

<p><b>Certification scheme</b>  <b>“Auditor QMS”</b></p>
<p><b>Grade: Lead Auditor, Auditor, Internal Auditor</b>  <i>English Version</i></p>

**Tabella Requirements Prima Certificazione**

Requirements	Grade Auditor		
	Lead Auditor	Auditor	Internal Auditor
Education	Secondary or higher education (minimum EQF 5)	Secondary or higher education (minimum EQF 5)	Secondary or higher education (minimum EQF 5)
Training	Training on ISO 9001 in current edition (at least 24 hours) Training on audit techniques according to ISO 19011 in current edition (at least 16 hours) the Standard UNI EN ISO 17021-1:2015 e IAF MD 5	Training on ISO 9001 in current edition (at least 24 hours) Training on audit techniques according to ISO 19011 in current edition (at least 16 hours) the Standard UNI EN ISO 17021-1:2015 e IAF MD 5	Training on ISO 9001 in current edition (at least 8 hours) Training on audit techniques according to ISO 19011 in current edition (at least 16 hours)
Work experience	5 years (4 years if holding a higher secondary education qualification) of which at least 2 years in the field QMS	4 years (3 years if holding a higher secondary education qualification) of which at least 2 years in the field QMS	2 years (1 year if in possession of a higher secondary education qualification)
Documented audit experience in the last three years	2 audits or more for a total of at least 5 days of auditing in the role of Auditor and 2 audits or more for a total of at least 5 audit days acting as Lead Auditor	2 audits or more for a total of at least 5 days of audits	2 audits or more for a total of at least 4 days of audits

### Table Requirements Annual retention

Requirements	Grade Auditor		
	Lead Auditor	Auditor	Internal Auditor
Professional ethics	Compliance with the Personnel Certification Regulations	Compliance with the Personnel Certification Regulations	Compliance with the Personnel Certification Regulations
Correct use of certification and marks	Compliance with the Personnel Certification Regulations	Compliance with the Personnel Certification Regulations	Compliance with the Personnel Certification Regulations
Complaints	Absent	Absent	Absent
Annual fee	Payment	Payment	Payment
Audit experience in your role	3 audits or more for a total of at least 7 days of audits	3 audit o più per un totale di almeno 5 gg di audit	2 audit o più per un totale di almeno 2 gg di audit
Professional development and continuous improvement*	4 h training documented	4 h training documented	4 h training documented

### Table Requirements Three-year renewal

Grade Auditor	
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Requirements	Lead Auditor	Auditor	Internal Auditor
Professional ethics	Compliance with the Personnel Certification Regulations	Rispetto di quanto previsto dal Regolamento di Certificazione del Personale	Rispetto di quanto previsto dal Regolamento di Certificazione del Personale
Correct use of certification and marks	Compliance with the Personnel Certification Regulations	Compliance with the Personnel Certification Regulations	Compliance with the Personnel Certification Regulations
Complaints	Absent	Absent	Absent
Annual fee	Payment	Payment	Payment
Continuità professionale	9 audit o più per un totale di almeno 21 gg ricoprendo il ruolo di Lead Auditor	9 audit o più per un totale di almeno 15 gg di audit	6 audit o più per un totale di almeno 6 gg di audit
Aggiornamento professionale e miglioramento continuo*	12 h di training documentabile	12 h di training documentabile	12 h di training documentabile

### Criteria and Methods for assessment, certification, surveillance, renewal, extension, suspension and revocation

The description of all criteria and methods adopted by ICEP (including the code of conduct) are clearly described in the Staff Certification Regulations (RCER) in applicable revision, to which reference is made. Therefore those Rules are an integral part of this Certification Scheme.

### Key examination topics

Standards and Guidelines	Contents	Notes
ISO 9001:2015	Quality Management Systems - Requirements	It is the reference standard; national, international and/or company standards are also acceptable if they include all the requirements of the reference standard.
ISO 19011:2018	Guidelines for audits of quality and/or environmental management systems	It is the reference guideline for the definition of auditing competences and activities. For anything not better specified, please refer to this guideline. The general rules for the management of certification schemes, in particular IAF rules and standards of the relevant ISO 17000 family, must also be known.
UNI EN ISO 17021-1:2015	Conformity assessment - Requirements for bodies providing audit and certification of management systems	Conformity assessment - Requirements for bodies providing audit and certification of management systems
Other ISO 9000 family standards (applicable edition)	ISO 9000 Quality management systems - Fundamentals and vocabulary. ISO 9000 Managing an organisation for sustained success - The quality management approach	Standards referred to in ISO 9001
ISO 31000 (relevant edition)	<b>Risk management</b>	Reference standard for risk management.
ISO 31010 (relevant edition)	<b>Guidelines</b>	Guide to risk assessment techniques
IAF MD 5	IAF Mandatory Document for Duration of QMS and EMS Audits.	

