



SIFST

FOOD SAFETY MANAGEMENT SYSTEM CONSULTANT

REGISTRATION

SCHEME

Terms and Conditions



SIFST

FOOD SAFETY MANAGEMENT SYSTEM (FSMS) CONSULTANT REGISTRATION SCHEME

Terms and Conditions

1 GENERAL

- 1.1 The Singapore Institute of Food Science and Technology (SIFST) is a non-profit professional organization, aiming at, among other objectives, promoting food safety and upholding the ethics and integrity of the profession.
- 1.2 The implementation of a comprehensive Food Safety Management System (FSMS) in a food establishment has been widely accepted as an effective tool in producing safe and quality food. An in-house FSMS team of a food establishment may carry out the implementation with the help of an FSMS consultant.
- 1.3 The SIFST Council, referred to in this document as the Council, will operate the SIFST FSMS Consultant Registration Scheme, referred to in this document as the Scheme, through its sub-committee, in this instance the FSMS Consultant Registration Committee, referred in this document as the Sub-Committee.
- 1.4 The Sub-Committee is established to assess applications and register FSMS consultants based on the Terms and Conditions and criteria of competence laid down in the Scheme.
- 1.5 For the purpose of this registration, a consultant is defined as an independent impartial person, possessing the necessary competence and reliability to provide advisory services and/or guidance on the operation and implementation of FSMS plans.
- 1.6 The objectives of the scheme are as follows:
 - a) to register and give recognition to FSMS consultants with demonstrated capability and competence in food safety and related subjects;
 - b) to maintain and improve the standard of FSMS consultancy services in Singapore;



- c) to encourage the establishment and development of FSMS practices in food factories of Singapore; and
 - d) to promote the acceptance of FSMS implementation performed by registered consultants both in Singapore and overseas so as to facilitate trade and commerce.
- 1.7 The Council will be recommended to grant registration and maintain a register of the SIFST Registered FSMS Consultants, who have:
- a) complied with the Terms and Conditions and the relevant criteria of competence laid down in the Scheme,
 - b) paid such fees as are due to SIFST, and
 - c) given undertakings as the Council may require.
- 1.8 SIFST Registered FSMS Consultant is referred in this document as Registered Consultant.
- 1.9 The frequency by which the Registered Consultants are normally subject to surveillance and reviewed, will be as prescribed by the Sub-Committee and recommended to the Council. The Council, however, reserves the right to carry out unscheduled surveillance or reviewed at intervals other than those prescribed.
- 1.10 The Council, through the Sub-Committee, will determine the procedures by which application for registration will be made and the circumstances in which registration may be refused or withdrawn. The Council may, at its discretion, withdraw registration at any time without assigning any reasons for doing so.
- 1.11 All information gained by the Council and its Sub-Committee in the assessment of applicant or consultant will be strictly confidential between the applicant or consultant and the Council. Such information will be handled on a strict "need to know" basis and will not, subject to the laws of Singapore, be divulged without the prior written consent from the applicant or consultant concerned.



2 FSMS CONSULTANT REGISTRATION COMMITTEE

- 2.1 The Council shall appoint members to sit in the FSMS Consultant Registration Committee to oversee the operation of the Scheme.
- 2.2 The Terms of Reference of the Sub-Committee shall be:
- a) to recommend to the Council the detailed technical criteria of competence and fees in relation to the Scheme;
 - b) to select and recommend to the Council the appointment of distinguished senior food scientists and technologists on an Advisory Panel;
 - c) to form a Technical Assessor Committee with an appointed chairman for a pool of assessors who are deemed independent and have wide experience in the operations and implementation of FSMS programmes;
 - d) to maintain the FSMS Consultant Register on behalf of SIFST; and
 - e) to investigate and make recommendations regarding any queries or complaints relating to the technical and policy aspects of the Scheme.

3 ADVISORY PANEL

- 3.1 The Terms of Reference of the Advisory Panel shall be:
- a) to advise on the operation of the Scheme; and
 - b) to advise on the selection of the qualified applicants based on the reports of the Technical Assessor Committee



4 TECHNICAL ASSESSOR COMMITTEE

4.1 The Terms of Reference of the Technical Assessor Committee shall be:

- a) to evaluate the applicant's ability based on the information and supporting documents received during the application;
- b) to make recommendations to the SISFT FSMS Consultant Registration Committee whether to approve or reject the application; and
- c) may propose to be present as observer at any FSMS implementation exercise at the premises of the applicant's client, if it is deemed necessary.

5 CONDITIONS OF REGISTRATION

5.1 Applicant shall furnish through a prescribed form to the SIFST FSMS Consultant Registration Scheme Committee all relevant information and requested documentation relating to the consultant's academic qualifications, past experiences and FSMS consultancy works. The Council reserves the right to request for additional information and a copy of the content of the courses attended by the applicant for evaluation. The prescribed form is available from the SIFST Website and Secretariat.

5.2 Applicants and Registered Consultants shall inform the Council in writing of any change in his/her personal details including employment.

