

Criteria for SQF Trainers

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Disclaimer

While every effort is made to ensure that the process for evaluating applicants for registration is effective, FMI does not accept liability for services provided by registered SQF Trainers that fail to meet the requirements of all clients of the services.

Introduction

The SQF Code is a process and product certification standard. It is a third-party accredited food safety and quality management standard built on the HACCP principles and guidelines defined by the CODEX Alimentarius Commission and is intended to support industry or company branded product and to offer benefits to sites and their customers. Products produced and manufactured under the SQF Code certification retain a high degree of acceptance in global markets.

First developed in Australia in 1994, the SQF program has been owned and managed by the Food Industry Association (FMI) since 2003 and was recognized in 2004 by the Global Food Safety Initiative (GFSI) as a standard that meets its benchmark requirements.

This document outlines the criteria for registration as an SQF trainer to facilitate licensed SQF training courses on behalf of a licensed training center.

SQF trainer registration is conducted by a designated entity of SQFI. It is intended to enhance the integrity of the SQF Program by providing the food industry with competent and qualified trainers who will work with a SQF licensed training center to provide consistent delivery of licensed SQFI training courses.

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General Requirements

1.1 Registration Category

The criteria described in this document are for the purpose of registration as an SQF trainer.

1.2 Definitions

For the purposes of this document, the relevant definitions given in SQF Glossary, together with the following definitions apply:

Applicant	A person in the process of applying to become a registered SQF trainer.
HACCP Training	Training in the principles and application of a HACCP system based on the Annex of the Codex Alimentarius Commission General Principles of Food Hygiene. The training shall be: • Recognized as a HACCP training course used extensively in a country. • Administered and delivered by a recognized institution. • The acquired knowledge of the candidate shall be assessed as part of the training program.
SQF Trainer	A person who is registered by SQFI to conduct licensed SQF training courses under the coordination of a licensed SQF training center. The person may be an employee of or contracted with the licensed SQF training center.
SQF Training Course	The SQFI training courses covered under the SQF training center license agreement. This is a course in which licensed SQF training materials are utilized. Examples of such courses include “Implementing SQF Fundamentals,” “Implementing SQF Systems,” “Advanced SQF Practitioner” and “Implementing the SQF Quality Code.”
SQF Trainer Training Microlearning Courses	A series of microlearnings designed by SQFI to equip SQF trainers with practical, learner-centric techniques to facilitate learning sessions that actively engage adult learners through interaction, experiential learning, and activities, to support the implementation and maintenance of an effective SQF System.
Witness Training	Conducting a portion of two (2) instances of the “Implementing SQF Systems” course by the applicant and overseen by a registered SQF trainer approved by SQFI.

1.3 Sponsor

Each applicant for initial registration as an SQF trainer shall be sponsored by a licensed SQF training center and one other person in the food industry with whom they have a business relationship. Sponsors must have evidence and/or personal knowledge of the relevant information contained within the application that they have verified.

1.4 Relationship with a SQF Licensed Training Center

SQF trainers shall deliver training on behalf of an SQF licensed training center. A list of licensed SQF training centers is found on SQFI.com.

1.5 Personal Declaration

Each applicant for initial registration is required to sign a declaration personally attesting they shall comply with the SQF Trainer Code of Conduct and that any complaints regarding their performance shall be fully dealt with in a manner to prevent recurrence.

1.6 Appeals

Written appeals against the outcome of an application for registration or re-registration will be investigated by the SQFI or its designee. Decisions made by SQFI or its designee relating to any appeal are final.

1.7 Complaints Against Registered SQF Trainers

Complaints regarding the conduct of a registered SQF trainer will be acknowledged and investigated by the SQFI or its designee. Substantiated evidence of misconduct may result in withdrawal of registration.

1.8 Publication of Registration

A register of SQF trainers is displayed on SQFI.com.

The terminology to be used by registered SQF trainers in describing their registration on business cards, letterhead etc. is: "Registered SQF Trainer."

