



How to become an IFS Auditor

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ENGLISH



What is IFS?

With the professional expertise of retailers, manufacturers, certification bodies and other experts worldwide, IFS develops globally recognised product quality and safety standards as well as development programs. Many retailers and brand owners worldwide prefer IFS Certification.

An IFS Certificate shows them that the certified company has established resilient processes to ensure food and product safety are in line with legal requirements and customer specifications.

To complement this, IFS offers supportive tools and guidance documents to support the work of quality managers, auditors and certification bodies. The common goal of IFS is to strive for the best product quality and safety process management systems so that consumers can trust the products they buy.



The quality of the IFS Assessment is significantly determined by the persons auditing the IFS Standard in the companies. The meaningfulness of an IFS Certificate depends on their competence, qualification and judgement. That is why IFS attaches great value to the selection, further education and examination of IFS Auditors.”



Britta Müller Wahl, IFS Director Auditor Management

The qualification of IFS Auditors is an elementary component of the IFS Quality Assurance. In practice, IFS Auditors are responsible for the optimal implementation of our standards and therefore the eyes and ears for IFS as an organisation.

For this reason, the approval process for auditors is very important and transparently described in Part 3 of each IFS Standard and complementary in the related IFS Doctrine.

So far, the IFS distinguishes between different approaches for exclusive and non-exclusive IFS Auditors:

Exclusive IFS Auditors:

This approach applies to experienced auditors exclusively working for **one certification body** who fulfil all IFS Auditor requirements.

IFS Auditor in Progress (exclusive approach):

IFS has developed this program for applicants who work exclusively for one certification body and fulfil all requirements but lack auditing experience. By completing it, the applicant can gain the necessary experience and become an IFS Auditor.

Non-exclusive IFS Auditors:

This approach applies to applicants who fulfil all IFS Auditor requirements and work for **several certification bodies**.

Non-exclusive IFS Auditor applicants who haven't gained the necessary auditing experience yet can take the IFS Exam first. After passing it, the applicant has to switch to the exclusive approach and start the Auditor in Progress Program with one certification body.

What is required to become an IFS Auditor?



	IFS Food	IFS Logistics
Education and work experience	A food-related or bioscience degree or at least a food-related professional higher education + 3 years professional experience related to the food industry including functions related to food production activities, food safety auditing and/or food safety inspection	<p>Option 1: food related university degree + 2 years work experience in the logistical sector (food + non-food)</p> <p>Option 2: food university degree + auditor experience (2 years in logistical sector (food + non-food)</p> <p>Option 3: no university degree – professional education in logistics or food industry with technical school, or comparable degree + 2 years work experience in logistical sector (food + non-food)</p> <p>Option 4: non-food university degree + 3 years work experience in logistical sector (food + non-food)</p>
HACCP Trainings	HACCP (min 16 h)	HACCP (min 16 h)
Lead Auditor Trainings	Lead Auditor training (40 h)	Lead Auditor training (40 h)
IFS related trainings	IFS in-house course organised by an IFS accredited certification body or the equivalent IFS training provided by IFS (e.g. TTT)	2 days IFS pure logistics Training provided by IFS (TTT)
General audit experience	<p>8 complete audits performed by the auditor in the last 5 years at different sites (max. 3 audits per site)</p> <p>Acceptance of GFSI recognised standards and e.g. audits on behalf of retailers + 2 IFS Trainee Audits</p>	<p>10 complete audits performed by the auditor in the last 2 years (different logistics sites) (food+ non-food). Of these minimum 5 in food logistics, incl. unpacked and temperature-controlled products.</p> <p>Acceptance of GFSI recognised standards and e.g. audits on behalf of retailers (with confirmation)</p>
IFS E-Learning	Modular E-Learning course about IFS Product and Process Approach (1 day)	

