

<b>CERTIFICATION REGULATION</b>	
<b>CRITERIA FOR THE CERTIFICATION OF FSMS - WINE EXPERT PROFESSIONALS</b>	
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**CERTIFICATION REGULATION OF  
STAREGISTER FSMS - WINE EXPERT PROFESSIONALS**



**STAREGISTER**

E-mail: [info@staregister.org](mailto:info@staregister.org), Web: [www.staregister.org](http://www.staregister.org)

<b>Issued by:</b> Technical Committee	<b>Approved by:</b> Certification Manager
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## **1 SCOPE**

The certification scheme of STAREGISTER FSMS - Wine Expert Professionals is intended for:

- a) Professionals working or wishing to work in the wine industry sector in managerial positions,
- b) Professionals in HORECA (Hotel – Restaurant – Café) sector that are working or wishing to work as a Sommelier or Expert Sommelier or F&B Managers.
- c) Friends of wine that want to test and/or prove their knowledge on wines.

Within this document, applicants and certified FSMS - Wine Expert Professionals of STAREGISTER will find instructions and information about:

- a) the application and the certification process (Clauses 4 & 6),
- b) the criteria governing the certification of new applicants (Clause 3),
- c) the criteria governing renewal of certification of existing STAREGISTER certified FSMS – Wine Expert Professionals, including requirements for Continuing Professional Improvement – CPI (Clause 9),
- d) types of audits acceptable for certification (§3.6.6),
- e) fees for the certification of FSMS - Wine Expert Professionals (Clause 10 & F.2001-2),
- f) the STAREGISTER Code of Conduct (§ 7.2).

STAREGISTER provides professional certification services, without any confinements or restrictions, to all applicants who satisfy the specific requirements and certification criteria.

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## **2 INTRODUCTION**

### **2.1 Stages of Professional FSMS – Wine Experts certified by STAREGISTER**

2.1.1 The criteria described in this document are intended for the certification of Professional Wine Experts.

Offering the following professional designations:

<b>FSMS Wine Experts</b>
CCWE™ – Certified Connoisseur Wine Expert
CPWE™ – Certified Pro Wine Expert
CS™ – Certified Sommelier
CWE™ – Certified Wine Expert
CES™ – Certified Expert Sommelier

According to the following certification grades:

1st grade: Connoisseurs

2nd grade: a) Pro Wine Expert, b) Sommelier

3rd grade: a) Wine Expert, b) Expert Sommelier

Note: STAREGISTER certification programs are not intended for use as mandatory employment requirement.

### **2.2 Definitions**

For the purpose of these criteria, the following definitions apply:

**FOOD SAFETY MANAGEMENT SYSTEM (fsMS):** A System to establish policy and objectives for achieving food safety.

**COMPLETE MS AUDIT:** An audit covering the entire audit process as described in ISO 19011 and including all aspects of applicable MS standard.

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**SPONSOR:** Persons of good character who through, acquaintance with the applicant on a professional basis, are able to attest to the applicant's personal attributes and experience.

**DOCUMENTATION REVIEW:** The evaluation by the STAREGISTER, of documentary evidence submitted by the applicant in support of his application.

**VERIFICATION:** the on-site evaluation by STAREGISTER, of the ability of the applicant to perform, in accordance to the requirements of this document.

**VERIFICATION AUDITOR:** A person who is authorized by STAREGISTER to evaluate the ability of applicants for their certification as STAREGISTER FSMS – Wine Experts.

**HO.RE.CA:** It is the part of the food sector that is related to Hotels, Restaurants or Catering Services.

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### 3 GENERAL REQUIREMENTS FROM APPLICANT

The requirements of this section apply to all STAREGISTER FSMS Wine Expert grades are presented in the following table.

	Connoisseur	Pro Wine Expert	Sommelier	Wine Expert	Expert Sommelier
<b>Personal Attributes</b>	No	No	Yes (1)	No	Yes (1)
<b>Professional Experience</b>	N/A	N/A	N/A	3 years (2)	3 years (2)
<b>Related work Experience</b>	N/A	N/A	N/A	1 year (2)	1 year (2)
<b>Professional Training</b>	20 hours - optional (3)	72 hours (3)	72 hours (3)	60 hours (3)	60 hours (3)
<b>Pre-requisites</b>	N/A	Connoisseur Cetification	Connoisseur Cetification	Pro Wine Expert Certification	Sommelier Certification

NOTES:

- (1) See clauses 3.1
- (2) See clauses 3.4
- (3) See clause 3.5

In addition, applicants shall comply with the related requirements per grade described in paragraphs 3.1 to 3.5 in order to be eligible for certification.

#### 3.1 Personal Attributes

Applicants for certification shall be able to demonstrate the personal attributes necessary for effective and efficient performance as a FSMS - Wine Expert Professional.

Personal Attributes are tested through STAREGISTER psychometric exams. Psychometric Exams have two levels depending on their difficulty: 1<sup>st</sup> level – Entry Level and 2<sup>nd</sup> level – Manager Level.

The Sommelier grade requires the successful completion of the psychometric exam – 1<sup>st</sup> Level while the Expert Sommelier grade requires the successful completion of the psychometric exam - 2<sup>nd</sup> Level.

