

Internal QMS Auditor Qualification Matrix. QMS Section 12

GlobalG.A.P IFA Smart QMS Check list FV v6 June 2022

| QMS check list Reference | Standard Requirement | Internal QMS Auditor Evaluation | | Remarks |
|--------------------------------|---|------------------------------------|--------------------|---------|
| | | Compliance | Non- Compliance | |
| 12.1 | Formal qualifications for internal QMS Auditors | | | |
| 12.1 (a) | A post-high school diploma in a discipline related to the scope of certification (plants); or an agricultural high school qualification with two years of experience in the relevant scope after qualification; or any other high school qualification with two years of experience in QMS and three years of experience in the relevant scope after qualification. | | | |
| 12.3.2 | Technical skills and qualifications | | | |
| 12.3.2 (a) | Practical knowledge of QMS. | | | |
| 12.3.2 b) | Completion of internal QMS auditor training related to QMS (minimum duration 16 hours). | | | |
| 12.3.4 | Technical skills and qualifications - Training in food safety and good agricultural practices for internal QMS auditors | | | |
| 12.3.4 (a) | Training in the HACCP system either as part of formal qualifications or by the successful completion of formal training based on the principles of the Codex Alimentarius or training in food safety management standards (e.g., ISO 22000, BRCGS, IFS, PHA). | | | |
| 12.3.4 (b) | Food hygiene training either as part of formal qualifications or by the successful completion of formal training. | | | |
| 12.3.4 (c) | Plant protection, fertilizer, and integrated pest management training, either as part of formal qualifications or through the successful completion of formal training; all formal trainings by specialists on these topics. | | | |
| 12.3.4 (d) | In all cases internal auditors shall have practical knowledge about the products they are auditing. Experience may be complemented by trainings on product characteristics and handling operations. These trainings can be done internally. | | | |
| 12.4 | Communication Skills | | | |

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| 12.4 (a) | Internal auditor(s) shall have “working language” skills in the corresponding native/working language. This shall include locally used specialist terminology in the respective working language | | | |
| 12.4 (b) | Exceptions to this rule shall be clarified beforehand with the CB before the internal audit. | | | |
| 12. 5 | Independence and Confidentiality | | | |
| 12.5 (a) | Internal auditors are not allowed to audit their own work. Independence of key staff shall be controlled and ensured by the QMS (i.e., an internal QMS auditor cannot evaluate their own operations or a producer they have also consulted in the last two years, the QMS manager cannot perform QMS audits, etc.). | | | |
| 12.5 (b) | Shall strictly observe the producer group’s/multisite producer’s procedures for maintaining the confidentiality of information and record | | | |
| | Others | | | |
| | Witnessed by | | | |
| | Final Conclusion on Qualification | Qualified for the crop scopes | | |

Note:

1. The template for qualification matrix is prepared by us to the best of our judgement and the visitor must always visit the GlobalG.A.P website for the correctness of the information provided in the template and for updates.
2. The QMS I Audit to be conducted by Internal QMS Auditor, meeting the above qualification requirements. Otherwise the QMS audit becomes void and certification process is affected.
3. Where the internal QMS auditor does not have the necessary training in food safety and/or good agricultural practices (G.A.P.) but only QMS training/experience, another person with these qualifications (and identified in the QMS) shall form part of the internal audit team to perform the internal PHU audits and the approval of the internal farm audits. Persons without food safety and G.A.P. qualifications cannot perform internal farm audits. (Section 5.01 (c.)
4. Internal QMS auditors shall be independent of the area being audited (Section 5.01(d).
5. The same person who initially develops the QMS may undertake the required internal QMS audits. However, the person responsible for the day-to-day ongoing management of the QMS is not allowed to conduct the internal QMS audits (Section 5.01(e)

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| <p>Notes:</p> | <ol style="list-style-type: none"> 1. Only qualified inspectors as per the above matrix to conduct the internal inspections of the member framers of the group using applicable IndG.A.P Control Points and Compliance Criterial check lists. Otherwise the conducted inspection becomes void. 2. Food safety, Food Hygiene trainings can be conducted by the qualified lead auditor trained on HACCP/ISO22000, in case these are not covered in the subjects of formal qualifications (Diploma or degree subjects). 3. Training on ISO19011 can be given by the qualified lead audit or trained on ISO9000/HACCP/ISO22000. 4. While doing evaluations under Column 4, put yes in case of compliance and Put no in case of non compliance. 5. Inspector detailed profile and all copies of formal qualifications and training certificates duly attested by the inspectors to be maintained as record by the Group. 6. Records of Profile and formal qualifications of Lead auditors who provided the ISO 9000 /HACCP/ISO 22000 to the inspectors as per the requirements above to be maintained. 7. Always visit the website of quality council of India (www.qcin.org), which is the scheme owner for IndG.A.P for updates on the requirements of Inspectors. |
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Date:

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