



LIBEROASSURANCE

Certification Scheme

Certification of Persons

Management Systems

Manager | Lead Auditor | Auditor | Internal Auditor | Consultant |
Principal Consultant

Work Instruction – WI0610 MS Manager, Lead Auditor, Auditor, Internal Auditor, Consultant & Principal Consultant Certification Scheme

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1 Certification Scope

The scope of the present certification is to check & certify against the minimum requirements of the MS Manager, MS Lead Auditor, MS Auditor, MS Internal Auditor & MS Consultant & MS Principal Consultant as requested from various commercial organisations.

2 Eligibility of prospective Candidates

In order for a candidate to be eligible one has to fulfil the following requirements:

1. Be at least 18 years of age
2. Have a valid travel document, such as passport.
3. Comply with the present certification scheme code of ethics.
4. Proof of training (if applicable).
5. Copy of previous certificate (if applicable).
6. Be fit (mentally and physically) to work
7. If the inquiry received from a company which is seeking certification services for its employees, **declaration of work experience** should be sent along with the application form to be filled and signed by authorized personnel in the company to declare the experience of the applicants.

3 Competence

3.1 Formal education

3.1.1 Management System Manager, Lead Auditor, Auditor, Consultant, Principal Consultant

- Qualifications from a tertiary institution: At least a Bachelor's Degree from a recognised school by the national administration in a relevant field; or
- Any equivalent three-year program.
- [Annex 2 – Qualification Table](#) as guidance, other qualifications may be deemed appropriate.
- Waiver of educational requirement may be issued based on previous approval from other accredited CBs

Management System Lead Auditors shall fulfil the Competence requirements for management system auditors according to the corresponding standard of ISO 17021 series that they are to be certified against.

3.1.2 Management System Internal Auditor

Management System Internal Auditor need to be Post high school graduate.

3.2 Training

MS Manager, Lead Auditor, Auditor, Internal Auditor, Consultant & Principal Consultant should have undergone training relating to management elements in compliance with the requirements of the applicable standard or statutory requirement:

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1. Mandatory rules and regulations;
2. Applicable codes, guidelines and standards, as appropriate;
3. Assessment techniques of examining, questioning, evaluating and reporting;
4. Technical or operational aspects of safety management;
5. Appropriate knowledge company's EA code;
6. Participation in at least one management system audit; and
7. Effective communications with staff and senior management

3.2.1 Manager – Special Training Requirements

- Any relevant to the level and ISO standard LiberoAssurance approved Awareness training seminar

3.2.2 Lead Auditor / Auditor – Special Training Requirements

- Any relevant to the level and ISO standard LiberoAssurance approved Lead Auditor training seminar; or
- Equivalent (fulfils the requirements of ISO 17021)

3.2.3 Internal Auditor – Special Training Requirements

- Any relevant to the level and ISO standard LiberoAssurance approved Internal Auditor training seminar; or
- Equivalent (fulfils the requirements of ISO 19011)

3.2.4 Consultant / Principal Consultant – Special Training Requirements

- Any relevant to the level and ISO standard LiberoAssurance approved Awareness training seminar

3.3 Experience

3.3.1 Management System Manager

The MS Manager should have experience in:

1. Present MS matters to the highest level of management and gain sustained support for the management system improvements;
2. Determine whether the management system elements meet the requirements of the standard;
3. Determine the effectiveness of the management system within the Company structure by using established principles of internal audit and management review to ensure compliance with standards, rules and regulations;
4. Assess the effectiveness of the management system in ensuring compliance with other rules and regulations and enabling verification of compliance with these rules and regulations;
5. Gather and analyse data from Non Conformities and apply the lessons learnt to improve the management system within the Company;
6. Certification procedures;

3.3.2 Management System Lead Auditor

Work Experience

- Two years Full time experience and/or
- One years in managerial position and/or
- One year as authorised auditor/surveyor in any industrial field.
- Having experience as required in any family of sectors as applicable.

