



# Candidate Handbook

ISO 22000 LEAD IMPLEMENTER



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## SECTION I: INTRODUCTION

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### About PECB

PECB is a certification body which provides education<sup>1</sup> and certification in accordance with ISO/IEC 17024 for individuals on a wide range of disciplines.

We help professionals show commitment and competence by providing them with valuable evaluation and certification services against internationally recognized standards. Our mission is to provide services that inspire trust and continual improvement, demonstrate recognition, and benefit the society as a whole.

#### The key objectives of PECB are:

1. Establishing the minimum requirements necessary to certify professionals
2. Reviewing and verifying the qualifications of applicant to ensure they are eligible to apply for certification
3. Developing and maintaining reliable certification evaluations
4. Granting certifications to qualified candidates, maintaining records, and publishing a directory of the holders of a valid certification
5. Establishing requirements for the periodic renewal of certification and ensuring compliance with those requirements
6. Ensuring that candidates meet ethical standards in their professional practice
7. Representing its members, where appropriate, in matters of common interest
8. Promoting the benefits of certification to organizations, employers, public officials, practitioners in related fields, and the public

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<sup>1</sup> Education refers to training courses developed by PECB, and offered globally through our network of resellers.  
PECB Candidate Handbook



## The Value of PECB Certification

### Why Choose PECB as Your Certification Body?

#### Global Recognition

Our certifications are internationally recognized and accredited by the International Accreditation Service (IAS); signatory of IAF Multilateral Recognition Arrangement (MLA) which ensures mutual recognition of accredited certification between signatories to the MLA and acceptance of accredited certification in many markets. Therefore, professionals who pursue a PECB certification credential will benefit from PECB's recognition in domestic and international markets.

#### Competent Personnel

The core team of PECB consists of competent individuals who have relevant sector-specific experience. All of our employees hold professional credentials and are constantly trained to provide more than satisfactory services to our clients.

#### Compliance with Standards

Our certifications are a demonstration of compliance with ISO/IEC 17024. They ensure that the standard requirements have been fulfilled and validated with the adequate consistency, professionalism, and impartiality.

#### Customer Service

We are a customer-centered company and treat all our customers with value, importance, professionalism, and honesty. PECB has a team of experts dedicated to support customer requests, problems, concerns, needs, and opinions. We do our best to maintain a 24-hours maximum response time without compromising the quality of the service.



## PECB Code of Ethics

### PECB professionals will:

1. Conduct themselves professionally, with honesty, accuracy, fairness, responsibility, and independence
2. Act at all times solely in the best interest of their employer, their clients, the public, and the profession, by adhering to the professional standards and applicable techniques while offering professional services
3. Maintain competency in their respective fields and strive to constantly improve their professional capabilities
4. Offer only professional services for which they are qualified to perform, and adequately inform clients about the nature of the proposed services, including any relevant concerns or risks
5. Inform each employer or client of any business interests or affiliations that might influence their judgment or impair their fairness
6. Treat in a confidential and private manner the information acquired during professional and business dealings of any present or former employer or client
7. Comply with all laws and regulations of the jurisdictions where professional activities are conducted
8. Respect the intellectual property and contributions of others
9. Not, intentionally or otherwise, communicate false or falsified information that may compromise the integrity of the evaluation process of a candidate for a professional designation
10. Not act in any manner that could compromise the reputation of PECB or its certification programs
11. Fully cooperate on the inquiry following a claimed infringement of this Code of Ethics

The full version of the PECB Code of Ethics can be downloaded [here](#).



## Introduction to ISO 22000 Lead Implementer

ISO 22000 defines the requirements for establishing, implementing, maintaining, and continually improving a food safety management system (FSMS). As food safety is linked to foodborne hazards that can occur throughout the food chain, this standard sets out the requirements for the controls needed to prevent or mitigate such hazards. All requirements of ISO 22000 are applicable to all organizations in the food chain, regardless of size and complexity.

A food safety management system is comprised of policies, procedures, and controls which an organization must implement. These policies, procedures, and controls are intended to help the organization improve its overall performance in food safety. ISO 22000 employs the process approach which incorporates the Plan-Do-Check-Act (PDCA) cycle and risk-based thinking. Through the PDCA cycle, organizations can ensure that the adequate resources are provided and that opportunities for improvement are identified and realized. Through the risk-based thinking, organizations focus on factors that can cause their processes to deviate from the planned results, and put in place controls to prevent or mitigate adverse effects.

