
HACCP CONSULTANT

CRITERIA FOR REGISTRATION

NRBPT Criteria for registration of Hazard Analysis Critical Control Point (HACCP) Consultants

A number of consultants are helping organizations in various sectors in the process of **Hazard Analysis Critical Control Point (HACCP)** realization. The selection of a capable HACCP Consultant by an organization is important in ensuring that their HACCP is capable of meeting the planned objectives of the organization in the most efficient and cost effective manner.

The scheme for registration of HACCP Consultant will help to certify the credentials of competent consultants and also help the organizations to select a competent consultant through the register of consultants.

Based on the qualification and experience, an applicant can be offered the following grades for registration:

- Consultant
- Senior Consultant
- Principal Consultant

The assessment is done through two-process approach:

- Desktop Review
- Interview

Registration under this scheme is available without restriction to all applicants who satisfy the registration requirements.

NRBPT reserves all rights to amend its registration criteria, procedures and fees etc. as it may deem fit. Applicants are requested to refer to the updated criteria before applying for their registration.

Although all information provided by the applicants will be kept confidential, NRBPT reserves the right to utilize the information provided by the applicants for legal, research, for sharing with other IPC members or for any other purpose as may be deemed fit by NRBPT.

We value your suggestions and feedback.

Please contact NRBPT office for the latest information.

Contents

Sl. No.	Subject	Page Nos.
1.	<i>Section – 1 : Definitions</i>	01
2.	<i>Section – 2 : Requirements for Registration</i>	03
3.	<i>Section – 3 : Evaluation Process</i>	11
4.	<i>Section – 4 : Registration Fees</i>	13
5.	<i>Section – 5 : Registration Card, Certificate and Register</i>	15
6.	<i>Section – 6 : Appeals, Complaints and Disciplinary Proceedings</i>	17
7.	<i>Section – 7 : Code of Conduct</i>	19
8.	<i>Section – 8 : Fee Structure</i>	21
9.	Annexure : I (Additional ISO Documents)	23
10.	Annexures	
	Annexure – A : Application Form	25
	Annexure – B : Work Experience Format	29
	Annexure – C : Consultancy Log	31
	Annexure – D : Summary of Consultancy Projects	35
	Annexure – E : Training/Continuing Professional Development (CPD) Log	37

Section – I : Definitions

Sponsor

Persons of good character who, through acquaintance with the applicant on a professional basis, are able to attest to the applicant's personal attributes and experience.

Desk Top review

The evaluation of documentary evidence submitted by the applicant in support of the application.

Consultant Examiner

A consultant examiner is a person designated by NRBPT to review the relevant documentation (incl. HACCP manual, procedures etc) of the HACCP Management System designed by the applicant and to verify the competence of applicant for registration.

Section – 2 : Requirements for Registration

2.1 Personal Attributes

Applicants for registration shall be able to demonstrate the personal attributes needed for the effective and efficient performance of the consulting services. Desirable personal attributes for HACCP consultants are described in ISO 10019 (Guidelines for the selection of quality management system consultants and use of their services) Clause 4.2.1.

HACCP consultants shall demonstrate to be:

- a) ethical - fair, truthful, sincere, honest and discreet;
- b) open minded - willing to consider alternative ideas or points of view;
- c) observant - constantly and actively aware of organizational culture and values, physical surroundings and activities;
- d) perceptive - aware of and able to understand the need for change and improvement;
- e) versatile - able to adapt to different situations and provide alternative and creative solutions;
- f) tenacious - persistent, focused on achieving objectives;
- g) decisive - reaches timely conclusions based on logical reasoning and analysis;
- h) self-reliant - acts and functions independently while interacting effectively with others;
- i) communicative - able to listen to and interface with all levels of an organization, confidently whilst sensitive to its culture;
- j) practical - realistic and flexible in approach with good time management and leadership abilities (concerned with facts and experiences);
- k) accountable - take responsibility for their own actions

2.2 Skills and Knowledge

Applicants shall through education, training, work experience and consulting experience is able to demonstrate a satisfactory level of competence in all of the following areas:

2.2.1 Food Safety Management specific knowledge and skills

2.2.1.1 Relevant standards

Applicants shall be able to understand and apply relevant standards that are applicable to the client organizations, which may be as follows:

