

Approval Criteria Document for JFSM- Approved Training Organizations and Instructors Version 3.1

Japan Food Safety Management Association

January 23, 2025

Table of Contents

1. PURPOSE	4
2. REFERENCED STANDARDS AND RELATED DOCUMENTS.....	4
3. APPROVAL OF TRAINING ORGANIZATIONS AND INSTRUCTORS	5
3.1 REQUIREMENTS FOR TRAINING ORGANIZATIONS	5
3.2 REQUIREMENTS FOR INSTRUCTORS	5
3.3 APPLICATION FOR APPROVAL	6
3.4 ASSESSMENT OF APPROVAL.....	7
3.5 MAINTENANCE OF APPROVAL	8
4. REQUIREMENTS FOR TRAINING COURSES	8
4.1 PURPOSE OF TRAINING COURSES	8
4.2 REQUIREMENTS FOR TRAINING COURSE DELIVERY	9
4.3 TRAINING TEXTS AND MATERIALS	9
4.4 CURRICULUM	10
4.5 OUTSOURCING OF TRAINING COURSES.....	10
5. REQUIREMENTS FOR THE OPERATION OF TRAINING COURSES	11
5.1 CREATION AND CONTROL OF RECORDS	11
5.2 INSTRUCTORS.....	12
5.3 FACILITIES AND EQUIPMENT	14
5.4 PROTECTION OF PERSONAL INFORMATION	14
5.5 REPORTING OF TRAINING ACTIVITIES TO JFSM	15
5.6 CHANGES TO TRAINING COURSES AND OTHER APPROVED INFORMATION.....	15
6. EVALUATION OF PARTICIPANTS	16
6.1 EVALUATION METHODS	16
6.2 PASS/FAIL DETERMINATION	17
6.3 RE-EVALUATION	17
6.4 CERTIFICATES.....	17
7. SUSPENSION, WITHDRAWAL, AND REVOCATION OF APPROVAL	18
7.1 SUSPENSION OR REVOCATION OF APPROVAL OF AN APPROVED TRAINING ORGANIZATION	18
7.2 SUSPENSION OR REVOCATION OF APPROVAL OF AN INSTRUCTOR	19
7.3 VOLUNTARY WITHDRAWAL OF APPROVAL.....	20
8. APPEALS	20
9. USE OF THE APPROVED TRAINING LOGO	21
APPENDIX 1 LIST OF JFSM-APPROVED TRAINING COURSES.....	22
APPENDIX 2-1 FOOD SAFETY TRAINING COURSE IMPLEMENTATION REQUIREMENTS.....	25
APPENDIX 2-2 AUDITOR TRAINING COURSE IMPLEMENTATION REQUIREMENTS FOR FOOD MANUFACTURING (SECTORS CI, CII, CIII, CIV/K)	29

APPENDIX 2-3 AUDITOR TRAINING COURSE IMPLEMENTATION REQUIREMENTS FOR THE JFS FOOD SERVICE STANDARD	34
APPENDIX 2-4 AUDITOR TRAINING COURSE IMPLEMENTATION REQUIREMENTS FOR THE JFS FOOD SERVICE MULTI-SITE STANDARD	39
APPENDIX 2-5 JFS-C INTERNAL AUDITOR TRAINING COURSE IMPLEMENTATION REQUIREMENTS	43
APPENDIX 2-6 JFS STANDARDS TRAINING COURSE IMPLEMENTATION REQUIREMENTS FOR ORGANIZATIONS	48
FORM 1 APPLICATION FOR APPROVAL OF OUTSOURCED TRAINING ACTIVITIES.....	50
FORM 2 APPLICATION FOR ADDITIONAL INSTRUCTOR	53
FORM 3 APPLICATION / NOTIFICATION OF CHANGES.....	56
REFERENCE SAMPLE PARTICIPANT SURVEY	59
REVISION HISTORY	63

1. Purpose

The purpose of this document is to establish the approval criteria for training organizations and instructors authorized by the Japan Food Safety Management Association (JFSM) to deliver JFSM-approved training courses. These training courses are intended for:

- Auditors and Reviewers operating under the JFS Audit and Conformity Assessment Program;
- Food Business Operators (FBOs) that are subject to audits or assessments under the JFS Standards Program; and
- Students, professionals, and other individuals involved in food safety activities.

Thereafter in this document, Food Business Operators (FBOs) may be referred to simply as FBOs.

2. Referenced Standards and Related Documents

In delivering approved training courses, Approved Training Organizations shall refer to the latest editions of the standards and normative documents listed below. Where such standards or documents are revised, the organization shall implement the transition arrangements communicated by JFSM.

- Requirements and Guidelines for the JFS-A, JFS-B, JFS-B Plus, and JFS-C Standards.
- Requirements and Guidelines for the JFS Food Service Standard.
- Requirements and Guidelines for the JFS Food Service Multi-site Standard.
- JFS Audit and Conformity Assessment Program Documents and JFS-C Certification Program Documents.
- JFS Audit and Conformity Assessment Program Requirements for the JFS Food Service Standard.
- JFS Audit and Conformity Assessment Program Requirements for the JFS Food Service Multi-site Standard.

3. Approval of Training Organizations and Instructors

3.1 Requirements for Training Organizations

A Training Organization shall meet the following requirements: It shall satisfy the requirements of the Eligibility Assessment conducted in accordance with the Initial Registration Assessment Rules for JFSM Approved Training Organizations.

1. It shall employ or engage Instructors approved by JFSM (see Clause 5.2).
2. It shall possess the organizational structure and technical competence necessary to develop and improve training materials, exercises, examinations, and other training resources
3. It shall possess the organizational structure and technical competence necessary to effectively administer training activities, including:
 - trainee recruitment;
 - training administration;
 - issuance of certificates of completion and attendance;
 - instructor qualification and competence maintenance;
 - complaint handling; and
 - protection of Personal Information.
4. It shall be capable of providing appropriate training venues and equipment required for course delivery.
5. It shall establish arrangements to ensure fair and impartial management and operation of training activities, including participant evaluation as specified in Clause 6.
6. Where online training (including e-learning) is provided, it shall comply with the requirements specified in the Rules for JFS Online Training and Blended Learning Programs.

3.2 Requirements for Instructors

(1)

Instructors shall possess sufficient knowledge and skills to effectively deliver the subjects for which they are responsible, including:

- a) the attitudes and ethical principles expected of Auditors and Reviewers;
- b) the knowledge and skills related to the subjects specified in the Appendices;

c) the knowledge and skills necessary to perform audits or review activities appropriately.

(2)

Instructors shall understand the latest versions of the Program Documents and applicable JFS Standards requirements.

(3)

Instructors shall satisfy the qualification requirements applicable to each training course as specified in Appendix 2.

(4)

Instructors shall satisfy the competence requirements specified in Clause 5.2.1.

3.3 Application for Approval

Any organization seeking approval as a Training Organization (hereinafter, the "Applicant Organization") shall apply for approval of both the organization and its instructors in accordance with the Initial Registration Assessment Rules for JFSM Approved Training Organizations.

The Applicant Organization shall pay the prescribed application fee and submit the following documents to JFSM.

3.3.1 Eligibility Assessment

- Application Form for Registration as a JFSM Approved Training Organization.

3.3.2 Training Management System Assessment (following completion of the Eligibility Assessment)

The following documents shall be submitted

1. Documents relating to the implementation and operation of training courses (e.g., procedures and regulations).
2. Documents relating to instructor competence evaluation and competence maintenance.
3. Documents relating to complaint handling.
4. Documents relating to the protection of Personal Information.
5. Training texts, training materials, examination papers, and supplementary instructional materials.
6. Any other documents or information requested by JFSM.

3.3.3 Application for Additional Instructors

- Application Form for Additional Instructors (Form 2).

