K1.0   KFC CERTIFICATION SCHEME AUDITOR COMPETENCY CRITERIA

A. EDUCATION AND TRAINING COURSES: -

1. The persons engaged by the Certification Body as Lead Auditors have attained the education and training courses competency criteria below for the scope Flowers and Ornamentals: -

a. Bachelor of Science Horticulture / Agriculture / Environmental Science.

b. Have passed the following ISO / IEC 6-day Lead Auditor courses.
   I. Food Safety Management Systems, ISO / IEC 22000.
   II. Quality Management Systems, ISO / IEC 9001.
   III. Environmental Management Systems, ISO /IEC 14001.
   IV. SA 8000 Social Accountability Course.

c. Social Lead Auditor - A minimum of 100 social compliance audit days experience; gained from attending audits led by a Social Lead auditor who has over 200 audit days and above and has passed SA 8000 Social Accountability Lead Auditor, Course.
   Note: - A Lead Auditor who has not met the Social Lead Auditor competency criteria is seeking and is guided by the competent Lead Social Auditor and is always accompanied by a Lead Social Auditor in the audit team.

d. A minimum 5 audit days gained from an Environment and Good Agricultural Practice Lead auditor who has over 200 audit days and above and has passed Food Safety Management Systems, ISO / IEC 22000; Quality Management Systems, ISO / IEC 9001, or Environmental Management Systems, ISO /IEC 14001 courses.

2. The Certification Body Trainee Auditor is qualifying and automatically progressing to Farm auditor, after attending the training courses highlighted below: -
   I. After attending an 8-hour In-House Food Safety Management Systems, ISO / IEC 22000 or In-House Certification Scheme Management Regulations, ISO / IEC 9001 within one (1) year after employment.
   II. Automatically attains CB Farm Auditor position after witnessing and sign off.

3. The Certification Body Farm Auditor is qualifying and automatically progressing to Lead Auditor, within the scopes Environment; Good Agricultural Practice or Social etc after passing one of ISO Courses and gaining the required experience highlighted below: -

   I. Food Safety Management Systems, ISO / IEC 22000.
   II. Quality Management Systems, ISO / IEC 9001.

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III. Environmental Management Systems, ISO /IEC 14001.
IV. SA 8000 Social Accountability Course.
V. Social Lead Auditor - A minimum of 100 social compliance audit days experience; gained from a Social Lead auditor who has over 200 audit days and above and has passed SA 8000 Social Accountability Lead Auditor, course.
VI. **Note**: - A Lead Auditor who has not met the Social Lead Auditor competency criteria is seeking and is guided by the competent Lead Social Auditor and is always accompanied by a Lead Social Auditor in the audit team.
VII. A minimum 5 audit days gained from an Environment and Good Agricultural Practice Lead auditor who has over 200 audit days and above and has passed Food Safety Management Systems, ISO / IEC 22000; Quality Management Systems, ISO / IEC 9001, or Environmental Management Systems, ISO /IEC 14001 courses.

4. Where the Certification Body auditors have not attained this competency criteria; the CB has put a mechanism to ensure that, the trainee and Lead Auditors careers are progressively growing and complying to Lead Auditors and Experts within **these defined timeframes (1-2 years)** depending on attending and passing the following training courses and gaining the required auditor experience: -

	COURSE	REQUIREMENT	TITLE
1.	Bachelor of Science Horticulture / Agriculture / Environmental Science.	Attained before they are engaged.	Trainee Auditor
2.	In House Food Safety Management Systems, ISO / IEC 22000. In House Certification Scheme Management Regulations, ISO / IEC 9001.	Attended the 8-hour courses within one (1) year after employment. Automatically attains CB Farm Auditor position after witnessing and sign off.	CB Farm Auditor
3.	Food Safety Management Systems, ISO / IEC 22000. Quality Management Systems, ISO / IEC 9001. Environmental Management Systems, ISO /IEC 14001. SA 8000 Social Accountability Course. Social Audit Experience - A minimum of 100 social	Has passed at least one of the four ISO Courses for - Lead Auditor within the first (1) and second (2) years after employment. Automatically attains the Lead Auditor position after passing, within the scope of the	Lead Auditor – within the scope of Environment or Good Agricultural Practice.

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		compliance audit days gained from a Social Lead auditor who has over 200 audit days and above. **Note: -** A Lead Auditor who has not met the Social Lead Auditor competency criteria is guided by the competent Lead Auditor and is always accompanied by a Lead Social Auditor in the audit team.	ISO course.	
			Has passed ISO / IEC 22000, ISO / IEC 9001 and ISO /IEC 14001; courses within first (1) and third (3) years after employment. Has passed the SA 8000 Course. Has attained the minimum 100 social compliance audit days. Automatically attains Environment & Social Systems Expert after passing the four ISO Courses.	Lead Auditor / Environment; Good Agricultural Practice & Social Systems Expert.
4.		Crop Protection and Integrated Pest Management (IPM) Course. Additional after formal college education.	Has Passed these two Courses within the first (1) and third (3) years after confirmation to Lead Auditor position.	Lead Auditor / Environment & Social Sustainability Expert.
5.		Soil Fertility and Fertilizer Course.		
6.		MSc. Social or Science Courses / certificates or ten (10) years' experience as a Lead Auditor.	Ten (10) years' experience as a Lead Auditor.	Certification Manager or Scheme Manager.