Note: Connoisseurs, Pro Wine Expert and Wine Expert grades do not require a psychometric exam.

The examination process and requirements are defined by STAREGISTER Personal Attributes Manual.

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### **3.2 Skills and Knowledge**

- 3.2.1 Applicants shall, through training, work experience and specialised work experience, be able to demonstrate a satisfactory level of competence in part or all of the following areas, depending on the grade:
- a) Theoretical knowledge about wines,
  - b) Theoretical knowledge about wine business procedures and processes (e.g. sales, marketing),
  - c) Practical knowledge (e.g. wine tasting, wine serving e.t.c).

### **3.3 Education**

- 3.3.1 No special education requirements are set for any grade.

### **3.4 Work experience – Experience in related sectors**

- 3.4.1 Applicants for the grades of Wine Expert and Expert Sommelier shall provide evidence of at least 3 years full-time work experience (or part time work that totals 3 years) from which 1 year should be in a related technical, professional or management position (sector related – see 3.4.2 and 3.4.3 below).
- 3.4.2 For applicants in the Wine Expert grade, sector related experience may include among others, work experience in liquor stores, import companies, distribution companies, training organizations, wine/HO.RE.CA magazines and wine industry.
- 3.4.3 For applicants in the Expert Sommelier grade, the minimum 3 years full-time work experience (or part time work that totals 3 years) that is required must be in the HO.RE.CA sector. The 1 year specialised sector related experience that is required may include among others, work experience as a Sommelier or Assistant Sommelier or specialised wine waiter / waitress in a Hotel, Restaurant or other Catering organizations.
- 3.4.4 The experience required may be concurrent with work experience, but must have been achieved in the last 6 years prior to initial certification by STAREGISTER.

### **3.5 Formal Training - Examination**

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- 3.5.1 Applicants should have successfully completed (through the successful completion of an approved examination), a certified by STAREGISTER FSMS – Wine Expert training course, with a duration that is different for every grade, provided by an approved by STAREGISTER training course provider.
- 3.5.2 Alternatively, applicants may have successfully complete a FSMS – Wine Expert training course, certified by another personnel certification body, member of IPCA, which is recognized by STAREGISTER (See Appendix II for acceptable certification bodies of training courses, members of IPC).
- 3.5.3 In any of the above cases, applicants should have successfully passed STAREGISTER approved examinations for each grade. Examinations may include multiple choice questions, short answer questions, practical examination (pass or fail) and other related exam methods. In the case of time measurement examination, the STAREGISTER approved examination centre shall have the proper measurement equipment available.
- 3.5.4 This training should have taken place within the last 3 years prior to the application for any FSMS – Wine Expert Grades. Formal training conducted prior to this period may be accepted if the applicant is able to demonstrate appropriate experience.
- 3.5.5 Applicants are advised to conduct STAREGISTER or refer to the STAREGISTER website ([www.staregister.org](http://www.staregister.org)) for a current listing of all STAREGISTER approved training organizations offering STAREGISTER certified FSMS – Wine Expert training courses and exams.
- 3.5.6 If a person, fails to succeed in one of STAREGISTER required examinations, he/she can retake the examination whenever they feel ready. He/she shall be examined on the same issues but on a different test set (different questions).
- 3.5.7 More specifically, for the grade of Connoisseurs, it is advised and not mandatory, that the applicant successfully completes a minimum 20 hour training course, that will include the following themes:
- a) Introduction to wine
  - b) Wine tasting (at least 1 hour practice)
  - c) Important wine varieties (at least 1 hour practice)
  - d) Wine Geography (at least 1 hour practice)
  - e) Food & Wine combination
  - f) Wine service
  - g) Wine safety management (Haccp Principles)
  - h) International terminology



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*Examination Method:* For this grade a STAREGISTER approved written examination shall include questions covering all themes (topics) mentioned above. The examination does not require special practical examination, with the presence of an assessor.

3.5.8 For the grade of Pro Wine Expert, it is required that the applicant has successfully completed a 72 hour (minimum duration) training course that will include (besides the themes mentioned in the 3.5.5) the following themes:

- a) Marketing Principles
- b) Sales Techniques
- c) Presentation Techniques

In this grade, all themes covered in the connoisseurs grade proposed training course, should be further analyzed (especially the Introduction to wine, Wine geography, Wine tasting, Food & Wine combination and Important Wine varieties themes).

*Examination Method:* The STAREGISTER approved examination for this grade shall cover all themes mentioned in the training course (as described above) and shall include written examination for both theory and practical issues. It is also required for this grade, that the examination tests the skills required (e.g. identifying aromas, pH Value, alcohol percentage, tanines, type of wine, Colour e.t.c). These characteristics should be identified using standard solutions, well established wine types, common wine labels, wine producers' analysis e.t.c).

3.5.9 For the grade of Sommelier, it is required that the applicant has successfully completed a 72 hour (minimum duration) training course that will include (besides the themes mentioned in the 3.5.5) the following themes:

- a) Service (restaurant, bar e.t.c)
- b) Essences
- c) Other Beverages (e.g. coffee, tea, water)
- d) Liquor store management, wine lists, pricelists.