3.4 Assessment of Approval

3.4.1 Assessment

JFSM shall conduct an Eligibility Assessment, a Training Management System Assessment, and a witness assessment of the training course, either On-site or remotely using Information and Communication Technology (ICT), to verify the following:

- a) the Applicant Organization satisfies the requirements of Clause 3.1;
- b) the training courses provided by the Applicant Organization conform to the curriculum requirements specified in Clause 4.4;
- c) the instructors satisfy the requirements of Clause 3.2.

Where approval is sought only for instructors, the assessment may be limited to the activities necessary to verify item (c).

3.4.2 Approval

JFSM shall submit the results of the assessment specified in Clause 3.4.1 to the Audit Company and Training Course Approval Committee ("Approval Committee"). The Approval Committee shall evaluate conformity with Clauses 3.4.1 a), b), and c). Approval of the Training Organization and/or Instructor shall be granted based on the Committee's decision.

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

3.4.3 Agreement with the Training Organization

JFSM shall enter into an agreement with the approved Training Organization for the implementation and administration of training courses and shall report the result to the Board of Directors. The following information shall be published on JFSM's website:

- Date of agreement with JFSM;
- Name and address of the organization;
- Contact information (e.g., website URL);
- Categories of approved training courses.

3.4.4 Registration of Instructors

JFSM shall register instructors who have been approved.

3.5 Maintenance of Approval

3.5.1 Assessment of Training Organizations and Instructors

JFSM shall conduct periodic assessments at least once per year in accordance with the Rules for Maintaining Approval of JFSM-Approved Training Organizations in order to evaluate the performance of Approved Training Organizations and Instructors. JFSM may also conduct extraordinary assessments where there is reason to believe that an Approved Training Organization or Instructor may no longer comply with the requirements of this document.

Periodic and extraordinary assessments may include the following activities:

- Review of training implementation reports submitted by the Approved Training Organization (see 5.5) and other relevant documents or records.
- Office assessments.
- Observation of training course delivery.

3.5.2 Renewal of Approval

The validity period of approval for an Approved Training Organization and an Instructor shall be three (3) years from the date of execution of the agreement specified in Clause 3.4.3 or the date of Instructor registration, respectively.

Based on the results of the assessments specified in Clause 3.5.1, participant evaluations, and other relevant performance information, JFSM may renew approval based on the decision of the Approval Committee.

Where approval is not renewed, JFSM shall notify the Approved Training Organization or Instructor of the non-renewal decision together with the reasons for such decision.

4. Requirements for Training Courses

4.1 Purpose of Training Courses

The categories of Approved Training Courses and their respective objectives shall be as specified in Appendix 2.

4.2 Requirements for Training Course Delivery

4.2.1 Overview of Training Courses

The minimum required duration for each category of Approved Training Course shall be as specified in Appendix 1.

The required duration may include time allocated for lunch breaks and participant evaluations.

For Auditor Training Courses referred to in Clauses 4.1 (2) and (3), it is desirable that practical training account for at least fifty percent (50%) of the training duration (a minimum of eight (8) hours).

4.2.2 Number of Participants

- The number of participants per training course shall, in principle, be no fewer than four (4) and no more than thirty (30).
- The number of participants for Online Training Courses and Blended Training Courses shall comply with the Rules for JFS Online Training and Blended Learning Programs.

4.2.3 Number of Instructors

At least one (1) Instructor shall be assigned to Foundation Training.

At least one (1) Instructor shall be assigned to Practical Training. However, where the number of participants exceeds ten (10), it is desirable that:

- two (2) or more Instructors be assigned; or
- one (1) or more Practical Training Assistants be assigned.

Where Practical Training is conducted online, the requirements specified in the Rules for JFS Online Training and Blended Learning Programs shall apply.

4.3 Training Texts and Materials

4.3.1

Approved Training Organizations shall develop and distribute training texts and materials covering the curriculum and considerations specified in Clause 4.4.

Such texts and materials shall include, at a minimum:

- Representative examples and case studies relating to auditing and review activities; and
- A list of reference materials, including food-related laws and regulations.

4.3.2

Approved Training Organizations shall provide participants with the latest versions of applicable JFS Standards, normative documents, and other relevant guidance documents together with the training texts and materials described in Clause 4.3.1.

4.3.3

Approved Training Organizations shall provide participants, prior to the commencement of training, with information regarding reference publications, materials, websites, or other resources necessary to study fundamental food safety topics such as:

- Food microbiology;
- Hazard analysis;
- Traceability; and
- Food-related laws and regulations.

Such information shall enable participants to acquire the necessary knowledge before attending the training course.

4.4 Curriculum

The curriculum requirements and implementation considerations applicable to each training course shall be specified in the relevant Training Course Implementation Requirements contained in Appendix 2.

4.5 Outsourcing of Training Courses

4.5.1

An Approved Training Organization may outsource part of the delivery of a training course under its responsibility.

In such cases, the Approved Training Organization shall submit an application for approval to JFSM using Form 1 and obtain prior approval.

In addition, any Instructor involved in outsourced training activities shall be approved and registered by JFSM.

4.5.2

Where any portion of a training course is outsourced, the Approved Training Organization shall ensure on an ongoing basis that the outsourced activities continue to comply with the requirements of this document.

4.5.3

Even where part of the delivery of a training course has been outsourced, the course shall be conducted under the course name assigned by the contracting Approved Training Organization.

5. Requirements for the Operation of Training Courses

(Refer to the Rules for Maintaining Approval of JFSM-Approved Training Organizations.)

5.1 Creation and Control of Records

5.1.1

Approved Training Organizations shall create, maintain, and appropriately control records demonstrating conformity of training courses with the requirements of this document.

(1) Training Course Records

- The following records shall be maintained for each training course:
- Location and date(s) of the training course;
- Name(s) of the Instructor(s), including Instructor Candidates (see 5.2.2);
- Identification of the version of documents used during the training course;
- Names, affiliations, and contact details of all participants;
- Evaluation results for each participant;
- Methods of re-evaluation, names of participants who underwent re-evaluation, and their re-evaluation results;
- Percentage of participants who passed the evaluation and re-evaluation processes;
- Identification number of each Certificate of Completion issued;
- Results of participant surveys; and
- Details of complaints received from participants, if any.

(2) Instructor Training and Evaluation Records

The following records relating to Instructors shall be maintained:

- Training and development activities provided to Instructors (see 5.2.2); and

- Results of ongoing Instructor evaluations (see 5.2.3).

5.1.2 Retention of Records

Unless otherwise specified, records described in Clause 5.1.1 shall be retained for a minimum of five (5) years.

However, the following records shall, in principle, be retained for twenty (20) years:

- Names, affiliations, and contact details of participants;
- Individual evaluation results;
- Records and results of re-evaluations; and
- Certificate identification numbers.

5.2 Instructors

5.2.1 Instructor Competence

Approved Training Organizations shall ensure that Approved Training Courses are delivered by Instructors approved by JFSM.

Assistants supporting Practical Training are not required to be approved by JFSM, provided that the Approved Training Organization ensures that they satisfy the relevant requirements specified in Appendix 2.

This requirement does not apply to training courses primarily delivered through e-learning without the involvement of JFSM-approved Instructors.

Where a training course is delivered by an educational institution, including national universities or university corporations established under applicable legislation, it is not mandatory for every Instructor to satisfy all requirements specified in Clause 3.2.

In such cases, the educational institution shall ensure that the combined competence of its instructional team satisfies the applicable Instructor requirements.

5.2.2 Training of Instructor Candidates

Prior to assigning personnel as Instructors, Approved Training Organizations shall provide training and development activities appropriate to their competence level.

This shall include one of the following approaches:

a) Instructor Candidates Not Yet Evaluated

For individuals who are candidates for Instructor status but whose competence has not yet been confirmed by the Approved Training Organization ("Instructor Candidates"), the organization shall require the candidate to conduct all or part of the instructional activities for which they are expected to become responsible at least once under the guidance and supervision of an Instructor recognized by the organization as competent.

