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**GUIDANCE ON NSO-NAP 7 VEGAN-VEGETARIAN CRITERIA  
AUDITOR-SELECTION-TRAINING AND CONTROL**

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**GUIDANCE ON NSO-NAP 7 VEGAN-  
VEGETARIAN CRITERIA AUDITOR-  
SELECTION-TRAINING AND CONTROL**

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Issue No 1

Approved by: i-NAF Boards

Date: 02.01.2018

Issue Date: 22.01.2018

Application Date: Immediate

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**1. INTRODUCTION****1.1 PURPOSE**

To define the selection, scoping and performance evaluation method and to ensure the competency of NSO-NAP 7 Vegan-Vegetarian Auditors.

**1.2 SCOPE**

The guide applies to on – job and new – hire training and for re – evaluation of performance.

**2. RELATED DOCUMENTS**

- 2.1 ISO 19011:2011 Guidelines for auditing management systems.
- 2.2 17021-1:2015 Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements.
- 2.3 ISO/IEC 17065, Conformity assessment -- Requirements for bodies certifying products, processes and services.
- 2.4 ISO 22003 Food safety management systems — Requirements for bodies providing audit and certification of food safety management systems.
- 2.5 NSO-NAP 7:2018 Vegan-Vegetarian Standard.
- 2.6 IPC-PL-11-006 IPC Certification Scheme "IPC Management System Auditors".
- 2.7 ISO 21001:2018 Educational Organizations Quality Management Systems.

**3. DEFINITIONS AND ABBREVIATIONS****3.1 VVCB:**

Vegan-Vegetarian Certification Body.

*(NOTE: VVCB accredited by the i-NAF member Natural Accreditation Body.)*

**3.2 MS:**

Management System.

**3.3 Internal Training:**

Training that is conducted within the Vegan-Vegetarian Certification Body (VVCB).

**3.4 External Training:**

Training that is conducted outside Vegan-Vegetarian Certification Body (VVCB).

**3.5 Auditor:**

Competent auditor is a person who is already qualified to be a VVCB auditor in accordance with this procedure.

**4. RESPONSIBILITIES**

VVCB Quality Manager is responsible to implement this guide and to control all records generated according to this guide.

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## 5. GUIDANCE

### 5.1 Competence for MS AUDITORS

<b>GENERAL COMPETENCE</b>	<b>AUDITOR</b>	<b>LEAD AUDITOR</b>
<b>Education</b>	Secondary	Secondary
<b>Personal Attributes</b>	Yes	Yes
<b>Professional Experience</b>	3-5 years	3-5 years
<b>MS work Experience</b>	2 years	2 years
<b>MS Professional Training</b>	40 hours MS (ISO 22000) +6 Hours Vegan-Vegetarian Criteria (NSO-NAP 7)	40 hours MS (ISO 22000) +6 Hours Vegan-Vegetarian Criteria (NSO-NAP 7)
<b>MS Auditing Experience</b>	20 audit days (4 Full Audit ) (ISO 22000), 1 Full Audit Vegan- Vegetarian Criteria (NSO-NAP 7)	35 audit days from which 15 as Lead Auditor (3 Full Audit) (ISO 22000), 1 Full Audit Vegan-Vegetarian Criteria (NSO-NAP 7)

#### 5.1.1 Education:

Auditors should have completed at least secondary education (typically all the years full-time schooling prior to university entrance).

Documented evidence of the education will be in personal files.

#### 5.1.2 Work Experience:

**5.1.2.1** Auditors with post-secondary education degree shall have at least 4 years full-time (or part time work that totals 4 years) work experience in a technical, professional or management position of accountability involving the exercise of judgement. This period shall be increased to 5 years for applicants with secondary education.

**5.1.2.2** Auditors shall provide documentary evidence of work experience; this evidence may be presented in the form of employer references giving information on work actually carried out and positions held.

As an alternative the applicants can provide self-declaration, giving information on work actually carried out and positions held.

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AUDITOR-SELECTION-TRAINING AND CONTROL**

---

**5.1.3 Management System Work Experience:**

Auditors shall have a minimum of 2 years relevant experience in the implementation, operation, and/or auditing of management systems, which provides the practical knowledge necessary to effectively audit such management systems.

**5.1.4 Training and certification:**

Auditors shall have completed relevant auditor training. The training targets shall be defined and shall comply to actual knowledge competence required for MS Auditors. The training course shall consist of a sum of at least 40 hours clearly defined learning units (Including on-site training, self-learning, distance learning, e-learning). NSO-NAP 7 Vegan-vegetarian Criteria training shall be taken from VVCB accredited by the i-NAF member Natural Accreditation Body.

**5.1.5 Auditing Experience:****Auditors:**

**5.1.5.1** Shall have conducted and managed 4 complete MS Audits, with a total duration of at least twenty (20) days with a minimum of 8 days on site. The entire audit process from preparation to reporting in accordance with ISO 19011 or ISO/IEC 17021. Full NSO-NAP 7 Vegan-Vegetarian Audit shall be completed 2<sup>nd</sup> Stage.