5.3 Criteria of Competence

- a) Either a first degree in microbiology, food science & technology, chemistry, biochemistry, or other food-related discipline with a minimum 3 years post-graduate relevant experience in FSMS or HACCP implementation or practices in food or related industry, or a polytechnic graduate in food-related discipline with a minimum 5 years post-graduate relevant experience in FSMS or HACCP implementation or practices in related food processing industry;
- b) Have attended at least one appropriate FSMS course at Lead Auditor level, recognized by the Council;



- c) Have conducted a minimum of three FSMS or HACCP consultancy activities in the past three years;
- d) Previous consultancy activities have addressed the following:
 - Working knowledge of the requirements of a FSMS programme and setting up a FSMS or minimally a HACCP Team
 - Compliance with food safety and relevant requirements of the Singapore Food Agency (SFA);
 - Compliance with standard methods for developing HACCP of FSMS plans as described by any of the following standards and guidelines:
 - *Codex Alimentarius*
 - Singapore Standard SS444:2018
 - Singapore Standard SS583:2022
 - Singapore Standard SS590:2013
 - ISO22000/FSSC22000 Food Safety Management System;
 - Compliance with the HACCP principles and FSMS requirements;
 - The appropriateness of the FSMS programmes for the businesses.

5.4 The Registered Consultant shall pledge to offer to all his/her clients a standard of service consistent with the Terms and Conditions and criteria of competence of the Scheme to which he/she has been granted registration.

5.5 The Registered Consultant shall:

- a) only claim that he/she is registered in respect of the SIFST FSMS Consultant Registration Scheme in accordance with its Terms and Conditions;
- b) pay promptly such fees for application, assessment, surveillance and other services as shall be from time to time determined by the Council;
- c) not use the Registration Certificate in such a manner as to bring the arrangement of registration into disrepute, and shall not make any statement, and shall take such steps as the Council may require to correct any statement which the Council considers to be misleading;
- d) upon termination of registration forthwith discontinue his use of reference to registration and withdraw all advertising material which contains any reference to the registration;



- e) make a clear and unequivocal statement in all contacts with his clients that certificate of registration in no way implies that the product or services is approved by SIFST, the Council or its Sub-Committee;
- f) not represent or hold himself out as being the agent or partner of the Council or make any representation on behalf of SIFST, the Council or its Sub-Committee;
- g) endeavour to ensure that the fact of registration shall not be used for promotion or publicity purposes in any way that the Council may consider to be misleading and shall take such steps as the Council may require to correct any such misleading use.

5.6 The Registered Consultant shall offer the Council and its representatives such reasonable access to his/her personal records and co-operation as necessary to enable the Council to monitor compliance with the Terms and Conditions and criteria of competence of the Scheme during assessment exercise. He/she shall also allow the Council to publish his/her name on the FSMS Consultant Register on the SIFST Website.

5.7 Any consultant whose registration has been revoked, surrendered or has lapsed for more than a month without renewal would have to re-apply for registration. For re-registration, the registration would have to be subjected to the approval of the Sub-Committee on a case-by-case basis.

6 APPLYING FOR REGISTRATION

6.1 Any FSMS consultant may wish to apply for the Scheme using the prescribed form available from the SIFST Website or Secretariat. Applications will only be processed upon payment of the prescribed application fee to the Council.

6.2 To allow the Council and its Sub-Committee to make decision on whether an applicant meets the criteria of competence for registration as a SIFST Registered FSMS Consultant, each application should be accompanied by the following supporting documents

- a) Records of qualifications;
- b) Records of training course(s);
- c) Detailed resume of relevant consultancy experience;



- d) FSMS consultancy programmes and procedures; and
 - e) Letters to clients and prospectus of clients (samples with no disclosure of client's name)
- 6.3 The Technical Assessor Committee will evaluate each application on its own merit based on the submitted application form and supporting documents.
- 6.4 The Council and its Sub-committee will approve only consultants who have demonstrated the required qualification, skill and experience.
- 6.5 If the evidence provided is insufficient to demonstrate the applicant's skills and experience on FSMS consultancy, the Council or its Sub-Committee may request the applicant to provide additional information.
- 6.6 A Registration Certificate will be provided to all applicants who qualify under the Scheme as SIFST Registered FSMS Consultant.
- 6.7 The list of SIFST Registered FSMS Consultants may be posted on the SIFST Website.
- 6.8 Registration of a FSMS consultant may be rejected or withdrawn if:
- a) the consultant has entered into a bankruptcy
 - b) the consultant has failed, in any respect to comply with the laws of Singapore
 - c) the Registered Consultant fails to comply with any of the Terms and Conditions of the Scheme, or its criteria of competence, or the conditions for the use of the registration mark as prescribed by the Council from time to time
 - d) the Registered Consultant has been found to make unreasonable or irresponsible use of sub-contractors, or
 - e) any complaint against the consultant received by the Council, after investigation by the Sub-Committee, has been found to be true and violating the Terms and Conditions.