The objective of this activity is to verify the candidate's competence as an Instructor.

b) Instructor Candidates Already Recognized as Competent

For Instructor Candidates already recognized by the Approved Training Organization as possessing the required competence, the organization shall require them to participate at least once as an observer in the relevant training course they are expected to deliver.

Observation may be conducted remotely through Information and Communication Technology (ICT).

The objective is to familiarize the candidate with the training methods and course content.

5.2.3 Ongoing Evaluation of Instructors

Approved Training Organizations shall ensure that Instructors continue to comply with the requirements specified in Clause 3.2.

Instructor competence shall be continually evaluated through one or more of the following methods:

Participant surveys and analysis of survey results; and

Observation by the responsible manager of the Approved Training Organization or through other evaluation methods established by the organization.

5.2.4 Training and Development of Instructors

Where ongoing evaluation indicates that an Instructor no longer complies with the requirements specified in this document, the Approved Training Organization shall:

Provide appropriate training and development;

Reassess the Instructor's competence; and

Maintain records of such activities.

An Instructor determined not to meet the requirements of this document shall not be permitted to deliver Approved Training Courses.

5.3 Facilities and Equipment

Approved Training Organizations shall provide classrooms, audiovisual equipment, and any other facilities and training resources necessary for the effective delivery of training courses.

Where training is delivered online, the requirements specified in the Rules for JFS Online Training and Blended Learning Programs shall apply.

5.4 Protection of Personal Information

5.4.1

With respect to names, affiliations, contact details, and any other information capable of identifying a specific individual (hereinafter referred to as "Personal Information"), Approved Training Organizations shall implement appropriate measures to prevent unauthorized disclosure, loss, or damage and to ensure adequate information security.

5.4.2

Approved Training Organizations shall comply with the Act on the Protection of Personal Information and all other applicable laws and regulations when handling records and Personal Information.

5.4.3

Approved Training Organizations shall not disclose information relating to participants to any third party (including the participant's employer or affiliated organization) without the participant's prior written consent.

Where participant information is to be provided to a third party (including the participant's employer or affiliated organization), the Approved Training Organization shall clearly identify the purpose of use and obtain the participant's prior written consent.

Notwithstanding the above, Approved Training Organizations shall obtain participants' prior consent for the disclosure of participant information, including Personal Information, to JFSM where such disclosure is necessary for:

- Evaluation of the performance of the Approved Training Organization and its Instructors; and

- Effective administration and oversight of Approved Training Courses.

5.5 Reporting of Training Activities to JFSM

Approved Training Organizations shall submit to JFSM, by the end of January each year, a report covering training activities conducted during the period from 1 January to 31 December of the preceding year.

The Training Activity Report shall include the following information:

- Date(s) and location(s) of training delivery;
- Category and title of the training course;
- Name(s) of the Instructor(s);
- Number of participants for each training course conducted;
- Number and percentage of participants who passed the evaluation;
- Number of participants who underwent re-evaluation and the number and percentage who subsequently passed;
- Summary and evaluation of participant survey results (excluding Personal Information);
- Details of complaints received from participants, if any;
- Records of ongoing Instructor evaluation and competence maintenance activities required under Clause 5.2; and
- Any other information that the Approved Training Organization considers appropriate to report to JFSM, or that JFSM specifically requests.

5.6 Changes to Training Courses and Other Approved Information

5.6.1 Changes Requiring Prior Approval

Where an Approved Training Organization intends to make changes to any of the following items, it shall submit Form 3 together with supporting documentation explaining the proposed changes and obtain prior approval from JFSM:

- Curriculum;
- Training texts, training materials, and examination papers; and
- Instructors.

In the case of changes relating to Instructors, documentation relating to Instructor competence and competence maintenance shall also be submitted.

5.6.2 Other Changes Requiring Notification

Where an Approved Training Organization makes changes to any of the following items, it shall notify JFSM using Form 3:

- Address and contact information of the Approved Training Organization;
- Position title and name of the member of top management having executive responsibility for the training course;
- Contact person responsible for communications with JFSM;
- Documents relating to complaint handling; and
- Documents relating to the protection of Personal Information.

6. Evaluation of Participants

6.1 Evaluation Methods

6.1.1 Examination

Approved Training Organizations shall evaluate each participant's achievement of the training objectives through a written examination or an online examination conducted at the conclusion of Food Safety Training Courses and Auditor Training Courses.

The examination shall assess the participant's level of achievement of the learning objectives specified for the applicable training course in Appendix 2.

The examination duration shall be a minimum of thirty (30) minutes, with approximately one (1) hour being recommended.

Written examinations shall be scored out of one hundred (100) points.

Approved Training Organizations shall appoint an examination proctor and implement appropriate measures to prevent misconduct, including cheating and unauthorized disclosure of examination questions.

Where online examinations are conducted, the requirements specified in the Rules for JFS Online Training and Blended Learning Programs shall apply.

6.1.2 Participation and Conduct

Approved Training Organizations shall evaluate whether participants have demonstrated appropriate participation and conduct based on the following considerations:

- a) Participants shall, in principle, attend all lectures and practical exercises.

Where unavoidable circumstances arise, the Approved Training Organization shall determine and implement appropriate actions and maintain records of such actions.

However, participants who attend less than ninety percent (90%) of the lecture and exercise time, excluding the examination, shall not be permitted to take the examination.

b) Participants shall actively contribute to discussions and participate in group activities.

c) Participants shall communicate appropriately with other participants.

Where participation and conduct are evaluated through online delivery methods, the requirements specified in the Rules for JFS Online Training and Blended Learning Programs shall apply.

6.2 Pass/Fail Determination

An Approved Training Organization shall determine that a participant has passed where:

- the participant obtains a score of seventy (70) points or higher on the examination; and
- the Instructor determines that the participant's participation and conduct during the training course were satisfactory.

Pass/fail determinations shall be made in a fair, impartial, and objective manner.

For Auditor Training Courses, where a conflict of interest exists between the Instructor and the participant, the pass/fail determination shall be made by an evaluator who has no such conflict of interest.

6.3 Re-evaluation

Approved Training Organizations shall provide participants who fail the evaluation with an opportunity for re-evaluation.

The re-evaluation method shall be appropriate to the nature of the original evaluation.

6.4 Certificates

6.4.1 Certificate of Completion

Approved Training Organizations shall issue a Certificate of Completion to participants who are determined to have passed in accordance with Clause 6.2.

The Certificate of Completion shall include the following information:

- A statement indicating that the training course is approved by JFSM;
- The JFSM logo;
- The participant's identification number;
- The category and title of the JFSM-approved training course;
- Information identifying the specific training course completed by the participant (e.g., course title, course number, and training dates);
- Name of the participant;
- A statement confirming that the participant successfully completed the training course;
- Date of issue of the certificate; and
- Name of the applicable JFS Standard (where specified, excluding version digits after the decimal point).

6.4.2 Certificate of Attendance

Approved Training Organizations shall issue a Certificate of Attendance to participants who are determined not to have passed in accordance with Clause 6.2.

7. Suspension, Withdrawal, and Revocation of Approval

7.1 Suspension or Revocation of Approval of an Approved Training Organization

7.1.1 Suspension of Approval

JFSM may require an Approved Training Organization to implement corrective actions within a specified period and, based on the decision of the Approval Committee, suspend its approval where any of the following situations are identified:

- a) As a result of a periodic or extraordinary assessment specified in Clause 3.5.1, the Approved Training Organization is found not to comply with the requirements of this document and the nonconformity is considered significant.
- b) The Approved Training Organization breaches its agreement with JFSM and fails to rectify the breach after receiving notice from JFSM.
- c) Continued delivery of training courses by the Approved Training Organization may adversely affect participants.