The way to become a **non-exclusive** IFS Auditor



1. Check carefully if you meet the requirements for IFS Auditors **before** you register on our website!
 - > education
 - > work experience
 - > training
 - > audit experience
2. Register yourself on the IFS Website, fill in your name, email-address, invoice information, country, language, password and confirm the terms and conditions.
3. Confirm your email address and wait for the acceptance of the application.
4. After you have received the notification of acceptance, you have to pay the registration fee with your credit card. IFS will send you the invoice per email afterwards.
5. Fill out your CV. You can find some helpful hints here:
<http://ifs-certification.adobeconnect.com/p1oc8apnctrp>

IFS
International
Featured Standards

Auditor: Test Auditor 3

General Information | CBs | Account | Standards and Rights | Trainings | Inhouse Trainings | Witness Audits | Auditor CV

Type *

Standard / Program *

☐ AIP

Name

Date of birth

Email Verified

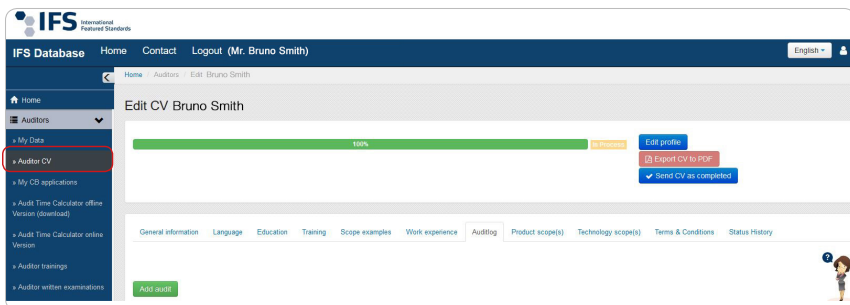
Pending Email Verified

Phone

Fax

Country of residence

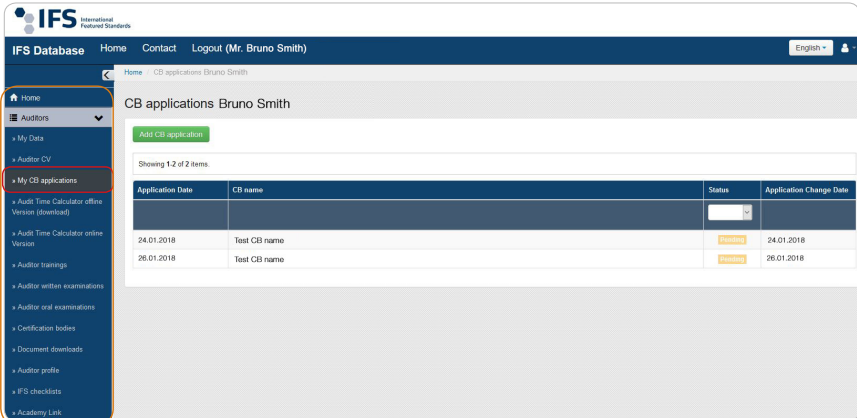
Native language	English
Registrations	Registered on: 10.12.2015 Email: Verified
Terms & Conditions confirmed	Yes (06.06.2016) Terms & Conditions
IP accepted	Yes (06.06.2016) Integrity Program rules for auditors
Payment Status	paid



6. Send your completed CV to IFS. IFS will check it and give you feedback after approximately two weeks.
7. If your CV has been accepted, contact the IFS Auditor Management for registration for a written IFS Exam session (email: auditor@IFS-certification.com).
Dates can be found here:
<https://www.ifs-certification.com/index.php/en/ifs-certification-bodies-auditors-en/auditor-examinations-en>
8. Take the written IFS Exam.
9. After you have received notification from the IFS that you have passed the exam, you can register for the oral exam. In case you have failed the written exam you can register for the next possible exam date (email: auditor@IFS-certification.com).
10. Take part at the oral IFS Exam.
11. IFS will send you the results within two weeks.

