



QACS International

SC-EMS

00/25-04-2019

Certification of person Scheme  
As per Clause 8 of ISO 17024:2012

For Certification for Auditor for EMS (ISO 14001:2015)

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| CI   |                          |   |
| 8.2a | Scope of certificate     | Lead Auditor/auditor for Environmental MANAGEMENT SYSTEM ISO 14001:2015   |
| 8.2b | job and task description | <p>Environmental Management system certification required impartial audit of client organisation. Hence each certification body required trained auditor who have adequate knowledge of standard.</p> <p>Based on their competence within Environmental management systems, the certified EMS Auditors are able to initiate, plan, execute and report first and second party audits within environment management in accordance with ISO 19011</p> <p>The auditing may required a mixer of auditors of different experience, the team leader should be competent as lead auditor and other member either lead auditor or only auditor.</p> <p>In case of audit by one auditor, the person should have competency of lead Auditor.</p> <p>ISO 17021-1 and ISO 17021-2, define the competency required for Lead auditor/ Auditor.</p> <p>The objective of QACS is to evaluate knowledge of the properly trained person based on written examination and personal evaluation thereby certify then as per competency.</p> <p>EMS Lead Auditors have the competence as management systems auditors and in addition are competent to lead an audit team of one or more additional auditors or technical experts. The lead auditors are able to initiate, plan, execute and report first, second and third party audits within environment management in accordance with ISO 19011 and ISO 17021 in the role as sole auditor, member of an audit team or as audit team leader.</p> |
| 8.2c | required competence      | <p>For certification to EMS lead auditor/Auditor will required competency as follows:</p> <ol style="list-style-type: none"><li>1. Education ( defined in 8.2e)</li><li>2. Training : not mandatory, but is recommended that candidate should get training from any training provider to gain the knowledge.</li></ol> <p>Training should have following features:</p> <ol style="list-style-type: none"><li>a. 4day 32 hours training for ISO 14001:2015, the training should be devided in two parts (2 days/16 hours for knowledge of standard and 2 days/16 hours for</li></ol>   |



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|       |  | <p>knowledge of auditing as per ISO 19001)</p> <p>b. 2 days/16 hours training for standard if candidate has already taken full lead auditor training of 4/5 days for any other standard.</p> <p>c. Declaration to have sufficient knowledge by self study.</p> <p>3. Work experience (Defined in 8.2e)</p> <p>4. Audit experience (For lead Auditor)</p>   |
| 8.2d  | abilities (when applicable)                                      | Ability to write and read documents in Local language/English.   |
| 8.2e  | prerequisites (when applicable)                                  | <p>Education:</p> <p>Applicant should have completed at least secondary education (typically all the years full time schooling prior to university entrance)</p> <p>Alternatively applicants may be considered for certification if they can document 10 years full time work experience and satisfy the QACS that they have achieved a satisfactory level of knowledge relevant to Management Systems auditing .</p> <p>Work Experience:</p> <p>Minimum Work experience of 5 Year for applicant having only secondary education. 4 year For applicant having post secondary education. 2 years for applicants completed graduation level.</p> <p>Out of this at least 2 years in the implementation, operation and/or auditing of management systems.</p> <p>Training: If candidates declaration that he has knowledge of ISO 19011 and ISO 14001: 2015 By training or self study.</p> <p>Audit experience: (acquired in last three years)</p> <p>Trainee auditor: No Audit experience.</p> <p>For Auditor: At least 20 man day audit days(Including onsite audit, preparation and Reporting) of which at least 8 man day should be spend onsite. Further should have attended at least 4 full audit as audit team member.</p> <p>For Lead Auditor: At least 3 complete audits in which candidate should be responsible for entire audit process.</p> |
| 8.2f  | code of conduct (when applicable)                                | The Person need to sign the code of conduct agreement with QACS. The code of conduct has been developed based on Clause 7 of ISO 17024 and ISO 19001   |
| 8.3 a | criteria for initial certification and recertification           | <p>Initial certification would be done based on information (education, training, skill &amp; work experience) provided and after achieving pass marks in examination.</p> <p>Yearly evaluation would be done based on the yearly achievement and enhanced work experience. This may result in improvement in grades (auditor/Lead auditor).</p> <p>Recertification would be done when there is revision in the standard for which a person has been certified.</p>  |
| 8.3 b | assessment methods for initial certification and recertification | <p>Assessment method:</p> <p>Initial certification</p>   |



