



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

CAB Accreditation Guidance Document

Document Title: ACCAB Criteria for Auditors, Technical Experts & Personnel Involved in the Certification Activities

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Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author

GD-2.1	Purpose:
GD-2.1.1	To advise ACCAB accreditation Applicants & Accredited Certification Bodies (CBs) about the competence required for the each function in the certification activity.
GD-2.2	Scope:
GD-2.2.1	This guidance note is published for the informative use for the applicants and accredited Certification Bodies who follow the ACCAB accreditation.
GD-2.3	Responsibility:
GD-2.3.1	It is the responsibility of CBs to demonstrate effective methods for determining and evaluating the competence required for the each function in the certification activity.
GD-2.4	Details:
GD-2.4.1	ACCAB does not prescribe any particular method of determining competency criteria, competence requirements and competence evaluation, however due consideration must be given to the complexity, risk associated and the legal requirements. The following details may be used as a starting point.

S.No	Criteria	QMS	EMS	OHSMS	FSMS	ISMS/ITSMS	SMSCC
I Auditor :							
1	Qualification	Graduate / diploma in any discipline	Graduate / diploma in any discipline	Graduate / diploma in any discipline	Graduate in Microbiology, Chemistry, Food Technology, Allied food sciences such as fishery, veterinary science etc.	Graduate / diploma in any discipline	Graduate / diploma in any discipline
2	Training	40 hrs of QMS auditor training of a recognized course e.g. IRCA or Equivalent	40 hrs of EMS auditor training of a recognized course e.g. IRCA or Equivalent OR 24 hrs of EMS auditor conversion training	40 hrs of OHSMS auditor training of a recognized course e.g. IRCA or Equivalent OR 24 hrs of OHSMS auditor conversion training	40 hrs of FSMS auditor training of a recognized course e.g. IRCA or Equivalent/ OR 24 hrs of FSMS auditor conversion training	40 hrs of ISMS/ITSMS auditor training of a recognized course e.g. IRCA or Equivalent OR 24 hrs of ISMS/ITSMS auditor conversion training	4/5 Days ISO 28000 auditor training of a recognized course e.g. IRCA or Equivalent OR 24 hrs of SMSCC auditor conversion training
3	Experience	Min. 4 years experience in field of Design / Production/ QA-QC / Marketing / Research & Development /Maintenance	Min. 4 years experience with 2 years experience in Environmental related activities.	Min. 4 years industry experience	Min. 4 years experience in a food processing / handling industry with at least 2 years experience in QA / HACCP related activities	Min. 4 years experience in industry with 2 years experience in IT/ITIL related activities	Min. 4 years experience of with 2 years experience in Supply Chain Security/logistics related activities

4	Audit experience to qualify as an auditor	4 complete audits for a total of at least 20 days of audit experience as an auditor-in-training under the direction and guidance of an auditor competent as an audit team leader. The audits should be completed within last 3 consecutive years.	4 complete audits for a total of at least 20 days of audit experience as an auditor-in-training under the direction and guidance of an auditor competent as an audit team leader. OR 15 days audit experience in EMS under the direction and guidance of team leader The audits should be completed within last 3 consecutive years.	4 complete audits for a total of at least 20 days of audit experience as an auditor-in-training under the direction and guidance of an auditor competent as an audit team leader. OR 15 days audit experience in OHSMS under the direction and guidance of team leader The audits should be completed within last 3 consecutive years.	4 complete audits for a total of at least 20 days of audit experience as an auditor-in-training under the direction and guidance of an auditor competent as an audit team leader. OR 2 complete audits in HACCP / FSMS system after achieving auditor grade in QMS or EMS The audits should be completed within last 3 consecutive years.	4 complete audits for a total of at least 20 days of audit experience as an auditor-in-training under the direction and guidance of an auditor competent as an audit team leader. OR 15 days audit experience in ISMS under the direction and guidance of team leader The audits should be completed within last 3 consecutive years.	4 complete audits for a total of at least 20 days of audit experience as an auditor-in-training under the direction and guidance of an auditor competent as an audit team leader. <i>The audits should be completed within last 3 consecutive years.</i> OR Have conducted as team member at least three accredited ISO 9001 or 14001 or equivalent audits, AND Participated in at least one ISO 28000 audit as an observer.
5	knowledge and Personal Attributes, Skills as	Sector scope specific processes and products requirements	Aspects and impacts related to the operations of a particular	Hazards and risks associated with operations of	Current principles of HACCP & implementation, PRPs, Common food safety	Information Security Risks and associated impacts. Access controls, Incident management,	Proficient in elements and application of Supply Chain Security.

	appropriate		sector	a particular industry sector	hazards, hazards linked to food chain	Potential hazards linked to food chain	Business continuity management /ITIL	
II Team Leader								
1	Audit experience to qualify as team leader	After qualifying as an auditor, at least 5 complete audits totaling to 15 mandays acting in the role of an audit team leader for the relevant management system under the direction and guidance of a competent Team Leader.						
III Technical Experts								
1	Qualification & Experience	Minimum Post secondary education in Scope Sector 4 years industrial experience in the core process of the relevant scope sector.						
IV Contract Review Personnel								
1	Qualification & Experience	All the requirements of QMS auditor.	All the requirements of EMS auditor	All the requirements of OHSMS auditor	All the requirements of FSMS auditor	All the requirements of ISMS auditor	All the requirements of ISO 28000 auditor	
2	Knowledge	Classification of the industry sector and allocation of appropriate NACE codes	Classification of the industry sector with respect to environmental aspects and associated impacts	Classification of the industry sector with respect to occupational hazards and risks	Classification of industry with respect to the food chain and assessment of products, processes and practices	Classification of client organization and associated business risks	Various issues and legislations related to the Supply Chain Security	

V Competency Evaluator							
1	Qualification & Experience	Graduate/ Diploma in any discipline LA in QMS	Graduate / Diploma in Science LA in EMS	Graduate / Diploma in Science LA in OHSMS	Graduate in Microbiology /Chemistry LA in FSMS	Graduate in Computer related subjects LA in ISMS	Graduate/ Diploma in any discipline LA in ISO 28000
VI Scrutiny Personnel							
1	Qualification & Experience	Graduate/ Diploma in any discipline Team Leader in QMS	Graduate/ Diploma in Science Team Leader in EMS	Graduate / Diploma in Science Team Leader in OHSMS	Graduate in Microbiology /Chemistry Team Leader in FSMS	Graduate in Computer related subjects Team Leader in ISMS	Graduate/ Diploma in any discipline LA in ISO 28000
2	Knowledge	Processes and product requirements.	Various environmental aspects like industrial pollution, hazardous wastes etc. and their impacts. Updated environmental Acts and Rules	Various occupational hazards, risks associated and severity. Updated knowledge about Factories Act.	Current principles of HACCP & implementation, PRPs, Common food safety hazards, Potential hazards linked to food chain Products, processes and practices, laws and regulations	Deming cycle, intellectual property, data protection and privacy, regulation of cryptographic controls, computer abuse.	Proficient in elements and application of ISO 28000 and various issues and legislations related to the Supply Chain Security
VII Decision Maker							
1	Qualification & Experience	Graduate in Science / Diploma in Engg. Experience as Team leader of at least 2 Management Systems.					
2	Knowledge	Requirements of relevant Management Systems					