The training course enables you to help organizations establish the policies, procedures, and controls needed to maintain the quality and safety their products and services, while adhering to all legal, regulatory, and other requirements. As part of this training course, you will learn how to establish controls that proactively prevent noncompliance and contribute to the creation of a culture of safety, integrity, transparency, and openness.

It is important to understand that PECB certifications are not a license or simply a membership. They represent peer recognition that an individual has demonstrated proficiency in, and comprehension of, a set of competences. PECB certifications are awarded to candidates that can demonstrate experience and have passed a standardized exam in the certification area.

This document specifies the PECB ISO 22000 Lead Implementer certification scheme in compliance with ISO/IEC 17024:2012. This candidate handbook also contains information about the process by which candidates may earn and maintain their credentials. It is very important that you read all the information included in this candidate handbook before completing and submitting your application. If you have questions after reading it, please contact the PECB international office at [certification@pecb.com](mailto:certification@pecb.com).

## SECTION II: PECB CERTIFICATION PROCESS AND EXAMINATION PREPARATION, RULES, AND POLICIES

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### Decide Which Certification Is Right for You

All PECB certifications have specific education and professional experience requirements. To determine the right credential for you, verify the eligibility criteria for various certifications and your professional needs.

### Prepare and Schedule the Exam

All candidates are responsible for their own study and preparation for certification exams. No specific set of training courses or curriculum of study is required as part of the certification process. Nevertheless, attending a training course can significantly increase candidates' chances of successfully passing a PECB exam.

To schedule an exam, candidates have two options:

1. Contact one of our resellers who provide training courses and exam sessions. To find a training course provider in a particular region, candidates should go to [Active Resellers](#). The PECB training course schedule is also available on [Training Events](#).
2. Take a PECB exam remotely from their home or any location they desire through the PECB Exam application, which can be accessed here: [Exam Events](#).

To learn more about exams, competency domains, and knowledge statements, please refer to *Section III* of this document.

### Application Fees for Examination and Certification

PECB offers direct exams, where a candidate can sit for the exam without attending the training course. The applicable prices are as follows:

- Lead Exam: \$1000
- Manager Exam: \$700
- Foundation and Transition Exam: \$500

The application fee for certification is \$500.

For all candidates that have followed the training course and taken the exam with one of PECB's resellers, the application fee includes the costs associated with examination, application for certification, and the first year of Annual Maintenance Fee (AMF) only.

### Competency Domains

The objective of the "PECB Certified ISO 22000 Lead Implementer" exam is to ensure that the candidate has the necessary competence to support an organization in establishing, implementing, managing, and maintaining a food safety management system.

The ISO 22000 Lead Implementer certification is intended for:

- Managers or consultants involved in food safety management
- Expert advisors interested in mastering the implementation process of an FSMS based on ISO 22000 requirements
- Individuals responsible for maintaining conformity to the FSMS requirements in an organization

- FSMS implementation and operation team members

The content of the exam is divided as follows:

- **Domain 1:** Fundamental principles and concepts of a food safety management system
- **Domain 2:** Food safety management system requirements
- **Domain 3:** Planning of an FSMS implementation based on ISO 22000
- **Domain 4:** Implementation of an FSMS based on ISO 22000
- **Domain 5:** Monitoring and measurement of an FSMS based on ISO 22000
- **Domain 6:** Continual improvement of an FSMS based on ISO 22000
- **Domain 7:** Preparation for an FSMS certification audit

## Domain 1: Fundamental principles and concepts of a food safety management system

**Main objective:** Ensure that the candidate understands and is able to interpret food safety principles and concepts

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to distinguish between the various standards that are part of the ISO 22000 family of standards</li> <li>2. Ability to define the scope of ISO 22000</li> <li>3. Ability to list other food safety-related standards</li> <li>4. Ability to explain the advantages of a food safety management system</li> <li>5. Ability to explain the certification process for an implemented management system</li> <li>6. Ability to distinguish between accreditation bodies and certification bodies</li> <li>7. Ability to define what food safety is</li> <li>8. Ability to define other core terms related to the food safety management system</li> <li>9. Ability to identify the principles of food safety management system</li> <li>10. Ability to explain the process approach and its role in ISO 22000</li> <li>11. Ability to understand the risk-based thinking and its relationship to ISO 22000</li> <li>12. Ability to distinguish between a prerequisite programme (PRP), critical control point (CCP), and operational prerequisite programme (OPRP)</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the standards that are part of ISO 22000 family of standards</li> <li>2. Knowledge of the scope and applicability of ISO 22000</li> <li>3. Knowledge of the other food safety-related standards</li> <li>4. Knowledge of the advantages that organizations can obtain through the implementation of a food safety management system</li> <li>5. Knowledge of the certification process steps</li> <li>6. Knowledge of the differences of an accreditation body from a certification body</li> <li>7. Knowledge of the definition of food safety, as set out by the Codex Alimentarius Commission</li> <li>8. Knowledge of the core terms related to the food safety management system</li> <li>9. Knowledge of the principles of a food safety management system, as combined by ISO 22000</li> <li>10. Knowledge of the importance of process approach and its adoption in an FSMS</li> <li>11. Knowledge of the concept of risk-based thinking and its application in ISO 22000</li> <li>12. Knowledge of the definitions and differences between a PRP, CCP, and OPRP</li> </ol>