Registration Requirements

2.1 Summary of the Requirements for SQF Trainer Registration

The SQF trainer applicant shall fulfill the following requirements for registration:

- Co-teach at least two (2) "Implementing SQF Systems" courses witnessed by registered SQF trainer in good standing delivered on the SQF Code, edition 9 or later. Details regarding the witness training can be obtained from SQFI or an approved SQF witness trainer;
- Complete the "Implementing SQF Systems" or "Auditing the SQF Code Requirements" course, edition 9 or later;
- Complete the "SQF Trainer Training Microlearning Courses" available by contacting training@sqfi.com;
- Complete HACCP training, as defined above or in the SQF Glossary;
- Have at least 140 hours of technical training experience facilitating food safety training courses. Training experience shall not include witness training conducted in support of qualifying for this credential;
- Demonstrate a minimum of two (2) years' work experience developing, managing, and maintaining a food safety system involving HACCP or other appropriate risk management systems;
- Be employed by or contracted with at least one (1) SQF licensed training center;
- Be sponsored by at least one (1) SQF licensed training center and one (1) other person in the food industry with whom they have a business relationship; and
- Attest to the "SQFI Professional Code of Conduct."

2.2 Application Process

The SQFI or its designee assesses the suitability of applicants for SQF trainer registration by evaluating training, work experience, technical training experience, and training facilitation experience against the requirements specified in section 1 of these criteria.

Completed applications are submitted online via the link found on SQFI.com. A non-refundable application fee must be paid before the application review can begin. Fee information is available on SQFI.com.

Applicants shall upload the following evidence supporting their application as part of the online registration process:

- Witness Training Log with evidence of two completed witnessed/co-teachings of the “Implementing SQF Systems” course overseen by an approved SQF witness trainer.
- Trainer Sponsor Form with signature from a representative from a licensed SQF Training Center.
- Training Experience Log.
- Work Experience Log.
- HACCP Training Certificate.
- “Implementing SQF Systems” or “Auditing the SQF Code Requirements” Training Certificate.
- SQF Trainer Training Microlearning Courses certificates.

Applications will not be processed until all required documentation and fees are received.

Once an application is approved, applicants shall pay the registration fee before their SQFI professional credentials are issued. Applicable fees can be found at SQFI.com.

Those applicants seeking to teach the “Advanced SQF Practitioner” course or “Implementing the SQF Quality Code” course, submit to training@sqfi.com, the following supporting evidence:

- Advanced SQF Practitioner course certificate, for those applicants seeking to teach the “Advanced SQF Practitioner” course; and/or
- Implementing the SQF Quality Code course certificate or other appropriate quality systems course or credential for those applicants seeking to teach the “Implementing the SQF Quality Code” course.

2.3 Experience in Conducting Licensed SQF Courses (Witness Training)

Each applicant must co-teach at least two (2) trainings of the “Implementing SQF Systems” course with an approved registered SQF trainer. The registered SQF trainer must be present during the entire course, including the content facilitated by the applicant trainer. The applicant cannot facilitate more than half of the total course content. The two (2) courses presented must be delivered on the SQF Code, edition 9 or later.

The witness trainer must contact SQFI at training@sqfi.com prior to scheduling the witness training course. The applicant will be evaluated on their familiarity with the licensed materials, ability to effectively present and respond to questions about the SQF Program and Code and appropriately use adult learning methods to facilitate the training course.

Further information on witness training may be obtained by contacting SQFI or an approved SQF witness trainer. Witnessed applicants may be asked to submit evidence and appraisal of the events in the form of evaluation available by contacting SQFI which accompanies the Witness Training Log found on SQFI.com.

Evaluation of Applications

3.1 Summary of Process

On receipt of an application, all information is reviewed for accuracy, including documentary evidence of training and formal qualifications, and verifies on a sample basis the experience claimed by the applicant to establish the validity of such claims.

Applications are evaluated by SQFI or its designee who evaluates the applicant's qualifications, training, and food industry work and technical training experience.

