



# SQF Systems Training

Criteria for SQF Training Centers  
And Training Courses

**6th Edition**  
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**SQF PROGRAM**

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Criteria for SQF Training  
Centers and Training  
Courses**

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## 1. INTRODUCTION

Consumers expect food to be safe and it is the assurance food safety and quality that supports brand underpins consumer loyalty. "Quality" characteristics and product brands are also important issues.

The impact training has on the successful implementation and the subsequent Auditing of HACCP based food safety systems cannot be underestimated.

The SQF Program relies on competent implementation and Auditing of the SQF System. The SQF Institute emphasizes the importance of providing minimum requirements for training courses and trainers.

The SQF Program emphasizes a HACCP based approach to developing Food Safety Plans. In order to accomplish this, a thorough understanding of HACCP is essential for those implementing a SQF System.

SQFI recommends successful completion of the course to form part of the foundation for participants wanting to understand SQF as role as the SQF Practitioner or to qualify as a SQF Consultant or SQF Trainer.

This document outlines:

1. training course requirements necessary for implementing SQF Systems;
2. the objectives and requirements of that training courses;
3. required use of SQF Trainers;
4. the minimum pre-course qualifications for participants; and
5. the types of evaluation for the training courses.

## 2. TRAINING GOALS

The general training goals are:

1. to promote an understanding and awareness of food safety practices;
2. to provide an understanding of SQF System principles, activities and terminology;
3. to promote a common approach for the implementation of SQF Systems;
4. to share knowledge and practical experiences in applying SQF Program principles;
5. to impart the skills necessary so that food safety professionals can implement a SQF System appropriately in order to provide safe, quality food; and
6. to ensure a consistent and effective approach to the implementation of a SQF System.

The specific training objectives for the training courses are more prescribed in Annex 1.

## 3. PREREQUISITE COURSE REQUIREMENTS

The SQF Program requires SQF Practitioners, SQF Consultants, SQF Auditors and SQF Trainers to have successfully completed a HACCP Training course.

HACCP Training is training that meets the CODEX guidelines outlined in the "WHO (1996). *Training aspects of the hazard analysis critical control point system (HACCP). Report of a Workshop on Training in HACCP with the participation of FAO, Geneva, 1-2 June 1995.* Geneva, World Health Organization" and that this training is:

1. Recognized as a HACCP training course used extensively in a country.
2. Administered and delivered by an institution recognized as a food safety training center of excellence.
3. Must be a minimum of three days (24 hrs) in duration.
4. Must be examinable.

## 4. TRAINING COURSES

SQF Systems vary depending on the food industry sector and the type of food business. Therefore training programs should be adapted to the particular needs of the industry sector and the Supplier.

The "SQF Systems Training Course - Implementing SQF Systems" is designed to enable personnel to be fully trained in the requirements of one or more of the SQF Codes and be better equipped to implement and perform internal Audits of SQF Systems. This Criteria details description for Training Courses "Implementation of SQF Systems" for both SQF 1000 and SQF 2000. The courses will follow the same format; the SQF Core Module will be presented at each Implementing course, then the specifics from the standing being taught, SQF 1000 or SQF 2000, will follow the Core Modules. Details of the courses are contained in Annex 1 and the courses are examinable (Annex 2).

## 5. TRAINERS' KNOWLEDGE AND SKILLS

### 5.1 Use of SQF Trainers

SQF Trainers must:

1. be a Registered SQF Trainer. Details for the SQF Trainer Requirements can be found in "Criteria for SQF Trainers";
2. have the capacity to deliver training to a broad audience and the flexibility to utilize translation as required; and
3. be flexible and responsive to trainees' needs with respect to their skills.

## 5.2 Use of Provisional SQF Trainers

In order to meet the requirements of becoming a SQF Trainer, an applicant must first be a Provisional Trainer. Provisional Trainers must:

1. attend and successfully complete SQF Systems Training (Implementing SQF Systems or Auditing SQF Systems)
2. attend and successfully complete a Trainer Training course
3. present the course as a co-presenter at least three (2) times
4. be assessed as being competent to deliver SQF Systems Training by the SQF Trainer (see no. 3)
5. A Provisional Trainer cannot deliver over 8 hours of the 16 hour course. A SQF Trainer must be present during all Provisional Trainer presentations.

## 6. EVALUATION

Two types of evaluation are required for each course:

1. an evaluation of the course by the individual participants; and
2. an evaluation of the participants once they have completed course.

The Training Center is to ask participants to complete a course evaluation at the end of the course.