## Domain 2: Food safety management system requirements

**Main objective:** Ensure that the candidate understands, and is able to interpret and identify the requirements for a food safety management system based on ISO 22000

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to understand what comprises a management system</li> <li>2. Ability to identify the common elements of ISO management systems that can be integrated</li> <li>3. Ability to understand the ISO 22000 requirements and the structure of the standard</li> <li>4. Ability to describe the standard's requirements with regard to the context of the organization, interested parties, and FSMS scope (clause 4)</li> <li>5. Ability to identify the standard's requirements with regard to the leadership and commitment of the top management and their role and responsibilities in the FSMS (clause 5)</li> <li>6. Ability to understand the requirements with regard to the risks and opportunities, objectives of the FSMS, and planning of changes (clause 6)</li> <li>7. Ability to ensure that sufficient resources are available for the implementation, operation, maintenance, and continual improvement of the FSMS (clause 7)</li> <li>8. Ability to understand the requirements for prerequisite programmes, traceability system, emergency preparedness and response, hazard control, and control of product and process nonconformities (clause 8)</li> <li>9. Ability to identify the requirements and approaches for performance evaluation (clause 9)</li> <li>10. Ability to understand the requirements for continual improvement of the FSMS (clause 10)</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the elements that comprise a management system</li> <li>2. Knowledge of the integrated management systems</li> <li>3. Knowledge of the requirements and structure of ISO 22000</li> <li>4. Knowledge of the common external and internal issues that affect the context of an organization, interested parties, and requirements for the scope of the FSMS</li> <li>5. Knowledge of the requirements for leadership and commitment</li> <li>6. Knowledge of the requirements with regard to identification of risks and opportunities, setting of objectives, and planning of changes</li> <li>7. Knowledge of the required resources, competences, awareness, communication, and documented information for an effective FSMS</li> <li>8. Knowledge of the requirements for operational planning and control</li> <li>9. Knowledge of the approaches, techniques, and programs used for the monitoring, measurement, analysis, evaluation, internal audits, and management reviews</li> <li>10. Knowledge of the requirements for nonconformity and corrective actions, continual improvement, and update of the FSMS</li> </ol>

## Domain 3: Planning of an FSMS implementation based on ISO 22000

**Main objective:** Ensure that the candidate is able to plan the implementation of the FSMS based on ISO 22000

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to help an organization determine external and internal issues relevant to its purpose and that can affect the ability to achieve the intended outcomes of the FSMS</li> <li>2. Ability to identify the interested parties of an organization</li> <li>3. Ability to conduct a gap analysis</li> <li>4. Ability to assist an organization in establishing the scope of the FSMS</li> <li>5. Ability to develop a food safety policy based on the requirements of ISO 22000</li> <li>6. Ability to establish food safety objectives at relevant functions and levels</li> <li>7. Ability to identify risks and opportunities to the FSMS</li> <li>8. Ability to determine the optimal human, technical, informational, and financial resources needed for the FSMS</li> <li>9. Ability to plan and manage the competences needed to operate the FSMS</li> <li>10. Ability to raise awareness with regard to the FSMS among the persons doing work under the organization's control</li> <li>11. Ability to communicate relevant information to support sound working practices, the FSMS, and the achievement of food safety objectives</li> <li>12. Ability to ensure that the organization properly controls the necessary documented information</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the approaches used in determining the external and internal issues of an organization</li> <li>2. Knowledge of the techniques used for the identification and management of interested parties</li> <li>3. Knowledge of the gap analysis methodologies</li> <li>4. Knowledge of the standard's requirements for the FSMS scope and other factors that influence its establishment</li> <li>5. Knowledge of the standard's requirements for a food safety policy, approaches to developing a policy, and the suggested policy content and structure</li> <li>6. Knowledge of the approaches used in establishing food safety objectives</li> <li>7. Knowledge of risk assessment methodologies, such as the one recommended by ISO 31000</li> <li>8. Knowledge of the typical resources required for the establishment, implementation, and maintenance of a management system</li> <li>9. Knowledge of competence analysis approaches and training programs</li> <li>10. Knowledge of the common strategies and approaches used for raising awareness</li> <li>11. Knowledge of the principles of effective communication and methods</li> <li>12. Knowledge of the actions required to ensure the control, availability, and suitability of essential documented information</li> </ol>