JFSM shall publicly announce the suspension of approval on its website.

During the period of suspension, the Approved Training Organization shall not conduct any new Approved Training Courses.

7.1.2 Reinstatement Following Suspension

Where JFSM determines that appropriate corrective actions have been implemented within the specified period, JFSM may, based on the decision of the Approval Committee, lift the suspension of approval.

7.1.3 Revocation of Approval

JFSM may revoke the approval of an Approved Training Organization, based on the decision of the Approval Committee, where any of the following situations are identified:

- The organization fails to implement corrective actions requested by JFSM within the specified period without justifiable reason.
- The organization commits a serious violation of applicable laws and regulations or engages in misconduct.
- The organization engages in conduct that seriously damages its relationship of trust with JFSM.
- The agreement between JFSM and the Approved Training Organization is terminated.

JFSM shall publicly announce the revocation of approval on its website.

Certificates of Completion previously issued for training courses delivered by the affected Approved Training Organization shall remain valid.

7.2 Suspension or Revocation of Approval of an Instructor

7.2.1 Suspension of Approval

JFSM may require an Instructor to implement corrective actions within a specified period and, based on the decision of the Approval Committee, suspend the Instructor's approval where any of the following circumstances are identified:

As a result of a periodic or extraordinary assessment specified in Clause 3.5.1, the Instructor is found not to comply with the requirements of this document and the nonconformity is considered significant.

Continued delivery of training courses by the Instructor may adversely affect participants.

An Instructor whose approval has been suspended shall not deliver any new Approved Training Courses during the suspension period.

7.2.2 Reinstatement Following Suspension

Where JFSM determines that appropriate corrective actions have been implemented within the specified period, JFSM may, based on the decision of the Approval Committee, lift the suspension of the Instructor's approval.

7.2.3 Revocation of Approval

JFSM may revoke the approval of an Instructor, based on the decision of the Approval Committee, where any of the following situations are identified:

The Instructor fails to implement corrective actions requested by JFSM within the specified period without justifiable reason.

The Instructor commits a serious violation of applicable laws and regulations or engages in misconduct.

The Instructor engages in conduct that seriously damages the relationship of trust with JFSM.

Certificates of Completion issued for training courses delivered by the affected Instructor shall remain valid.

7.3 Voluntary Withdrawal of Approval

An Approved Training Organization and/or Instructor may voluntarily withdraw its approval.

In such cases, the Approved Training Organization shall submit a written request to JFSM stating the reasons for the withdrawal.

JFSM may approve the withdrawal following agreement by the Approval Committee.

8. Appeals

Where an Approved Training Organization or Instructor disagrees with a decision made by JFSM, including decisions relating to approval, maintenance of approval, renewal, suspension, or revocation, it may submit an appeal to JFSM within sixty (60) days from the date of notification of the decision.

Appeals shall be submitted in accordance with JFSM's Appeals Procedure.

JFSM shall make the Appeals Procedure publicly available on its website.

9. Use of the Approved Training Logo

Approved Training Organizations shall comply with the JFSM Approved Training Logo Usage Rules when using the Approved Training logo.

Supplementary Provision

This document came into effect on 13 October 2017.

Supplementary Provision (Revision)

This revised edition came into effect on 9 December 2021.

Appendix 1 List of JFSM-Approved Training Courses

Approval Category	Course Code	Description	Training Type	Minimum Duration (Including Examination)
Food Safety Training for JFS Standards (Applicable to All Sectors)	2	Training designed to enable participants to understand the 12 steps and 7 principles of Codex HACCP and to develop a HACCP plan.	Food Safety Foundation Training (may be delivered through e-learning or equivalent methods)	Minimum 8 hours
		Training designed to enable participants to understand the 12 steps and 7 principles of Codex HACCP and to develop a HACCP plan.	Food Safety Practical Training	Minimum 16 hours
Auditor Training for JFS-A/B/B Plus Standards (Sectors CI, CII, CIII, CIV/K)	1	Training designed to develop the fundamental mindset, professional conduct, auditing techniques, and review competencies required for Auditors and Reviewers of JFS-A/B/B Plus Standards.	Auditor Foundation Training	Minimum total of 16 hours
			Auditor Practical Training	Included in above
	3	Training designed to provide an understanding of food	Food Service HACCP Training	Up to 8 hours

Approval Category	Course Code	Description	Training Type	Minimum Duration (Including Examination)
Auditor Training for JFS Food Service Standard		service HACCP based on Codex HACCP and the JFS Food Service Standard, as well as the competencies required for Auditors and Reviewers.	Auditor Foundation and Practical Training	Minimum 8 hours
Auditor Training for JFS Food Service Multi-site Standard	4	Training available to individuals who have completed the Auditor Training for the JFS Food Service Standard, designed to develop the competencies required for multi-site auditing and review activities.	Auditor Foundation and Practical Training	Minimum 8 hours
JFS-C Internal Auditor Training	5	Training designed to provide the knowledge and skills required to plan, conduct, report, and follow up internal audits in accordance with the organization's Internal Audit Procedure and the FSM20 Internal Audit requirements of the JFS-C Standard.	Internal Auditor Training	Minimum 16 hours
JFS Standards Training for Organizations	6	Training designed to enable participants to understand the requirements of applicable JFS Standards and acquire the knowledge necessary to implement and maintain those	JFS Standards Requirements Training	Not specified

Approval Category	Course Code	Description	Training Type	Minimum Duration (Including Examination)
		standards within an organization.		

Note:

Training courses may be delivered in separate sessions provided that the training objectives are not adversely affected.

However, the entire training course shall be completed within fifteen (15) days from the start date of the training.

Where e-learning or similar delivery methods are used, completion within fifteen (15) days is not mandatory; nevertheless, an appropriate completion period shall be established and managed by the Approved Training Organization.

Appendix 2-1 Food Safety Training Course Implementation Requirements

1. Purpose and Delivery Method of the Training Course

Foundation Training is intended to develop knowledge and shall primarily be delivered through classroom-based instruction.

Practical Training is intended to develop skills and shall primarily be delivered through case studies, group discussions, and exercises involving the preparation of documents required for auditing and review activities.

Foundation Training intended for knowledge acquisition may be replaced by internet-based learning methods such as e-learning.

2. Food Safety Training

2.1 Curriculum for Food Safety Foundation Training

Food Safety Foundation Training shall provide participants with opportunities to acquire knowledge of Prerequisite Programmes (PRPs) and HACCP and shall cover the following topics:

- Prerequisite Programmes (PRPs);
- HACCP (12 Steps and 7 Principles); and
- Food-related laws and regulations, including food safety legislation applicable in the country where Auditor and Reviewer Training is delivered.

2.2 Curriculum for Food Safety Practical Training

Food Safety Practical Training shall include exercises designed to develop participants' skills relating to PRPs and Codex HACCP.

The following topics shall be addressed through practical exercises:

- Prerequisite Programmes (PRPs);
- HACCP (12 Steps and 7 Principles); and
- Food-related laws and regulations, including food safety legislation applicable in the country where Auditor and Reviewer Training is delivered.

When conducting practical exercises, the applicable JFS Standard category shall be clearly identified.

2.3 Considerations for Delivering Food Safety Training

When delivering Food Safety Training, the following considerations shall be taken into account.

(1) Food Safety Management System (FSM) and Food-Related Legislation

Training shall explain the requirements of standards that establish and operate HACCP and Prerequisite Programmes based on the principles of a Food Safety Management System (FSM).

The applicable JFS Standards Guidelines shall also be referenced where appropriate.

A list of applicable food-related laws and regulations shall be prepared and utilized to provide participants with an overall understanding of the applicable regulatory framework.