Audit Experience

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- At least ten (10) full (stage 1 & 2) audits covering all clauses of the relevant Standard.
- Valid audit experience is regarded the following:

Pre assessment	Pre audit	GAP Analysis	Internal Audit
Second party Audit	Third party audit	Certification audit	Opinion Audit

3.3.3 Management System Auditor

Work Experience

- Having experience as required in any family of sectors as applicable.

Audit Experience

- At least three (3) full (stage 1 & 2) audits covering all clauses of the relevant Standard.
- Valid audit experience is regarded the following:

Pre assessment	Pre audit	GAP Analysis	Internal Audit
Second party Audit	Third party audit	Certification audit	Opinion Audit

3.3.4 Management System Internal Auditor

MS Internal Auditor should have experience in:

1. Opening-Closing meetings and the required agent for each meeting;
2. Being able to handle the human element in order to avoid discrepancies during audit;
3. Determining whether the management system elements meet the requirements of the standard;
4. Reporting of the audit findings;

3.3.5 Management System Consultant

Work Experience

- Two years Full time experience and/or
- One years in managerial position and/or
- One year operating as consultant in any industrial field.
- Having experience as required in any family of sectors as applicable.

Project Experience

- At least ten (10) successfully delivered projects covering the relevant Standard.
- Valid audit experience is regarded the following:

Pre assessment	Pre audit	GAP Analysis	Internal Audit
Second party Audit	Third party audit	Certification audit	Opinion Audit

3.3.6 Management System Principal Consultant

Work Experience

- Ten years Full time experience and/or
- Three years in managerial position and/or

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- Five year operating as consultant in any industrial field.
- Having experience as required in any family of sectors as applicable.

Project Experience

- At least twenty (20) successfully delivered projects covering the relevant Standard.
- Valid audit experience is regarded the following:

Pre assessment	Pre audit	GAP Analysis	Internal Audit
Second party Audit	Third party audit	Certification audit	Opinion Audit

3.4 Junior Grades/Assistants

Failing with the prescribed requirements aforementioned, the candidate may be assigned as assistant / provisional MS Manager, MS Lead Auditor, MS Auditor, MS Internal Auditor, MS Consultant & MS Principal Consultant given that he/she has the appropriate qualifications and training but miss work experience.

4 Code of Conduct

The applicable code of conduct may be found in [Annex 1](#).

5 Candidate Rights and Duties

5.1 Rights

1. All successful applicants will receive certification
2. The candidate has the right to reschedule the examination by informing LiberoAssurance with two days' notice prior the examination time
3. All information received from the applicants, candidates or certified persons and information obtained during the certification process is not disclosed to an unauthorized party without the written consent of the individual (applicant, candidate or certified person), except where the law requires such information to be disclosed
4. All applicants, candidates or certified persons can raise a complaint in case of any dissatisfaction by sending email to LiberoAssurance provided email address including all details of his complaints

5.2 Obligations

1. All candidates should provide true and valid information and details in the application form as they will be used to assess competency for granting the certification
2. To inform the certification body, without delay, of matters that can affect candidate's capability to fulfil the certification requirements
3. Candidates should not use the certification in such a manner as to bring LiberoAssurance into disrepute, and not to make any statement regarding the certification which the certification body considers misleading or unauthorized

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6 Examiner qualification

The examiner should have

- a) Proven competence and training in dealing with MS Manager and/or MS Lead Auditor and/or MS Auditor and/or MS Internal Auditor and/or MS Consultant and/or MS Principal Consultant role as part of his/her work experience and/or;
- b) Being an approved Auditor/Inspector for any Management System.

7 Assessment methods for initial & Re-Certification

7.1 Online Examination and Duration of Exam

Both online and normal examination last of 60 minutes without break. Passing mark of the exam has been set to 60%. Maximum tries have been set to 3. In order for the candidate to continue with additional tries, provision of proof of additional training that is not less than 1 day / 6 hours.