In this grade, all themes covered in the connoisseurs grade proposed training course, should be further analyzed (especially the Introduction to wine, Wine geography, Wine tasting, Food & Wine combination and Important Wine varieties themes) and examined.

*Examination Method:* The STAREGISTER approved examination for this grade shall cover all themes mentioned in the training course (as described above) and shall include written examination for both theory and practical issues. It is also required for this grade, that the examination tests the skills required (e.g. identifying aromas, pH Value, alcohol percentage, tanines, type of wine, Colour e.t.c). These characteristics should be identified using standard solutions, well established wine types, common wine labels,

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wine producers' analysis e.t.c). Furthermore, the P101 STAREGISTER Psychometric Examination (Entry level) must be successfully passed by the applicant.

3.5.10 For the grade of Wine Expert, it is required that the applicant has successfully completed a 60 hour (minimum duration) training course that will include (besides the themes mentioned in the 3.5.6) a further deepening on the following themes:

- a) Wine tasting (at least 3 hours practice)
- b) Food & Wine combination
- c) Business / Strategy issues (marketing, sales e.t.c.)
- d) Wine Geography (at least 15 hours practice, with special attention to French, Italian, New World, Spanish, Portuguese, Austrian and German wines).

*Examination Method:* The applicant must successfully pass a written examination which will include questions from all themes mentioned above for this grade. It is also required for this grade, that the examination, tests the skills required for this grade (e.g. identifying aromas, pH Value, alcohol percentage, tanines, type of wine, Colour e.t.c). These characteristics should be identified using standard solutions, well established wine types, common wine labels, wine producers' analysis e.t.c).

3.5.11 For the grade of Expert Sommelier, it is required that the applicant has successfully completed a 60 hour (minimum duration) training course that will include (besides the themes mentioned in the 3.5.7) a further deepening on the following themes:

- a) Wine tasting (at least 3 hours practice)
- b) Food & Wine combination
- c) Service (includes practice)
- d) Wine Geography (at least 15 hours practice, with special attention to French, Italian, New World, Spanish, Portuguese, Austrian and German wines).

*Examination Method:* The applicant must successfully pass a written examination which will include questions from all themes mentioned above for this grade. It is also required for this grade, that the examination, tests the skills required for this grade (e.g. identifying aromas, pH Value, alcohol percentage, tanines, type of wine, Colour e.t.c). These characteristics should be identified using standard solutions, well established wine types, common wine labels, wine producers' analysis e.t.c). Furthermore, the P102 STAREGISTER Psychometric Examination (Manager's level) must be successfully passed by the applicant.

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## 4 APPLICATION

### 4.1 Submission of application

4.1.1 An application pack, with all necessary information can be obtained free of charge, from the Secretariat of STAREGISTER, following the applicants expression of interest. Alternatively, all documentation required to submit an application is available to be downloaded from the STAREGISTER website ([www.staregister.org](http://www.staregister.org)).

This pack includes:

- a) an application form (F.2001-1),
- b) a “record of Continuous Professional Improvement” form (F.2001-2),
- c) an information document describing STAREGISTER requirements for certification of FSMS – Wine Experts (F.2001-4),
- d) annual pricelist for the certification of FSMS – Wine Experts (F.2001-3), and

4.1.2 In order to apply for certification, all required forms, related material and payment of the application fee should be forwarded to STAREGISTER secretariat.

Address of STAREGISTER Hellas is:

STAREGISTER

13 V. Olgas Street, Ano Glyfada

Athens, Area Code 165 61

Tel : (+30) 210 77.99.707, Fax: (+30) 210 77.99.065

Email: [info@staregister.org](mailto:info@staregister.org), Internet: [www.staregister.org](http://www.staregister.org)

4.1.3 Please note at the application stage, the initial certification fee must be submitted. No application will be processed without verification of initial certification fee payment.

4.1.4 Applicants are strongly advised to submit all the required information, and to take care that all details are clear and correct.

4.1.5 All communication and correspondence in support of the application must be in the Greek or in the English language. In any other case, submitted documents should be accompanied by certified translations of the originals.

4.1.6 Any claim for qualification shall be supported by documentary evidence. An example of acceptable evidence would be a good quality photocopy of the original certificate, indicating the awarding body, the title and date of the award and the name of the awarded person. If any of this information is not available or is not clear, the applicant will be required to supply additional supporting evidence. The same applies if a copy of the certificate is not available, for example if it has been lost or destroyed. Acceptable evidence would include an official letter from the

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awarding body confirming the award. A transcript (i.e. an official, detailed account of the course content) of an award would also be acceptable evidence if it clearly states the date and title of the award. If no documentary evidence can be supplied by the awarding body, the qualification will not be accepted for certification purposes.

**Note:** For the certification fees see clause 10 of this document and the annual fee catalogue of STAREGISTER (form F.2001-2).

## 4.2 Sponsors / Recommendations

4.2.1 For initial certification each applicant can be recommended either by his current employer or by other persons who keep a business relationship with the applicant.

4.2.2 Sponsors shall have direct experience and/or personal knowledge of the applicant relating to those elements of the application for which they have attested.

4.2.3 Proof of recommendation is provided by the sponsors' signature in the appropriate location on the application form (form F.2001-1).