Additional supporting information may be required from the applicant or from other industry representatives. If satisfactory verification of information and experience from competent referees is not obtained, an interview may be required.

Based on the information provided by the applicant, SQFI or its designee will determine whether to grant registration. SQFI or its designee maintains a confidential file on each applicant which includes the original application documentation, appeals and complaints, technical training logs and re-registration documents.

3.2 Certificate of Registration

Each successful applicant receives a Certificate of Registration issued by the SQFI or its designee. Certificates have an expiry date, which is the date that re-registration falls due. The terminology to be used by the registered SQF trainer in describing their registration on business cards, letterhead etc. is: "Registered SQF Trainer."

3.3 Publication of Registration

A database of registered SQF trainers is available on SQFI.com.

Requirements for Annual Re-Registration

Re-registration is required every year on or before the anniversary date of initial registration. Requirements for annual re- registration include submission of the following along with the annual re-registration fee:

- 1 Evidence of facilitating at least two (2) licensed SQF training courses, as detailed below,
- 2 Evidence of professional development, as detailed below, and
- 3 Participation in one (1) SQFI Professional Update within each registration year.

In addition, the SQF trainer must uphold the Code of Conduct by having no outstanding or uninvestigated complaints at the time of re-registration.

4.1 Delivery of SQF Training Courses

Registered SQF trainers are required to provide evidence of presenting at least two (2) licensed SQFI training courses ("Implementing SQF Fundamentals," "Implementing SQF Systems," "Advanced SQF Practitioner," "Implementing SQF Quality Code," or other currently available course such as the "SQF Edition 10 Conversion Course") as a registered SQF trainer in good standing within their registration year on behalf of a licensed SQF training center. For a training course to count as being delivered by the SQF trainer, the SQF trainer must have presented at least half the course content.

Each registered SQF trainer must maintain an SQF training log, found on SQFI.com and submit it as supporting documentation for re-registration.

4.2 Professional Development

Registered SQF trainers shall undertake at least fifteen (15) hours of continuing professional development annually, which is relevant to their training work and their personal needs for skills and knowledge.

Professional development information shall be documented in the Professional Development Log found on SQFI.com. The following activities are examples of professional development:

- Formal short course participation;
- In-house course / workshop participation;
- Conference / seminar attendance;
- Professional body / association meeting attendance;
- Relevant committee and working group meeting attendance;
- Preparation and public presentation of papers; or
- Preparation and publication of articles.

In the selection of annual professional development, registered SQF trainers need to identify areas for personal improvement. These activities should target new or the improvement of hard and soft skills.

Note: Training, development of training programs, food safety consulting, or other activities completed in the execution of one's daily work are not considered professional development and should not be included.

4.3 SQFI Professional Update

All SQF credentialed professionals, including registered SQF trainers, are required to participate in one (1) Professional Update course delivered by SQFI within their registration year. The date of the webinar must be recorded in the Professional Development Log.

4.4 Reaffirmation of the SQFI Code of Conduct

Each applicant for re-registration will be asked to attest that they will comply with the SQF Professional Code of Conduct and that any complaints regarding their performance will be dealt with in a manner to prevent recurrence.

Attachments

Attachment 1: Key Competencies for SQF Trainers

To effectively facilitate an understanding of the SQF Codes and the implementation of an SQF system, applicants must demonstrate competency in training adult learners and knowledge of the most current version of the SQF Code.

The following training experience, training, and food industry work experience requirements apply to all applicants unless otherwise specified or exempted by SQFI.

Applicants must demonstrate through their qualifications that they possess a satisfactory level of knowledge and experience in a particular food industry sector. This knowledge and experience shall be documented in the Training Experience Log and Work Experience Log.

A1.1 Overview of Key Competencies

- a. Describes the key aspects of the SQF Codes, in use at the time of application and associated supporting documents.
- b. Identifies and assesses potential food safety hazards and quality defects at all links in the food supply chain and aids course attendees in understanding the application of this knowledge to their own products and processes.
- c. Appraises participant knowledge to determine learning needs.
- d. Adapts presentation of course content to suit the needs of participants.
- e. Facilitates learning using a variety of adult teaching methods.
- f. Demonstrates appropriate and effective communication with course attendees.
- g. Applies effective facilitation skills to deliver course content and enable participant learning.