12. After you have received positive feedback from IFS, you can start applying to certification bodies. In case you failed the exam, you can register for the next exam date.
- a) If you have passed the oral exam but you do not fulfil the IFS Requirements regarding the audit experience yet, you must now switch to the exclusive approach and apply to a certification body to complete the Auditor in Progress Program. After successfully completing the Auditor in Progress Program, you can switch back to the non-exclusive approach and offer your services to certification bodies.
 - b) If you already have sufficient auditing experience and the result of the oral examination is positive, you can apply as a non-exclusive IFS Auditor to certification bodies right away.

The first audit you carry out for each certification body has to be a witness audit. As soon as the certification body has uploaded the witness audit report, you will be linked to the uploading certification body.



The screenshot shows the IFS Database website interface. The left sidebar contains a menu with the following items: Home, Auditors, My Data, Auditor CV, My CB applications (highlighted with a red arrow), Audit Time Calculator offline Version (download), Audit Time Calculator online Version, Auditor trainings, Auditor written examinations, Auditor oral examinations, Certification bodies, Document downloads, Auditor profile, IFS checklists, and Academy Link. The main content area is titled 'CB applications Bruno Smith' and includes a green 'Add CB application' button. Below this, it says 'Showing 1-2 of 2 items.' and displays a table with the following data:

Application Date	CB name	Status	Application Change Date
24.01.2018	Test CB name	Pending	24.01.2018
26.01.2018	Test CB name	Pending	26.01.2018

How do you fulfill the IFS Requirement for a sign-off audit?

The very first witness audit is at the same time the sign-off audit requested by IFS. As soon as this first witness audit report is uploaded by the certification body, you will be released as IFS Auditor and linked to the uploading certification body.

13. Start auditing.

14. By doing trainings and gaining additional experience you can further qualify yourself and become eligible for additional scopes.*

15. If you would like to work exclusively for one certification body you can switch your status at any time.

The screenshot shows the IFS Database user interface. The top navigation bar includes 'Home', 'Contact', and 'Logout (Mr. Bruno Smith)'. The left sidebar lists various user actions like 'Audit Time Calculator', 'Auditor trainings', and 'Auditor written examinations'. The main content area displays the 'General Information' tab for the user 'TEST'. The 'Exclusive Auditor' status is currently set to 'Exclusive', indicated by a green button. Below this, the user's name 'TEST' is listed under the 'Name' header.

This screenshot shows the same IFS Database user profile page, but with a confirmation dialog box open. The dialog asks, 'Do you really want to change the users status to non-exclusive?' with 'OK' and 'Abbrechen' buttons. In the background, the 'Exclusive Auditor' status has been changed to 'non-exclusive', shown as a red button. A green message 'Changes successfully saved' is visible at the top of the main content area. The 'Name' header now shows 'TEST CB'.

* For detailed information check the relevant IFS Standard Part 3.



Re-approval: How to maintain your IFS Auditor approval?

- Participate in the yearly in-house training in each certification body you are working for
- Ensure that you are witnessed by each certification body you are working for every two years.
- Conduct a minimum of 5 IFS Assessments per year and IFS Standard
- Participate in the IFS Calibration training every two years

Please consider that you are responsible for fulfilling these requirements and for booking the trainings.



What are the costs?



Registration fee	in Euro
Registration for non-exclusive IFS Auditors for the IFS Portal	125

Participation in trainings	in Euro
TTT/official IFS Inhouse-training	1350
IFS Lead Auditor training (currently only in German)	1995
IFS Food Calibration Training (2 days)	1395
IFS Logistics Calibration Training (1 day)	695

Participation in the Auditor Examinations	in Euro
IFS Food/IFS Pure Logistics	
Initial exam (including general written and tech scope exams plus oral exam)	800
Second attempt for a not passed part of the examination (either written or oral)	400
Additional tech scope exam (first attempt)	250
+ each further tech scope at the same date	50
Additional tech scope exam (second attempt)	150
+ every further tech scopes at the same date	50
Combined session	Information on request
License for IFS auditXpressX™ Software	Free of charge for the standards the auditor is approved for

For further information please contact:
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