(2) Development of the HACCP System (12 Steps and 7 Principles)

Training shall enable participants to understand the complete sequence of the Codex HACCP methodology as described in the Codex Guidelines for the HACCP System and its Application, including:

- Conducting hazard analysis;
- Determining Critical Control Points (CCPs);
- Developing CCP monitoring and control procedures;
- Implementing controls; and
- Periodically reviewing the HACCP system.

Training shall include the following:

Explanation of HACCP development using practical examples.

- Explanation that Hazard Analysis (Step 6) can only be properly conducted after an accurate Flow Diagram has been established (Steps 4 and 5).
- Emphasis on understanding and implementing the HACCP process as a whole rather than addressing individual steps in isolation.
- Practical exercises supporting this understanding.
- Explanation that Hazard Analysis (Principle 1) is the most important of the seven principles and that adequate time, expertise, and resources are required to perform it effectively.
- Explanation that Critical Limits (Principle 3) must be supported by scientific justification and are distinct from processing parameters or operating limits used in manufacturing operations.

- Explanation and practical exercises relating to verification activities (Principle 6), including:
 - Verification that the HACCP system is functioning effectively, including confirmation that each CCP remains under control; and
 - Validation of the HACCP Plan.

Training shall further emphasize that verification of the overall HACCP system is an essential element of effective HACCP implementation.

(3) Hazards and Their Control Measures within HACCP Development

Training shall enable participants to:

Identify hazards based on scientifically supported manufacturing and processing information and data.

Identify the causes of hazards comprehensively and accurately.

Determine appropriate control measures for preventing, eliminating, or reducing hazards to acceptable levels.

In explaining the definition of hazards, training shall:

Relate examples to commonly encountered food products;

Explain the three categories of hazards:

Biological hazards;

Chemical hazards; and

Physical hazards.

Training shall also explain that factors generally considered to present a relatively low direct risk to human health, such as hair contamination or insect fragments, need not always be managed in the same manner as higher-risk food safety hazards and should be evaluated carefully based on risk.

2.4 Examination for Food Safety Training

Participants shall be evaluated in accordance with Clause 6.1.1 of this document.

The Approved Training Organization shall ensure appropriate examination supervision so that the integrity of the examination process is maintained.

2.5 Instructor Qualification Requirements

Instructors delivering Food Safety Training shall:

- Have successfully completed HACCP Train-the-Trainer Training; or
- Have experience delivering HACCP training courses on at least two (2) occasions.

In addition, experience in certification assessments or audits under JFS Standards or a GFSI-recognized certification programme is recommended.

2.6 Requirements for Training Assistants

Training Assistants shall be:

- Individuals qualified as Instructors; or
- Individuals determined by the Approved Training Organization or JFSM to possess sufficient understanding of the training content and the capability to support Practical Training activities.

The basis for such determination shall be maintained as documented evidence and made available upon request.

Appendix 2-2 Auditor Training Course Implementation Requirements for Food Manufacturing (Sectors CI, CII, CIII, CIV/K)

1. Purpose and Delivery Method of the Auditor Training Course

The purpose of this training course is to enable participants to understand the requirements specified in applicable JFS Standards and Program Documents and to acquire the technical skills, knowledge, auditing competence, behavioral attributes, and systems-thinking capabilities required of Auditors and Reviewers.

Foundation Training is intended to develop knowledge and shall primarily be delivered through classroom-based instruction.

Practical Training is intended to develop skills and shall primarily be delivered through case studies, group discussions, and exercises involving the preparation of documents required for auditing and review activities.

2. Auditor Training for Food Manufacturing (Sectors CI, CII, CIII, CIV/K)

2.1 Prerequisites for Participation

Participants shall satisfy one of the following conditions:

- Have successfully completed a Food Safety Training Course approved by JFSM (corresponding to JFS-A/B Standards Version 3.0 or later); or
- Be specifically recognized by JFSM as possessing competence equivalent to completion of the above training through substantial experience in food safety assessment, auditing, consulting, or training activities.

2.2 Curriculum for Auditor Foundation Training

Auditor Foundation Training shall ensure that participants acquire knowledge relating to JFS Standards and auditing activities.

The following topics shall be covered using the latest versions of the applicable standards and documents:

a) Overview of JFS Standards and the JFS-C Certification Program

Participants shall gain an understanding of:

- JFS-A Standards;
- JFS-B Standards;
- JFS-B Plus Standards;
- JFS-C Standards; and
- The JFS-C Certification Program.

b) Overview of the JFS Audit and Conformity Assessment Program Documents

The key requirements and operating principles of the JFS Audit and Conformity Assessment Program shall be explained.

c) Interpretation of JFS-A/B/B Plus Standard Requirements

Training shall explain the key requirements relating to:

- Food Safety Management Systems (FSM);
- HACCP; and
- Good Manufacturing Practices (GMP).

The HACCP requirements of the JFS-A Standard, including the flexible application of Codex HACCP principles, shall also be explained.

d) Principles and Objectives of Auditing

Training shall be consistent with the latest edition of ISO 19011 and shall include:

- Audit principles;
- Audit objectives;
- Auditor conduct and ethics; and
- Evidence-based auditing.

e) Audit and Conformity Assessment Process

Training shall explain:

- Audit planning;
- Audit execution;
- Nonconformity reporting;
- Corrective action review; and
- The overall conformity assessment process.

The training content shall be based on Appendices 1 and 2 of the applicable Program Documents.

Recommended Pre-course Study

Participants are encouraged to complete advance study before attending the course, including:

- Review of JFS-A/B/B Plus Standard requirements;
- Review of applicable JFS Guidelines;
- Review of JFS Audit and Conformity Assessment Program Documents; and
- Review of HACCP principles and methodology.

2.3 Curriculum for Auditor Practical Training

Auditor Practical Training shall include exercises designed to develop the competencies specified in Clause 5.1 of the Program Documents.

A. On-site Audit Exercises for Collecting, Analyzing, and Verifying Evidence

Exercises shall include activities relating to:

- Hazard analysis;
- Food safety manuals;
- Verification of flow diagrams; and
- Evaluation of food safety systems.

Specific practical exercises shall include:

On-site Audit Exercise 1 – Interview Techniques

Participants shall practice conducting effective interviews and gathering audit evidence.

On-site Audit Exercise 2 – Review of Documents and Records

Participants shall practice auditing documented information and records.

On-site Audit Exercise 3 – Determination of Conformity and Nonconformity

Participants shall practice evaluating conformity against requirements and determining nonconformities.

On-site Audit Exercise 4 – Response to Nonconformities

Participants shall practice:

- Evaluating corrective actions;
- Identifying opportunities for improvement; and
- Presenting practical recommendations.

B. Preparation of Audit Documentation

Participants shall prepare:

- Audit checklists;
- Audit reports; and
- Corrective Action Requests (CARs).

C. Review Decision Exercises

Participants shall conduct exercises involving decisions on conformity assessment based on:

- Audit reports;
- Corrective-action reports; and
- Simulated assessment scenarios.

2.4 Examination for Auditor Training

Participants shall be evaluated in accordance with Clause 6.1.1 of this document.

The Approved Training Organization shall ensure that appropriate examination controls and supervision are implemented to maintain examination integrity.

2.5 Instructor Qualification Requirements

Instructors delivering Auditor Training shall:

- Have participated in at least five (5) audits or certification assessments conducted against JFS Standards; or
- Have participated in at least five (5) certification assessments conducted against a Food Safety Management System standard.

In addition, the Instructor shall possess work experience related to at least one of Sectors CI, CII, CIII, CIV, or K.

Acceptable experience may include:

- Industry experience;
- Auditing experience; or

- Consulting experience,

as described in Appendix 4 of the JFS Audit and Conformity Assessment Program Documents.

2.6 Requirements for Training Assistants

Training Assistants shall be:

- Individuals qualified as Instructors; or
- Individuals determined by the Approved Training Organization or JFSM to possess sufficient understanding of the training content and the capability to support Practical Training activities.

