



Domain & Job Task Analysis

PEEB 22000 Lead Auditor

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Sr. No.	Domain Category	Percentage
Domain 1	Fundamentals/ Concepts of Food Safety Management System (FSMS)	10%
Domain 2	Constraints of Food Safety Management System-FSMS	12%
Domain 3	Audit Fundamentals and Principles	11%
Domain 4	Preparing of an ISO 22000 Audit	20%
Domain 5	Conducting an ISO 22000 Audit (Stages/Process)	20%
Domain 6	Conducting the Closing of ISO 22000 Audit	15%
Domain 7	Assessment/Managing an ISO 22000 Lead Auditor Programme	12%

1 Domain 1. Fundamentals/ Concepts of Food Safety Management System (FSMS) – 10%

Knowledge of:

1. Food Safety-related standards and applicability of 22000 food safety management system principles.
2. Understanding of the scop, terminology, rules, and constraints of the ISO 22000 standard for food processing.
3. Benefit understanding that an organization can obtain through the implementation of a food safety management system.
4. Knowledge of the certification process steps and combined FSMS principles by ISO 22000 standard.
5. Terms and condition differences between a PRP, CCP, and OPRP.
6. Difference between accreditation body and certification body completely.
7. Organizational rules regulations, international laws and industry standard, market practice, contracts, and internal policies.
8. Methodologies, theories used to classify the common causes of environmental accidents/collisions.
9. Extensive knowledge of the definitions of food safety, as stated by the CODEX Alimentarius Commission.
10. Chain supply characteristics vulnerability, threats, impacts, risks, and related control.
11. Important food processing approaches in Food Safety Management System.
12. Concepts of Risk-based thinking and its application mentioned in ISO 22000.

Skills:

1. Ability to analyse and define what FSMS and food process is.
2. Ability to understand and explain the FSMS process approaches, and terminologies based on ISO 22000 standard.
3. Describe standard requirements, policies for the interest of involved parties.
4. Understand and explain the operations of the ISO organisation and the development of food and supply chain management standard.
5. Analyse, identify food processing management compliance requirements for an organisation.
6. Demonstrate what FSMS system is and core terms of related to FSMS.
7. Ability to understand the certification process and necessary requirements for the implementation of FSMS.
8. Explanation of the advantages of a food safety management system.
9. Ability to understand the risk-based thinking and its link to the ISO 22000 standard.
10. Assess the difference between prerequisite programme (PRP), critical control point (CCP), and Operational Prerequisite Programme (OPRP).

2 Domain 2. Constraints of Food Safety Management System-FSMS – 12%

Knowledge of:

1. Interpret and identify the requirements for the FSMS stated in ISO 22000 standard.
2. Knowledge of management system through the Plan-Do-Check-Act cycle.
3. Basic knowledge of the concepts of the food safety management including HACCP.
4. Knowledge of the integrated management system and structure of 22000 standard.
5. External and internal issues that involve the context of an organisation, interested parties.
6. Scope of the FSMS and requirements for the relationship and commitment.
7. Identification of risks and opportunities, setting of objectives, and planning of changes.
8. Approaches, techniques, and programs used for the monitoring, measurements, analysis, assessment, internal audit, and management review.
9. Required competencies, knowledge, resources and communication skills, and documented information.
10. Knowledge of the requirements for operational planning and control.
11. Understanding of the nonconformity and corrective actions, continual improvement, and FSMS update.

Skills:

1. Ability to understand the ISO structure and standards requirements.
2. Identification of common elements that can be integrated into the management system of ISO 22000.
3. Constraints of standard about the context of the organisation, and all involved parties.
4. Identify the standard's requirements regarding the leadership and commitment of the top management and role and responsibilities.
5. Identification of risks and objectives of the FSMS, planning of changes.
6. Ability to understand the requirements for prerequisite programmes, emergency preparedness and response, hazard control, traceability.
7. Knowledge of nonconformities procedure and performance evaluation of required approaches.

3 Domain 3. Audit Fundamentals and Principles – 11%

Knowledge for:

1. Knowledge of main concepts principles, characteristics of an audit ISO 22000.
2. Understand standard concepts and terminologies as mentioned in ISO 19011.
3. Understanding and make clear the differences between first, second, and third-party audit involved in this audit.
4. Knowledge Number of principles (Integrity, fair presentation, dual professional care, confidentiality, independence).
5. Expertise at the concept of materiality and its application to an audit.
6. Knowledge of Professional job responsibilities, legal requirements for audit and PEEB Code of Ethics.
7. Explain the purpose of FSMS and the business and societal advantages of improving supply chain functionality.

