list-style-type: none"> General Food Sector Skills Food Sector and Process Skills 		<p>Work in the food industry where you can become familiar with food safety and good operating practices.</p> <p>For example you need to acquire knowledge as to how to source, receive and process food and apply good personal hygiene practices to manage food safety risks.</p>
2	Gain some basic formal food related qualifications.	<ul style="list-style-type: none"> A relevant tertiary qualification at NZQA Level 4 or higher. 	<ol style="list-style-type: none"> General Food Sector Skills 		<p>Acquire broad operational and theoretical knowledge on the processes and food sectors you wish to work in.</p> <p>This can be done by completing a course, for example in a science, food or environmental health discipline, or providing evidence of equivalent training.</p>

Step	What you need to do.....	What you need to have.....	Refer to Section 2 for competencies	Do you have...? Yes/No	What you may want to do.....
3	Obtain formal qualifications relevant to hazard analysis and critical control points (HACCP).	<ul style="list-style-type: none"> NZQA unit standard 19514 Hazard Analysis and Critical Control Point (HACCP) or equivalent qualification and/or experience 	1. General Food Sector Skills		Identify and attend appropriate food processing and food safety related course(s) that are provided by one of the many education providers e.g. Polytechnic or University and/or gain technical knowledge, training and practical experience working in the food industry.
4	Learn about the requirements specific to the food sector you wish to operate in.	Meet the requirements to evaluate <ul style="list-style-type: none"> low acid canned food processing aseptic processing and packaging operations. 	2. Specific Food Sector Skills		
5	Learn all about Food Act 2014 and associated legislation.	Knowledge of: <ul style="list-style-type: none"> Food Act 2014 Food Regulations 2015 Food Notices 2015 Food Standards Code 2002 Drinking-water standards Interface with other relevant Acts 	4. Food Legislation Skills		Complete Verifier & Evaluator Training Programme. For access to training programme go to: http://mpi.govt.nz/food-safety/food-act-2014/information-for-regulators-and-verifiers/working-as-a-verifier/
6	Learn about the evaluation requirements under Food Act 2014 and associated legislation.	<ul style="list-style-type: none"> Knowledge of and ability to apply evaluation skills. 	5. Evaluation Fundamental Skills		
7	If you are ready to become a recognised evaluator, decide which food sector(s) you wish to evaluate.	<ul style="list-style-type: none"> Evidence confirming that you or the agency you work under meets ISO 17020 requirements. 	n/a		Contact either IANZ or JAS-ANZ if you wish to be assessed against ISO 17020.

Step	What you need to do.....	What you need to have.....	Refer to Section 2 for competencies	Do you have...? Yes/No	What you may want to do.....
8	Apply <i>(if new)</i> or Re-apply <i>(if existing)</i> with MPI to become “recognised as a Person” that can provide evaluation services.	<ul style="list-style-type: none"> • Evidence confirming that you meet all of the ISO 17020, regulatory and competency requirements. • Record of completion of Verifier & Evaluator Training Programme • Application form & payment 	n/a		<p>Apply with MPI to become recognised as an Evaluator.</p> <p>For guidance and application form go to: http://www.mpi.govt.nz/food-safety/food-act-2014/information-for-regulators-and-verifiers/becoming-a-recognised-agency-or-person/</p>

Skills and knowledge required by Evaluators operating under Food Act 2014

These are the skills that are mandatory and common to all evaluators and regulatory compliance roles across government.

Section 2:

1. General Food Sector Skills

SKILL	KNOWLEDGE REQUIRED
NZQA Level 4 (or equivalent qualification and/or experience)	Provide evidence of: <ul style="list-style-type: none"> • completion of at least an NZQA Level 4 qualification in science, food or public or environment health discipline; and/or • of sufficient technical knowledge, training and practical experience to acquire broad operational and theoretical knowledge on the processes/sectors you wish to work in.
NZQA unit standard 19514 (or equivalent qualification and/or experience)	Has: <ul style="list-style-type: none"> • satisfactorily completed a HACCP course (NZQA unit standard 19514 or equivalent); or • provided evidence of a combination of another relevant qualification and sufficient practical HACCP experience to demonstrate knowledge of types and sources of hazards and effectiveness of control measures.
Good Operating Practices (GOP)	Knows where to find and how to use GOP guidance material – including: <ul style="list-style-type: none"> • Building facilities and equipment • Allergen management • Chemical control • Cleaning and sanitising • Identification and traceability • Incoming materials • Personal hygiene and behaviour