4.2.4 Should the sponsors pay for the certification fee of the applicant, they will be eligible to withdraw their sponsorship, resulting in the withdrawal of the certification of the professional. In order this to take place, sponsors must send a signed and sealed letter informing STAREGISTER about their intention to activate this option in the future. This letter of intention should be sent to STAREGISTER Secretariat along with the application or the payment of the certification fees.

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## 5 EVALUATION OF APPLICATION

### 5.1 General

- 5.1.1 The evaluation process is described in the following flowchart and includes a review of documentation which is submitted by the applicant in support of his application (see §5.2).
- 5.1.2 This review is intended to determine the applicant's conformance with STAREGISTER requirements on formal training, work experience, and applicant's competence through verification by a verification auditor.
- 5.1.3 All information contained in applications is treated as confidential, except where the applicant has agreed for specific information release, for example, the information contained in the Registry of Certified Professionals.
- 5.1.4 Duration of processing of the application usually is four weeks. However, the processing time depends significantly on the time required to verify the accuracy of information submitted within the application.
- 5.1.5 Examination of knowledge for all STAREGISTER FSMS – Wine Experts certification programs is performed according to applicable STAREGISTER specifications and guidelines:

5.1.5.1 Staregister Regulation R 1000 *“Criteria for the Certification of training programmes”*

The examination process and requirements are finalized by each relevant Technical Committee according to STAREGISTER New Schemes Validation Manual.

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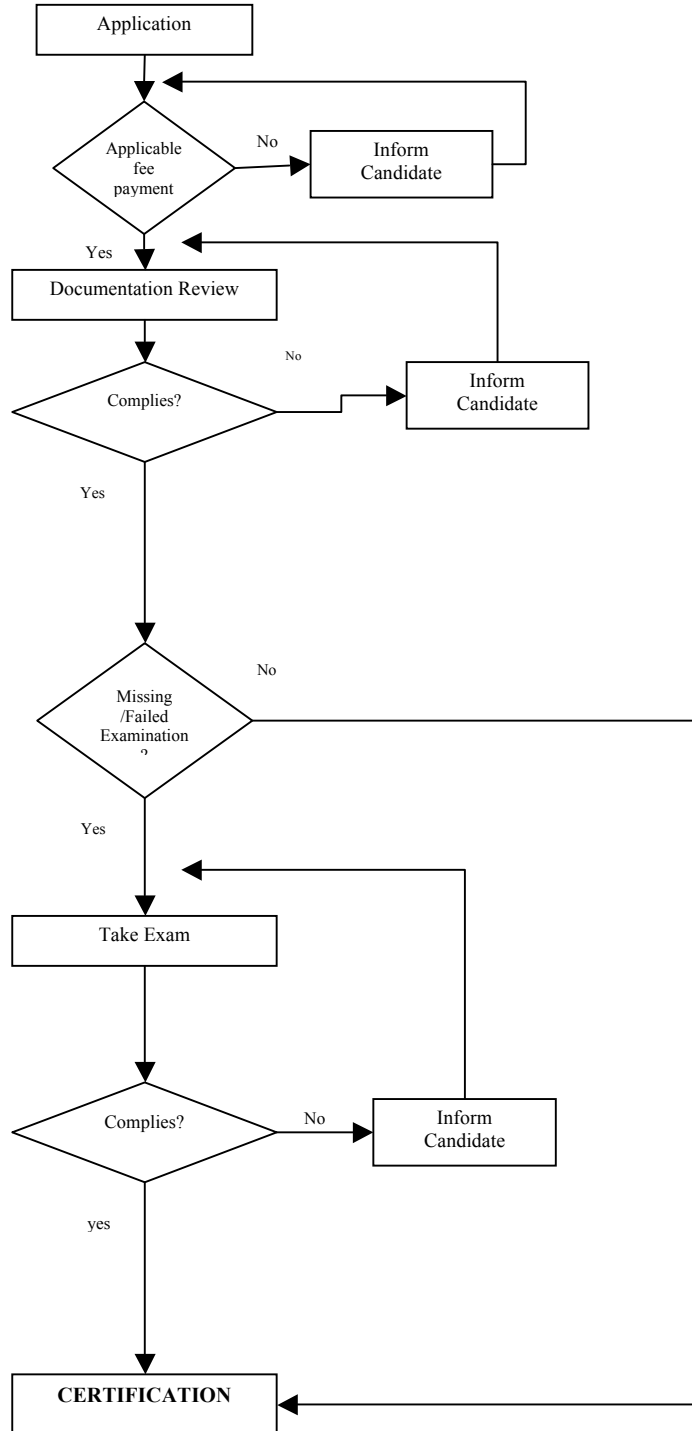
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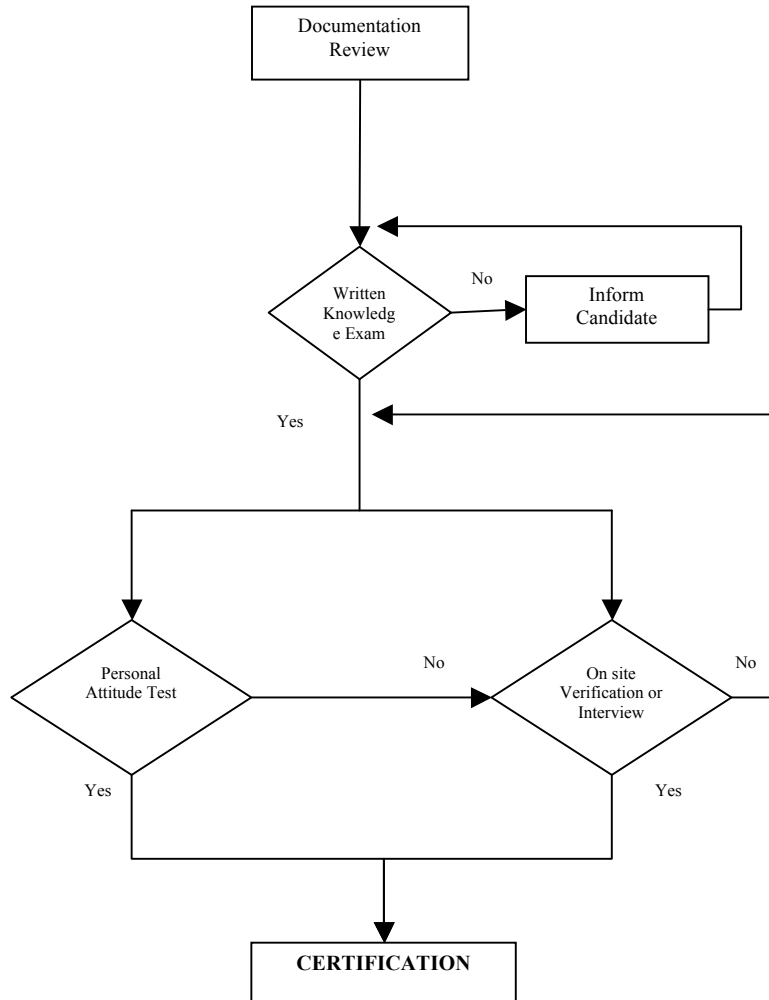
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## 5.2 Documentation Review

