



CANNABIS AUTHENTICITY AND PURITY STANDARD

CAPS-CERTIFIED CONSULTANT
REQUIREMENTS

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Introduction

The Cannabis Authenticity and Purity Standard (CAPS) Consultant Certification Scheme has been developed by Holtmann Professional Services Pty Ltd (HPS) in collaboration with Purity-IQ Inc (PIQ).

The Scheme provides global recognition for Cannabis Authenticity and Purity Standard (CAPS) Consultants who have the appropriate qualifications and work experience necessary for developing, implementing, validating and verifying conformance against the Cannabis Authenticity and Purity Standard.

Confidence and reliance in the consulting process is dependent on the competence and management of personnel conducting the consultation.

The Scheme has been developed to meet the following key objectives:

- To achieve the requirements of the Cannabis Authenticity and Purity Standard (CAPS)
- To ensure that consultants meet or exceed the qualifications and work experience necessary to develop, implement, validate, and verify conformance against the CAPS
- To enhance the professional recognition of certified consultants

Knowledge Requirements

Applicants for CAPS Consultant certification must possess and be able to provide evidence of knowledge and competency in the Cannabis Authenticity and Purity Standard (CAPS) and in developing, implementing, validating and verifying management systems. This shall include all the following:

- A Bachelor of Science Degree or equivalent from a recognised educational institution and in a CAPS recognised field of study. (See Annex A)
- Management systems training (See Annex A)
- HACCP training (See Annex A)
- CAPS Auditor training course and examination (See Annex A)

OR

- Auditor certification from a CAPS recognised auditor certification provider or current consultant certification from a CAPS recognised consultant certification provider (See Annex C)
- CAPS Auditor training course and examination (See Annex A)

Applicants for CAPS Consultant certification must be able to demonstrate competency-based knowledge by providing:

- Education and/or training course certificates of completion demonstrating the achievement of all required learning outcomes in accordance with the appropriate duration of training and competency level.

Skills Requirements

Applicants for CAPS Consultant certification must possess and be able to provide evidence of a proven track record for competently developing, implementing, validating, verifying and consulting on management systems. These shall be within the cannabis industry or other industries as appropriate. Skills and work experience shall include:

- At least 5 years of industry experience in agri-food/food developing and managing safety/quality/compliance systems.
- Completion of a minimum of five (5) CAPS recognised management system development projects (See Annex B).

Applicants for CAPS Consultant certification must be able to demonstrate competency in the skills and experience defined under the CAPS by providing:

- Verifiable evidence of industry experience documented in a *Curriculum Vitae* and includes:
 - Employer details (including contact information)
 - Dates of employment
 - Roles, responsibilities, and achievements
- A minimum of three consultancy related references attesting to the Applicant's performance in consulting and/or direct experience with management systems. The referee is to attest to specific examples of the Applicant's performance.
- A management systems development report demonstrating competency, experience and completion of a minimum of five (5) CAPS recognised management system development projects (See Annex B).

A signed Client Review report evidencing that the consultant effectively demonstrated consultant skills and personal attributes.

OR

- Current consultant certification from a CAPS recognised consultant certification provider or Auditor certification from a CAPS recognised auditor certification provider (See Annex C)
- CAPS Auditor training course and examination (See Annex A)

Personal Attributes

Purity-IQ requires all CAPS certified consultants to behave in an ethical way and with integrity and honesty. Our consultants are required to maintain the integrity of the CAPS certification program by acknowledging and following the consultants code of conduct.

The Consultants Code of Conduct is based on the following principles:

- **Integrity:** the foundation of professionalism
- **Fair presentation:** the obligation to report truthfully and accurately
- **Due professional care:** the application of diligence and judgement in consulting
- **Confidentiality:** security of information
- **Independence:** the basis for impartiality and objectivity
- **Evidence-based approach:** the rational method for reaching reliable and reproducible conclusions in a systematic process
- **Risk-based approach:** an approach that considers risks and opportunities

CAPS Certified Consultants who fail to comply with the Code of Conduct will be advised that their approval has been suspended and their name will be removed from the registry of CAPS Certified Consultants.

Applicants for CAPS Consultant certification must be able to demonstrate the required attributes by providing:

- A signed Code of Conduct for CAPS Certified Consultants

Re-certification

To maintain certification, all certified consultants are required to demonstrate continuing compliance with the current certification criteria for the grade of certification awarded.

Every three years from the date of initial certification and each subsequent re-certification, consultants must demonstrate continuing compliance with the current certification requirements by providing:

- Evidence of examination of skill competency
- Ongoing agreement to the CAPS consultant code of conduct

Re-certification Fees

These Fees are payable every 3rd anniversary of initial certification and each subsequent re-certification. The Re-certification Fee includes the Annual Certification Fee

Ongoing Requirements

Applicants shall participate in yearly refresher training, retraining and revision according to updates in CAPS, and must complete at least one CAPS recognised management system development project a year (See Annex B).

Annex A: CAPS Recognised fields of study and competency-based training courses

Formal Qualification	Bachelor of Science Degree or equivalent <ul style="list-style-type: none"> • Food Science • Nutrition • Biology • Chemistry • Microbiology • Biotechnology • Agricultural science • Environmental Health/Science • Quality Management
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	Training / Course	Recognised providers
Knowledge	CAPS Auditor	Delivered by Purity-IQ
	Lead Auditor	Delivered by a provider that is accredited to either: TPECS RTP RTO IACET or equivalent
	HACCP Training <i>(Minimum 2 days)</i>	(1) HACCP delivered by a provider that is accredited to either: TPECS RTP RTO IACET or equivalent (2) International HACCP Alliance (3) FSPCA PCQI/FSMA

	Management Systems <i>(Minimum 2 days)</i>	ISO 22000 FSSC 22000 BRCGS Food 8 SQF Food Manufacturing GlobalGAP CanadaGAP
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Annex B: CAPS Recognised Management Systems

Audit Log	Agri-food based ISO Standards Agri-food based GFSI recognised certification programmes ISO 9001 ISO 31000 ISO 19600
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Annex C: CAPS Recognised Auditor and Consultant Certification Provider

Provider	Recognised Scheme	Grade
Exemplar Global	<ul style="list-style-type: none"> ● Food Safety ● Quality ● Management systems ● Compliance ● Risk Manager 	Auditor Lead Auditor Consultant
IRCA	<ul style="list-style-type: none"> ● Food Safety ● Quality ● Pharmaceutical 	Auditor Lead Auditor Consultant
BRCGS	Global Standard for Food Safety Issue 8	Auditor Consultant
SQF	SQF Food Safety Code for primary production v8 SQF Food Safety Code for Manufacturing Dietary Supplements	Auditor Consultant
CanadaGAP	Standard CanadaGAP Version 9	Auditor Consultant
GlobalGAP	GLOBALG.A.P	Auditor Consultant
IFS	IFS Food Version 6.1	Auditor Consultant
FSSC 22000	FSSC 22000 Version 5.1	Auditor Consultant
Freshcare	Freshcare Food Safety & Quality Standard – Edition 4.1	Auditor Consultant
primusGFS	PrimusGFS Standard Version 3.1	Auditor Consultant
AsiaGAP	ASIAGAP Control Points and Compliance Criteria for Farms Fruits and Vegetables Version 2 Tea Version 2, Grains Version 2	Auditor Consultant

Annex D: Accredited Certification Body

Accredited Certification Body - (i.e., organisation accredited to ISO 17065 or ISO 17021 by an accreditation body recognised under Multilateral Recognition Arrangement (MLA) signatory with the International Accreditation Forum)