



Exemplar
Global

Certification Requirements

Qualification-based

Responsible Care® Auditor

Certification Program

Exemplar Global is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2012 '*General requirements for bodies operating the certification of persons.*'

This program is not covered under Exemplar Global's scope of accreditation with JAS-ANZ.

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Table of Contents

Introduction	pg.4
Grades of Certification.....	pg.5
Scopes of Certification	pg.6
Knowledge Requirements.....	pg.7
Qualification Requirements	pg.8
Audit Experience Requirements	pg.9
Work Style Assessment for Auditors	pg.10
Recertification	pg.11
Expansion	pg.12

Introduction

The **Responsible Care® Auditor Certification Scheme** has been developed by Exemplar Global in liaison with industry representatives.

The program provides international recognition for assessors of Responsible Care® management systems who conduct audits using the RCMS technical specification and the RC14001 standard.

Confidence and reliance in the audit process depends on the competence of personnel conducting the audit.

This program has been developed to meet the following key objectives:

- Ensure that auditors meet or exceed the audit competencies defined by the American Chemistry Council (ACC) and Exemplar Global using ISO 19011:2002 (ISO 19011), RCMS, and RC14001;
- To assist organizations in selecting competent auditors; and
- To enhance the professional recognition of Exemplar Global certified auditors.

Auditors who wish to become certified by Exemplar Global should review this document and the [Personnel Certification Guide](#) to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an examiner in your region's principal office. Exemplar Global principal offices are located in:

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Grades of Certification

There are two grades of Responsible Care® Auditor certification:

- Responsible Care® Auditor
- Responsible Care® Lead Auditor

Responsible Care® Auditor recognizes that an applicant demonstrated the competencies to conduct a Responsible Care® audit and perform as a member of an audit team.

Responsible Care® Lead Auditor recognizes that an applicant demonstrated auditor competence and can lead an audit team.

Scopes of Certification

There is only one scope under Responsible Care® Auditor certification.

This scope is in addition to the certification requirements shown within this document.

- Applicants seeking to conduct RC14001 audits must demonstrate certification as an Auditor or Lead Auditor in the environmental scheme of Exemplar Global, IRCA, or IEMA. This certification must include evidence of conducting ISO 14001 management systems audits e.g. (EMS scope).

The decision on whether this scope 1. RC14001 auditing is appropriate will be dependent on the applicant meeting the defined requirements.

Knowledge Requirements

Applicants applying for Responsible Care® Auditor certification must provide evidence of knowledge competency defined by Exemplar Global as follows:

All Responsible Care® Auditor Grades:

1. Applicants shall provide evidence of at least 40 hours of auditor training in the last three years prior to application. The training must consist of:
 - Successful completion of an ACC-qualified (two-day) Responsible Care® course
 - Auditor training in total of at least 40 hours. E.g. The ACC-qualified Responsible Care® course is 16 hours, therefore evidence of 24 hours of additional training is required to make up the 40 hours total required.
2. Applicants must successfully pass a Responsible Care® Auditor examination conducted by BEAC.

Evidence of Knowledge-based Competency

1. A certificate/s of attainment from an Exemplar Global-certified or BEAC-certified Responsible Care® training provider issued within the three years prior to application is required
2. A certificate of attainment from BEAC identifying successful completion of the BEAC Responsible Care® examination is required.

Refer to the [Personnel Certification Guide](#) for details on knowledge examinations, TPECS and TCC training providers, and other certified training courses recognized by Exemplar Global.

A register of certified training providers is available at www.exemplarglobal.org.

Qualification Requirements

Applicants for Responsible Care® Auditor certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

Evidence of Education:

Applicants applying for Responsible Care® Auditor grades shall have completed a bachelor's degree or higher.