8 General Records

1. Passport or national ID
2. Examination paper
3. Examination result
4. Certificate issued
5. 1 photo passport size
6. Proof of work experience

9 Recertification procedure

LiberoAssurance will contact the client in order to remind them of any expiring certification. In the event that the candidate wants to re-certify, application form will be sent to him to be duly filled and submitted. Candidate must complete all recertification requirements prior to the certification's expiration date. This includes:

1. Eligibility criteria
2. Passing the recertification Written/Oral exam
3. Recertification Written/Oral and practical examinations must be taken up to one month prior to the certification's expiration date

10 Decision Making Process

Upon completion of the examination process, the invigilator will convey the exams to the examiner for scoring. The scoring will be done as the criteria set by the certification department of LiberoAssurance with minimum passing score for written examination to be at 60%. The scoring results will be passed to the decision maker who will make his decision based on the examination score, complying with all requirements, and completion of the certification fees. If all requirements are met, the candidate will be deemed as competent and consequently, his/her certificate will be issued. Once the certificate has been issued, its validity is determined to 3 years.

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11 Suspending, withdrawing or reducing the scope of certification

LiberoAssurance has documented procedures for suspension or withdrawal of the certification, or reduction of the scope of certification. Failure to resolve the issues that have resulted in the suspension, in a time established by LiberoAssurance, shall result in withdrawal of the certification or reduction of the scope of the certification.

12 Certification Scheme Owner

LiberoAssurance has developed and maintains the certification scheme to cover the requirements of the MS Manager, MS Lead Auditor, MS Auditor, MS Internal Auditor, MS Consultant & MS Principal Consultant.

13 References

Internal Auditor:

- ISO 19011 Guidelines for Auditing Management systems

Lead Auditor:

- ISO 17021 Conformity assessment - Requirements for bodies providing audit and certification of management systems
- ISO 17021-2: Competence requirements for auditing and certification of environmental management systems
- ISO 17021-3: Competence requirements for auditing and certification of quality management systems
- ISO 17021-4: Competence requirements for auditing and certification of event sustainability management systems
- ISO 17021-5: Competence requirements for auditing and certification of asset management systems
- ISO 17021-6: Competence requirements for auditing and certification of business continuity management systems
- ISO 17021-7: Competence requirements for auditing and certification of road traffic safety management systems
- ISO 17021-8: Competence requirements for auditing and certification of management systems for sustainable development in communities
- ISO 17021-9: Competence requirements for auditing and certification of anti-bribery management systems
- ISO 17021-10: Competence requirements for auditing and certification of occupational health & safety management systems
- ISO 17021-11: Competence requirements for auditing and certification of facility management systems
- ISO 17021-12: Competence requirements for auditing and certification of collaborative business relationship management systems
- ISO 17021-13: Competence requirements for auditing and certification of compliance management systems

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- ISO 17021-14: Competence requirements for auditing and certification of management systems for records

14 Enclosures

- Annex 1 – MS Manager, MS Lead Auditor, MS Auditor, MS Internal Auditor, MS Consultant & MS Principal Consultant code of Ethics
- Annex 2 – Qualification Table

15 Formats/Exhibits

- WI_0700 Invigilator guidelines
- WF_2500_Application

16 Revision History

Rev No	Date	Description
1	14/01/2022	Update of references clause to include 17021 series. Detailed description & update for Lead Auditor & Auditor requirements. Inclusion of Consultant & Principal Consultant requirements

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Annex 1 – MS Manager, Lead Auditor, Auditor, Internal Auditor, Consultant & Principal Consultant code of Ethics

A MS Manager and/or MS Lead Auditor and/or MS Auditor and/or MS Internal Auditor or MS Consultant or MS Principal Consultant certified by LiberoAssurance should:

1. Act professionally and ethically
2. Pursue recognition, development and enhance the reputation of the MS Manager & MS Internal Auditor’s profession
3. Take over responsibilities that he/she is certified and do not use the certification in other roles that does not have the qualifications
4. Inform any interested parties of any conflicts of interest
5. Not disclose any confidential information unless otherwise defined by the applicable law or by agreement with the stakeholders
6. Not accept any form of pressure (money, gifts, etc.) by anyone, which could affect his professional judgment
7. Provide services based on objective criteria
8. Not act in a way that could affect or harm the reputation the certification body
9. Cooperate with any investigation effort where it is a violation of code of conduct
10. Keep full and reliable file in terms of any complaints raised over the execution of he’s/her duties

Annex 2 – Qualification Table

IAF code	IAF Section	Qualifications
1	Agriculture ,forestry and fishing	Agriculturists , Biologists, Veterinarians, ichthyologists , Foresters, geotechnical studies
2	Mining and quarrying	Mineralogists, Geologists, Chemical Engineers, Chemists
3	Food products, beverages and tobacco	Agriculturists, Chemists, Biologists, Veterinarians, Food Specialists, Engineers
4	Textiles and textile products	Chemists, Engineers,
5	Leather and leather products	Engineers, Chemists
6	Wood and wood products	Engineers , Agriculturists
7	Pulp, paper and paper products	Chemists, Engineers
8	Publishing companies	Engineers, Chemists
9	Printing companies	Engineers, Chemists
10	Manufacturer of coke and refined petroleum products	Engineers, Chemists, Petroleum Technologists
11	Nuclear fuel	Physicists, Engineers
12	Chemicals, chemical products and fibres	Chemical Engineers, Chemists
13	Pharmaceuticals	Chemical Engineers, Chemists, Pharmacists, Biologists, Veterinarians
14	Rubber and plastic products	Engineers, Chemists
15	Non metallic mineral products	Engineers, Chemists
16	Concrete, cement, lime, plaster, etc.	Engineers, Chemists

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17	Basic metals and metallic products	Engineers, Chemists
18	Machinery and equipment	Engineers
19	Electrical and optical equipment	Engineers, Physicists
20	Shipbuilding	Engineers
21	Aerospace	Engineers
22	Other transport equipment	Engineers,
23	Manufacturing not elsewhere classified	Mineralogists, Engineers, Chemists
24	Recycling	Engineers, Chemists, environmentalists
25	Electricity supply	Engineers
26	Gas supply	Engineers, Chemists
27	Water supply	Engineers, Chemists, Biologists
28	Construction	Engineers
29	Wholesale & retail trade; repair of Motor Vehicles, motorcycles & personal and household goods	Mineralogists, Engineers, Chemists, Economists
30	Hotels and restaurants	Agriculturists, Engineers, Chemists, Biologists, Veterinarians, Food Specialists
31	Transport, Storage & communication	Mineralogists, Engineers, Chemists, Economists
32	Financial intermediation; Real estate & Renting	Economists, Lawyers
33	Information technology	Engineers , Mathematicians, Physicists, Economists specializing in IT
34	Engineering services	With an equivalent diploma or degree
35.1	Other professional services	Economists, lawyers ,Sociologists
35.2	Technical tests and Analyses.	With an equivalent diploma or degree
36	Public administration	University Degree
37	Education	University Degree
38	Health and social work	Medical doctors, Veterinarians
39.1	Disposal of biological sludge and wastewater and related activities.	Agriculturists, Engineers, Chemists, Biologists, Veterinarians, Environmentalists
39.2-39.5	Other social services	University Degree

Note*1 Engineering degrees cover the following disciplines: Mechanical, Electrical, Electronic, Production, Design, Chemical, Naval Architects, Marine, Aeronautical, Topographers, Civil, Architects, Mining, Environmental, Material, and Computer.

Note*2 in case another accredited CB has authorised the auditor to perform this task the general degree is waived.