- i) Codex Alimentarius Commission Guidelines for HACCP System (CAC/GL 18)
- ii) Codex Alimentarius Commission Code of Practice for General Principles of Food Hygiene (CAC/RCP-1) (Alinorm 97/13A)
- iii) IS 15000:98 Food Hygiene-HACCP-System and Guidelines for its Application
- iv) IS 2491-98 Food Hygiene- General Principles-Code of Practice
- v) ISO 15161-2001 Guidelines on Application of ISO 9001:2000 for the Food and Drink Industry
- vi) ISO 19011:2002 Guidelines for Quality and/or Environmental Systems Management Systems Auditing
- vii) Legislation/Guidelines of Government of India on Food Safety
- viii) Bureau of Indian Standards (BIS) specifications for relevant product category

In addition the applicants shall have knowledge of other standards that are necessary for the consulting services such as:

- i) sector specific standards
- ii) measurement control systems standards
- iii) accreditation standards
- iv) conformity assessment standards
- v) process standards

2.2.1.2 General Food Safety Management principles, methodologies and techniques

Applicants shall demonstrate to have the knowledge of, and the ability to apply Food Safety principles, methodologies and techniques such as:

- a) Food Sector terminology
- b) Food Safety management principles and their application

- c) continual improvement tools and techniques
- d) appropriate statistical techniques
- e) auditing methodologies and techniques
- f) team work techniques
- g) PDCA (Plan-Do-Check-Act) Methodology
- h) Policy deployment methodology
- i) Process mapping techniques
- j) Process Control points identification methodology and determination of critical control points related control techniques
- k) Problem solving and food preservation techniques
- l) Food Safety Management Tools such as aspect Hazard Analysis / assessment of sites and organizations
- m) Standard Operating Procedures.
- n) The 7 Codex Principles of HACCP.
- o) Implementing HACCP systems in the food industry
- p) Brainstorming techniques

2.2.1.3 National and international accreditation/ certification systems

Applicants shall have general knowledge of:

- the standardization, certification and accreditation systems at national and international level (e.g. ISO/IEC guide 62)
- the processes and procedures for national certification of processes, systems and personnel

2.2.1.4 Food science and technology to enable the applicant to comprehend the fundamental relationships between microorganisms and geo-chemical cycles in human food supply Chain.

Knowledge and skills in this area should cover

- the interaction between microorganisms and food
- factors governing this interactions
- Factors that favour/inhibit growth of microorganisms
- The relationship between Good Hygiene Practice and HACCP
- verification and validation

2.2.1.5 Technical aspects of operations: to enable the applicant to comprehend the Food Safety issues of the client's activities, products, services and operations. Knowledge and skills in this area should cover:

- sector-specific terminology
- sector specific hygienic practices
- critical characteristics of operational processes, products and services
- monitoring and measurement techniques, and
- technologies for the preservation of food products

2.2.2 Organization specific knowledge and skills

2.2.2.1 Statutory and regulatory requirements

Applicants shall demonstrate the ability to recognize the existence and the significance of the relevant statutory and regulatory requirements (e.g. local, national or international) applicable to the organization's activities and products.

Basic knowledge in this area should typically include the statutory and regulatory requirements, especially those relevant to food adulteration, phytosanitary aspects and food safety and it should also include the following aspects as appropriate:

- Contracts and agreements
- Consents and licenses
- Labelling and packaging

2.2.2.2 Product, process and organizations requirements

Applicants should demonstrate a reasonable knowledge of the organization's products, process and expectations of interested parties where they have provided their service and shall demonstrate to understand the key factors relevant to the sector in which they provided their consulting services. They shall be able to demonstrate how to apply this knowledge to:

- identify the critical characteristics of the organization's process and related products, with focus on Food Safety monitoring
- understand the sequence and interaction of the organization's processes and their effect on meeting statutory and regulatory requirements
- understand the terminology of the specific sector

2.2.2.3 Management Practices

Applicants shall demonstrate to understand how the Food Safety Management System integrates and interacts with the overall management of the organization, including Quality Management. Therefore, applicants shall have knowledge of relevant management practices such as:

- planning and control
- strategic management
- production/operations management
- management information systems

2.3 Education

The applicant shall have a degree in Food Engineering or a degree in Science with preferably a Post Graduate Diploma in Food safety or equivalent qualification/ adequate work experience in the field.