Evidence of Work Experience:

Applicants applying for Responsible Care® Auditor grades must provide evidence of at least four years relevant work experience within the past 10 years that develops skills and understanding in at least two of the areas described below:

- Implementation of Responsible Care® programs
- Environmental, health or safety science and technology
- Work experience gained by actual hands-on role in the chemical process industry and/or environmental, health or safety services
- Product stewardship, transportation or distribution of chemical products
- Requirements of environmental, health and safety laws, regulations and related documents
- Environmental, health or safety/Responsible Care® management systems and standards or related auditing procedures, processes and auditing techniques.

Work experience qualifications cannot be satisfied by experience solely in management systems and auditing. Clear evidence of work experience, such as in the chemical industry or environmental, health or safety fields that provides an understanding of these issues, shall be required.

Evidence of work experience must be verifiable and include:

- Employer (including contact details);
- Dates of employment; and
- Roles, responsibilities (job description), and achievements.

Audit Experience Requirements

Applicants applying for Responsible Care® Auditor certification must provide evidence of auditing experience defined by Exemplar Global for each specific grade.

All audit days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

Responsible Care® Auditor:

Applicants applying for Responsible Care® Auditor grade shall demonstrate **20 audit days** within two years prior to application. A maximum of **four days** off-site auditing activity is allowed in these 20 audit days.

Included in the 20 audit days, an applicant must demonstrate:

- **At least four audits** covering environmental, health or safety systems and/or Responsible Care® management systems.

Responsible Care® Lead Auditor:

Applicants applying for Responsible Care® Auditor grade shall demonstrate **35 audit days** within two years prior to application. A maximum of **seven days** off-site auditing activity is allowed in these 35 audit days.

Included in the 35 audit days, an applicant must demonstrate:

- **At least seven complete** audits covering environmental, health or safety systems and/or Responsible Care® management systems
- **At least 15 audit days and three complete** Responsible Care® audits as a team leader managing a team of at least one other auditor.

A copy of the audit log can be found [here](#).

Work Style Assessment for Auditors

All applicants—except the Provisional Auditor grade—are required to complete the Work Style Assessment self-coaching tool as part of the certification process.

The Work Style Assessment is a sophisticated career and self-coaching development tool that empowers auditors through self-awareness. The assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development.

[Click here](#) for more information about the Work Style Assessment.

The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011:2011 “Guidelines for auditing management systems.” These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered
- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.

You can take the Work Style Assessment online on your computer or smartphone.

The assessment takes approximately 15 minutes to complete, however there is no time limit.

You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It’s all about understanding yourself better.

Responses are automatically processed by our partner and a PDF report will be emailed to you within one hour of completing the survey.

If you have completed the Work Style Assessment within the four years prior to application, further assessment is not required. Applicants are required to include the details of the previous assessment on their application form.

Recertification

To maintain certification, all certified Responsible Care® Auditors are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded.

Exemplar Global will provide electronic reminders with an invoice for the annual instalment of your certification fee.

Every two years from the date of initial certification and each subsequent recertification, auditors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities.
[CPD logs](http://www.exemplarglobal.org) are available at www.exemplarglobal.org. Guidance is provided in the [Personnel Certification Guide](#).
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- [Audit experience](#) that meets the conditions for assessment experience in accordance with the following:
 - **Auditor:** At least four audits covering environmental, health or safety systems and/or Responsible Care® management systems and 20 days of auditing within the past two years. Up to four of the 20 days can include offsite audit activities including preparing for and documenting audits
 - **Lead Auditor:** At least seven audits covering environmental, health or safety systems and/or Responsible Care® management systems and 35 days of auditing within the past two years. Up to seven of the 35 days can include offsite audit activities including preparing for and documenting audits.Three of the audits and a total of at least 15 audit days must be performed as an audit team leader managing a team of at least one other auditor.

All audit days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

Expansion

All Responsible Care certified auditors can apply to expand their grade and/or scope of certification at any time. To apply for an expansion of certification, auditors are required to:

- Complete the online expansion application available through your online portal, accessible through the Exemplar Global website at www.exemplarglobal.org
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

For complete details of fees, refer to the Exemplar Global fee calculator on the Exemplar Global website at www.exemplarglobal.org.