PECB MS

PECB MS Auditor Certification Program
Why become a PECB Certified Management Systems Auditor?

There are many reasons why becoming a PECB Certified MS Auditor could be beneficial for you. Let’s mention just some of them:

› Establish a reputable image as a professional PECB Certified MS Auditor in our network and conduct audits through a continual interaction with PECB MS
› Benefit from well-paid audit mandates
› Have the opportunity to conduct audits worldwide
› Improve audit expertise in the respective certification field
› Work by applying best auditing practices
How It Works

The initial requirements that have to be fulfilled by the applicant in order to initiate the evaluation process are listed below:

- **Education**: Have documented evidence of at least secondary level education
- **Training/Certification**: Have a valid Lead Auditor Certificate which should be obtained from an internationally recognized certification body along with a proof of attendance of such a Lead Auditor training course
- **Work experience**: Have at least five years of professional work experience; two of which should be relevant experience in the implementation, operation, and/or auditing of management systems, involving the exercise of judgement
- **Audit experience**: Have performed at least four complete audits, the total duration of which should be a minimum of twenty days. For Lead Auditor, at least three of these audits should have been performed as a team leader.
- **Personal behavior and competence**: Be able to demonstrate the best personal behavior necessary to carry out effective audits in accordance with clause 7.2.2 of ISO 19011:2018 and Annex D of ISO/IEC 17021-1:2015, as well as be able to demonstrate that they have the needed competence and knowledge to carry out an effective audit in accordance with the clause 7.2.3.2 of ISO 19011:2018

1. Each applicant also needs to have relevant audit experience in the respective standard (e.g., To be able to get approved as a PECB MS Auditor for ISO 9001, you need to have the respective an ISO 9001 Lead Auditor certificate as well as experience in ISO 9001 audits).
2. Valid is considered the certificate which corresponds to the actual version of the respective standard.
3. For Trainee Auditors no work and audit experience is required.
Requirements and Credentials

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<th>Trainee MS Auditor</th>
<th>Interim MS Auditor</th>
<th>MS Auditor</th>
<th>MS Lead Auditor</th>
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<tr>
<td>1</td>
<td>Education</td>
<td>Secondary Level</td>
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<tr>
<td>2</td>
<td>Training/Certification</td>
<td>Lead Auditor Certificate</td>
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<td>3</td>
<td>Work Experience</td>
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<td>5 years of professional experience; 2 years relevant work experience</td>
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<td>4</td>
<td>Audit Experience</td>
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<td>4 complete audits - Minimum 20 days - 8 days on-site</td>
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<td>- 3 audits as Lead Auditor</td>
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<td>5</td>
<td>PECB MS Auditor Certification Package</td>
<td>Yes</td>
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<td>6</td>
<td>Interview by PECB MS</td>
<td>Yes</td>
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<td>7</td>
<td>Certified Management Systems Auditor Training Course</td>
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<td>8</td>
<td>Witness Audit</td>
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Benefits

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<tr>
<td>• Be part of an audit team</td>
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<td>• Lead audit teams</td>
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<td>• Conduct audits as sole auditor</td>
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<td>• Priority when selecting auditors</td>
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PECB MS Auditor Certification Package

Applicants are auditors that have initiated the application process and do fulfill the requirements to become PECB MS Auditors; however, they still did not complete all steps to get fully approved.

Applicants will need to complete the following documentation:

06200-FO1-Auditor Application Form
06200-FO2-Auditor Competence Form
06200-FO3-Audit Log Form
06200-FO4-Auditor Agreement Form

Audit background and experience will be evaluated based on specific certification requirements and PECB MS competence criteria. The applicant should hold a Lead Auditor Certificate in the respective field and be able to demonstrate their years of professional experience and number of audits conducted. All of the documents need to be filled out in details with the correct information in order for PECB MS to have a complete file on the applicant.
Interview

In case of a positive evaluation of the applicant and fulfillment of the previously described requirements, they will be invited to a short interview with the Auditor Program Manager.

The interviews are held online and are necessary to further elaborate on the information provided in the candidate’s CV and professional experience. The interview consists of questions that include areas of planning the audit, reporting nonconformities, handling a difficult situation, previous experience, etc.

After the successful completion of the interview, the applicant will get approved as an “Interim MS Auditor,” but at the same time, they will be informed in more details about the remaining steps that have to be completed by them in order to get the “fully approved” status.
Interim MS Auditor

PECB MS Interim Auditors are auditors that have initiated the application process and do fulfill the requirements to get certified as PECB MS Auditors; however, they still did not complete all the steps to get fully approved.

The interim status will be valid for one year. Within this time frame, the Interim MS Auditors will need to:

- Complete the PECB Certified Management Systems Auditor training course
- Be witnessed (observed) by PECB MS while conducting an audit

If the additional requirements are not fulfilled within the agreed time frame, the “PECB MS Interim Auditor” credential will be revoked and the auditor may reapply to become Fully Approved MS Auditor only once all requirements are fulfilled by them.
The PECB Certified Management Systems Auditor training course (CMSA) is a specially designed training course which intends the preparation of PECB Certified MS Auditors and advancement of their audit techniques and skills in accordance with the PECB MS audit processes and procedures. This training is exclusively lectured by experienced PECB MS Auditors and is organized several times during the year in different parts of the world. Additionally, during this training course role play audits will be conducted as part of the practical part of the training.

Taking the Certified Management Systems Auditor training course and passing the respective exam is mandatory, and this has to be completed within one year from the interim approval date.

The MS Auditor will be kept updated on the schedule of the CMSAs around the world, so they will have an opportunity to finish the required step on time.

There will be two options to complete this step:

a. Fast track *(coming soon)*: Experienced auditors (10+ years of experience in third-party audits) will attend only the last day of the CMSA training course. This will be done online through a webinar at the end of which the auditors will have to complete an exam.

However, to be eligible for this, auditors need to provide evidences to PECB MS either:

- Of being approved by another accredited certification body, or
- 3 audit reports (all information will be treated with utmost confidentiality)

b. Normal track: Attend the entire CMSA training course
Witness Audit

Once approved as an "Interim MS Auditor," the auditor will be subject to an observation while conducting an audit on behalf of PECB MS. The purpose of the witness audit is to validate and gain confidence in the knowledge and skills of the auditor. The observation will be done either on-site or remotely and will be conducted by PECB MS Trusted Witness Auditors (coming soon).
Fully Approved MS Auditor/Lead Auditor

The auditor will be fully approved after completing all the necessary requirements, including: documentation and professional experience, interview, Certified Management Systems training course and Witness Audit and will be provided with one of the following credentials, depending on their experience and fulfillment of requirements:

a. PECB Certified MS Auditor — can perform audits as a team member or as a sole auditor
b. PECB Certified MS Lead Auditor — can perform audits as a lead auditor by managing an audit team

PECB Certified MS Auditor certificates are valid for three years, and during this period all auditors will be evaluated on a continuous basis through different evaluation methods, such as: observation, review of records, feedback from audit clients, post-audit reviews, etc.
Recertification

In order to get recertified, the PECB Certified MS Auditor should have performed a minimum of three complete audits with at least 10 audit days on-site during the last three years. For MS Lead Auditors, one of the audits should be in the capacity of a Lead Auditor, leading a team of at least one other auditor.

The recertification process can be performed in the time period of six months prior/after the expiry date of the MS Auditor certificate. If recertification has not been performed during the set time period, the auditor may be required to pass an additional observation.