A1.2 Baseline Knowledge

- a. Illustrates how the most current version of the SQF Code and associated documents are applied in the implementation and maintenance of an SQF System.
- b. Applies the current principles and practices of Codex HACCP.
- c. Relates relevant pre-requisite programs, industry codes of practice, legal requirements, regulatory requirements, industry guidelines and standards to the implementation and maintenance of an SQF System.
- d. Demonstrates a risk-based approach to defining and controlling food safety hazards.
- e. Relates food industry knowledge to demonstrate the application of the most current version SQF Code for a participant's site and product.
- f. For those applicants seeking approval to teach the "Advanced SQF Practitioner" course, demonstrate how to:
 - i. use the internal audit program to manage, maintain and enhance the site's SQF System;
 - ii. harness the corrective action/preventive action process to identify trends and build continuous improvement;
 - iii. communicate return on investment with senior management to more fully define the site's commitment to food safety; and
 - iv. develop and prioritize key performance indicators to assure continuous improvement of the SQF System.
- g. For those applicants seeking approval to teach the "Implementing the SQF Quality Code" course, be able to describe and demonstrate:
 - i. the cost of quality, including prevention, appraisal, internal, and external failure cost categories and evaluate the impact that changes in one category will have on the others.
 - ii. how ISO 9001 standards and methods such as total quality management (TQM), continuous improvement, and benchmarking can be used to define quality management systems.
 - iii. quality theories proposed by Shewhart, Deming, Juran, Crosby, Feigenbaum, and Ishikawa.
 - iv. problem-solving tools such as Pareto charts, cause and effect diagrams, flowcharts, control charts, check sheets, scatter diagrams, and histograms.
 - v. how to use affinity diagrams, tree diagrams, process decision program charts (PDPCs), matrix diagrams, prioritization matrices, interrelationship digraphs, and activity network diagrams.
 - vi. tools such as root cause analysis, PDCA, six sigma DMAIC (define, measure, analyze, improve, control), and failure mode and effects analysis (FMEA).

Attachment 2: SQF Trainer Code of Conduct

All registered SQF trainers have an obligation to maintain the integrity of the SQF program by observing the SQFI Code of Conduct. Failure to do so may result in withdrawal of their registration. The Code of Conduct must be carefully reviewed and acknowledged by the applicant as part of the registration or re-registration process.

A2.1 Fundamental Principles

The SQF trainer shall:

- Act professionally, accurately, honestly and impartially and in an unbiased manner.
- Not act in any way that would prejudice the reputation of the SQF Program and SQFI and to cooperate fully with an inquiry in the event of any alleged breach of the SQF Program.
- Only conduct SQF courses with current official SQF materials provided in accordance with SQF Training Center license agreement.
- Only conduct SQF training courses through a SQF licensed training center as a registered SQF trainer .

A2.2 Relations with the Public

The SQF trainer shall:

- Use their best endeavors to promote the worth of SQFI and the SQF Program.
- Act with professionalism and integrity when promoting their services.
- Make it clear when dealing with the public, the capacity in which they are acting and on whose behalf (if any) they are acting.

A2.3 Relations with their Employer Colleagues/Clients

The SQF trainer shall:

- Act in professional matters as a faithful operator to each employee/client.
- Inform employees and clients of any business connections, interest or affiliations, which might influence judgment or impair the equitable character of its services.
- Indicate to their employer or clients the adverse consequences to be expected if their professional judgment is overruled.
- Not disclose information concerning the business affairs or technical process of any present or former client without the client's consent.
- Not accept compensation from more than one party for the same service without the consent of all parties.

A2.4 Relations with Peers

The SQF trainer shall:

- develop the professional skills of those under their supervision.