7 SIFST FSMS CONSULTANT REGISTRATION CERTIFICATE

- 7.1 A SIFST FSMS Consultant Registration Certificate (electronic version) under the Scheme shall be issued to the applicant upon successful application. The validity period for each Certificate shall be three years from the date of issue.
- 7.2 Applicants may renew the registration annually by paying the prescribed fee to the Council.
- 7.3 The Certificate may be withdrawn if the Council is of the opinion that the Registered Consultant has failed to meet the Terms and Conditions of the Scheme or its criteria of competence.
- 7.4 A Registered Consultant may relinquish his/her registration status upon giving one month's notice in writing.
- 7.5 The Certificate shall remain the property of SIFST and must be returned to the Council upon withdrawal, termination or relinquishment of his/her registration with the Scheme.

8 USES OF SIFST FSMS CONSULTANT REGISTRATION MARK

- 8.1 The primary objective of registration is to help a FSMS consultant to improve and demonstrate his quality capability.
- 8.2 The FSMS consultant may use SIFST FSMS Consultant Registration Mark and any of the below phrases in his business cards or letters:
 - "a Registered FSMS Consultant listed under the SIFST FSMS Consultant Registration Scheme No. _____", or
 - "listed in the SIFST FSMS Consultant Registration Scheme Directory under Registration No. _____"
- 8.3 The registration mark shall not be used in such a way to suggest that SIFST, the Council or its Sub-Committee has certified or approved any product or any service supplied by the registered consultant or in any other misleading manner.



- 8.4 Registered Consultant shall not use the registration mark on any document unless the document relates in whole or in part to the FSMS consultancy activities of the Registered Consultant.
- 8.5 In the event that registration is withdrawn from a Registered Consultant, the Consultant shall immediately cease use and distribution of any documents bearing the registration mark.

9 SIGNIFICANCES OF REGISTRATION

- 9.1 Registration should not be regarded as in any way diminishing the normal contractual responsibilities between the Registered Consultant and the clients. While registration is an indication of the integrity and competence of the Registered Consultant, it does not constitute a guarantee by SIFST, the Council or its Sub-Committee of the competence of the Registered Consultant in any particular case.
- 9.2 SIFST is in no way responsible for the charging arrangements between a Registered Consultant and his clients.
- 9.3 The Council shall, at the recommendations of its Sub-Committee, register a consultant on one or more fields of FSMS consultancy activities that the consultant has conducted during the past three years.

10 APPEALS

- 10.1 Appeals made in writing against any decision or refusal or withdrawal of registration or any dispute concerning the interpretation of criteria must be made no later than one month from the date of refusal, withdrawal or dispute. Such appeal, which shall be submitted to the President of SIFST, will be considered by the Council acting on the advice of an Appeal Committee.
- 10.2 The Appeal Committee appointed in respect of each appeal shall consist of a Chairman and at least two members of the Council, none of which shall have any direct commercial interest in the subject of appeal. The Committee may co-opt technical experts from an external organisation.



- 10.3 The decision of the Council and Appeal Committee shall be final and shall not be called into question or subject to review or appeal by any court of law.

11 NOTIFICATIONS OF CHANGE

- 11.1 The Registered Consultant shall be given due notice of any intended changes relating to the Terms and Conditions and criteria of competence of the Scheme, and will be given reasonable time to carry out the necessary adjustments to comply with the new Terms and Conditions and its criteria of competence. The Registered Consultant shall notify the Council when such adjustments have been completed.
- 11.2 Any notice of communication given or sent by the Council to a consultant in connection with, or under, the Terms and Conditions of the Scheme, shall be considered as given or sent if sent by registered delivery post to the address of the consultant last known to the Council and shall be deemed to be received within three days after posting.

12 LIMITATIONS OF LIABILITY

- 12.1 The Council or its Sub-Committee shall not be liable to the applicant or Registered Consultant for any losses, damages or expenses suffered by the consultant and caused by the consultant's participation in the Scheme or a result of assessment activities carried out on the consultant by the Council or its representative.
- 12.2 In the event that the Council is found liable by the operation of law, the maximum amount of the Council's liability shall be limited to the fees paid by the applicant or Registered Consultant.

13 INDEMNITIES

- 13.1 Applicants and Registered Consultants shall agree and indemnify SIFST, the Council and Sub-Committee fully against all losses, damages and expenses including legal costs on a full indemnity basis, suffered by the Council including but not limited to all claims by any third parties against the Council in connection with the Scheme.



14 FEES

- 14.1 The Council shall prescribe all fees for the Scheme.
- 14.2 In the first instance, the application fee shall be fixed at S\$60 payable to SIFST upon submission of application form.
- 14.3 Upon successful application, the applicant shall pay a registration fee of S\$100 to the Council.
- 14.4 The annual renewal fee shall be S\$100.
- 14.5 The Council reserves the right to revise the fees related to the Scheme as and when deemed necessary.
- 14.6 All fees paid by the applicants and Registered Consultants are not refundable.

-----Document Ends-----