5.2.1 This section describes the process used by STAREGISTER for conducting documentation review of applications and the roles/responsibilities of the personnel involved in this process.

### 5.2.2 Documentation review process

5.2.2.1 All applications are initially checked by the Certification Secretariat of STAREGISTER in order to verify the completeness and accuracy of the information provided within the application. Afterwards, the folder is forwarded to the verification auditor of STAREGISTER, who conducts the documentation review.

5.2.2.2 The verification auditor confirms that each applicant satisfies STAREGISTER requirements as detailed in section 3 of this present regulation. All verification auditor comments are filed in the folder of each applicant.

### 5.2.3 Verification Personnel

5.2.3.1 Evaluation of applications for certification is conducted by persons who are free from bias and vested interest and have the capability to perform an impartial and objective evaluation. Evaluation personnel may be either employees or contractors of STAREGISTER.

5.2.3.2 STAREGISTER ensures that all verification auditors are suitably qualified persons who have received the necessary training to enable them to make reasoned judgments regarding the applicant's conformance with STAREGISTER requirements for qualifications and experience.

5.2.3.3 The verification auditors evaluate the information submitted against the certification criteria and perform verification of some or all of this information. At the conclusion of the evaluation, the verification auditors prepare a written recommendation for certification or not, to the Certification Manager.

5.2.3.4 STAREGISTER considers verification as an essential element supporting the overall credibility of the certification process. Consequently, great care is taken by the STAREGISTER verification auditors in reviewing and verifying applications against all aspects of the certification criteria. However, unusual educational qualifications, employers who are delaying to provide verification information and applicants that are not helpful will inevitably delay the process.

5.2.3.5 For the Verification of the education and training documentation STAREGISTER requires the submission of:



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- a) photocopies of the above documentation (certificates, diplomas, etc),  
or
- b) a letter from the qualifying authority confirming that the certificate/diploma was granted.

5.2.3.6 STAREGISTER may obtain information from any of the following reference sources:

- a) applicants management,
- b) applicants customers,
- c) the applicant's employer and/or sponsor,
- d) educational and training institutions.

5.2.3.7 STAREGISTER verifies that reference sources are appropriate to ensure the accuracy of the evidence submitted by the applicant.

5.2.3.8 Telephone interviews or other appropriate means may be used as part of the evaluation of each application. For each initial application, re-certification or upgrade, the accuracy of the following information submitted shall be verified through the documentary review:

- a) FSMS – Wine Experts experience (if applicable),
- b) Work experience, including:
  - b1) the nature of the business of the organization,
  - b2) the dates of commencement and termination of employments,  
and
  - b3) the applicants responsibilities during employment.

### **5.3 Responsibilities, Selection and Monitoring of Verification Auditors**

5.3.1 This clause describes the responsibilities, selection criteria and performance monitoring of verification auditors.

5.3.2 Objectives of Verification

5.3.2.1 The objectives of verification are:

- a) to verify an applicant's competence in accordance with applicable requirements,
- b) to verify that the applicant demonstrates the required personal attributes.