Documentary evidence of the education claimed will be required.

2.4 Work Experience

The applicant shall have relevant experience in managerial, professional and technical aspects of the consultant services to be provided. This may involve the exercise of judgment, problem solving and communication with interested parties, enabling the consultant to assist the organization in making effective decisions.

The applicants' relevant experience may include a combination of some or all of the following:

- a) Practical work experience
- b) Experience in management
- c) Experience in HACCP system auditing
- d) Experience in implementing a HACCP system, in one or more of the following capacities:
 - Consultant services
 - HACCP system management appointee
 - Member of management review team
 - Member of the HACCP function team

In particular, applicants shall demonstrate the following minimum work experience, in relation to the education level:

For Consultant Grade:

- Total work experience: 5 Years
- Work experience in HACCP (as a part of total work experience): 2 years

For Senior Consultant Grade:

- Total work experience: 10 Years
- Work experience in HACCP (as a part of total work experience): 4 years
- Should be a certified/registered Auditor/Lead Auditor or equivalent registration at national/international level.

For Principal Consultant Grade:

- Total work experience: 15 Years
- Work experience in HACCP (as a part of total work experience): 8 years
- Should preferably be a certified/registered Lead Auditor or equivalent registration at national/international level.

It is essential that the consulting experience is relevant to the HACCP projects.

Applicants shall provide documentary evidence of work experience. This evidence must be signed by the applicant's employer and client where consultancy provided.

Alternatively, this evidence may be presented in the form of employer references giving information on work actually carried out, positions held, reporting levels and areas of responsibility.

2.5 HACCP realization experience

2.5.1 HACCP realization/implementation projects

The total of HACCP implementation/ realization experience for an applicant shall include:

For Consultant Grade:

- Realization/implementation of **minimum 2 complete HACCP projects**
- Carried out autonomously the task assigned by the project/ team leader.

- Participated in all of the periodical and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives.
- Carried out training of personnel involved in the HACCP

For Senior Consultant Grade:

- Realization/implementation of **minimum 4 complete HACCP of which at least 1 project should be from large-scale industry.**
- Carried out autonomously the task assigned by the project/ team leader.
- Participated in all of the periodical and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives.
- Carried out training of personnel involved in the HACCP.

For Principal Consultant Grade:

- Realization/implementation of **minimum 8 complete HACCP projects of which at least 3 projects should be from large-scale industry.**
- Carried out autonomously the task assigned by the project/ team leader.
- Participated in all of the periodical and final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives.
- Carried out training of personnel involved in the HACCP.

All these activities shall be demonstrated by means of declarations from clients or consultancy project team leaders.

All HACCP implementation/realization experience submitted for registration shall have been gained in the 5 years prior to application.

The applicants should submit HACCP Management System Manual of at least 2 completed projects of different companies, in different years, for desktop review. NRBPT reserves the right to ask for additional information including HACCP Management System Manuals of more projects or to seek the information from the organizations assisted, at any stage of the NRBPT assessment process.

2.6 Application Sponsors

For initial registration each applicant shall be sponsored by either the current employer or by one alternative person who has a professional relationship with the applicant.

Sponsors shall have direct experience and/or personal knowledge of the applicant relating to those elements of the application for which they have been attested.

2.7 Personal Declaration

All applicants for initial registration and re-registration shall sign a declaration whereby they agree to observe and to abide by the NRBPT Code of Conduct and that all complaints regarding their performance have been formally logged and dealt with in a manner to prevent recurrence.

2.8 Re-registration (maintaining registration)

All registered consultants shall be periodically re-registered. The period between initial registration and re-registration shall not exceed three years. Each applicant for re-registration shall maintain a written declaration from the client of each HACCP realization undertaken and details of professional development undertaken during this period.

For each year of the re-registration period, NRBPT registered HACCP consultants shall submit documentary evidence either of having performed a minimum of 1 complete HACCP project realization or of having acquired equivalent HACCP consultancy experience.