## Domain 4: Implementation of an FSMS based on ISO 22000

**Main objective:** Ensure that the candidate is able to implement the processes of an FSMS required for an ISO 22000 certification

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to establish and implement PRPs as well as define a process for their maintenance and update</li> <li>2. Ability to implement a traceability system that is able to uniquely identify incoming material from suppliers and the first stage of the distribution route of the end product</li> <li>3. Ability to define and implement a procedure to respond to potential emergency situations or incidents that can have an impact on food safety</li> <li>4. Ability to establish the necessary processes through which an organization can effectively control identify and control its food safety hazards</li> <li>5. Ability to help organizations define and use adequate monitoring and measuring methods and equipment</li> <li>6. Ability to assist organizations identify the necessary verification activities, including the methods, frequencies, and responsibilities for the verification activities</li> <li>7. Ability to design and implement the necessary processes for identifying and dealing with product and process nonconformities</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the requirements for establishing PRPs, including the applicable statutory, regulatory, and mutually agreed customer requirements.</li> <li>2. Knowledge of the minimum elements that should be taken into consideration when establishing a traceability system as well as the principles of traceability</li> <li>3. Knowledge of the processes used for developing an emergency preparedness and response plan as well as the documented information to be maintained</li> <li>4. Knowledge of the hazard control processes and methodologies as well as the requirements of ISO 22000, starting from preliminary steps to enable hazard analysis up to the development of a hazard control plan.</li> <li>5. Knowledge of methods and procedures used for establishing a monitoring system</li> <li>6. Knowledge of the good practices and approaches used for verification activities as well as the methodologies to define the purpose and methods of verification</li> <li>7. Knowledge of the requirements for the processes necessary for control of product and process nonconformities, including the corrections, corrective actions, handling of potentially unsafe products, disposing nonconforming products, and handling product, withdrawal/recall</li> </ol>

## Domain 5: Monitoring and measurement of an FSMS based on ISO 22000

**Main objective:** Ensure that the candidate is able to establish the processes necessary for the monitoring, measurement, analysis, and evaluation of an FSMS

<b>Competencies</b>	<b>Knowledge statements</b>
<ol style="list-style-type: none"><li>1. Ability to monitor and evaluate the effectiveness of an FSMS</li><li>2. Ability to verify to what extent the identified FSMS objectives have been met</li><li>3. Ability to define and implement an FSMS internal audit program</li><li>4. Ability to perform regular and methodical reviews to ensure the suitability, adequacy, effectiveness, and efficiency of an FSMS based on the policies and objectives of the organization</li><li>5. Ability to develop and implement a process for conducting management reviews</li></ol>	<ol style="list-style-type: none"><li>1. Knowledge of the best practices and techniques used to monitor and evaluate the effectiveness of an FSMS</li><li>2. Knowledge of the concepts related to measurement and evaluation</li><li>3. Knowledge of the main concepts and components related to the implementation and operation of an FSMS internal audit program</li><li>4. Knowledge of the difference between a major and a minor nonconformity</li><li>5. Knowledge of the guidelines and best practices to draft a nonconformity report</li><li>6. Knowledge of the best practices used to perform management reviews</li></ol>

## Domain 6: Continual improvement of an FSMS based on ISO 22000

**Main objective:** Ensure that the candidate is able to provide guidance on the continual improvement of an FSMS

<b>Competencies</b>	<b>Knowledge statements</b>
<ol style="list-style-type: none"><li>1. Ability to track and take action on nonconformities</li><li>2. Ability to identify and analyze the root causes of nonconformities, and propose action plans to treat them</li><li>3. Ability to counsel an organization on how to continually improve the effectiveness and efficiency of an FSMS</li><li>4. Ability to implement continual improvement processes in an organization</li><li>5. Ability to determine the appropriate tools to support the continual improvement processes of an organization</li></ol>	<ol style="list-style-type: none"><li>1. Knowledge of the main processes, tools, and techniques used to identify the root causes of nonconformities</li><li>2. Knowledge of the treatment of nonconformities process</li><li>3. Knowledge of the main processes, tools, and techniques used to develop corrective action plans</li><li>4. Knowledge of the main concepts related to continual improvement</li><li>5. Knowledge of the processes related to the continual monitoring of change factors</li><li>6. Knowledge of the maintenance and improvement of an FSMS</li></ol>