5.3.3 Responsibilities of the STAREGISTER regarding the allocation of Verification Auditors

5.3.3.1 STAREGISTER:

- a) selects Verification Auditors in accordance to procedure P.035, and

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b) maintains records of Verification Auditor reports.

5.3.3.2 In order to provide an accurate evaluation of the competence of the applicant, STAREGISTER, during the allocation of Verification Auditors, assures that they:

a) are performing in an ethical manner, and

b) are objective and impartial in their verification.

#### 5.3.4 Selection Criteria for Verification Auditors

5.3.4.1 Persons who can demonstrate a broad range of auditing experience may submit application as STAREGISTER Verification auditors. The required information is presented at the relative application (see P.035 & F.035-1).

5.3.4.2 Verification auditors are able to evaluate the verification objectives which described in paragraph 5.3.2.

5.3.4.3 Verification Auditors are required to understand STAREGISTER criteria for certification, including their role as a verification auditor. This may be demonstrated though:

a) compliance according paragraph 5.3 or STAREGISTER procedures that require objective evidence of understanding of STAREGISTER criteria for certification, and

b) training in STAREGISTER criteria and procedures.

#### 5.3.5 Role of STAREGISTER in the selection of Verification Auditors.

5.3.5.1 The Certification Manager of STAREGISTER with the assistance of the Quality Manager approves the selection of each Verification Auditor.

5.3.5.2 STAREGISTER:

a) evaluates the acceptability of person selected as Verification Auditor in accordance with this document,

b) conducts a review at least every year to assure itself that each Verification Auditor continues to keep up to date the requirements of a Verification Auditor as these are determined in this document,

c) recognizes as Verification Auditors only persons for whom there is confidence is satisfied that they carry out the role and responsibilities of a verification auditor in a satisfactory manner.

## 5.4 Verification Process

If the candidate for an auditing grade refuses to take the Personal Attributes test, or he/she fails it (Red zone categorization) then an interview should be performed.

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### 5.4.1 Interview

If an interview of the candidate is required, then a Report of Verification Process/Interview should be prepared.

5.4.1.1 The report on the applicant's competence which is prepared by the person taking the interview, indicates the aspects of the skills and knowledge assessed. The report includes detailed comments on the applicant's ability in the following areas for each issue interviewed as applicable:

- a) maintain ethical behavior,
- b) effective communication in the language applied either directly or through an interpreter and/or technical experts,
- c) performance on the job,
- d) maintain flexible but focused attitude during the interview,

See F.2001-5 form for analytical explanation of the above items.

### 5.5 Interview Process

5.5.1 STAREGISTER determines if an applicant has to be interviewed. If the candidate for the Sommelier or Expert Sommelier grade refuses to take the Personal Attributes test (Psychometrics), or he/she fails it (Red zone) an interview may be required.

An interview may also be required if the process of verification of the information provided within the application does not fully confirm its accuracy, or if the educational level of the applicant does not meet the requirements of Section 3 "General requirements from applicant" of this document, or for any other reason related to FSMS – Wine Expert certification criteria.

5.5.2 STAREGISTER applies documented procedures for the selection and training of interviewers and for the conduct of the interviews. The interview (which is conducted based on the procedure P.045) includes:

- a) selection of the interviewers,
- b) timing, place and duration of the interview,
- c) list of questions for the interview,
- d) process of reporting the outcome of the interview and advising the interviewee of the result,
- e) methodology for the determination of the necessary subjects of questionnaire,
- f) objections process for persons interviewed.

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## 6 CERTIFICATION

### 6.1 Certification Manager

6.1.1 The final decision on certification is taken by the Certification Manager. This process is performed independently of the evaluation process which is described in the above paragraphs.

6.1.2 The Certification Manager prepares a formal letter for each applicant who has succeeded in the evaluation. This letter will be accompanied by information regarding the annual certification fee.

**Note:** For the certification fees see clause 10 of this document and the annual fee catalogue of STAREGISTER (form F.2001-3).

### 6.2 Certificates and Identification Cards

6.2.1 A Certification Card will be issued following the initial award of certification and reissued annually thereafter following payment of the certification fee and compliance with all stated criteria. Cards issued to certify FSMS – Wine Expert Professionals are only valid for one year from date of issue.

6.2.2 The certification card is the primary evidence of certification and should be presented upon request. The certification card remains the property of STAREGISTER and must be returned upon request.

6.2.3 If the applicant wishes the issue of a certificate he will be burdened with a fee as determined in form F.2001-2 pricelist. This certificate should not be used as proof of certification, if it is not accompanied by a valid certification card.

6.2.4 Certificates identification cards state:

- a) Auditor's name.
- b) Certification expiration date.
- c) Certification code.
- d) Certification grade.
- e) Name / logo of STAREGISTER.
- f) Certification date.

6.2.5 Details concerning certified professionals are entered into the registry of certified professionals.

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6.2.6 STAREGISTER systematical updates the electronic records of its registry and prints these upon request. A charge may be applied according to the size and complexity of the registry ordered.

