



**Exemplar**  
Global

## Certification Requirements

Qualification-based

Business Continuity Management

Systems (BCMS) 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.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, Exemplar Global, Inc. does not accept liability for the performance, conduct, or services provided by the certified person or organization.

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## Introduction

The **qualification-based (QB) Business Continuity Management System (BCMS) Auditor Certification** Program has been developed by Exemplar Global, Inc. in liaison with industry representatives.

The program provides international recognition for auditors who conduct business continuity management system audits using national or international management system standards, or other management system standards and normative and industry references recognized by Exemplar Global.

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

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

- To achieve the requirements of the International Standard for Personnel Certification ISO/IEC 17024:2012;
- To ensure that auditors meet or exceed the qualification guidelines for management system auditors described in ISO 19011:2011 and in ISO 22301:2012 are assessed as competent to perform business continuity management system audits;
- To assist organizations to select appropriately qualified auditors; and
- To enhance the professional recognition of qualified 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 four grades of BCMS Auditor certification:

- Associate BCMS Auditor
- BCMS Auditor
- Principal BCMS Auditor
- Lead BCMS Auditor

**The Associate Auditor** grade recognizes that an applicant has met the formal education, training, and work experience requirements, but has not yet demonstrated the ability to conduct BCMS audits.

**The Auditor** grade recognizes that an applicant has demonstrated the competencies to conduct a BCMS audit and perform as a member of an audit team.

**The Principal Auditor** grade recognizes that an applicant has demonstrated the competencies to conduct a BCMS audit and perform either alone or as a member of an audit team.

**The Lead Auditor** grade recognizes that an applicant has demonstrated the competencies to conduct a BCMS audit and can lead an audit team.

## Knowledge Requirements

Applicants for each grade of BCMS Auditor certification must provide evidence of knowledge competency defined in the following TPECS competency units:

### **All BCMS Grades:**

Management System Auditing (Exemplar Global-AU)

Auditing Business Continuity Management Systems (Exemplar Global-BC)

In addition to the competency units listed above, evidence of knowledge competency defined in the following TPECS competency units are also required for Lead and Business Improvement Grades:

### **Lead BCMS Auditor:**

Leading Management System Audit Teams (Exemplar Global-TL)

### **EVIDENCE OF KNOWLEDGE-BASED COMPETENCY**

#### **All BCMS Auditor Grades:**

A certificate/s of attainment for the above competency units from a certified TPECS training provider issued within the three years prior to application is required.

Refer to the [Personnel Certification Guide](#) for details on TPECS training providers and other certified training courses recognized by Exemplar Global. A register of certified training providers is available at [www.exemplarglobal.org](http://www.exemplarglobal.org).

## Qualification Requirements

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

### **EVIDENCE OF EDUCATION:**

Applicants for all BCMS Auditor grades have completed secondary education or national equivalent.

### **EVIDENCE OF WORK EXPERIENCE:**

Applicants for all BCMS Auditor grades must provide evidence of:

- At least eight years work experience with secondary education; or
- At least six years work experience with post-secondary (non-university) education; or
- At least four years work experience with a university degree (Bachelors or higher).

In addition to the above work experience requirements, the following specific requirements apply:

### **BCMS Associate Auditor Grade:**

Applicants must provide evidence of at least two years business continuity work experience, obtained in the four years prior to application.

### **BCMS Auditor, Principal, and Lead Auditor Grades:**

Applicants must provide evidence of at least two years business continuity work experience, obtained in the four years prior to application, in a technical or managerial position with direct QMS management responsibilities.

### **Evidence of work experience must be verifiable and include:**

- Employer (including contact details);
- Dates of employments; 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 BCMS Auditor certification must provide evidence of audit 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](#).

### Associate BCMS Auditor:

None

### BCMS Auditor:

Applicants for Auditor grade shall demonstrate **20 audit days**. A maximum of **six days** of off-site audit activity is allowed in these 20 days.

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

- **At least four complete** QMS audits as a member of an audit team.

### Principal BCMS Auditor:

Applicants for Principal Auditor grade shall demonstrate **20 audit days**. A maximum of **six days** of off-site audit activity is allowed in these 20 days.

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

- **At least four complete** QMS audits; and
- **At least 10** audits days and two complete QMS audits as a solo auditor or a team leader.

### Lead BCMS Auditor:

Applicants for the Lead or Business Improvement Auditor grades shall demonstrate **35 audit days**. A maximum of **10 days** of off-site audit activity is allowed in these 35 days.

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

- **At least seven complete** QMS audits; and
- **At least 15 audit days and three complete QMS audits** as a team leader of an audit 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 auditors are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded. Exemplar Global will provide reminders with an invoice for the annual instalment of your certification fee.

Every four years from the date of initial certification and each subsequent re-certification, auditors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities. [CPD logs](#) are available at [www.exemplarglobal.org](http://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](#) in accordance with the following:
  - **Associate BCMS Auditor**—No audit experience required.
  - **BCMS Auditor**—At least **six BCMS audits** that total at least **15 audit days**. At least two of these audits must be complete BCMS audits.
  - **Principal BCMS Auditor**—At least **six BCMS audits** that total at least **15 audit days**. At least two of these audits must be complete BCMS audits. At least two of these audits must be performed either solo or as an audit team leader.
  - **Lead BCMS Auditor**—At least **six BCMS audits** that total at least **15 days**. At least two of these audits must be complete BCMS audits. At least two of these audits must be performed as an audit team leader.

For all grades that require audit experience at re-certification, a maximum of six days off-site will be accepted in each recertification period.

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

## Expansion

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 self-service portal, accessible through the Exemplar Global website at [www.exemplarglobal.org](http://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 Exemplar Global fee calculator on the Exemplar Global website at [www.exemplarglobal.org](http://www.exemplarglobal.org).