## Domain 7: Preparation for an FSMS certification audit

**Main objective:** Ensure that the candidate is able to prepare an organization for a formal conformity assessment against the requirements of ISO 22000

Competencies	Knowledge statements
<ol style="list-style-type: none"> <li>1. Ability to understand the main steps, processes, and activities related to the ISO 22000 certification audit</li> <li>2. Ability to understand, explain, and illustrate the audit evidence approach in an FSMS audit</li> <li>3. Ability to counsel an organization to identify and select a certification body that meets their expectations</li> <li>4. Ability to determine whether an organization is ready and prepared for the ISO 22000 certification audit</li> <li>5. Ability to train and prepare an organization's personnel for the ISO 22000 certification audit</li> <li>6. Ability to argue and challenge the audit findings and conclusions with external auditors</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of the evidence-based approach to an audit</li> <li>2. Knowledge of the types of audit and their differences</li> <li>3. Knowledge of the differences between Stage 1 and Stage 2 audits</li> <li>4. Knowledge of the Stage 1 audit requirements, steps, and activities</li> <li>5. Knowledge of the documented information review criteria</li> <li>6. Knowledge of the Stage 2 audit requirements, steps, and activities</li> <li>7. Knowledge of the audit follow-up requirements, steps, and activities</li> <li>8. Knowledge of the surveillance audits and recertification audit requirements, steps, and activities</li> <li>9. Knowledge of the requirements, guidelines, and best practices for developing action plans following an ISO 22000 certification audit</li> </ol>

Based on the abovementioned domains and their relevance, 12 questions are included in the exam, as summarized in the table below:

		Level of understanding (Cognitive/Taxonomy) required			Number of questions per competency domain	% of the exam devoted to each competency domain	Number of points per competency domain	% of points per competency domain
		Points per question	Questions that measure comprehension, application, and analysis	Questions that measure synthesis and evaluation				
Competency domains	Fundamental principles and concepts of a food safety management system	5	X		1	8.33	5	6.67
	Food safety management system requirements	5	X		2	16.67	10	13.33
		5		X				
	Planning of an FSMS implementation based on ISO 22000	5	X		2	16.67	10	13.33
		5	X					
	Implementation of an FSMS based on ISO 22000	10	X		3	25	30	40.0
		10		X				
		10		X				
	Monitoring and measurement of an FSMS based on ISO 22000	5		X	1	8.33	5	6.67
	Continual improvement of an FSMS based on ISO 22000	5	X		2	16.67	10	13.33
		5		X				
	Preparation for an FSMS certification audit	5		X	1	8.33	5	6.67
Total points		75						
Number of questions per level of understanding			6	6				
% of the exam devoted to each level of understanding (cognitive/taxonomy)			50	50				

The passing score of the exam is **70%**.

After successfully passing the exam, candidates will be able to apply for the “PECB Certified ISO 22000 Lead Implementer” credential depending on their level of experience.

## Taking the Exam

### General Information on the Exam

Candidates are required to arrive/be present at least 30 minutes before the exam starts. Candidates who arrive late will not be given additional time to compensate for the late arrival and may not be allowed to sit for the exam.

Candidates are required to bring a valid identity card (a national ID card, driver's license, or passport) and show it to the invigilator.

If requested on the day of the exam (paper-based exams), additional time can be provided to candidates taking the exam in a non-native language, as follows:

- 10 additional minutes for Foundation exams
- 20 additional minutes for Manager exams
- 30 additional minutes for Lead exams

### PECB Exam Format and Type

1. **Paper-based:** Exams are provided on paper, where candidates are not allowed to use anything but the exam paper and a pen. The use of electronic devices, such as laptops, tablets, or phones, is not allowed. The exam session is supervised by a PECB approved Invigilator at the location where the Reseller has organized the training course.
2. **Online:** Exams are provided electronically via the PECB Exams application. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PECB Invigilator via the PECB Exams application and an external/integrated camera.

For more detailed information about the online format, please refer to the [PECB Online Exam Guide](#).

PECB exams are available in two types:

1. Essay-type question exam
2. Multiple-choice question exam

This exam comprises essay-type questions. They are used to determine and evaluate whether a candidate can clearly answer questions related to the defined competency domains. Additionally, problem-solving techniques and arguments that are supported with reasoning and evidence will also be evaluated.