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|       |   | <ol style="list-style-type: none"><li>1. Application along with documentary proof of basic information.</li><li>2. Signing of code of conduct agreement.</li><li>3. Trainer evaluation (evaluation by trainer who has provided training for relevant standard). If applicable</li><li>4. Review of application form for ability and prerequisite required for certification program. If case candidate do not full fill the ability and prerequisite for certification program the application is declined.</li><li>5 For eligible candidates exam is planned.</li><li>6. Examination (written/oral).</li><li>7. Declaration of results.</li><li>8. Award of certificate.</li></ol> <p>Note: Further evaluation of candidate based on technical clusters (EA Code or food subcategories) is not part of this certification scheme.</p> <p>Recertification:</p> <ol style="list-style-type: none"><li>1. Basic information.</li><li>2. Evidence of enhanced work experience.</li><li>3. Evidence of training for revised standard.</li><li>4. Written examination.</li><li>5. Signing of code of conduct agreement.</li></ol> |
| 8.3 c | surveillance methods and criteria (if applicable)     | <p>Surveillance methods and criteria:</p> <ol style="list-style-type: none"><li>1. Basic information.</li><li>2. Evidence of enhanced work experience.</li><li>3. If candidate required further evolution based on technical clusters (EA Code or Food sub categories) then again required to pass in examination so that certification for technical cluster can be given.</li><li>4. Signing of code of conduct agreement.</li></ol>   |
| 8.3 d | criteria for suspending and withdrawing certification | <p>Criteria for suspension:</p> <ol style="list-style-type: none"><li>1. Complaint of serious nature from interested parties, (User of services- Auditing agencies/ client of Audit agencies).</li><li>2. Complaint of unethical conduct.</li></ol> <p>QACS will ask for explanation from the person, and failing to give response or improper response will result in suspension.</p> <p>Criteria for withdrawal:</p> <ol style="list-style-type: none"><li>1. The QACS will form the investigation committee.</li><li>2. The investigation committee will collect the response as well as evidence from complainant and certified person.</li><li>3. If investigation committee will find the certified person guilty, will be given notice for withdrawal, and subsequently certificate would be withdrawn.</li></ol> <p>The certified person have right to appeal the decision of investigation committee.</p>   |



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| 8.3 e | criteria for changing the scope or level of certification (if applicable)   | During annual review / renewal of registration of certified person. Enhanced information would be evaluated and based on work experience/complaint the grade would be improved or downgraded. If required by interested parties and/or certified person. Examination would be conducted to approve them for specific technical sector/ categories/sub categories as relevant to respective standard.  |
| 8.4 a | the involvement of appropriate experts  | QACS has adequate technical expert of relevant management system having all stages of experience including consultancy and auditing for evaluation of certified person.   |
| 8.4 b | the use of an appropriate structure that fairly represents the interests of all parties significantly concerned, without any interest predominating | QACS is having one committee for maintaining impartiality which is represented by all interested parties like QACS, Training providers, Audit agencies and client of audit agencies.  |
| 8.4 c | the identification and alignment of prerequisites, if applicable, with the competence requirements  | Most of management system required minimum education, training and work experience for allocation of grades to auditors.  |
| 8.4 d | the identification and alignment of the assessment mechanisms with the competence requirements  | When any competency requirements have been changed. The certification Manager is responsible for preparing proposal for certification mechanism with revised competency requirement of such scheme. Certification manager will maintain a register which is revised with changes in competency requirement due to change in standard or IAF mandatory documents.  |
| 8.4 e | a job or practice analysis that is conducted and updated to   |   |
|       | identify the tasks for successful performance   | <ol style="list-style-type: none"> <li>1. Application</li> <li>2. Desk top review of submitted documents.</li> <li>3. Result of examination/personnel evaluation.</li> <li>4. Award of certificate.</li> </ol>  |
|       | identify the required competence for each task  | <ol style="list-style-type: none"> <li>1. Review of application and desk top review of documents. (reviewer should be lead auditor of relevant standard)</li> <li>2. Evaluation of Examination: Evaluator of examination should be lead auditor and approved to be competent as trainer for Environmental Management standard.</li> <li>3. Award of certificate: committee having knowledge of relevant management systems, accreditation standards and IAF Mandatory documents.</li> </ol> |
|       | identify prerequisites (if applicable)  | The Prerequisites have been defined in 8.2e and reviewed and confirmed in MRM.  |
|       | confirm the assessment mechanisms and examination content   | <p>Assessment shall be done in two parts:</p> <ol style="list-style-type: none"> <li>1. Review of documents.</li> <li>2. Examination. The examination would be divided in four parts. <ol style="list-style-type: none"> <li>a. Objective type questions.</li> </ol> </li> </ol>  |



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|     |  | <p>b. Written examination having objective and explanatory questions.</p> <p>c. Case studies (report writing Ability)</p> <p>d. Mock audits (Role play/Interview)</p> <p>e. Personal attributes based on Interview and oral examination</p>                       |
|     | identify the recertification requirements and interval   | The recertification would be required if and when there is revision in standard/ accreditation standard/ IAF MD for which person has been certified. He may be asked to take up further training and pass the examination.  |
| 8.5 | The certification body shall ensure that the certification scheme is reviewed and validated on an on-going, systematic basis.  | QACS conduct yearly management review, the chairman of impartiality committee would also be part of management review. One of the agenda point would be to review certification scheme based on revision in relevant standard/ feed back from Interested parties. |
| 8.6 | When the certification body is not the scheme owner of a certification scheme it implements, the certification body shall ensure that the requirements contained in this clause (Clause 8) are met | QACS is the owner of certification scheme hence is responsible for all requirement of ISO 17024 and specific requirements of AB.  |