

Provision for the Initial Registration Audit of JFSM-Approved Training Organizations

1. Purpose

This Provision establishes the two-stage audit process for Training Organizations and Instructors, consisting of:

- Stage 1 Audit: Eligibility Audit; and
- Stage 2 Audit: Training Management System Audit (including Instructor Approval),

based on Clause 3.3 (Application for Approval) of the *Approval Criteria Document for JFSM-Approved Training Organizations and Instructors* (hereinafter referred to as the "Approval Criteria Document").

2. Stage 1 Audit: Eligibility Audit

An organization seeking approval as an Approved Training Organization (hereinafter referred to as the "Applicant Organization") shall submit Forms 1 through 6 to JFSM and undergo a document review conducted by JFSM to verify completeness and adequacy of the submitted information.

Following receipt of notification from JFSM that the submitted documents have been accepted, the Applicant Organization shall:

- pay the Stage 1 Audit (Eligibility Audit) application fee specified in Appendix 1; and
- submit the Eligibility Audit Application Form (Form 7). The application fee for the Stage 1 Audit shall not be refunded by JFSM.

Required Documents

- Form 1: Application for Registration as a JFSM-Approved Training Organization
- Form 2: Information on Training Organization Offices
- Form 3: Instructor Application Form
- Form 4: Financial Information (Most Recent Three Fiscal Years)
- Form 5: Business Plan for JFSM-Approved Training Services
- Form 6: Information on the Background and Experience of Business Executives and Responsible Personnel

Upon confirmation of payment of the application fee, JFSM shall assess the submitted financial information, organizational structure, and business plan relating to the training services and

verify that the Applicant Organization is expected to maintain its training business for a minimum of three (3) years.

JFSM shall notify the Applicant Organization of the audit result within thirty (30) days from receipt of the application.

3. Stage 2 Audit: Training Management System Audit (Including Instructor Approval)

3.1 Application for Audit

Following successful completion of the Stage 1 Eligibility Audit, the Applicant Organization shall:

- pay the Stage 2 Audit application fee specified in Appendix 1;
- submit the Training Management System Audit Application Form (Form 8); and
- submit all required documents to JFSM within ninety (90) days.

If all required documents are not submitted within ninety (90) days, the result of the Stage 1 Audit shall become null and void.

The Stage 2 Audit application fee shall not be refunded by JFSM.

Required Documents

- Documents relating to the implementation and operation of training courses;
- Documents relating to Instructor competence evaluation and competence maintenance;
- Documents relating to complaint handling;
- Documents relating to the protection of Personal Information;
- Training texts, training materials, and examination papers; and
- Any other documents or information requested by JFSM.

Where an Approved Training Organization applies for the addition of an Instructor, the organization shall pay the applicable fee specified in Appendix 1 and submit the application in accordance with the Approval Criteria Document.

3.2 Audit

JFSM shall conduct a Training Management System Audit, including evaluation of Instructor competence, in accordance with the Approval Criteria Document.

The audit shall include:

- document review;
- office audit; and
- witness assessment conducted either onsite or remotely using Information and Communication Technology (ICT).

For the Training Management System Audit, JFSM shall review the documents and records submitted under Clause 3.1 and verify that the Applicant Organization and its Instructors satisfy the requirements specified in Clause 3.4.1 of the Approval Criteria Document.

Witness assessments shall be conducted through observation of actual delivery of training courses.

Where approval is sought only for an Instructor, JFSM may conduct only those audit activities necessary to verify compliance with the applicable Instructor requirements.

3.3 Approval

Upon completion of the audit, JFSM shall submit the results to the Audit Company and Training Course Approval Committee (hereinafter referred to as the "Approval Committee").

The Approval Committee shall evaluate conformity with the Approval Criteria Document.

Based on the decision of the Approval Committee, JFSM shall approve the Training Organization and/or Instructor.

Where JFSM or the Approval Committee requests corrective action for a nonconformity, the Applicant Organization shall complete the corrective action within the specified timeframe.

3.4 Contract

JFSM shall enter into a contract with the approved Training Organization concerning the implementation and operation of training courses, report the result to the Board of Directors, and publish the approval on the JFSM website.

Appendix 1

Initial Registration Audit Fees for Training Organizations¹

Audit Category	Application Fee (Tax Included)
Stage 1 Audit: Eligibility Audit	JPY 110,000
Stage 2 Audit: Training Management System Audit (up to one Instructor)	JPY 220,000
Additional fee for each additional Instructor under the Stage 2 Audit	JPY 55,000

¹The fees specified in this Appendix apply only to Applicant Organizations located in Japan.

Form 1

Application for Registration as a JFSM-Approved Training Organization

To: Japan Food Safety Management Association (JFSM)

Date: ____ / ____ / ____

Pursuant to the *Provision for the Initial Registration Audit of JFSM-Approved Training Organizations*, we hereby apply for approval of the Auditor and Reviewer Training Course and for approval of the Training Organization and Instructors.

