



Exemplar
Global

Certification Requirements

Qualification-based

Internal 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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Introduction

The **Internal Auditor Certification Program** has been developed by Exemplar Global in liaison with industry representatives.

The program provides international recognition for internal auditors of management systems (QMS, EMS, OHSMS, and FSMS).

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

The personnel certification program has been developed to meet the following key objectives:

- To ensure that auditors meet or exceed the auditing and related competencies defined by Exemplar Global, using ISO 19011 as guidance for auditors of management systems including audits using national or international management system standards or other management system standards recognized by Exemplar Global.
- To assist organizations in selecting appropriately qualified internal auditors and
- To enhance the professional recognition of Exemplar Global certified internal auditor

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 is only one grade of Internal Auditor certification:

- Internal Auditor

Internal Auditor recognizes that an applicant has demonstrated knowledge-based competencies required to conduct internal audits.

Scopes of Certification

There are six scopes under Internal Auditor certification. These scopes are in addition to the certification requirements shown within this document.

Applicants for scopes must provide evidence with their application related to their combined training, work experience, and auditing experience specific to the scope they seek.

SCOPE	TRAINING	WORK EXPERIENCE	AUDITING EXPERIENCE
Quality Management Systems Audit (QMS) (e.g. ISO 9001:2008)*	Exemplar Global certified QMS auditor training or Exemplar Global-QM	At least one year QMS work experience	Ten audit days (on site) conducted using the ISO 9001:2008 standard.
ISO 9001:2015 Audit	Exemplar Global certified QMS 9001:2015 auditor training or Exemplar Global-QM (ISO 9001:2015).	At least one year QMS work experience	Ten audit days (on site) conducted using the ISO 9001:2015 standard.
Environmental Management Systems Audit (EMS) (ISO 14001:2004)*	Exemplar Global certified EMS auditor training or Exemplar Global-EM.	At least one year EMS work experience	Ten audit days (on site) conducted using ISO 14001:2004 standard.
ISO 14001:2015 Audit	Exemplar Global certified EMS auditor training or Exemplar Global-EM (ISO 14001:2015).	At least one year EMS work experience	Ten audit days (on site) conducted using ISO 14001:2015 standard.
Occupational Health/Safety Management Systems (OHS) (e.g. AS4801, ISO 18001)	Exemplar Global certified OHS auditor training or Exemplar Global-OH.	At least one year OHS work experience	Ten audit days (on site) conducted using the national OHS standard/s.
Food Safety Management Systems Audit (FSMS) (e.g. ISO 22000)	Exemplar Global certified FSMS auditor training or Exemplar Global-FS.	At least one year FSMS work experience	Ten audit days (on site) conducting using the FSMS standard.

*Scope will be replaced with the ISO 9001:2015 or ISO 14001:2015 Audit scope after September 1 2018. Auditors currently holding the ISO 9001:2008 or ISO 14001:2015 Audit scope must complete transition requirements found on [page 12](#).

Knowledge Requirements

Applicants for Internal Auditor certification must provide evidence of knowledge competency defined by Exemplar Global in the following TPECS competency units:

Internal Auditor grade:

Management System Auditing (Exemplar Global-AU)

Evidence of Knowledge-based Competency

A certificate of attainment for the above competency unit from an Exemplar Global certified TPECS training provider issued within the three years prior to application 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 Internal Auditor certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

Evidence of Education:

Applicants for Internal Auditor grade have completed secondary education or national equivalent.

Evidence of Work Experience:

Applicants must document a minimum of two years work experience in a position involving the exercise of judgment, problem solving and communication with other personnel, peers, customers, and/or other interested parties.

Evidence of work experience must be verifiable and include:

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

Acceptable Forms of Evidence:

Acceptable evidence of education and work experience will be in the form of a copy of the applicant's educational certificate and/or degree and a work resume or curriculum vitae. This documentation is submitted with the application.

Audit Experience Requirements

Applicants for Internal Auditor certification must provide evidence of auditing experience defined by Exemplar Global for the specific grade.

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

Internal Auditor:

Applicants for Internal Auditor grade shall demonstrate **20 audit days (on site)** within the past three years.

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 auditors are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded.*

Exemplar Global will forward an electronic reminder with an invoice for the annual certification fee.

Every four 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 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
- Auditing experience that meets the conditions for auditing experience in accordance with the following:
 - **Internal Auditor:** At least 15 audit days (on site)

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

*All internal auditors holding the Quality Management System Audit (QMS) scope or Environmental Management System Audit (EMS) scope, must complete the ISO 9001:2015 or ISO 14004:2015 Transition Assessment in order to maintain certification. Details regarding the transition can be found on [page 12](#).

Expansion

Certified Internal Auditors can apply to expand their 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 self service 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.

Where an auditor is applying for more than one additional scope in the same application, only one expansion fee is required.

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

Transition Requirements for Certified QMS Auditors

To maintain certification, all Internal Auditors holding the Quality Management System Audit and/or Environmental Management System Audit scope of certification must demonstrate transition adequacy, as follows:

Knowledge Requirements:

- Internal auditors certified to the Quality Management System (QMS) Audit scope (ISO 9001:2008) must successfully complete the Exemplar Global College ISO 9001:2015 Transition Assessment.
- Internal auditors certified to the Environmental Management System (EMS) Audit scope (ISO 14001:2004) must successfully complete the Exemplar Global College ISO 14001:2015 Transition Assessment.

Alternately, certified auditors can submit evidence of successful completion of the IAAR/PECB ISO 9001:2015 and/or ISO 14001:2015 Transition Offering and Assessment by September 1 2018.

Exemplar Global will accept a certificate of completion, or a copy of training transcripts from IAAR/PECB as evidence of meeting the knowledge requirements.

Audit Requirements

All auditors currently certified to the ISO 9001:2008 Audit scope and/or ISO 14001:2004 will be transitioned to the 2015 versions of the QMS and EMS standard upon providing evidence of meeting the knowledge requirements. To maintain the relevant scope, evidence of 16 audit days (on site) using 2015 version of the standards must be submitted to Exemplar Global by September 1 2018.

Auditors who do not submit the required audit days will have the scope removed from their certification and must reapply for the scope by completing an expansion application. See the [Expansion](#) section for details.

Audit experience must be recorded on the Exemplar Global [Audit Log](#).

For more information regarding the transition requirements, please contact an Exemplar Global examiner in your region's principal office, or submit an email inquiry to info@exemplarglobal.org.