**5.1.5.2 MS Lead Auditors:**

- Shall have satisfactorily performed as a team leader under the direction of a competent MS Lead Auditor.
- Conducting and managing 3 complete MS Audits, with a total duration of at least fifteen (15) days with a minimum of 12 days on site., Full NSO-NAP 7 Vegan-Vegetarian Audit shall be completed as Lead Auditor 2<sup>nd</sup> Stage.

**GUIDANCE ON NSO-NAP 7 VEGAN-VEGETARIAN CRITERIA  
AUDITOR-SELECTION-TRAINING AND CONTROL**

**The Measurement of the knowledge for the Auditors of VVCB is by the NSO-NAP 7 Vegan Vegetarian Standard Criteria;**

The requirements based on ISO 22003 Food Safety Management Systems — Requirements for Bodies Providing Audit and Certification of Food Safety Management Systems and NSO-NAP7 Vegan Vegetarian Standard.

Competence (knowledge and skills)	Auditing
<p>1. Ability to apply the application review requirements in ISO/IEC 17021, this Technical Specification, specific scheme rules and certification body procedures, including:</p> <ul style="list-style-type: none"> <li>— multisite sampling requirements and their application;</li> <li>— audit duration requirements and their application;</li> <li>— evaluate number of applicable HACCP studies;</li> </ul> <p>ability to categorize an organization into a food category and subcategory, in accordance with Annex A.</p>	<p><b>X</b></p>
<p>2. Ability to identify relevant to food chain category(ies):</p> <ul style="list-style-type: none"> <li>— PRP;</li> <li>— food safety hazards;</li> <li>— legal requirements;</li> </ul>	<p><b>X</b></p>
<p>3. Ability to determine if there are:</p> <ul style="list-style-type: none"> <li>— any specific seasonality factors related to the organization and its food category or products;</li> <li>— specific cultural and social customs related to the categories and geographic areas to be assessed;</li> <li>— specific factors required to audit the FSMS, food product, process or service.</li> </ul>	<p><b>X</b></p>
<p>4. Ability to identify the competence required for the audit team, in accordance with this table and VVCB procedures.</p>	<p><b>X</b></p>

**GUIDANCE ON NSO-NAP 7 VEGAN-VEGETARIAN CRITERIA  
AUDITOR-SELECTION-TRAINING AND CONTROL**

<p>5. Ability to develop an audit plan that ensures:</p> <ul style="list-style-type: none"> <li>— audit team members audit those product and processes that they are technically competent to audit;</li> <li>— audit time is optimized;</li> <li>— audit objectives defined in this Technical Specification can be realized;</li> <li>— specific FSMS scheme requirements are met.</li> </ul>	<p>X</p>
<p>6. Ability to interpret and apply normative documents relevant to the scope of certification sought and the food chain category (see Annex A), e.g. ISO 22000, ISO/TS 22002 and/or other scheme certification standards. Knowledge shall include all normative references and their technical terms and definitions.</p>	
<p>7. Ability to identify:</p> <ul style="list-style-type: none"> <li>— food-borne microbiological hazards;</li> <li>— chemical hazards;</li> <li>— physical hazards;</li> <li>— allergens;</li> <li>— food safety labelling requirements;</li> <li>— food safety regulations</li> </ul> <p>that are relevant to the food chain category (see Annex A) and their recognized control mechanisms.</p> <p>Ability to evaluate the organization's capacity to identify and meet applicable (country of production/country of destination) food safety regulation and labelling requirements.</p>	
<p>8. Vegan Criteria (NSO-NAP 7 Standard)</p> <ul style="list-style-type: none"> <li>• Vegan product Structure</li> <li>• Content conditions for Vegan Final products</li> <li>• Vegan General and process Requirements</li> <li>• Test Requirements (NSO-NAP 7 Standard Annex B)</li> </ul>	
<p>9. Vegetarian Criteria (NSO-NAP 7 Standard)</p> <ul style="list-style-type: none"> <li>• Vegetarian product Structure</li> <li>• Content conditions for Vegetarian Final products</li> <li>• Vegetarian General and process Requirements</li> <li>• Test Requirements (NSO-NAP 7 Standard Annex B)</li> </ul>	



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AUDITOR-SELECTION-TRAINING AND CONTROL**

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### **5.2 Continuous Improvement of Auditors:**

The performance of auditors and technical experts should be evaluated and recorded. If the performance evaluation is not approved by VVCB Quality Manager and CEO Corrective and preventive action is should be started according to the size of non-conformance.

The trainings for the Auditors and technical experts are should be planned regarding to Performance Evaluation, Market needs, revised standards, corrective preventive actions and the opinion of CEO.

The performance of Auditors and Technical experts should be evaluated annually. The Auditors and technical experts should evaluate each other's performance by observing each other at audit processes.

If the Auditor didn't participate any Audits during the year the records of the performance evaluation is should requested from the auditor. When the auditor didn't respond the request. The status of the Auditor is should changed from Active to Passive at the Customer Management System by Quality Manager. A written or oral information is should given to the Auditor. If the auditor does not respond this information within 3 months the auditor should be out of system. If the auditor provide the objective evidence than s/he should be activated again by Quality Manager. The scopes of the Auditors are yearly overviewed. Regarding to objective evidences (if responded) scopes of the Auditors are updated.