

SC002+ SC002-1

CERTIFICATION REQUIREMENTS SCHEME
Auditor in Quality and Environmental Management Systems

GJENDJA E DOKUMENTIT

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Verbal of extraordinary meeting no.1/2017 del 19/12/2017	Verbal of extraordinary meeting no.1/2017 del 19/12/2017

	MINIMUM REQUIREMENTS
Title of the study	Secondary school diploma. In Albania
Jurisdiction Quality	<ul style="list-style-type: none"> • methods and techniques related to the quality management system; • their terminology, principles and application ; • tools, methods, management techniques for their quality and application (eg quality management principles of quality management, methods to identify and monitor perception and fulfillment of customer satisfaction, tools for improvement, statistical techniques, access to management to risk analysis techniques, process measurement, root cause analysis); • PDCA application and access to processes; • structure, hierarchy and trends related to specific quality management documentation ; <p>Steering position, policies, objectives and continuous improvement of the Quality Management System;</p> <ul style="list-style-type: none"> • areas of application and implementation of exemptions; • concepts and practices of business management and interaction between policies, objectives and outcomes; • management processes and its terminology; • Norms and other normative documents pertaining to quality management used in the certification process and their application, interplay between the quality management system quality elements and other documents (ISO 9001: 2015 series and changes to and integration, UNI EN ISO 19011: 2012, in the applicable version); • the business sector's specific technology context (terminology, processes and general technology, sector-specific, technical features of processes and products, including sector-specific services, processes and practices); • Infrastructure and working environment affecting the quality of product and service ; • Outsourcing; • the impact of the organization's type, dimension, structure, functions and relationships on the development and implementation of the quality management system and on certification activities.
Jurisdiction QUALITY / ENVIRONMENT Audience Technique	<ul style="list-style-type: none"> - Auditing typologies (different typologies, purposes, changes, definitions); - The Auditor and Lead Auditor's Role and Responsibilities in Audit Groups (Skills, Personal Behavior, Lead Auditor's Skills and Skills, Training); - Audit Principles, Procedures and Techniques (principles of Audit Activity, Audit Program Management, Audit Direction, Non-Conformity); - evidence-based approach; communication during the audit; collection and verification of information; - Information security, health and safety at work, management of confidentiality and impartiality; - Documentation and reference of management systems (application of different organizational management systems, interactions between management system caps, management system standards, applicable legal and contractual requirements and other applicable requirements in the sector that is object of the audit); - Competence and language skills at all levels in the area of the company that is the

	<p>object of the audit, in obtaining records and in compiling reports, in conducting presentations, conducting interviews, managing audits and conflict situations .</p>
<p>AMBIENTAL Jurisdictions</p>	<ul style="list-style-type: none"> • environmental management methods and techniques (environmental terminology, principles of environmental management and their application, environmental management tools); • Recognizing the amount of environmental data applicable to the environmental management system and the applicable regulatory requirements (eg direct measurement, normalized, accumulated, weighted, balance of mass); • Environmental monitoring and measurement techniques appropriate to the aspects of the environmental management / sector management system (recognition of monitoring and measurement techniques and methods of analysis appropriate to the aspects of the environmental management system / sector, including calibration and maintenance of equipment eg Continuous recruitment of camps, periodical and manual, observations made during abnormal exercises); • techniques for identifying and evaluating environmental aspects and impacts and their importance (knowledge of aspects and impacts and what derives from their environmental significance); • Environmental design aspects (recognition of the design process, including assessment of environmental aspects of the product life cycle that can be monitored or impacted by the organization.) This includes aspects related to the selection and use of input elements (e.g. Raw and recycled raw materials, energy, water and other sources used to produce the product), exit elements (waste and emissions), and aspects deriving from distribution, use and final disposal of the product); • assessment of environmental performance (recognition of environmental performance assessment, including indicators, sufficient to determine whether the environmental performance of an organization fulfills the objectives set by its directorate; • Legal and other requirements, such as Albanian and other states (knowledge to determine whether an organization has indicted and evaluated its compliance with all legal requirements and other requirements); Skills on legal requirements determine the territorial scope of the qualification. • Preparing and responding to emergencies (sufficient recognition of the management system to determine if a body has identified potential emergency situations and planned responses for each case, suitable for events such as: <ul style="list-style-type: none"> a) Accidental emissions / discharges into the atmosphere, water and soil; b) impacts on specific environmental and eco-system problems resulting from accidental releases. <p>Sufficient knowledge to evaluate the effectiveness of the organization in responding to stimulated emergency response responses to current emergencies, if applicable);</p> <ul style="list-style-type: none"> • operational control (knowledge in the use of operational controls coherent with important environmental aspects of an organization, including the use of contractors to achieve the objectives and aims and to ensure coherence with its environmental policy and its commitment to prevent and improve continuous; • Stage-related factors (recognition of selenium-related factors that may affect the potential impact of the company in the surrounding areas, in the ecosystem and in the community.) Selenium related factors include geography, clima, hydrogeology, topography, token and other physical conditions associated with it.); • environmental science and technology (the impact of human activity on the environment, interaction of ecosystems, water, land, etc., natural resource management, environmental protection methods);