The exam is open book and is not intended to measure memorizing or recalling information. It aims to evaluate candidates' comprehension, analytical skills, and applied knowledge. Therefore, candidates are required to provide logical and convincing answers and explanations in order to demonstrate that they have understood the content and the main concepts of the competency domains. You will find a sample of exam questions provided below.

Since the exam is "open book," candidates are authorized to use the following reference materials:





- A hard copy of ISO 22000 standard
- Training course materials (accessed through PECB Exams app and/or printed)
- Any personal notes taken during the training course (accessed through PECB Exams app and/or printed)
- A hard copy dictionary

Any attempt to copy, collude, or otherwise cheat during the exam session will lead to automatic failure.

PECB exams are available in English and other languages. To learn if the exam is available in a particular language, please contact [examination@pecb.com](mailto:examination@pecb.com).

**Note:** PECB will progressively transition to multiple-choice exams. They will also be open book and comprise scenario-based questions that will allow PECB to evaluate candidates' knowledge, abilities, and skills to use information in new situations (apply), draw connections among ideas (analyze), and justify a stand or decision (evaluate). All PECB multiple-choice exams have one question and three alternatives, of which only one is correct.

For specific information about exam types, languages available, and other details, visit the [List of PECB Exams](#).

## Sample Exam Questions

### Question 1: Development of performance indicators

In order to evaluate the performance of its FSMS, organizations are required to develop performance indicators. Provide at least two examples of metrics that would be acceptable to comply with the requirements of ISO 22000.

#### Possible answer:

Clause 7.2 Competence

- *Percentage of employees trained regarding the FSMS*
- *Number of employees that need training regarding the FSMS*

Clause 5.3 Organizational roles, responsibilities and authorities

- *Percentage of employees that have received a job description regarding their roles, responsibilities, and authorities*
- *Percentage of employees that have been designated FSMS-related roles, responsibilities, and authorities*

### Question 2: Implementation of ISO 22000 requirements

For each of the following clauses of ISO 22000, provide an action plan with at least two concrete actions that would be acceptable to ensure conformity to the clause and fulfill control objectives.

#### Possible answer:

Clause 5.2 Food safety policy

- *Establish a food safety policy that will serve as a framework for setting food safety objectives and is harmonized with the strategic direction of the organization*
- *Communicate the food safety policy in appropriate manner to all relevant interested parties, including external parties that provide products, services, and processes to the organization*

## Receiving the Exam Results

Exam results will be communicated via email. The only possible results are *pass* and *fail*; no specific grade will be included.

- The time span for the communication starts from the exam date and lasts three to eight weeks for essay type exams and two to four weeks for multiple-choice paper-based exams.
- For online multiple-choice exams, candidates receive their results instantly.

Candidates who successfully complete the exam will be able to apply for one of the credentials of the respective certification scheme.

For candidates who fail the exam, a list of the domains where they have performed poorly will be added to the email to help them prepare better for a retake.

Candidates that disagree with the results may request a re-evaluation by writing to [results@pecb.com](mailto:results@pecb.com) within 30 days of receiving the results. Re-evaluation requests received after 30 days will not be processed. If candidates do not agree with the results of the reevaluation, they have 30 days from the date they received the reevaluated exam results to file a complaint through the [PECB Ticketing System](#). Any complaint received after 30 days will not be processed.

## Exam Retake Policy

There is no limit to the number of times a candidate can retake an exam. However, there are certain limitations in terms of the allowed time span between exam retakes.

- If a candidate does not pass the exam on the 1<sup>st</sup> attempt, they must wait 15 days from the initial date of the exam for the next attempt (1<sup>st</sup> retake). Retake fees apply.  
**Note:** Candidates who have completed the training course but failed the exam are eligible to retake the exam once for free within a 12-month period from the initial date of the exam.
- If a candidate does not pass the exam on the 2<sup>nd</sup> attempt, they must wait three months after the initial date of the exam for the next attempt (2<sup>nd</sup> retake). Retake fees apply.  
**Note:** For candidates that fail the exam in the 2<sup>nd</sup> retake, PECB recommends them to attend a training course in order to be better prepared for the exam.
- If a candidate does not pass the exam on the 3<sup>rd</sup> attempt, they must wait six months after the initial date of the exam for the next attempt (3<sup>rd</sup> retake). Retake fees apply.
- After the 4<sup>th</sup> attempt, the waiting period for further retake exams is 12 months from the date of the last attempt. Retake fees apply.

To arrange exam retakes (date, time, place, costs), candidates need to contact the PECB Reseller/Distributor who has initially organized the session.