The basis for such determination shall be maintained as documented evidence and made available upon request.

Appendix 2-3 Auditor Training Course Implementation Requirements for the JFS Food Service Standard

1. Purpose and Delivery Method of the Food Service Auditor Training Course

The purpose of this training course is to enable participants to understand the requirements specified in the applicable Standards and Program Documents and to acquire the technical skills, knowledge, auditing competence, behavioral attributes, and systems-thinking capabilities required of Auditors and Reviewers.

Because food service auditing requires competence in HACCP principles applicable to food service operations based on Codex HACCP, the course shall provide such knowledge through classroom instruction and practical exercises.

The practical component of the training is intended to develop auditing competencies specific to food service operations and shall primarily be conducted through case studies, group discussions, auditing exercises, and the preparation of documents necessary for auditing and review activities.

2. Auditor Training for the JFS Food Service Standard

2.1 Prerequisites for Participation

Participants shall satisfy one of the following conditions:

- Have successfully completed a Food Safety Training Course approved by JFSM (corresponding to JFS-A/B Standards Version 3.0 or later); or
- Be specifically recognized by JFSM as possessing competence equivalent to completion of the above training through substantial experience in food safety assessment, auditing, consulting, or training activities.

2.2 Curriculum for Food Service HACCP Training

Food Service HACCP Training shall ensure that participants acquire knowledge relating to HACCP requirements applicable to the JFS Food Service Standard.

The following topics shall be covered using the latest versions of the applicable standards and documents:

a) Interpretation of HACCP Requirements within the JFS Food Service Standard

Explanation of HACCP-related requirements specified in the JFS Food Service Standard.

b) Food Service HACCP

Explanation of HACCP principles and their application within food service operations.

c) Food Service HACCP Exercises

Practical exercises relating to HACCP implementation in food service environments.

Recommended Pre-course Study

Participants are encouraged to complete advance study before attending the course, including:

- Review of the requirements of the JFS Food Service Standard;
- Review of the JFS Food Service Standard Guideline; and
- Review of HACCP principles and methodology.

2.3 Curriculum for Auditor Training

Auditor Training shall include exercises designed to develop the competencies specified in Clause 5.1 of the applicable Program Documents.

The latest versions of all applicable standards and documents shall be used.

The curriculum shall include the following topics:

a) Overview of the JFS Food Service Standard

Introduction to the structure, purpose, and scope of the JFS Food Service Standard.

b) Interpretation of the JFS Audit and Conformity Assessment Program Documents and Program Requirements

Explanation of key requirements and operational principles.

c) Interpretation of JFS Food Service Standard Requirements

Explanation of requirements relating to:

- Food Safety Management Systems (FSM);
- HACCP; and
- Good Manufacturing Practices (GMP).

d) Principles and Objectives of Auditing

Training shall be consistent with the latest edition of ISO 19011 and include:

- Audit principles;
- Audit objectives;
- Auditor conduct and ethics; and
- Evidence-based auditing techniques.

e) Audit and Conformity Assessment Process

Explanation of:

- Audit planning;
- Audit execution;
- Reporting activities; and
- Conformity assessment procedures.

The training shall be based principally on Appendix 1 of the applicable Program Documents.

Recommended Pre-course Study

Participants are encouraged to complete advance study before attending the course, including review of:

- JFS Audit and Conformity Assessment Program Documents; and
- JFS Food Service Audit and Conformity Assessment Program Requirements.

Practical Audit Exercises

On-site Audit Exercise 1 – Key Points for Conducting Food Service Audits

On-site Audit Exercise 2 – Interview Techniques in Food Service Audits

On-site Audit Exercise 3 – Auditing Documents and Records in Food Service Operations

On-site Audit Exercise 4 – Evaluation of Conformity and Nonconformity

On-site Audit Exercise 5 – Response to Nonconformities

Participants shall practice:

- Reviewing corrective actions;
- Identifying opportunities for improvement; and

- Presenting practical recommendations.

Audit Documentation Exercises

Participants shall prepare:

- Audit Checklists;
- Audit Reports; and
- Corrective Action Requests (CARs).

Review Decision Exercises

Participants shall conduct exercises involving conformity assessment decisions based on:

- Audit reports;
- Corrective-action reports; and
- Simulated assessment scenarios.

2.4 Examination for Auditor Training

Participants shall be evaluated in accordance with Clause 6.1.1 of this document.

The Approved Training Organization shall ensure that appropriate examination controls and supervision are implemented to maintain examination integrity.

2.5 Instructor Qualification Requirements

Instructors delivering Food Service Auditor Training shall:

- Have participated in at least five (5) audits or certification assessments conducted against JFS Standards; or
- Have participated in at least five (5) certification assessments conducted against a Food Safety Management System standard.

In addition, the Instructor shall possess work experience relating to the applicable food service sector, including industry experience, auditing experience, or consulting experience.

2.6 Requirements for Training Assistants

Training Assistants shall be:

- Individuals qualified as Instructors; or

- Individuals determined by the Approved Training Organization or JFSM to possess sufficient understanding of the training content and the capability to support Practical Training activities.

The basis for such determination shall be maintained as documented evidence and made available upon request.

Appendix 2-4 Auditor Training Course Implementation Requirements for the JFS Food Service Multi-site Standard

1. Purpose and Delivery Method of the Auditor Training Course

The purpose of this training course is to enable participants to understand the requirements specified in the applicable standards and program documents and to acquire the technical skills, knowledge, auditing competence, behavioral attributes, and systems-thinking capabilities required of Auditors and Reviewers.

2. Auditor Training for the JFS Food Service Multi-site Standard

2.1 Prerequisites for Participation

Participants shall have successfully completed a JFSM-approved Food Service Auditor Training Course within the previous five (5) years.

2.2 Curriculum for Auditor Training

The Auditor Training Course shall include exercises designed to develop the competencies specified in Clause 5.1 of the applicable Program Requirements.

The latest versions of the applicable Standards and Program Documents shall be used.

The curriculum shall include the following topics:

a) Overview of the JFS Food Service Multi-site Standard

Introduction to the structure, scope, purpose, and application of the JFS Food Service Multi-site Standard.

b) Interpretation of the JFS Audit and Conformity Assessment Program Requirements for Food Service Multi-site Certification

Explanation of the key requirements and operational principles of the applicable Program Requirements.

c) Interpretation of the Requirements of the JFS Food Service Multi-site Standard

Explanation of the requirements relating to:

- Food Safety Management Systems (FSM);
- HACCP; and
- Good Manufacturing Practices (GMP).

d) Principles and Objectives of Auditing

Training shall be consistent with the latest edition of ISO 19011 and shall include:

- Audit principles;
- Audit objectives;
- Auditor conduct and ethics; and
- Evidence-based auditing techniques.

e) Audit and Conformity Assessment Process

Training shall explain:

- Audit planning;
- Audit sampling approaches applicable to multi-site organizations;
- Audit execution;
- Reporting activities; and
- Conformity assessment procedures.

Participants shall complete practical exercises relating to the audit planning process and specific audit procedures.

Recommended Pre-course Study

Participants are encouraged to complete advance study before attending the course, including review of:

- Requirements of the JFS Food Service Multi-site Standard;
- Applicable Guidelines; and
- JFS Food Service Audit and Conformity Assessment Program Requirements.

Practical Audit Exercises

On-site Audit Exercise 1 – Development of a Multi-site Audit Plan

Participants shall develop audit plans for organizations operating multiple sites.

On-site Audit Exercise 2 – Key Points for Conducting Multi-site Audits

Participants shall learn audit approaches and considerations specific to multi-site operations, including sampling methodology and centralized management systems.

On-site Audit Exercise 3 – Auditing Documents and Records in Multi-site Operations

Participants shall practice reviewing documented information and records maintained across multiple operating sites.

