

Requirements for Training Organizations V5 Upgrade Process

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NUMBER : 2340596

1.0 Introduction

This document provides more specific details for FSSC licensed Training Organizations (TOs) on the application of the Requirements for the FSSC 22000 Version 5 Upgrade Process published in January 2019.

The Foundation FSSC 22000 will launch Version 5 of the Scheme in May 2019. This version will include a new Part VI with requirements applicable to TOs. With the publication of the Scheme version 5, TOs shall comply with these requirements in order to be granted and/or maintain a valid license with the Foundation.

2.0 FSSC Scheme Version 5

2.1 FSSC Scheme Part VI

The newly developed Scheme Part VI is based on existing TO requirements along with some additional requirements. It contains requirements applicable to TOs covering:

- Licensing
- Responsibilities and communication
- Integrity Program
- Type of training
- Operational processes
- Trainers
- Management system
- References
- Annex I – Course specifications
- Annex II – Certificate templates

2.2 Implementation of FSSC Scheme Part VI requirements

- TOs shall implement the FSSC Scheme Version 5 requirements within their internal operational processes and communicate these requirements internally to all staff involved in FSSC 22000 training services.
- For existing licensed TOs a revised agreement will be provided aligned to the FSSC Scheme Part VI requirements. Full implementation of FSSC Scheme Part VI requirements shall be completed by **01 June 2020**.
- New TO's that wish to enter into a license agreement with the Foundation shall follow the requirements in Part VI – Section 2.1 License

2.3 Training Courses version 5

- FSSC licensed TOs are allowed to provide training to FSSC Scheme Version 5:
 - a. After the publication of the Scheme in May 2019 and
 - b. Once the approval process of the TO Version 5 trainings by the Foundation has been completed. Upon successful closure of the desk review (DR), the TO will be notified and the Training Course(s) Title(s) will be published on the FSSC 22000 website.
- Before the approval of Version 5 trainings, only approved FSSC Scheme V4.1 trainings are allowed to be offered by the TO.

2.4 Trainers requalification

For requalification of FSSC Scheme V4.1 trainers against FSSC Scheme Version 5 requirements, the TOs shall have evidence of training (including an exam) of the following Scheme requirements:

- ISO 22000:2018 standard requirements
- FSSC Scheme Version 5 scheme requirements (all parts)

For new trainers, the TO shall follow the requirements described in the FSSC Scheme Part VI for trainer qualification.

2.5 Transition Approval Process

	Transition Activity	Timelines
1	Training Courses v5 Inventory Request The Foundation will send a template to be filled out by the TO, indicating the inventory of their FSSC Scheme Version 5 training courses and the trainers for which an approval from the Foundation will be requested.	May 2019
2	Agreement for a Desk Review Date The TO shall contact the Foundation to agree on a potential date to conduct the Desk Review based on the availability of their updated training material and the readiness of re-qualification of their trainers.	June 2019
3	Desk Review Invitation The Foundation will send an invitation to the TO to schedule the Desk Review. This invitation will specify the additional documentation that needs to be sent for a number of Training Courses and Trainers. Depending on the size and complexity of the TO, the assessment can be scheduled as a desk review or a remote assessment to have access to the files.	June 2019
4	Submission of Documentation for the DR The TO will submit the necessary documentation to perform the DR. All files shall be in digital format. When an assessment is scheduled remotely, the review of the documentation can be done via a sharing platform (to be arranged with the TO)	2 weeks upon receiving invitation.
5	DR Execution The DR will be assigned to an IP Assessor (IPA) once the information has been fully submitted. During the assessment, the IPA can request additional information from the TO if needed. Once the assessment has been completed, the TO will be provided with an assessment report specifying any findings that need to be resolved to finalize the review.	4 weeks upon acceptance
6	NC Closing The DR can only be finalized once all findings have been corrected. The TO is responsible for extending the scope of the findings issued for one training course, to the rest of the titles (training courses) under that same type, this shall be evidenced in the root cause analysis and CAP submitted. Evidence for the closing of the NC shall be submitted at the latest 2 months upon receiving the DR report, so that the findings can be closed out before 3 months.	3 months upon receiving of DR audit report
7	Approval Upon successful closing of the DR, the TO will be notified and the training courses will be added to the FSSC 22000 website by the Foundation. The TO can then start offering and providing the training to FSSC Scheme Version 5.	June 2019
8	License Agreement A revised license agreement will be sent out by the Foundation for signature from the TO	Starting June 2019