## Exam Security

A significant component of a professional certification credential is maintaining the security and confidentiality of the exam. PECB relies upon the ethical behavior of certification holders and applicants to maintain the security and confidentiality of PECB exams. Any disclosure of information about the content of PECB exams is a direct violation of PECB's Code of Ethics. PECB will take action against any individuals that violate such rules and policies, including permanently banning individuals from pursuing PECB credentials

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and revoking any previous ones. PECB will also pursue legal action against individuals or organizations who infringe upon its copyrights, proprietary rights, and intellectual property.

## Reschedule the Exam

For any changes with regard to the exam date, time, location, or other details, please contact [examination@pecb.com](mailto:examination@pecb.com).

## Apply for Certification

All candidates who successfully pass the exam (or an equivalent accepted by PECB) are entitled to apply for the PECB credentials they were examined for. Specific educational and professional requirements need to be fulfilled in order to obtain a PECB certification. Candidates are required to fill out the online certification application form (that can be accessed via their PECB online profile), including contact details of references who will be contacted to validate the candidate's professional experience. Candidates can submit their application in various languages. Candidates can choose to either pay online or be billed. For additional information, contact [certification@pecb.com](mailto:certification@pecb.com).

The online certification application process is very simple and takes only a few minutes, as follows:

- [Register](#) your account
- Check your email for the confirmation link
- [Log in](#) to apply for certification

For more information about the application process, follow the instructions on this manual [Apply for Certification](#).

The application is approved as soon as the Certification Department validates that the candidate fulfills all the certification requirements regarding the respective credential. An email will be sent to the email address provided during the application process to communicate the application status. If approved, candidates will then be able to download the certification from their PECB Account.

PECB provides support in both English and French.

## Renew your Certification

PECB certifications are valid for three years. To maintain them, candidates must demonstrate every year that they are still performing tasks that are related to the certification. PECB certified professionals must annually provide Continual Professional Development (CPD) credits and pay \$100 as the Annual Maintenance Fee (AMF) to maintain the certification. For more information, please visit the [Certification Maintenance](#) page on the PECB website.

## Closing a Case

If candidates do not apply for certification within three years, their case will be closed. Even though the certification period expires, candidates have the right to reopen their case. However, PECB will no longer be responsible for any changes regarding the conditions, standards, policies, and candidate handbook that were applicable before the case was closed. A candidate requesting their case to reopen must do so in writing and pay the required fee.

## SECTION III: CERTIFICATION REQUIREMENTS

### ISO 22000 Lead Implementer

The requirements for PECB ISO 22000 Auditor certifications are:

Credential	Exam	Professional experience	FSMS project experience	Other requirements
<b>PECB Certified ISO 22000 Provisional Implementer</b>	PECB Certified ISO 22000 Lead Implementer exam or equivalent	None	None	Signing the PECB Code of Ethics
<b>PECB Certified ISO 22000 Implementer</b>	PECB Certified ISO 22000 Lead Implementer exam or equivalent	Two years: One year of work experience in food safety management	At least 200 hours of activities	Signing the PECB Code of Ethics
<b>PECB Certified ISO 22000 Lead Implementer</b>	PECB Certified ISO 22000 Lead Implementer exam or equivalent	Five years: Two years of work experience in food safety management	At least 300 hours of activities	Signing the PECB Code of Ethics
<b>PECB Certified ISO 22000 Senior Lead Implementer</b>	PECB Certified ISO 22000 Lead Implementer exam or equivalent	Ten years: Seven years of work experience in food safety management	At least 1,000 hours of activities	Signing the PECB Code of Ethics

To be considered valid, the implementation activities should follow best practices and include the following:

1. Drafting an FSMS implementation plan
2. Initiating an FSMS implementation
3. Implementing an FSMS
4. Monitoring, measuring, and maintaining an FSMS
5. Identifying and acting upon continual improvement opportunities

## SECTION IV: CERTIFICATION RULES AND POLICIES

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### Professional References

For each application, two professional references are required. They must be from individuals who have worked with the candidate in a professional environment and can validate their food safety management experience, as well as their current and previous work history. Professional references of persons who fall under the candidate's supervision or are their relatives are not valid.

### Professional Experience

Candidates must provide complete and correct information regarding their professional experience, including job title(s), start and end date(s), job description(s), and more. Candidates are advised to summarize their previous or current assignments, providing sufficient details to describe the nature of the responsibilities for each job. More detailed information can be included in the résumé.

### FSMS Project Experience

The candidate's FSMS project log will be checked to ensure that they have completed the required number of implementation hours.