**Qualifying auditor qualifications, activities and audits (completed within the last three years from the date of the Application for Certification)**

Lead Auditor	A person who is competent to carry out a third party audit in the role of Audit Team Leader.	<b>Qualifying audits</b> Third party audits*** carried out in accordance with ISO 19011 and ISO 9001 (in its current version or equivalent national, international or company standards in their current version)**** in the role of Audit Team Leader. Partial verification audits of the Requirements of ISO 9001 and/or equivalent are not accepted.
Auditor	Person who has the competence to carry out a third-party audit.	<b>Qualifying audits</b> Third party audits carried out in accordance with ISO 19011 and in accordance with ISO 9001 (in its current version or equivalent national, international or company standards in their current version) ****. Partial verification audits of the Requirements of ISO 9001 and/or equivalent are not accepted.
Internal Auditor	A person who has the competence to carry out a first and/or second party audit.	First and/or second party audits carried out in accordance with ISO 19011 and ISO 9001 (in its current version or equivalent national, international or company standards in their current version)****. Partial verification audits of the Requirements of ISO 9001 and/or equivalent are not accepted.

(\*) In the absence of certificates of attendance at specific training courses provided by organisations, it is sufficient to attach to the Request for Certification a training report or a declaration signed by an ICEP certified Lead Auditor or equivalent attesting to the training.

(\*\*) Participation in qualified courses or training courses on IRCA guidelines or equivalent are considered valid.

(\*\*\*) A third party audit is considered as such if the Client of the audit is either a Certification Body accredited by a Body signatory to the MLA mutual recognition agreements or under EU regulation 765/2008 or any Organisation independent of the Organisation assessed. In the latter case, the Applicant must enclose with the Certification Request the documentation necessary for ICEP to assess the actual independence.



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(\*\*\*\*) If the reference standard is not ISO 9001, it is necessary to attach a copy of the equivalent standard to the Request for Certification signed by the Applicant for the purpose of releasing ICEP regarding its use for the evaluation and possible granting of personnel certification.

Titolo: Certification Scheme "Auditor QMS"  
Rev: 15  
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Responsible:  
Management System Manager

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### Initial requirements of the examiner and re-examiner

Requirements	
Qualification	Qualification as Lead Auditor (evidenced by certificates and CV)
Education	Secondary or higher education (minimum EQF 5)
Training	Training on ISO 9001 in current edition (at least 16 hours) Training on audit techniques according to ISO 19011 in current edition (at least 24 hours) UNI EN ISO 17021-1:2015 and IAF MD 5 (proven by certificates and CVs)
Work experience	5 years (4 years if in possession of a higher secondary education qualification) of which at least 2 years in the QMS area At least 5 years' experience on the scheme in organisations working in the field of certification, inspection, control or training with management and operational tasks. This activity must have been carried out for at least one year continuously in the last 2 years. (evidenced by certificates and CV)
Documented audit experience in the last three years	Second and third party audit activities in the role of Lead Auditor for ISO 9001 standard in current edition (examination edition in case of scheme transition period) for not less than 7 days per year (proven by certificates and CV)

### Maintenance of Examiner and Re-examiner Requirements

Requirements	
Qualification	Maintenance of Lead Auditor qualification (evidenced by certificates and CVs)
Education	Training on the current edition of ISO 9001 (at least 4 hours in the reference year), proven by certificates and CVs.
Documented audit experience in the last three years	Second and Third Party audit activities in the role of Lead Auditor for the ISO 9001 standard in current edition (examination edition in case of scheme transition period) for a number of not less than 7 days in the last year (proven by certificates and CV).



The initial Requirements, foreseen and indicated in the table, are verified (with collection and filing of evidence) by the ICEP secretariat office in order to provide evidence of the initial qualification process of the examiner and inserted (only in case of positive qualification) on the List of Qualified External Examiners (M\_EXAMINER) that allows its cataloguing and monitoring over time.

In the same way, the qualified examiner, in order to maintain his/her qualification, shall, on an annual basis or at least 7 days before the exam session he/she will be assigned to perform, and in any case before he/she is officially assigned, provide the evidence for the requalification of the same according to the Requirements (and reported on the M\_EXAMINER form) by sending the required documentation with a completed and signed application.

Both in case of First Qualification and Re-qualification, the sending of the required documentation is not sufficient to obtain the same. ICEP will verify the possession of the Requirements, check the truthfulness of the information provided in the self-declarations (CV) and, if it considers it appropriate, carry out further verifications, including interviews with the examining candidate.