On-site Audit Exercise 4 – Evaluation of Conformity and Nonconformity

Participants shall practice determining conformity and identifying nonconformities against applicable requirements.

On-site Audit Exercise 5 – Response to Nonconformities

Participants shall practice:

- Reviewing corrective actions;
- Identifying opportunities for improvement; and
- Presenting practical recommendations.

Audit Documentation Exercises

Participants shall prepare:

- Audit Checklists;
- Audit Reports; and
- Corrective Action Requests (CARs).

Review Decision Exercises

Participants shall conduct exercises involving conformity assessment decisions based on:

- Audit reports;
- Corrective-action reports; and
- Simulated assessment scenarios.

2.4 Examination for Auditor Training

Participants shall be evaluated in accordance with Clause 6.1.1 of this document.

The Approved Training Organization shall ensure that appropriate examination controls and supervision are implemented to maintain examination integrity.

2.5 Instructor Qualification Requirements

Instructors delivering Auditor Training for the JFS Food Service Multi-site Standard shall:

Have participated in at least five (5) audits or certification assessments conducted against JFS Standards; or

Have participated in at least five (5) certification assessments conducted against a Food Safety Management System standard.

In addition, the Instructor shall possess work experience relevant to the applicable sector, including industry experience, auditing experience, or consulting experience.

Such experience may include, but is not limited to, the types of experience described in Appendix 4 of the JFS Audit and Conformity Assessment Program Documents.

2.6 Requirements for Training Assistants

Training Assistants shall be:

- Individuals qualified as Instructors; or
- Individuals determined by the Approved Training Organization or JFSM to possess sufficient understanding of the training content and the capability to support Practical Training activities.

The basis for such determination shall be maintained as documented evidence and made available upon request.

Appendix 2-5 JFS-C Internal Auditor Training Course

Implementation Requirements

1. Purpose and Delivery Method of the JFS-C Internal Auditor Training Course

The purpose of this training course is to enable participants to acquire the knowledge and skills necessary to plan, conduct, report, and follow up internal audits in accordance with the organization's Internal Audit Procedure established to satisfy the requirements of FSM20 Internal Audit in the JFS-C Standard Requirements for Organizations (Sectors CI, CII, CIII, CIV/K).

The course is intended to enhance the value and effectiveness of management systems through the implementation of high-quality internal audits.

Participants shall acquire the knowledge and skills required to perform internal audits through practical exercises and case studies, based on an understanding of:

- The JFS-C Certification Program; and
- JFS-C Standard requirements.

Where training is delivered online or through e-learning, the requirements specified in the Rules for JFS Online Training and Blended Learning Programs shall apply.

2. JFS-C Internal Auditor Training

2.1 Target Participants

This training course is intended for:

- FBOs seeking to progress from JFS-B certification to JFS-C certification;
- Individuals responsible for conducting internal audits within organizations seeking JFS-C certification;
- Internal Audit Managers and Internal Auditors;
- Individuals aspiring to become Internal Auditors;
- Food Safety Managers;
- HACCP Team Members;
- HACCP Team Leaders;
- Personnel responsible for implementing JFS-C certification within their organizations; and
- Personnel responsible for supplier audits and second-party audits.

Completion of the Food Safety Training Course described in Appendix 2-1 is recommended.

2.2 Curriculum, Training Materials, and Course Structure

Day 1

JFS-C Certification Program and JFS-C Standard Requirements

Training Material Code	Training Material Title	Duration (Minutes)	Description
C1-1	Overview of the Internal Audit Program	15	Course schedule and overview of the Internal Auditor Training Program
C1-2	Overview of the JFS-C Certification Program	25	Purpose and characteristics of the JFS-C Certification Program
C1-3	Overview of the JFS-C Standard	40	Introduction to the JFS-C Standard and definitions of terms
C1-4	Interpretation of JFS-C Standard Requirements	340	Explanation of FSM, HACCP, and GMP requirements, including questions and answers
C1-5	Examination	30	25-question examination (30 minutes)
	Review of Answers	15	Review and explanation of examination answers

Notes

- The durations specified for C1-1 through C1-4 are indicative only.
- Presentation materials and instructor guidance notes are provided for C1-1 through C1-4.
- Any modification or addition to the official training materials shall require prior approval in accordance with Clause 5.6 of this document.

Day 2

Internal Auditing Knowledge, Skills, Practical Exercises, and Case Studies

Training Material Code	Training Material Title	Duration (Minutes)	Description
C2-1	Overview of Auditing	60	Audit principles, audit programs, auditor competence, terminology, and related concepts
C2-2	Internal Audit Training	90	Explanation and exercises relating to audit plans and audit checklists
C2-3	Internal Audit Case Studies	90	Explanation and exercises using thirteen case studies
C2-4	Statement of Nonconformity and Corrective Action Requests	60	Explanation and exercises relating to nonconformity grading and Corrective Action Requests
C2-5	Internal Audit Reporting and Follow-up	60	Explanation and exercises relating to Internal Audit Reports and evaluation of corrective action plans
C2-6	Examination	30	20-question examination (30 minutes)
	Review and Questions	15	Review of answers and questions from participants

Notes

- The durations specified for C2-1 through C2-5 are indicative only.
- Presentation materials and instructor guidance notes are provided for C2-1 through C2-5.
- Thirteen case studies are available. Appropriate case studies may be selected based on class size, number of groups, and participant profiles.
- Any modification or addition to the official training materials shall require prior approval in accordance with Clause 5.6 of this document.

2.3 Examination for the JFS-C Internal Auditor Training Course

Participants shall be evaluated through the examination specified in Clause 6.1.1 of this document.

The examination shall be conducted as an open-book examination.

The Approved Training Organization shall ensure appropriate supervision to maintain examination integrity.

Where the examination is conducted online, the requirements specified in the Rules for JFS Online Training and Blended Learning Programs shall apply.

2.4 Re-evaluation Process

Participants who are determined to have failed based on:

- The examination results; and/or
- Their participation and conduct during the training course,

shall be provided with an opportunity for re-evaluation.

Re-evaluation shall be conducted through submission of an additional assignment report within thirty (30) days.

For the additional assignment:

- Participants shall submit responses for two internal audit case studies:
 - one case study discussed during group exercises; and
 - one case study not discussed during group exercises.
- A score of seventy (70) points or higher shall constitute a passing result.

Questions relating to the case study that was not discussed during group exercises may be modified, provided that prior approval is obtained from JFSM.

2.5 Instructor Qualification Requirements

Instructors delivering the JFS-C Internal Auditor Training Course shall:

- Demonstrate understanding of the requirements of the JFS-C Standard; and
- Demonstrate understanding of ISO 19011.

In addition, the Instructor shall have:

- Experience as an Internal Audit Manager (Lead Internal Auditor); or
- Experience delivering Internal Auditor Training Courses.

Experience conducting audits or certification assessments against:

- JFS Standards;
- ISO 22000; or
- Other GFSI-recognized certification schemes

is recommended.

2.6 Requirements for Training Assistants

Training Assistants shall be:

- Individuals qualified as Instructors; or
- Individuals determined by the Approved Training Organization or JFSM to possess sufficient understanding of the training content and the capability to support Practical Training activities.

The basis for such determination shall be maintained as documented evidence and made available upon request.

Appendix 2-6 JFS Standards Training Course

Implementation Requirements for Organizations

1. Purpose and Delivery Method of the Training Course

The purpose of this training course is to enable participants to understand the requirements of the applicable JFS Standards and acquire the knowledge necessary to implement, operate, and maintain those standards within their organizations.

The scope of JFS Standards covered by the training course may be determined by the Approved Training Organization for each individual training course.

Training may be delivered through one or more of the following methods, as appropriate to the objectives of the training course:

- Classroom-based instruction;
- Group discussions;
- Case studies; and
- Other suitable training methodologies.