8. Types of evidence such as (technical, confirmative, mathematical, physical, analytical, documentary and verbal).
9. Extensive knowledge of evidence-based approach in an audit and the different types of risks related to audit activities such as inherent risk, control risk, and detection risk.
10. Understanding the reasonable assurance and its application to an audit Knowledge of the laws and regulations applicable to the auditee and country.
11. Systematic approach to environmental management to achieve long-term business sustainability.
12. Evidence-based approach, risk -based approach to an audit and the different types of risk related activities such as inherent risk, control risk, and identification of risk.
13. Understand the density of an organisation's EMS depends on the context and size of the organisation.

Skills:

1. Ability to understand the common structure, identical core requirements of audit ISO 19011.
2. Understand the applications of the audit principles in the context of an ISO 22000 audit.
3. Ability to understand the concept of materiality and its application in an audit.
4. Professional responsibility and PEEB Code of Ethics. (Care, fair presentations, confidentiality, independence, integrity).
5. Apply evidence approach and compare characteristics of evidence.
6. Ability to demonstrate and justify what type of evidence and which evidence are required in the specific FSMS audit program.
7. Foundation of professionalism: explain their competence while performing their work.
8. Judge the appropriate level of reasonable assurance needed for a specific ISO 22000.
9. Ability to consider the obligations related to the audit client, auditee, law enforcement, and regulatory authorities.
10. Analysis of appropriate level of reasonable assurance needed for an FSMS audit.
11. Legal implications related to any irregularities committed by the auditee

4 Domain 4. Preparing of an ISO 22000 Audit – 20%

Knowledge of:

1. Knowledge of the main job responsibilities of the auditee and audit team members.
2. Basic responsibilities of technical experts in FSMS audit.
3. Explain the audit purpose/objectives, audit scope and criteria.
4. Clarify the audit requirements, functionality with the context of the organisation which is being audited.
5. Knowledge of the policy and objectives in driving improvement based on systematic measurement and analysis of data.
6. Describe the role of an auditor to plan, conduct, report and follow up a food safety management system audit in accordance with ISO 19011.
7. Evaluate capability for Continual Improvement including the effectiveness of methods for corrective and preventive action.
8. Understanding of the elements to conduct the review during the feasibility study of an audit.

9. Characteristics of terms of the audit engagement and the best practices to establish the initial contact with an auditee.
10. Develop food safety management system processes, standards, requirements defined by the organisation or other parties/competitors.
11. Knowledge of the preparations and development of audit working papers and documents.

Skills:

1. Ability to distinguish the legal compliance and conformance with the standard.
2. Understand and establish the steps and activities for preparing FSMS audit.
3. Ability to consider the specific context and condition of the audit mission.
4. Determine and justify the type and amount of required evidence in a food safety management system.
5. Ability to define and understand the roles and responsibilities of the audit team leader members, and team leader.
6. Determine, evaluate the audit objectives, audit criteria and audit scope for a specific ISO 22000 audit mission.
7. Ability to explain, demonstrate and identify the attributes of the audit terms of engagement.
8. Ability to apply the best practices to establish a first contact with an auditee in the context of a specific ISO 22000 audit mission.
9. Determine the audit feasibility, evaluate, and confirm the audit objectives, and audit criteria, scope of FSMS.
10. Ability to develop audit working papers and elaborate appropriate audit test plans in an FSMS.

5 Domain 5. Conducting an ISO 22000 Audit (Stages/Process) – 20%

Knowledge of:

1. Develop audit objectives and contents of opening meeting with the auditee in audit.
2. Select communication channels, and authority to conduct the audit.
3. Assess boundaries and verify audit objectives, criteria, and applicability scope for Food Safety Management system audit.
4. Estimate the auditee's food safety management Policy and Objectives.
5. Assess the auditee's process for identifying and keeping up to date the supply chain Legislation related to its food processing aspects.
6. Knowledge of the action plans with means and timescales that establish the Programme to reveal the objectives and targets.
7. Verify the Operational Controls associated with significant food making aspects meet specified conditions including operating criteria.
8. Confirm that the auditee's state of Legal Compliance is periodically evaluated based on objective evidence from internal audit.
9. Understand the documentation review criteria and the requirements as mentioned in standard 22000.
10. Access relevant and documented information for evaluate criteria of requirements for ISO 22000 standard.
11. Roles and responsibilities of directors and observers during an audit FSMS.