All registered consultants are required to submit annually (by Dec 31 every year) the details of consultancy work undertaken in the Consultancy Log Sheet (Annex C) and/or Continuing Professional Development (CPD) done by them in the CPD Log Sheet (Annex E) for that particular year.

2.8.1 Professional Development

The NRBPT registered HACCP consultant shall, in each year of the registration period, undertake at least 15 hours of appropriate continuing professional development. Evidence of that professional development, verified by the training course provider, or the applicant's employer shall be submitted as part of the application for re-registration.

The professional development records shall show the duration and type of activity undertaken and details of the provider.

In the selection of appropriate professional development, consultants should consider their personal strengths and weaknesses and identify areas for personal improvement.

2.9 Code of conduct

All consultants are obliged to improve the standing of the consulting profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of registration.

Kindly refer to section 6 & 7 for more details.

Section – 3 : Evaluation Process

The Complete application form with the requisite fee must be sent to the following address

NRBPT

C/o Quality Council of India
Institution of Engineers Building (II Floor)
Bahadur Shah Zafar Marg, New Delhi 110 002

The form must be filled in English language only.

All applications must be supported by documentary evidence, e.g. legible photocopies of original certificates etc. Original documentary evidence should be made available only when asked for.

An incomplete application or not adequately supported by required documents would result in delay in processing or rejection of application.

The envelope containing the application must be superscribed with the registration applied for.

Only the application fee (besides necessary documents) should be sent with the application. The registration fee needs to be sent only after the receipt of notice from NRBPT.

NRBPT shall carry out an effective evaluation of applicant's competencies through three distinct components:

a) Desk-Top Review - I

A desk-top review of documentation submitted by the applicant in support of the application. This review is intended to determine the applicant's conformance with NRBPT requirements for education, training, work experience, HACCP experience and consulting experience.

b) Desk-Top Review - II

A desk-top review of documentation related to the HACCP projects realized/implemented by the applicant (alone, within a team or where applicable as a project leader/team leader)

c) Interview

A verification of the applicant's consulting competence through face-to-face interview. The applicant will have to appear at own cost for the interview.

d) Confidentiality

All information, correspondence and documentation submitted by applicants in support of registration will be considered as strictly confidential except where the applicant has agreed to specific information being released, for example, the information contained in the register of consultants.

e) Legal Status

The registration of Consultants by NRBPT and all activities associated with the administration of the Scheme is governed in accordance with Indian Arbitration and Conciliation Act 1996. Disputes if any shall be referred to the arbitration of the Secretary General, Quality Council of India, or to any other person nominated by him.

f) Reconsideration

It may happen that during the processing of an application, it is observed that the applicant can get qualified to a higher grade on submitting additional information/evidence. In this case the applicant will be informed to exercise his/her option.

In case of applicant opting for the higher grade, a reconsideration fee will have to be submitted as given in the fee schedule.

The assessment process will be repeated in this case.

Section – 4 : Registration Fees

The fee structure is determined annually and is applicable from January to December. The validity of the registration is also for the calendar year. Please refer to the current Fee Structure.

a) Application Fee

All application should be accompanied by the application fee, without which the application will not be processed. This fee covers the administrative costs for processing the applications.

b) Annual Registration fee

Successful applicants will be intimated for the remittance of Registration Fee. The applicants will be required to send the fee as per the fee structure within the specified time frame.

Applicants may pay either one or three years fee along with their initial application. A discount of 15% on total fee is allowed for three years registration.

Applicants paying one-year fee initially shall be required to pay the annual registration fee annually for the next two years on receipt of notice from NRBPT.

The Certificate & Registration Card will be sent within 3-4 weeks after the receipt of the fee.

c) Interview Fee.

The applicant called for interview shall have to appear for the interview at own expense. There will be no other fee charged for the interview.

d) Regrade Fee

This fee covers the administrative cost required for each regrade consideration. This fee is due with the re-grade submission and is non refundable. Where a regrade application is successful, the difference in the registration fee on pro-rata basis is to be paid for registration to the new grade for that current year.

e) Reconsideration Fee

This fee covers the administrative costs for reassessment of the application on submission of necessary documentation.

f) Issue of Duplicate Card and / or Certificate

Additional fee will be charged for issue of duplicate Card and/or Certificate

All fees are to be paid vide a demand draft or a local cheques in favor of “Quality Council of India” payable at Delhi.