5. All the ISO courses conducted by the certification body for the auditors 6-day 8 – hours per day courses that have included ISO /IEC 19011 principles, auditing skills, techniques, report preparation, psychology and communication.

6. The formal courses for auditors can be part of the formal qualifications degree or can be separate courses that were taken by the position holder. If it was part of the degree, it shall be in the syllabus of the course. If acquired separately, there shall be a separate certificate showing that

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a course that covered these issues was completed (including an exam). Proof of qualification shall be maintained.

7. The competency criteria set for auditing FOSS (Lead auditor competency criteria) is displayed on the Certification Scheme Website.

B. MAINTENANCE OF LEAD AUDITOR STATUS

1. The Certification Body has ensured that the lead auditors have successfully completed all the training required by the KFC certification scheme including the refresher courses that must be done regularly especially in case of new versions of the scheme as highlighted below: -

a. An online training within 3 months after GLOBALG.A.P. releases an English test and pass the exam for each new standard version that the Certification Scheme has a valid auditing and certification agreement.

b. The Lead Auditors assigned Quality Management System audits has attended a GLOBALG.A.P. QMS Auditor Training and passed the exam for each new standard version.

c. The courses designed and required by the KFC certification scheme, to update the certification body on new sector challenges that arise as well as new versions of the scheme.

d. The training courses designed and required by the KFC certification scheme, after performance assessments of the auditors.

e. The certification body has designed and conducted training courses to the auditors, based on the performance assessments outcomes and on the identified social and environmental risks.

f. The certification body has maintained attendance training course attendance records with dates of the course, name of the trainer, course content and signature of attendees.

g. The certification body has designed a lead auditor calibration program that is achieving the following aims and objectives: -
   I. Ensuring that the audits are done uniformly, consistently and accurately within the guidelines provided by the certification scheme.
   II. The calibration involves assessing the auditors and scoring them against the FOSS compliance requirements and criteria and interpretations to ensure that they are properly aligned with established FOSS guidelines.
   III. Ensuring that all the CB auditors' knowledge and capabilities is uniform, consistent and in agreement with the latest certification requirements.
   IV. The auditor assessment and witnessing exercises are done using uniform FOSS checklists and are only done after comprehensive thorough onsite and off-site auditor training and internal onboarding.
   V. The certification body is carrying out the auditor calibration regularly and at least one **scoring calibration** on each auditor at least once per year and records are maintained.

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2. A Lead auditor must perform at least 10 audits (both individual producer and producer group audits inclusive) per year in order to maintain competency. At least five (5) of the audits are from the scope (FOSS) the auditor is approved to perform as per the current agreement or procedures between the CB and the Scheme Owner organization (KFC). The CB farm witness audits shall also be acceptable for maintaining competency.

3. Where the Certification Body witnessing is done remotely using ICT, the relevant clause of IAF MD4 shall apply.

4. The maintenance of competence criteria of conducting 10 certification audits per year may not apply where: -
   I. The certification manager does less audits per year due to other assigned duties, and,
   II. The CB QMS auditor's main task is to be part of the CB decision making committee.

5. The Certification Body is assessing the Lead auditors for competency (Certification Manager) at least every 2 years as per against the *"L1.0-Auditor skills evaluation checklist"* and the requirements of ISO/ IEC 19011 Guidelines. The assessment is done by witnessing an on-site audit.

6. One of the lead auditors can be assigned the internal trainer for approved standards.

7. The internal trainer Lead Auditor must have worked within the scope Flowers and Ornamentals and for one year in the agricultural sector after graduating from college.

8. Have knowledge of what constitutes operational best practice within the Horticulture sector.

9. Must communicate in written and spoken English as well as understand and speak Kiswahili. Kiswahili is the widely spoken language in East Africa.

10. Have knowledge and capacity to gather specific site information by analysing the V1.0-Application for certification and product registration form before the certification audits.

11. Is competent in computer use (Ms Office) and use of other ICT tools to execute audits as applicable.

12. Have sufficient information and knowledge on the national, regional and horticulture sector specific best practice and challenges as well as sector specific emerging issues that are likely to arise at the audit site including but not limited to: -
    a. Culture and language used at the country / site.
    b. Local and national legislation, regulatory requirements and human rights issues that apply to the employment site applicable to the Flowers and ornamental sustainability standard.
    c. Assessment skills in interviewing workers on human and labour rights issues.

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d. Private sector standards and guidelines e.g. sector code of practice on best practice in the country e.g. on collective bargaining agreement on minimum wage, hygiene, health and safety, among others.

e. Minimum wage and other social issues specific to Horticulture sector.

f. Health and safety specific to Horticulture sector.

g. Environmental requirements specific to Horticulture sector.

h. International conventions and other requirements specific to the standard under review.

i. Transport and access ability of the site.

j. Best practice / knowledge from around the Globe on environment; labour, hygiene health and safety; among others.

13. The Certification Body is upscaling the technical knowledge for the Lead Auditors within the scope of the KFC Certification Scheme Regulations, the Operating procedures, and the FOSS Standards.

14. The Certification Body is upscaling the technical knowledge for the Lead Auditors within the International Standard Organisation (ISO) to conform with the changes in the International Standard Organisation Standards and Global emerging issues.

15. The Certification Body is maintaining records the auditors and Certification Committee Members by the In-house Trainer and external training done by outsourced service providers that include but not limited to: -

a. Date of training

b. Name of training / course content

c. Trainers name

d. Participants signature

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