SKILL	KNOWLEDGE REQUIRED
	<ul style="list-style-type: none">• Pest control• Product information (labelling and composition)• Process control• Complaints, non-confirming product, corrective action and recall• Repairs and maintenance• Storage and transport• Training, education and competency• Waste management• Water – council/network supply• Water – roof water supply• Water – ground or surface water

2. Specific Food Sector Skills

SKILL	KNOWLEDGE REQUIRED
Persons who want to evaluate low acid canned food processing	
<p>Must have good knowledge of:</p> <ul style="list-style-type: none"> a) Code of Hygienic Practice for Low and Acidified Low Acid Canned Foods, as published by the Codex Alimentarius Commission: (CAC/RCP 23-1979) b) The United States Food and Drug Administration Requirements for Thermally Processed Low-acid Foods Packaged in Hermetically Sealed Containers, as contained in 21 CFR Part 113, and Acidified Foods as contained in 21 CFR Part 114 	<p>Has successfully completed one of the following courses:</p> <ul style="list-style-type: none"> • Qualified Cannery Persons (Thermal Processing) Course, University of Western Sydney (Hawkesbury) Australia. • Approved Persons Course for the Thermal Processing of Low Acid foods, Food Science, Australia, Werribee, Australia. • Introduction to the Fundamentals of Thermal Process evaluation, Massey University, Palmerston North, New Zealand • Any other course that the Chief Executive accepts as equivalent as mentioned above. <p>The person must have completed the course within the previous 5 years, or if more than 5 years since having completed the course, have in those intervening years, sufficient experience to maintain their knowledge of acid canned food processing.</p>
Persons who want to evaluate aseptic processing and packaging operations	
<p>Must have good knowledge of:</p> <ul style="list-style-type: none"> a) Code of Hygienic Practice for Low and Acidified Low Acid Canned Foods, as published by the Codex Alimentarius Commission: (CAC/RCP 23-1979) b) The Code of Hygienic Practice for Aseptically Processed and Packaged Low-acid Foods, as published by the 	<p>Has successfully completed one of the following courses:</p> <ul style="list-style-type: none"> • Approved Persons Course for the Aseptic Processing and Packaging of Low Acid Foods, DWC FoodTech Pty. Ltd, Australia. • Any other course that the Chief Executive accepts as equivalent as mentioned above.

SKILL	KNOWLEDGE REQUIRED
<p>Codex Alimentarius Commission (CAC/RCP 40-1993) and</p> <p>c) The United States Food and Drug Administration Requirements for Thermally Processed Low-acid Foods Packaged in Hermetically Sealed Containers, as contained in 21 CFR Part 113, and Acidified Foods as contained in 21 CFT Part 114.</p>	<p>The person must have completed the course within the previous 5 years, or if more than 5 years since having completed the course, have in those intervening years, sufficient experience to maintain their knowledge of aseptic processing and packaging operations.</p>

3. Food Sector and Process Skills

SKILL	KNOWLEDGE REQUIRED
Food business knowledge	<p>Has at least 2 years recent experience and can identify what needs to be evaluated in light of what the business does, the sector it operates in, the products types and the trading operations.</p> <p>Knows and understands appropriate food safety practices across sourcing and receiving, processing, place and people to minimise food safety risks.</p> <p>Has technical knowledge of design and construction of premises, facilities and processes relating to the particular food sectors and processes you work in.</p> <p>Is familiar with good operating practices for food businesses.</p>
Food Safety Hazards	<p>Knows how to identify and control food safety hazards, e.g. allergens, pathogens, toxins etc.</p> <p>Has knowledge of process control.</p> <p>Has knowledge of effectiveness of environmental controls such as controls on cleanliness, pests and water supply.</p>

4. Food Legislation Skills

SKILL	KNOWLEDGE REQUIRED
Food Act 2014 and application of the VADE operating model	Explain the purposes of the Food Act 2014. Explain the VADE operating model. Describe MPI's, territorial authorities' and third party organisations' roles and responsibilities within the VADE model and the relationship between them. Describe how evaluation applies to the Food Act 2014.
Food Act 2014 – Risk Based Measures	Find the requirements and legislation relating to food control plans and national programmes. Identify the risk based measure that a food business must operate under. Explain when to use a custom or a template food control plan and what a food control plan needs to contain.
Food Act 2014 – Recognised persons and agencies <ul style="list-style-type: none"> • Food Regulations 2015 • Food Notice: Recognised Agencies and Persons 2015 	Knows what the requirements, roles and responsibilities are. Can explain the Quality Management System and accreditation requirements that a recognised person is required to operate under. If applicable, knows the requirements for evaluators of low acid canned food. If applicable, knows the requirements for evaluators of aseptic processing and packaging operations.
Food Act 2014 - Verification	Explain the verification process for risk based measures and the role of the verifier. Describe performance based verification and why we use it. Explain the steps for verification of food control plans and national programmes. Describe the reasons for an unacceptable verification outcome. Recognise the escalation points for non-compliance.
Food Act 2014 - Evaluation <ul style="list-style-type: none"> • Food Regulations 2015 	Explain the evaluation process for a custom Food Control Plan. Knows what the requirements are for reporting to the business.