All the fees are non refundable.

Section – 5 : Registration Card, Certificate and Register

All successful applicants will be issued the following:

- i) a Certificate
- ii) a Registration Card.

The validity of the Certificate and the Card will be for the period for which the fee has been paid by the applicant (maximum three years)

The Card and the Certificate are the primary evidence of validity of Registration and should be presented on commencement of a project and thereafter on demand as appropriate.

The Register of Consultants will be hosted on the QCI web site. Also, the details of newly registered consultants are published regularly in QCI Newsletter “Crest”. In case the registered consultant does not want to publish his/her details, an application may be sent to NRBPT for the same.

Section – 6 : Appeals, Complaints & Disciplinary Proceedings

NRBPT registered consultants and applicants for registration have the right to appeal against any decision taken by NRBPT.

An appeal should be made in writing to the Board Chairman. He is authorized to either take a decision or appoint an Appeals Committee (out of the Board Members) to resolve the issue.

In case of non-acceptance of the decision of the Appeals Committee by the applicant, the appeal can be made to the Secretary General, QCI who will then appoint an arbitrator for the purpose. The arbitration shall be held in the city of Delhi and shall be in accordance with the Arbitration and Conciliation Act 1996.

Similarly complaints Made

- by registered consultants against a fellow registered consultants or
- by an organization, certification body or other body against a registered consultant.

will be considered according to the procedures of NRBPT.

NRBPT retains the right to undertake disciplinary proceedings against registered consultants who are found to have acted contrary to the Code of Conduct. Options available include suspension of registration and in instances of serious or sustained breach, withdrawal of registration.

NRBPT may suspend or cancel the NRBPT registration because of the following but not limited to:

- a) non compliance with the NRBPT code of conduct
- b) providing insufficient or incorrect information to NRBPT
- c) improper use of NRBPT registration, card or logo
- d) failure to report any major complaint against the applicant
- e) non payment of fees
- f) any other condition deemed appropriate by NRBPT
- g) at own request

The Certificate and Registration Card would be cancelled and recalled by NRBPT.

Section – 7 : Code of Conduct

All consultants are obliged to improve the standing of the consulting profession by rigorously observing the Code of Conduct. Failure to do so may result in suspension or withdrawal of registration.

Consultants undertake:

- a) to act professionally, accurately and in an unbiased manner
- b) to strive to increase the competence and prestige of the consultancy profession
- c) to assist those in their employment or under their supervision in developing their management, professional and consultancy skills
- d) to maintain the confidentiality of information provided by or acquired from the organization
- e) to avoid and/or declare any conflict of interest that may affect the work to be carried out
- f) to maintain independence from HACCP certification or accreditation bodies
- g) to maintain impartiality in an organization's selection of certification bodies/ registrars
- h) not to act in any way that would prejudice the reputation of the NRBPT or the consultant registration process and to co-operate fully with an inquiry in the event of any alleged breach of this code.

Annexure I

Additional ISO Documents

All standards are subject to revision therefore; applicants are requested to follow up their development.

ISO 9001:2000 Quality Management Systems

ISO 9004:2000 Quality Management Systems –Guidelines for performance improvements

ISO 19011:2002 Guidelines for quality and/or environmental management system auditing

ISO 10019 Guidelines for the selection of quality management system consultants and use of their services

Quality Management Principles and Guidelines on their application.

13. Technical Education (Graduation & above):

Period	Institution Name & Address	Qualification	Subjects	Grade

14. Certified / recognized training courses attended :

S. No.	Title of the Course	Conducted/organized by (Name & Address)	Dates		Result
			From	To	

15. Membership of Professional Bodies :

S. No.	Professional Body (Name & Address)	Membership		Valid till
		Grade	No.	

16. Experience (Please write in chronological order with present experience listed first) :

A. General :

Period	Organisation with address	Department	Designation	Reporting to/Duties/Responsibilities

B. Related to HACCP:

Period	Organisation with address	Department	Designation	Reporting to/Duties/Responsibilities

17. The application must be signed by a proposer who has known the applicant for more than two Years (The proposers could be NRBPT registered auditors or consultants / Senior officers / Department Heads)

Proposer's Name _____
Address : _____

Tel. No. : _____ Fax No. _____
Certification No. : _____ E-mail. _____
Signature _____ Date _____

18. Do you want your contact details to be published in the register of consultants? **Yes /No**

19. Declaration by applicant

I have carefully read all NRBPT guidelines for registration of consultants. I confirm that the information in support of the application is correct to the best of my knowledge.