	<ul style="list-style-type: none"> • Environmental issues of manufacturing processes; • Emissions into atmospheres, gases and particles, emissions into the ground, discharges of groundwater or surges, energy and natural resources, released energy, waste. Operational control, monitoring and measurement. Knowing the interactions between the physical characteristics (dimensions, shapes and colors) of buildings, structures and devices with the surrounding environment; • environmental laws and regulations; • Environmental management system (initial environmental analysis, policies, objectives and programs, aspects and impacts, pollution prevention technology); • (ISO 14001: 2015 series and subsequent modifications and additions, UNI EN ISO 19011, in the revised application, EC 1221/2009 - EMAS III regulation, norms difference and EMAS Regulation, to the applicable revision).
Full work experience QUALITY / ENVIRONMENT	<p>Technical, managerial and professional roles, in institutions, companies, professional studios, etc.</p> <ul style="list-style-type: none"> • 5 years of level 1 diploma or diploma • 4 years if there is a 2nd degree (master / specialist)
Full work experience in a given field QUALITY / ENVIRONMENT	<p>At least two years of work experience should relate to the area of quality management or environmental management / specific environmental activities (specific environmental activities are, for example, technical or management services of bumping plants, laboratory technicians for environmental analyzes, technical-Environmental, Conductivity in the Environmental Field, Quality / Continuous Continuous Quality Assurance (50 days a year), general conditions are not accepted as "Environmental Safety, Quality and Environment Consultancy".</p>
Audit experience	<p><u>Auditor</u></p> <p>- Audits should be completed within the last 3 consecutive years. 4 Full audits of at least 20 days as auditors under training and under the guidance of a Lead Auditor. The Lead Auditor (present in the Audit Group) must be a qualified professional by the Certification Body / Certified by the OC of the staff. Audits should be completed in the last three years</p> <p><u>Lead auditor</u></p> <p>In addition to the criteria required for the auditor's role, 3 audits are needed with a total of at least 15 days of audit experience in the role of the audit team's response in the direction of an auditor that has the responsibility of the audit team. The lead auditor (present in the audit team) must be a qualified profession by the Certification Body / Certified by the OC staff of this Scheme. Audits must be completed within two consecutive years.</p>
Specific training	<p>QUALITY: Minimum training course 16h for ISO 19011 and ISO 17021-1 norms. Minimum 24h training course, ISO 9001-specific exam course (in this case the course should focus on specific aspects of UNI EN ISO 9001 norm) .This course deals with standard versions, before 9001: 2015, if necessary to present evidence of an upgrade rate of 9001: 2015, minimum 4h.</p> <p>ENVIRONMENT: Minimum training course 16h for ISO 19011 and ISO 17021-1 norms. Minimum 24h training course, ISO 14001-specific examinations (in this case, the course should focus on environmental legislation, environmental science and technology and on specific aspects of UNI EN ISO 14001.) If the course deals</p>