### 6.1 Participants' evaluation of the course

Participants at the end of the course shall complete an anonymous Training Course Evaluation Questionnaire. These evaluations should be utilized by the Training Center to drive continuous improvement.

### 6.2 Evaluation of participants

At the completion of the course, those participants who wish to take the exam and obtain an SQF Certificate of Attainment will be asked to complete a survey on their training experience. The participant will fill in the details of their training course, including training center, name of the trainer, and dates of the training course. SQFI will periodically review this information and share it with Training Centers as warranted.

For those participants who wish to obtain a SQF certificate of Attainment, they must register to take the Implementing Exam. The exam is delivered through the on-line exam and certification system of SQFI. Registration for the exam can be found at [www.sqfi.com](http://www.sqfi.com). The participant will be required to take 2 separate examples, one over the Core Modules and one for the specific Implementation course (1000 or 2000) in which they wish to achieve the certification of Attainment. To achieve SQF Certification of Attainment, participants must successfully pass each exam portion (Core and 1000 or 2000) with a mark of 75% or greater mark in the examination to pass. Course assessment details are described in Annex 2.

## 6.3 Re-sitting for the Course Examination

Participants who wish to site for the exam are allowed 3 attempts to achieve the passing score. The 75% must be achieved on both exams. For those who are not successful after 3 attempts, re-registration and repayment will be required to obtain further attempts at obtaining a passing grade on the exams.

## 7. CERTIFICATES

A **Certificate of Attainment** will be provided by the on-line exam and certificate service offered by SQFI at [www.sqfi.com](http://www.sqfi.com). Only the Certificate of Attainment will carry the SQF logo. Certificate of Attainment will be provided to participants to take the Core Module and Implementing Exam and achieve 75% on both exams. Certificates of Attainment will be issued directly to the successful participants in .pdf format by the on-line service.

A **Certificate of Attendance** will be provided by the SQF Training Center for those participants who attend the full SQF Training course. The Certificate of Attendance cannot carry the SQF logo, but should include the details of the SQF Training Center.

## 8. COURSE LENGTH

The duration of the "SQF Systems Training Course – Implementing SQF Systems will not be less than 16 hours class contact time, which includes the time for the evaluation of the course.

For a Training Center who wishes to offer the Implementing SQF 1000 and 2000 Systems, the course will not be less than 24 hours in length.

## 9. COURSE MATERIALS

Participants at a SQF Training Course are to be provided with the following SQF Program materials:

1. Applicable SQF Standard
2. Relevant SQF Guidance Documents
3. Participant assignment exercise book
4. Relevant SQF Participant Guides
5. A copy of all slides used as instruction during the course
6. Supplemental information as requested by SQFI or as determined by the Training Center

Training centers are required to utilize the materials provided by SQFI for the presentation of the SQF Training Course. Training Centers are not allowed to alter the SQF Training materials or utilize the SQF Training materials in Non-SQF Training Courses. Training Centers are encouraged to add examples and practical experiences to the course to enhance the educational experience of the participant.

## ANNEX 1

### Training Course Requirements

#### 1. SQF Systems Training Course - Implementing SQF Systems

The proposed training course is designed to provide participants with detailed knowledge and understanding of the SQF Codes. It is to be conducted over a minimum of two days.

**Course Prerequisite**

- Completion of a “HACCP” Training” Course

**Course objectives**

The course objectives are to:

- Develop an understanding of the need to improve food safety and quality and to develop a common understanding of the application of the requirements described in the SQF Codes.
- Provide a sound basis to enable effective implementation of quality systems to meet SQF Code requirements.

#### Course Outline

#### SQF SYSTEMS TRAINING COURSE – IMPLEMENTING SQF SYSTEMS

**Part 1 – Core Modules**

MODULE & DESCRIPTION	LEARNING OUTCOMES
<p><i>Module C1:</i> <b>Introduction &amp; Overview of the Course</b></p>	<ul style="list-style-type: none"> <li>• Be able to understand what will be covered in the course and the expected outcomes.</li> </ul>
<p><i>Module C2:</i> <b>About Quality, Customers &amp; the Cost of Quality</b></p>	<ul style="list-style-type: none"> <li>• Be able to describe the factors that determine whether a product or service is of “good quality.”</li> <li>• Be able to list the benefits and pitfalls of quality control, quality assurance, and quality management.</li> <li>• Be able to identify their major customer groups and assess their basic, expected, desired, and unanticipated needs</li> <li>• Be able to apply the Cost of Quality model to determine the waste created in a specified food sector.</li> </ul>
<p><i>Module C3:</i> <b>Overview of the SQF Program and Its Management</b></p>	<ul style="list-style-type: none"> <li>• Be able to understand why and how the Codes are applied.</li> <li>• Be able to understand the management of the SQF Program under the Food Marketing Institute</li> </ul>