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## **7 OBLIGATIONS OF CERTIFIED FSMS – WINE EXPERT PROFESSIONALS**

### **7.1 Complaints against Certified FSMS – Wine Expert Professionals**

7.1.1 Applicants for initial certification and recertification as FSMS Wine Expert Professionals shall sign the application form (F.2001-1), stating compliance to the following:

- a) Maintenance and compliance with the STAREGISTER Code of Conduct (see § 7.2).
- b) Maintenance of a log with all complains concerning their professional conduct. The renewal of certification will take into consideration the nature of expressed complains.

### **7.2 STAREGISTER Code of Conduct**

7.2.1 All STAREGISTER certified FSMS Wine Expert Professionals are obliged to improve the standing of their profession by rigorously observing the following Code of Conduct. Failure to do so may result in suspension or withdrawal of certification. STAREGISTER certified FSMS Wine Expert Professionals undertaken:

- a) To act professionally, accurately and in an unbiased manner.
- b) To strive to increase the competence and prestige of their profession.
- c) To assist those under their supervision in developing their management, and professional skills.
- d) Do not undertake work they are not competent to perform.
- e) Do not represent conflicting or competing interests and do not disclose to any customer or employer any relationships that may influence their judgment.
- f) Do not discuss or disclose any information relating to their projects unless required by law or authorized in writing by their customers and/or employees.
- g) Do not accept any commission, gift or any other benefit from customer organizations, their employees or any interested party or knowingly allow colleagues to do so.
- h) Do not intentionally communicate false or misleading information that may compromise the integrity of their work,
- i) Do not act in any way that would prejudice the reputation of their professional certification or the certification process, and
- j) To co-operate fully with any inquiry in the event of any alleged breach of this code.

7.2.2 Nonconformity of STAREGISTER certified FSMS Wine Expert Professionals with this Code is evaluated by STAREGISTER Executive Council after suggestion of the Certification Manager. The decision of Executive Council is final.

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### **7.3 Complaints and Objections**

7.3.1 STAREGISTER certified FSMS Wine Expert Professionals and applicants for certification have the right to object to any decision taken by STAREGISTER. STAREGISTER has a documented procedure for the consideration of complains and objections against its certification, re-certification and decisions concerning the withdrawal of certification.

7.3.2 Similarly, complaints made by STAREGISTER certified FSMS Wine Expert Professionals against STAREGISTER, or against other certified professionals, by a customer or other PCB or by a certified course provider, will be considered accordingly to established STAREGISTER procedures.

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## **8 USE OF CERTIFICATION CREDENTIALS / WITHDRAWAL OF CERTIFICATE**

### **8.1 Use of Certificate**

STAREGISTER applies a documented procedure for the right usage of certificates P.085.

### **8.2 Cancellation and withdrawal of Certificates**

8.2.1 STAREGISTER applies a documented procedure for the cancellation of certification and the withdrawal of certificates.

8.2.2 STAREGISTER retains the right to withdraw certificates of certified FSMS Wine Expert Professionals who do not continue to comply with certification criteria.

8.2.3 Similarly, STAREGISTER retains the right to undertake action against the certification of certified FSMS Wine Expert Professionals who are found to have acted contrary to the STAREGISTER Code of Conduct. Options include suspension of certification and in instances of serious or sustained non conformities, withdrawal of certification.

8.2.4 Notices of withdrawal of certification are published by the STAREGISTER in the relevant registry.



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## 9 MAINTENANCE CERTIFICATION

### 9.1 Maintenance of Certification

9.1.1 All STAREGISTER certified FSMS Wine Expert Professionals are periodically recertified. The period between initial certification and recertification is 3 years. Each applicant for re-certification shall maintain a log on which shall be recorded details of each related job or activity undertaken and details of professional development undertaken.

9.1.2 During the certification period, at the end of the first year, certification may be maintained by payment of the annual fee and by compliance with the STAREGISTER Code of Conduct.

**Note:** After his registration, each STAREGISTER certified FSMS Wine Expert Professionals shall be submitted in one recertification exam in every 3 year period.

9.1.3 For renewal of certification, the Continuous Professional Improvement (CPI)/training log (F.2001-2) is required to be submitted to STAREGISTER at the end of the certification period, i.e. at the end of the third complete year following initial or previous renewal of certification. STAREGISTER certified FSMS Wine Expert Professionals are advised not to submit this information until requested by letter to do so by STAREGISTER.

9.1.4 The grade of Connoisseurs may be maintained indefinitely on satisfactory demonstration of compliance with paragraphs 3.4-3.5 of this document.

9.1.5 For STAREGISTER Pro Wine Expert.

9.1.5.1 For the recertification period (3 years), STAREGISTER Pro Wine Experts shall submit documentary evidence, which according to the following table (Table 1) should amount at least 10 points. Points cannot be gathered using only one method for gathering points.

9.1.5.2 Points should be reasonably distributed with the 3 year re-certification period.

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	Method	Points per method (max possible points)
1	Participating / visiting related exhibitions	1 (max 6)
2	Writing related articles in newspapers, magazines e.t.c	2 (max 8)
3	Participating in Specialized Related Seminars	1 for every 8 hours of training (max 9)
4	Teaching in Specialized related Seminars	3 for every seminar (max 9)
5	Participating in organised wine tasting events.	2 (max 6)
6	Visiting wineries	1 (max 5)
7	Participating in related contests as a judge	3 (max 9)
8	Participating in related contests as a Sommelier (contestant)	3 (max 9)
9	Professional experience in a related to the grade sector	5 per year (max 15)

**Table 1. Continuous Professional Improvement Point System (CPI Point System)**

9.1.6 For STAREGISTER Sommelier:

9.1.6.1 For the recertification period (3 years), STAREGISTER Sommeliers shall submit documentary evidence, which according to Table 1, should amount at least 10 points. Points cannot be gathered using only one method for gathering points.