SKILL	KNOWLEDGE REQUIRED
Food Act 2014 – Imported Food	<p>State the responsibilities of food importers.</p> <p>Explain the process a food must go through to be imported for sale into New Zealand.</p>
Food Standards Code 2002 - General Labelling Requirements	<p>Know where to find the Code and associated guidance material.</p> <p>Be able to state the Code requirements for labelling of food for retail sale, food for catering purposes and food other than for retail sale.</p> <p>Know where to find further information about exemptions from labelling, health claims, what substances can be added to food, contaminants and residues and prohibited substances.</p>
Interface with and relevant requirements under other legislation	<p>For example:</p> <ul style="list-style-type: none"> • Animal Products Act 1999 • Fair Trading Act 1986 • Agricultural Compounds and Veterinary Medicines Act 1997 • Consumers Guarantees Act 1993 • Drinking-water Standards for New Zealand 2005 (revised 2008)

5. Evaluation Fundamental Skills

SKILL	KNOWLEDGE REQUIRED
Planning	<p>Can comply with the quality management system that he/she operates under.</p> <p>Can identify conflicts of interest (if any) and knows how to address them.</p> <p>Can identify whether he/she has the appropriate recognition to carry out evaluation of a food business.</p> <p>Can identify if and when a technical expert is required to complete an evaluation.</p> <p>Can identify which members of staff should be available during the evaluation.</p>
Carrying out desk-top evaluations	<p>Knows and uses legislation, HACCP and Good Operating Practices to guide evaluation.</p> <p>Is familiar with the different FCP template documents that are available, which an operator may choose to use.</p> <p>Can ensure that any documents referenced in the custom FCP e.g. a code of practice, meet legal requirements and are relevant to the operation.</p> <p>Determine whether regulatory and operator-defined control limits are appropriate, measurable and achievable by the operator.</p> <p>Determine whether the custom FCP will adequately manage and minimise food safety and suitability hazards.</p> <p>Is able to ascertain if a custom FCP provides all the essential information and complies with all applicable legal requirements which is likely to and/or will deliver a safe and suitable product.</p>
Communicating	<p>Knows the value of good communication skills as an Evaluator.</p> <p>Is able to convey key messages clearly, both in written and oral form.</p>
Reviewing validation data	<p>Assess the adequacy of validation information of the custom FCP or the description of how the validation information will be collected.</p> <p>Knows how many validation tests to carry out in order to ensure that sufficient evidence has been collected to demonstrate that a process, practices, equipment and procedures will function as intended.</p> <p>Knows the validity of any technical publications.</p> <p>Understands sampling techniques and analysis methodology.</p>

SKILL	KNOWLEDGE REQUIRED
	<p>Can determine the relevance of the tests carried out and where necessary, laboratories with the required accreditation or recognition for the analyses have been used.</p> <p>Can determine the appropriateness and accuracy of the data analysis and whether the work is legitimate (note: repeat testing until desired results are obtained is not acceptable).</p>
Completing on-site evaluations	<p>Determine whether any other activities occurring within the physical boundaries of a food business or neighbouring activities pose a risk to the custom FCP.</p> <p>Can determine whether the design and construction of premises and facilities is fit for purpose, taking into account methods of risk management put in place by the business.</p> <p>Knows what to look for, if a business is as yet, not operating e.g. site, building, premises, equipment, services and hygiene facilities.</p> <p>Assess the activities and conduct of the operator of the food business that affect the safety or suitability of food.</p> <p>Can identify the details that need to be obtained by way of observation and interview to determine understanding and application of processes and control measures to manage hazards.</p> <p>Knows how to check that information provided is accurately, reliably and correctly applied.</p> <p>Can ascertain whether or not a process is likely to work.</p> <p>Can determine if the scope of operation includes all the products and processes that a business uses.</p>
Evaluation Reporting	<p>Can decide whether or not sufficient evidence has been obtained so that an evaluation report can be prepared for the operator.</p> <p>Knows that information upon which decisions have been made are accurate, reliable and correctly applied.</p> <p>Understands the reporting requirements, process and timeframes.</p> <p>Knows what records to keep.</p>