<b>MODULE &amp; DESCRIPTION</b>	<b>LEARNING OUTCOMES</b>
<p><b>Module C4:</b> <b>Implementing &amp; Maintaining SQF Systems</b></p>	<ul style="list-style-type: none"> <li>• Be able to understand the process for implementation of a SQF System</li> <li>• Discuss the strategies for the maintenance of the SQF system after implementation</li> </ul>
<p><b>Module C5:</b> <b>Auditing &amp; Certification of the SQF Systems – A Supplier Overview</b></p>	<ul style="list-style-type: none"> <li>• Be able to understand the requirements that SQF Auditors must undergo to participate in the SQF program</li> <li>• Understand the certification process and the supplier role in the certification process in working with certification body (CB)</li> </ul>

**Part 2 – Implementing SQF Systems (1000 or 2000)**

<p><b>Module IM-1:</b> <b>SQF 1000 or 2000 code</b></p>	<ul style="list-style-type: none"> <li>• You will now be guided through each element of the SQF 1000 or 2000 Code so that you can understand the requirements needed to gain SQF 1000 or 2000 Certification.</li> <li>• The 3 levels of Certification will be addressed but the emphasis will be on Level 3</li> </ul>
<p><b>Module IM-2:</b> <b>The SQF Code: Fundamental Requirements</b></p>	<ul style="list-style-type: none"> <li>• Review Session 5 of the SQF standard</li> <li>• Understand the Fundamental Requirements of the SQF code</li> </ul>
<p><b>Module IM-3:</b> <b>The SQF Code: Pre-Requisite Requirements</b></p>	<ul style="list-style-type: none"> <li>• Review Session 6 of the SQF Standard</li> <li>• Understand the Pre-Requisite Requirements of the SQF Code</li> </ul>
<p><b>Module IM-4:</b> <b>Food Safety Plan</b></p>	<ul style="list-style-type: none"> <li>• Understand the elements of a risk assessment and risk management</li> <li>• Discuss the requirements for establishment of a food safety management plan</li> </ul>
<p><b>Module IM-5</b> <b>Food Quality Plan</b></p>	<ul style="list-style-type: none"> <li>• Discuss the application of the HACCP model and risk assessment to product quality.</li> <li>• Discuss the requirements for establishment of a food quality management plan</li> </ul>

## **ANNEX 2**

### **COURSE ASSESSMENT**

#### **SQF SYSTEMS TRAINING COURSE – IMPLEMENTING SQF SYSTEMS**

#### **EXAMINATION GUIDELINES**

The examination process consists of two parts. Evaluation of participants is based on active learning of the principles taught. The first portion of the evaluation, workbook, is to be conducted in classroom and be evaluated by SQF Trainer. The second portion, examination, is voluntary for the participant and will be administered by the on-line exam and certificate provider at SQFI website: [www.sqfi.com](http://www.sqfi.com)

##### **1. Participant Evaluation Assignment Exercise (completed during the course)**

- The activities outlined in the Participant Evaluation Assignment Exercises Booklet, (which participants complete during the course), will also be collected at the end of the course and assessed to further determine the degree of understanding by the participant of the principles taught.
- The workbook should be used by the SQF Trainer as a tool to assist in the teaching of the SQF Material. The SQF Trainer should review the information to assess the understanding of participants and utilize the information to drive continuous improvement for future courses.

##### **2. On – Line Examination**

- Participants who wish to obtain the SQF Certificate of Attainment must demonstrate knowledge of the SQF Standard by completing the on-line examination.
- Participants who sit for the exam will have to be registered, which will require an additional fee.
- On-line exams will consist of 3 parts:
  - Core Modules exam
  - SQF Standard (1000 or 2000) exam
  - Survey
- Each exam will consist of 30 questions randomly selected from a pool of questions. The exams will be timed to 30 minutes. Passing marks will be 75% for each exam.
- Participants will be allowed 3 attempts to obtain a passing mark on the exams. After 3 attempts, re-registration will be required.
- Once a passing mark is achieved on the SQF Standard exam, the SQF Certificate of Attainment will be issued by the on-line service. No certificate will be issued for passing the Core Module exam.

##### **3. Survey**

- Participants will be asked to complete a survey of their training experience after taking the on-line exam. These results will be used by SQFI and shared with Training Centers to drive continuous improvement in the SQF Training Programs.