Information on the Applicant

Item	Details
Name of Applicant / Organization	
Address	
Representative Name and Title	
Main Telephone Number	
Main Fax Number	
Top Management Responsible for the Training Program	
Contact Person	
Contact Telephone Number	
Contact Fax Number	
Contact E-mail Address	
Training Course Name	
Number and Names of Instructors	
Name of Training Texts and Materials	
Curriculum	
Attached Documents	

Note 1: Top Management refers to the individual having executive responsibility for the training course.

Note 2: The Curriculum field may be replaced by an attached document.

Form 2

Information on Training Organization Offices

No.	Item	Details
1	Office Name	
	Location	
	Scope of Activities	
2	Office Name	
	Location	
	Scope of Activities	

Additional rows may be added as necessary.

Form 3

Instructor Application Form

To: Japan Food Safety Management Association (JFSM)

Date: ____ / ____ / ____

Pursuant to the *Provision for the Initial Registration Audit of JFSM-Approved Training Organizations*, we hereby apply for approval of the following Instructor.

Item	Details
Instructor Name	
Affiliation	
Contractual Relationship with the Training Organization	Yes / No
Address	
Telephone Number	
Fax Number	
Date of Birth	
Assigned Training Course(s) (Category / Course Name)	
Applicable Sector / Sub-sector	
Employment History (including food-related experience)	
Qualifications	
Experience as an Auditor, Reviewer, Consultant, or Trainer	

Form 4

Financial Information (Most Recent Three Fiscal Years)

Please attach a Certificate of Seal Registration.

Item (JPY Thousand)	Most Recent Fiscal Year	Previous Fiscal Year	Two Fiscal Years Ago
Number of Full-Time Employees			
Capital			
Fiscal Year End			
Sales Revenue			
Sales Revenue (Previous Year)			
Operating Profit			
Depreciation Expense			
Cash and Deposits			
Notes Receivable			
Accounts Receivable			
Inventories			
Total Liabilities			
Notes Payable			
Accounts Payable			
Loans and Borrowings			
Total Net Assets			

Form 5

Business Plan for JFSM-Approved Training Services

Please describe the business concept, operational approach, and three-year business plan for the proposed training services.

Item	Details
Management Philosophy	
Vision	
Business Objective	
Target Number of Training Courses	
Basis for Achieving the Target	
Human Resource Plan (Instructors, Assistants, etc.)	

Form 6

Information on the Background and Experience of Business Executives and Responsible Personnel

Please provide information regarding executives and personnel responsible for the training services. If there are more than three individuals, duplicate this form as necessary.

Name of Executive / Responsible Person

Period	Organization / Position	Responsibilities

Name of Executive / Responsible Person

Period	Organization / Position	Responsibilities

Name of Executive / Responsible Person

Period	Organization / Position	Responsibilities

Form 7

Eligibility Audit Application Form

To: Japan Food Safety Management Association (JFSM)

In connection with the application for registration of a Training Organization and Instructors relating to JFSM-approved training services, the required documents have been submitted and accepted by JFSM. Accordingly, we hereby apply for the Eligibility Audit.

The application fee specified in Appendix 1 of this Provision has been paid to the designated account.

Applicant Information

Item	Details
Organization Name	
Registered Address	
Representative Title	
Representative Name	
Application Date	
Date of Fee Payment	

Bank Account Used for Payment

- ☐ Mizuho Bank, Tokyo Central Branch, Ordinary Account No. 2639703
- ☐ MUFG Bank, Head Office Branch, Ordinary Account No. 1890926

Submitted Documents

- Form 1: Application for Registration as a JFSM-Approved Training Organization
- Form 2: Information on Training Organization Offices
- Form 3: Instructor Application Form
- Form 4: Financial Information
- Certificate of Seal Registration
- Form 5: Business Plan for JFSM-Approved Training Services
- Form 6: Information on the Background and Experience of Business Executives and Responsible Personnel

Form 8

Training Management System Audit Application Form

To: Japan Food Safety Management Association (JFSM)

As the organization has successfully completed the Eligibility Audit, we hereby submit the relevant training documentation and apply for the Training Management System Audit.

The application fee specified in Appendix 1 of this Provision has been paid to the designated account.

Applicant Information

Item	Details
Organization Name	
Registered Address	
Representative Title	
Representative Name	
Application Date	
Date of Fee Payment	

Bank Account Used for Payment

☐ Mizuho Bank, Tokyo Central Branch, Ordinary Account No. 2639703

☐ MUFG Bank, Head Office Branch, Ordinary Account No. 1890926

Submitted Documents

- Documents relating to the implementation and operation of training courses
- Documents relating to Instructor competence evaluation and competence maintenance
- Documents relating to complaint handling
- Documents relating to the protection of Personal Information
- Training texts and materials
- Examination papers
- Other documents requested by JFSM