2. JFS Standards Training for Organizations

2.1 Curriculum

The training course shall provide participants with explanations of the applicable Requirements for Organizations contained in the relevant JFS Standard in a manner that enables participants to understand and apply those requirements.

The latest versions of all applicable standards and related documents shall be used.

2.2 Examination and Certificates

Where the Approved Training Organization intends to determine pass/fail results and issue a Certificate of Completion, participants shall be evaluated in accordance with Clause 6.1.1 of this document to assess achievement of the learning objectives of the applicable training course.

The Approved Training Organization shall ensure that appropriate examination controls and supervision are implemented to maintain examination integrity.

Where a training course does not include an examination, a Certificate of Attendance shall be issued instead of a Certificate of Completion.

2.3 Instructor Qualification Requirements

Instructors delivering JFS Standards Training for Organizations shall:

- Demonstrate understanding of the requirements of the applicable JFS Standard; and
- Possess work experience relevant to the applicable sector.

Acceptable experience may include:

- Auditing experience;
- Certification assessment experience;
- Consulting experience;
- Training experience; and/or
- Experience implementing and operating the applicable standard within an organization.

For training relating to Sectors CI, CII, CIII, CIV, or K, the Instructor shall possess relevant experience in at least one of those sectors.

Experience as a food safety trainer is recommended.

2.4 Requirements for Training Assistants

Training Assistants shall be:

- Individuals qualified as Instructors; or
- Individuals determined by the Approved Training Organization or JFSM to possess sufficient understanding of the training content and the capability to support training activities.

The basis for such determination shall be maintained as documented evidence and made available upon request.

Form 1 Application for Approval of Outsourced Training Activities

(Related to Clause 4.5)

JFSM-Approved Training Organization

Application for Approval of Outsourced Training Activities

Date: _____

To: Japan Food Safety Management Association (JFSM)

Applicant (Name of Applicant or Name and Address of Applicant Organization)

Address: _____

Organization Name: _____

Name and Title of Authorized Representative: _____

Pursuant to Clause 4.5 of the Criteria for the Approval and Maintenance of JFSM-Approved Training Organizations and Instructors, we hereby apply for approval of outsourced training activities as follows.

Information on the Outsourced Service Provider

Name of Individual or Organization

Name: _____

Address

Postal Code: _____

Address: _____

Main Telephone Number

Main Fax Number

Name of Representative

(For a legal entity)

Contact Person

Position/Title: _____

Name: _____

Contact Telephone Number

Contact Fax Number

Contact E-mail Address

Information on the Outsourced Training Course

Training Course Title

Scope of Outsourcing

Outsourcing Period

Start Date: ____ / ____ / ____

End Date: ____ / ____ / ____

Assigned Instructor(s)

Attachments

☐ Auditor and Reviewer Training Course Instructor Application Form

☐ Outsourcing Agreement between the Approved Training Organization and the Outsourced Service Provider

Signature

Name of Authorized Representative:

Title:

Signature:

Date:

Form 2 Application for Additional Instructor

(Related to Clause 3.3.3)

JFSM-Approved Training Organization

Application for Additional Instructor

To: Japan Food Safety Management Association (JFSM)

Date: _____

Applicant (Name of Applicant or Name and Address of Applicant Organization)

Address: _____

Organization Name: _____

Name and Title of Authorized Representative: _____

Pursuant to Clause 3.3.3 of the Criteria for the Approval and Maintenance of JFSM-Approved Training Organizations and Instructors, we hereby apply for the addition of the following Instructor.

Instructor Information

Name of Instructor

Name: _____

Affiliation

Organization: _____

Contractual Relationship with the Approved Training Organization:

☐ Yes

☐ No

Address

Postal Code: _____

Address: _____

Telephone Number

Fax Number

Date of Birth

Training Courses to be Delivered

Training Course Category and Course Title

Applicable Standard Category

☐ CI

☐ CII

☐ CIII

☐ CIV

☐ K

☐ JFS (Food Service)

☐ JFS (Food Service / Multisite)

Employment History

(Please include food-related work experience.)

Qualifications

Experience as an Auditor, Reviewer, Consultant, or Trainer

Signature

Name of Authorized Representative:

Title:

Signature:

Date:

Form 3 Application / Notification of Changes

(Related to Clause 5.6)

JFSM-Approved Training Organization

Change Application / Notification Form

To: Japan Food Safety Management Association (JFSM)

Date: _____

Applicant / Notifying Organization

Address: _____

Organization Name: _____

Name and Title of Authorized Representative: _____

Pursuant to Clause 5.6 of the Criteria for the Approval and Maintenance of JFSM-Approved Training Organizations and Instructors, we hereby submit the following Application for Approval of Changes / Notification of Changes.

Details of Change

Item(s) to be Changed

Description of Change

Revised Information (New)

Previous Information (Old)

Reason for Change

Effective Date of Change

____ / ____ / ____

Attached Documents

- ☐ Documents supporting the proposed change
- ☐ Revised curriculum
- ☐ Revised training materials
- ☐ Revised examination materials
- ☐ Documentation relating to Instructor competence and competence maintenance
- ☐ Revised complaint-handling procedures
- ☐ Revised Personal Information protection procedures
- ☐ Other supporting documents

Signature

Name of Authorized Representative:

Title:

Signature:

Date:

Reference Sample Participant Survey

(Related to Clause 5.2.3)

Participant Survey

Dear Participant,

This survey is conducted to improve the quality and effectiveness of our training courses. We would appreciate your cooperation in completing this questionnaire.

Responses are anonymous and will not adversely affect your evaluation or participation status in the training course.

1. Information on the Training Course Attended

Training Course Title:

Date:

____ / ____ / ____

Instructor Name:

2. Evaluation of the Instructor

(1) Was the Instructor's manner of speaking (e.g., language, tone, and volume) appropriate?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(2) Were the presentation materials, slides, and visual aids clear and appropriate?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(3) Did the Instructor confirm participants' understanding throughout the training?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(4) Did the Instructor demonstrate enthusiasm and commitment during the training?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(5) Did the Instructor encourage participants to ask questions and express opinions?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

3. Evaluation of the Training Course

(1) Was the pace and time allocation of the training course appropriate?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(2) Were the training materials and handouts appropriate and useful?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(3) Were the case studies and practical exercises appropriate and relevant?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(4) Were the training contents easy to understand?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

(5) Overall, how satisfied were you with this training course?

☐ Very Satisfied

☐ Satisfied

☐ Neutral

☐ Dissatisfied

☐ Very Dissatisfied

(6) Were the venue and facilities appropriate?

☐ Strongly Agree

☐ Agree

☐ Neutral

☐ Disagree

☐ Strongly Disagree

Comments and Suggestions

Please provide any comments, suggestions, or recommendations for improvement.

Thank you for your cooperation.

Revision History

Document No.	Revision No.	Revision Date	Description of Revision
SA-201-02	R00	9 December 2021	Initial issue
SA-201-02	R01	26 January 2022	Addition of Appendix 2-5 (JFS-C Internal Auditor Training Course Implementation Requirements)
SA-201-02	R02	18 August 2022	Addition of Appendix 2-6 (JFS Standards Training Course Implementation Requirements for Organizations)
SA-201-02	R03	27 March 2024	Revision of Appendix 2-2 and Appendix 2-3
SA-201-02	R04	11 December 2024	Revision of Appendix 1 and Appendix 2-2; addition of requirements relating to the JFS-B Plus Standard
SA-201-02	R05	23 January 2025	Updated from Version 3.0 to Version 3.1; addition of JFS-B Plus Standard references; removal of references to the DT Standard; correction of editorial errors

Disclaimer :

In the event of any inconsistency between the English translation and the original Japanese version, the Japanese version shall prevail.