



IMS (ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018)



RTP Certified Training

Gain Recognized Certification

Be officially certified as an IMS Lead Auditor under the Exemplar Global RTP framework.

Module 1

Integrity and professionalism in complying with Accreditation and Certification Process (ISO 17021)

Learning Outcomes

Learn to navigate MSPO standards with integrity. Gain deep awareness of ethical aspects in accreditation and certification.

certification.

Uphold integrity in auditing and foster dedication to ethical conduct and professionalism.

and professionalism.

Training Expectation

Gain expertise in navigating MSPO standards with integrity.

Develop deep awareness of ethical considerations in accreditation and certification.

Acquire essential knowledge for maintaining integrity in the auditing process.

Foster dedication to ethical conduct and professionalism.

Management of Impartiality



CB shall not offer or provide management system consultancy. (5.2.5)



02

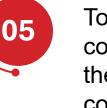
CB shall not offer or provide internal audits to its certified clients (5.2.6)



Where a client has received management systems consultancy from a body that has a relationship with a certification body, this is a significant threat to impartiality (5.2.7)



The certification body must avoid connections to management system consultancy and correct any misleading statements promptly (5.2.9)



To prevent conflicts, managers in consultancy can't audit or certify clients they advised for two years after consultancy. (5.2.10)



All certification personnel must act impartially, free from external influence or pressures compromising their neutrality (5.2.12)



Certification bodies must ensure personnel disclose potential conflicts of interest. They should assess and avoid using individuals with conflicts unless it's proven there's no conflict (5.2.13)

Freelance Auditor & Freelance Technical Expert

Does the contract agreement clearly define the roles of Lead Auditor, Auditor, Technical Expert, and Peer Reviewer? ISO 17021, 7.3

Has the certification body requested the most recent
 records in order to uphold the auditor's competency? ISO 17021, 7.4



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Has CB informed auditors of their roles, responsibilities, and authority? ISO 17021, 7.2.3





KNOWLEDGE AND SKILL



Knowledge of Business Management Practices

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Audit Principles, Procedures, and Techniques

Knowledge of

Processes

Certification Body's





Management System Standards and Reference Documents

Knowledge of Client's Business Sector



Applicable Laws, Regulations, and Other Requirements



Customer Requirements

Organizational Context



Audit Types Based on Organizational Structure





Multi-Site Audit

- Multi-Site
 Without Sampling
- Multi-Site with Sampling

Customer Communication 01

- Adequate information pertaining with the audit at client ISO 17021, 9.2.3.3
- ✓ Client being notified about the Audit Plan ISO 17021, 9.2.3.4



- Verify the choice of a capable audit team. ISO 17021, 9.2.2
 Does the audit team handle meeting accreditation requirements? ISO 17021, 9.2.2
- Ensure that the auditor is not offering services to the site under audit? ISO 17021, 5.2.10
- ✓ Have technical experts and auditors had access to the most recent version of the documented procedures and all pertinent data on the certification activities? ISO 17021, 7.2.6

Audit Planning

03

- ✓ Has the audit team been fully informed about the audit, including any concerns regarding impartiality and competency? (audit program, address, planned locations, dates, contact person, audit scope, etc.); ISO 17021, 9.2.3.3
- ✓ Has the Lead Auditor received enough feedback to enable him to adequately prepare the Audit Plan? ISO 17021, 9.2.3.3
- ✓ What completed data and records of the prior audit operations (audit cycle plan, outcomes, reports, and/or nonconformities) are given to the auditor team?
- ✓ Is the audit team informed about the personal protective equipment (PPE) they require?
- ✓ Will staff control changes to customers' basic data, contacts, and other information during the planning period and acknowledge them to the audit team? ISO 17021, 8.5

Onsite Assessment **[]4**

- ✓ Is the auditing team's competence established and guaranteed? ISO 17021, 7.1 & 7.2
- ✓ Is the audit team as a whole competent? ISO 17021, 7.1 & 7.2
- ✓ Is the Auditor receiving recognition for the defined Terms of Reference? ISO 17021, 6.1.4
- Has the auditor received training and familiarization about the CB's established auditing procedures, including the first audit process and maintaining certification. Example - Audit timing and non-conformity management and Certification of multi sites? ISO 17021, 9.3.1 ISO 17021, 9.4.1
 - ISO 17021, 9.6

Onsite Assessment **[]4**

- ✓ Is the set of regulated audit documents actually accessible to the auditor team? ISO 17021, 7.2
- ✓ Do the lead auditors oversee the non-conformity follow-up operations?? ISO 17021, 9.4.10
- ✓ Was the audit program such as the certification process, singlesite or multi-site procedures, etc. followed including MSPO accreditation requirement? ISO 17021,9.1.1, 9.1.5
- ✓ Checking the completeness of audit records in accordance with the CB system put in place to confirm their completeness? ISO 17021,9.5.2

Post Audit 05

- ✓ Does the auditor understand the process of granting certificates, how to register and maintain certificates (their validity), how to correctly apply marks, and how to access the CB Database? ISO 17021, 8.2
- Do lead auditors follow the specified procedure when submitting the completed audit record package, which includes the report, NCs, agenda, inspection plan, notes, etc.? ISO 17021,9.2.3, 9.5.2, 9.5.3, 9.4.8
- ✓ Is the auditor aware of any circumstances that could lead to the suspension, revocation, or annulment of a certificate? ISO 17021,9.6.5

Post Audit 05

- ✓ Has the auditor acknowledged prior audit findings and certifications? Has the customer received the authorized audit report, certificates in both PDF and print format, evaluations, and invoices? ISO 17021, 8.1.1
- ✓ Has the auditor gotten an assessment and a performance review based on what the certifying body considered to be necessary based on all of the monitoring data it established? ISO 17021, 7.2.11

Assessing Your Auditor Capability & Eligibility

- Reflect on Your Auditor Readiness
- Based on the IAF Guidelines and Sector-Specific Requirements:
- ? 1. Are you qualified to be an OSH Management System Auditor at entry-level?
- Consider your education, training, experience, and knowledge of ISO 45001 or related standards.
- ? 2. If yes, what is the maximum number of EAC Codes you are eligible to audit?
- K Reference: IAF MD documents limit initial scope (usually up to 3 EAC codes) unless justified by experience and evidence.
- ? 3. Which sector(s) do you mostly have experience in or intend to focus on?
- Identify the business sector aligned to your past industry involvement e.g., Manufacturing (EAC 17), Construction (EAC 28), etc.

Result

| No | Auditors Name | EAC Code | Evidence |
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