I authorize NRBPT to make any enquiry as deemed fit as part of the reviewing process. NRBPT can also verify data filled in the consultancy log sheets. I understand that in case any information is found to be incorrect, it may result in rejection of my application and/or my disqualification. I authorize NRBPT to utilize the information provided by me for legal, research, training, sharing with other IPC members and/or for any other purpose as may be deemed fit by NRBPT.

Once registered, I commit to notify NRBPT immediately of any changes in my status where information regarding such changes, if declared may affect the consideration for my registration. I also confirm to follow the NRBPT code of conduct for consultants.

I have read and understood the complete application requirements of NRBPT.

Signature _____ Date ____/____/____

Annexure B : Work Experience Format (Sample)

(Preferably on company letterhead)

Dated _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Name of the applicant** has worked as **Designation** in the **department**

From the period **Dates** **From** **To** .

The **applicant** was reporting to _____. The responsibilities of **Name of the applicant** were as follows:

Authorized signatory:

Name _____

Designation _____

Tel/Fax/email _____

Signatures _____

Annexure C : Consultancy Log (for each project implemented)

Please make 4, 8 or 12 copies as per the grade applied for

Consultant Name _____

Role in the Project Observer Member Project Leader

Names of other Team Members I _____ II _____

III _____ IV _____

Consultancy dates From _____ To _____

(Kindly fill the following information very carefully)

The applicant has

- * carried out autonomously the tasks assigned by the project/team leader.
- * participated in all the periodical & final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives
- * carried out the training of company personnel involved in the HACCP.
- * has carried out the work ethically and satisfactorily met the objectives

(to be authenticated by the company where consultancy provided)

Company Name _____

Company Address _____

Tel/ Fax/Email _____

Product/Service _____

No. of Employees _____

Is the Company HACCP Certified? If yes, then date of Certification _____

Name of Certification Agency _____

Signing Authority _____

Designation _____

Signatures / Date _____ Company Stamp

(to be authenticated by the employer on whose behalf consultancy provided)

Name & Address of Consultancy Company _____

Tel/Fax/Email _____

Contact Person (with designation) _____

Signatures _____

Signatures (Applicant) _____ Stamp

Annexure C : Consultancy Log (for each project implemented)

Please make 4, 8 or 12 copies as per the grade applied for

Consultant Name _____

Role in the Project Observer Member Project Leader

Names of other Team Members I _____ II _____

III _____ IV _____

Consultancy dates From _____ To _____

(Kindly fill the following information very carefully)

The applicant has

- * carried out autonomously the tasks assigned by the project/team leader.
- * participated in all the periodical & final meetings of the consultancy team to verify the progress and the consistency of the work in relation with the client agreed objectives
- * carried out the training of company personnel involved in the HACCP.
- * has carried out the work ethically and satisfactorily met the objectives

(to be authenticated by the company where consultancy provided)

Company Name _____

Company Address _____

Tel/ Fax/Email _____

Product/Service _____

No. of Employees _____

Is the Company HACCP Certified? If yes, then date of Certification _____

Name of Certification Agency _____

Signing Authority _____

Designation _____

Signatures / Date _____ Company Stamp _____

(to be authenticated by the employer on whose behalf consultancy provided)

Name & Address of Consultancy Company _____

Tel/Fax/Email _____

Contact Person (with designation) _____

Signatures _____

Signatures (Applicant) _____ Stamp _____

Annexure D : Summary of Consultancy Projects

S. No.	Dates		Organisation Name and Location	Role in project (Observer/Member/Leader)	HACCP Manual enclosed (Y/N)	For NRBPT use only	
	From	To				Accepted/ not Accepted	Remarks