	<p>with the versions of the norm, before 14001: 2015, it is necessary to present evidence of a 14001: 2015, minimum 4h update rate.</p> <p>Passing the Auditor / Lead Auditor training exam (minimum 40 hours or 24 hours in the case of the Auditor sector, in this case the course should be additionally focused on the interim legislation, environmental sciences and technologies and specific aspects of the UNI EN ISO 14001 standard and in the direction of MFA audits); qualified by the CAREER CERT INSTITUTE or qualified by other bodies / organizations recognized by the CAREER CERT INSTITUTE.</p>
Registered in the register	<p>The candidate who shows (through documentation):</p> <ol style="list-style-type: none"> 1) having the required conditions (diploma), general experience and specific fields, auditing experience; 2) payment of the provided quotas, 3) Specific training required <p>And the passage of the Evaluation Procedure (Certification Exam) can be entered in the respective registers of the CAREER CERT INSTITUTE.</p> <p>A candidate who shows a great work experience in a specific field, although not all of the required conditions, after being evaluated by the relevant bodies, can be accepted in the PV (Exam)</p>
Ethical norms, rules and the use of the certification mark	<p>Registration in the register of CAREER CERT INSTITUTE complies with the ethical norms and the Regulation and the Manual of Use of the Certification Mark.</p>
Annual Certification maintenance	<ol style="list-style-type: none"> 1) Self-declaration of the lack of complaints; 2) Payment of the provided quotas. <p>Issuance of the certificate with an expired annual expiration date, and performed after the payment of the provided allowance and the submission of the Self-declaration of the missing complaints properly completed and signed.</p>
Transition between registers	<p>It is possible to request the transfer of records from a Professional figure to another (from a Auditor to a Lead Auditor) by integrating the work experience in a specific field, the secrecy needed to meet the required conditions and paying the forecasted quota for professional figurines.</p>
Transfer between other OC staff records	<p>The candidate who shows (through documentation):</p> <ul style="list-style-type: none"> • Having a Certification as a Auditor / Lead Auditor in the same scheme, in an OC Register of accredited staff, may be registered in a CCI Registry following the above-mentioned requirements (§ a-f), the payment of quotas defined and passing the technical interview (Evaluation Procedure). Certification with another OC must be active at the time the certification request is made and the candidate should not have taken severe discipline measures from the OC of origin. <p>Possession of a Certification as a Auditor / Lead Auditor in another scheme with the CAREER CERT INSTITUTE or at a Census Register of Accredited Personnel can perform the CAREER CERT INSTITUTE's registration in the respective register after fulfilling the above requirements - f), quota payment 100104, passing of PV (Evaluation Procedure) - test and technical interview. Certification in another scheme near the OC should include the activity at the moment of certification and the candidate should not have severe discipline measures with the OC of origin.</p> <p>The candidate who shows (through documentation):</p> <ul style="list-style-type: none"> • the existence of 15 years of general experience of which, according to the required scheme: at least 7 related to the Activity of Quality Management Systems / at least 5 related to the activities of Environmental Means Management;

	<p>§. At least 30 audits per 100 working days. You can register in the CCI registers after fulfilling the aforementioned requirements (§ a - f), paying the quotas and passing the technical inputs of the PV (Evaluation Procedure).</p>
<p>Vleshmeria and Certification Renewal QUALITY / ENVIRONMENT</p>	<p>The certification period is three years. The certified person must pay the quota each year for maintenance and every three years for the renewal, as described below:</p> <ul style="list-style-type: none"> • Verify the professional upgrading for 3 years that lasts certification (24h on Quality Management / Environment Management Systems) documented for attendance at training / updating courses (produce evidence, training statements etc.) or to participate in conferences, meetings, workshops, book publishing or articles of this sector, active participation in groups for the development of sectoral schemes and / or standards, training courses and seminars in this sector, meeting for updating OC assessments for ISO 9001 and ISO 14001; • 10 audits per three years (for Auditor and Lead Auditor) in the ISO 9001 standard (for SGQ Schema) or ISO 14001 Standards (for SGA schema). In the case of the IAF / EA sectors, for their confirmation, IAF / EA is required. • Renewal request with self-declaration of lack of complaints; • payment of assigned quota. <p>Note 1: The certification renewal will be confirmed only after the positive outcome of the assessment with the compatibility of the required conditions.</p>

Final Note: A candidate who has a diploma and at least 3 years in the field of Quality Management Systems may apply for certification as a Technical Expert

A candidate who has a degree and at least 3 years of work in the field of Environmental Management Systems may apply for certification as an Environmental Technical Expert.