9.1.6.2 Points should be reasonably distributed with the 3 year re-certification period.

9.1.7 For STAREGISTER Wine Expert.

9.1.7.1 For the recertification period (3 years), STAREGISTER Wine Experts shall submit documentary evidence, which according to Table 1, should amount at least 20 points. Points cannot be gathered using only one method for gathering points.

9.1.7.2 Points should be reasonably distributed with the 3 year re-certification period.

9.1.8 For STAREGISTER Expert Sommelier.

9.1.8.1 For the recertification period (3 years), STAREGISTER Expert Sommelier shall submit documentary evidence, which according to Table 1, should amount at least 20 points. Points cannot be gathered using only one method for gathering points.

9.1.8.2 Points should be reasonably distributed with the 3 year re-certification period.

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### 9.1.9 Continuing Professional Improvement (CPI)

- 9.1.9.1 Each STAREGISTER FSMS Wine Expert Professional shall, for each certification period, undertake appropriate continuing professional development. Evidence of that professional development, shall be submitted as part of the application for re-certification (also see Appendix D).
- 9.1.9.2 The professional development records shall present the duration and type of activity undertaken and details of the provider of such activity.
- 9.1.9.3 For the selection of appropriate professional development, FSMS Wine Expert professionals should consider their personal strengths and weaknesses and identify areas for personal improvement. Professional development activities undertaken shall be related to principles and practices or improving professional methodologies.

### 9.1.10 Reducing the scope of certification

- 9.1.10.1 At the end of each certification cycle and if the certified professional cannot provide STAREGISTER with the required evidence for maintaining his grade, he is then offered a reduction to a lower grade, where all requirements are met.

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## **10 CERTIFICATION FEES**

Fees are set annually and apply for the calendar year (1 January – 31 December). Current fees are detailed on the fee schedule, F.2001-3, available from the STAREGISTER Secretariat or website.

### **10.1 Application fee**

All application fees are included in Initial certification fee.

### **10.2 Initial certification fee**

Applications received without this fee will not be processed. This fee covers the administration and initial certification costs. Applicants should note that this fee will not be refunded even if the application is rejected or the candidate fails examination.

### **10.3 Annual certification fee**

This fee is due on receipt dispatched at the end of each year, for the year following the initial certification.

### **10.4 Fee of application for upgrading**

10.4.1 This fee covers the administration costs which are required for the processing the application. It is due with the application for upgrading and is not refundable.

10.4.2 Upgrading applications can be evaluated at any time during the period a professional is certified.

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## 11 RECORDS

STAREGISTER maintains the necessary records to demonstrate conformance to the requirements of this regulation. These records are maintained for 10 years.

## 12 CONFIDENTIALITY

All information, correspondence and documentation submitted by applicants or by existing certified FSMS Wine Experts professionals in support of certification activities are considered as strictly confidential. However, STAREGISTER reserves the right to publish relevant details of each certified FSMS Wine Expert professionals in its registries.

All candidates, with the submission of their application, agree that all included information can be recorded in the electronic and/or written archive of STAREGISTER, according to the requirements of Hellenic Law 2472/97 regarding the protection of personal data.

## 13 SUGGESTED BIBLIOGRAPHY

The following books and/or articles are only indicative.

Τίτλος	Συγγραφέας	Εκδότης
<i>The Art and Science of Wine</i>	James Halliday / Hugh Johnson	Mitchell Beasley
<i>The Wine Experience</i>	Gerard Basset	KC
<i>The Oxford Companion to Wine</i>	Jancis Robinson	Oxford University Press
<i>The Complete Wine Course</i>	Tom Forest	Carltron
<i>Enjoy wine</i>	Chris Losh	
<i>The World Atlas of Wine</i>	Hugh Johnson / Jancis Robinson	Mitchell Beasley
<i>Wine by Style</i>	Fiona Beckett	Mitchell Beasley
<i>The Wines of Burgundy</i>	Sylvain Pitiot / Jean-Charles Servant	Puf
<i>Wines from France</i>		CBS Edition
<i>Wines of Italy</i>	Barton Anderson	Mitchell Beasley
<i>The New Spain</i>	John Radford	Mitchell Beasley
<i>The New World Wines</i>	Julie Arkell	Ward Lock

## 14 LEGAL STATUS

The certification of FSMS Wine Expert professionals by STAREGISTER and all activities associated with the administration of the registry is governed by the Hellenic Law and is subject to the exclusive jurisdiction of the Hellenic Courts.

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#### **14 HISTORY OF DOCUMENT**

R.2001 Version 1.1 Change in the numbering of related documents and addition of chapter 13

R.2001 Version 1.2 Added a phrase in Introduction section

R 2001 Version 1.3