### Evaluation of Certification Applications

The Certification Department will evaluate each application to validate the candidate's eligibility for certification. A candidate whose application is being reviewed will be notified in writing and, if necessary, given a reasonable time frame to provide any additional documentation. If a candidate does not respond by the deadline or does not provide the required documentation within the given time frame, the Certification Department will validate the application based on the initial information provided, which can eventually lead to its downgrade to a lower credential.

### Denial of Certification

PECB can deny certification if candidates:

- Falsify the application
- Violate the exam procedures
- Violate the PECB Code of Ethics
- Fail the exam

For more detailed information, refer to "Complaint and Appeal" section.

The application payment for the certification is non-refundable.

### Suspension of Certification

PECB can temporarily suspend certification if the candidate fails to satisfy the requirements. Other reasons for suspending certification include:

- PECB receives large amounts of or serious complaints by interested parties (Suspension will be applied until the investigation has been completed.).
- The logos of PECB or accreditation bodies are intentionally misused.
- The candidate fails to correct the misuse of a certification mark within the time frame determined by PECB.
- The certified individual has voluntarily requested a suspension.
- PECB deems appropriate other conditions for suspension of certification.

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## Revocation of Certification

PECB can revoke certification if the candidate fails to fulfill the PECB requirements. Candidates are then no longer allowed to represent themselves as PECB certified professionals. Other reasons for revoking certification can be if candidates:

- Violate the PECB Code of Ethics
- Misrepresent and provide false information of the scope of the certification
- Break any other PECB rules

## Upgrade of Credentials

Professionals can apply to upgrade to a higher credential as soon as they can demonstrate that they fulfil the requirements.

In order to apply for an upgrade, candidates need to login in to their PECB Account, visit the “My Certifications” tab, and click on the “Upgrade” link. The upgrade application fee is \$100.

## Downgrade of Credentials

A PECB Certification can be downgraded to a lower credential due to the following reasons:

- The AMF has not been paid.
- The CPD hours have not been submitted.
- Insufficient CPD hours have been submitted.
- Evidence on CPD hours has not been submitted upon request.

**Note:** *PECB certified professionals who hold Lead Certifications and fail to provide evidence of certification maintenance requirements will have their credentials downgraded. On the other hand, the holders of Master Certifications who fail to submit CPDs and pay AMFs will have their certifications revoked.*

## Other Statuses

Besides being active, suspended, or revoked, a certification can be voluntarily withdrawn or designated as Emeritus. More information about these statuses and the permanent cessation status, and how to apply, please visit [Certification Status Options](#).

## SECTION V: PECB GENERAL POLICIES

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### PECB Code of Ethics

Adherence to the PECB Code of Ethics is a voluntary engagement. It is important that PECB certified professionals not only adhere to the principles of this Code, but also encourage and support the same from others. More information can be found [here](#).

### Other Exams and Certifications

PECB accepts certifications and exams from other recognized accredited certification bodies. PECB will evaluate the requests through its equivalence process to decide whether the respective certification(s) or exam(s) can be accepted as equivalent to the respective PECB certification (e.g., ISO/IEC 27001 Lead Auditor certification).

### Non-discrimination and Special Accommodations

All candidate applications will be evaluated objectively, regardless of the candidate's age, gender, race, religion, nationality, or marital status.

To ensure equal opportunities for all qualified persons, PECB will make reasonable accommodations for candidates, when appropriate. If candidates need special accommodations because of a disability or a specific physical condition, they should inform the Reseller/Distributor in order for them to make proper arrangements. Any information candidates provide regarding their disability/need will be treated with strict confidentiality.

Click [here](#) to download the Candidates with Disabilities Form.

### Complaints and Appeals

Any complaints must be made no later than 30 days after receiving the certification decision. PECB will provide a written response to the candidate within 30 working days after receiving the complaint. If they do not find the response satisfactory, the candidate has the right to file an appeal. For more information about the complaints and appeal procedures, click [here](#).

(1) According to ADA, the term "reasonable accommodation" may include: (A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and (B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

(2) ADA Amendments Act of 2008 (P.L. 110-325) Sec. 12189. Examinations and courses. [Section 309]: Any person that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or post-secondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.

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**PECB Help Center**

Visit our [Help Center](#) to browse Frequently Asked Questions (FAQ), view manuals for using PECB website and applications, read documents related to PECB processes, or to contact us via Support Center's online tracking system.

**Emails:**

Examination: [examination@pecb.com](mailto:examination@pecb.com)  
Certification: [certification@pecb.com](mailto:certification@pecb.com)  
Customer Service: [customer@pecb.com](mailto:customer@pecb.com)

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