12. Evidence collection, audit procedures and tools such as interview, opinions, analysis, sampling, documented information, and technical verification.
13. Understanding of the evidence analysis techniques (corroboration and evaluation)
14. Evidence collection procedures and tools such as Statistical techniques, sampling methods, principles and concepts that used in auditing process.
15. Extensive knowledge of Conflict resolution techniques.

Skills:

1. Establish and manage meetings effectively in audit process.
2. Conduct the opening meetings in the context of a specific ISO 22000 audit.
3. Ability to accomplish the stage 1 audit, considering the documented information evaluation criteria.
4. Ability to conduct and implement the audit plan, use work documents, and follow audit tracks.
5. Ability to build rapport with the auditee during the audit, including sensitivity to needs and expectations of the auditee.
6. Conduct the stage 2 audit by appropriately following the procedures.
7. Ability to consider the roles and responsibilities of all the interested parties involved.
8. Describe, illustrate, and apply evidence gathering tool and process.
9. Manage audit communication: interviews effectively and generate effective audit questions.
10. Appropriately collect and verify the audit evidence, including appropriate sampling.
11. Ability to open, direct and close an interview approach in an FSMS audit.
12. Review the audit findings and determine the audit conclusion.

6 Domain 6. Conducting the Closing of ISO 22000 Audit – 15%

Knowledge of:

1. Conduct closing meetings with auditee and evaluate management commitment to the FSMS.
2. Evaluate the process of evidence to draft audit outcomes and prepare audit closing.
3. Review arrangements for monitoring and measurement performance of operations with significant environmental impact.
4. Characteristics and differences between the concepts of minor conformity, non-conformity, major NCR, variance, observation.
5. Knowledge to evaluate audit evidence to correctly identify conformity and nonconformity with requirements.
6. Demonstrate the ability to prepare audit conclusions, including the extent of conformity of the management system.
7. Complete the audit according to the stated and conduct review of documents and perfume quality review.
8. Recommendations and provide best practice to present audit finding and conclusions to the management of an audited organization.
9. Provide Identification of positive feedback about audit findings in addition to nonconformity, and recognition of potential risks and opportunities for improvement
10. Generate possible recommendations that and audit can issue during the certification audit.

11. Knowledge of audit follow-ups, investigation, and recertification audit constraints steps, and actions.
12. Explain the condition for the modification, extension, suspension, or withdrawal of an organization's certification.

Skills:

1. Organize closing meetings and conduct the activities for closing the audit.
2. Ability to apply evaluation process of evidence to make clear audit findings.
3. Ability to complete the audit document working and present the audit conclusion.
4. Distinguish the levels of conformity and the concepts of the benefits of the doubt.
5. Generate appropriate audit observations in accord with audit rules and principles.
6. Best practice to draft clear and concise report about audit NCR's.
7. Review and conduct quality check for the FSMS and documentation.
8. Write an ISO 22000 audit report and justify the recommendations for certification.
9. Ability to organize the activities following an initial audit, including the evaluation of activity plans, follow ups, and surveillance actions.
10. Ability identifies the corrective actions and differentiate between correction and corrective actions.
11. Distributing the audit reports (should be dated, reviewed, accepted, and appropriate) in accordance with the audit program.

7 Domain 7. Assessment/Managing an ISO 22000 Lead Auditor Programme – 12%

Knowledge for:

1. Understating of PDCA application in the management of the audit program of food safety Management system.
2. Manage the significance of protecting the integrity, availability, and confidentiality of audit records and the auditors' responsibilities in this regard.
3. Deep understanding of professional tools used by the professional experts.
4. Knowledge of the requirements, best practice, guidelines regarding audit resources, procedure, and policies of ISO 22000.
5. Understanding of combined management audit, and management audit records.
6. Status of required actions from previous and existing management reviews.
7. Potential requirements of resources to mitigate the customers satisfactions.
8. Knowledge of the personal attributes and behaviors of a professional auditor.
9. Particularities to implement and manage first, second-, or third-party audit program.

Skills:

1. Best practice and understanding of the establishment audit program and the application of the PDCA cycle in audit.
2. Demonstrate the importance of protecting the integrity, availability and confidentiality of audit records and the auditors' job roles in this audit.
3. Evaluate the audit process and efficiency and understand the documented information management process.

4. Evaluate proposals for corrective action and differentiate between correction and corrective action.
5. Ability to distinguish the nonconformity outputs, before and after.
6. Determining the same NCR existence in review procedure.
7. Ability to understand the requirements related to the components of the management system of an audit as FSMS, record management, and complaint management.