EXEMPLAR GLOBAL



CERTIFICATION REQUIREMENTS

Quality Management System Auditor (ISO 9001:2026)

Edition 4, September 2026

Disclaimer

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Introduction

This guide has been developed to help you become certified with Exemplar Global and provides the information necessary to achieve Exemplar Global personnel certification.

Please read this entire guide before applying for certification.

The Quality Management System auditor certification program has been developed by Exemplar Global to provide international recognition for auditors who conduct external/3rd party quality management system audits based on the ISO 9001:2026 quality management system standard.

How to get started

To apply for certification, please create or log in to your account in the Exemplar Global Community. Once logged in, navigate to your profile and select "Apply for Certification" to begin the process. You can access the Community here:
https://community.exemplarglobal.org

All application information must be provided in English unless otherwise agreed with Exemplar Global. Where translations of documents are provided, these must be independently verified for accuracy. Should you have any questions regarding what is required for the personnel certification requirements, contact Exemplar Global via the Contact Us page on the Exemplar Global website.

Applicants who require medical, disability, language, or religious-related accommodations to assist them in applying for certification may request these accommodations by emailing details to support@exemplarglobal.org prior to commencing their application, where reasonable requests will be supported by a member of the Exemplar Global team.

Transition from ISO 9001:2015 to ISO 9001:2026

Individuals applying for Quality Management System Auditor ISO 9001:2026 who have been trained against the ISO 9001:2015 edition of the standard are required to meet these transition requirements for the updated standard.

New Applicants New applicants trained to ISO 9001:2015 must provide acceptable evidence that they have updated their knowledge to ISO 9001:2026 before their application can be considered. *Note that the date the training was completed must be less than 10 years from the date of the application to be accepted under this process.*

Existing PC holders: Individuals who hold Personnel Certification to ISO 9001:2015 must provide acceptable evidence that they have updated their knowledge to the ISO 9001:2026 revision of the ISO standard by 16 September 2029.

After 16 Sep 2029, ISO 9001:2015 training will not be accepted after this date for new or existing Personnel Certification. Individuals who have not transitioned within this timeline will be closed. **Extensions will not be permitted; a new application is required.**

Evidence Requirements

Evidence of verifiable continuing professional development is required as follows:

Accepted evidence	Unable to be accepted as evidence
An official document issued by an Accredited Certification Body confirming transition training to ISO 9001:2026 has been completed **OR** An official document issued by an Accredited Certification Body confirming competence determined via witness audit **OR** Certificate of Attainment, or CPD Certificate for transition training issued by an Exemplar Global certified training provider***** **OR** Certificate of Attainment issued by an Exemplar Global certified training provider***** to the 2026 version of the Standard **** Note:** Certificates from training providers certified by other bodies equivalent to Exemplar Global may be accepted as evidence of meeting this requirement.*	• Peer recommendations • Invoice for training or CPD • Self-declaration • Audit experience • Industry experience

Understanding Grades and Scopes

Grades of certification

A grade is a specific level within a personnel certification program that best describes the job role for that certification program.

Available Grades

Grade	Designed For
Associate Auditor	**Associate Auditor** is available for auditors entering the profession who are not yet sufficiently experienced to meet the Auditor grade. It is suitable for internal auditors.
Auditor	**Auditor** is available to individuals who audit as a member of an audit team.
Advanced Auditor	**Advanced Auditor** is only available to auditors who meet the Auditor grade requirements **AND** the additional certification criteria for training, qualification/experience.
Lead Auditor	**Lead Auditor** is designed for individuals who audit alone and those who lead audits and audit teams.
Advanced Lead Auditor	**Advanced Lead Auditor** is only available to auditors who meet the Auditor grade requirements **AND** the additional certification criteria for training, qualification/experience.
Master Auditor	Experienced auditors with at least twelve years of lead auditor experience.

Certification Criteria

Grade	Initial Application Requirements		Recertification Requirements (36 months)
	Training ***(Initial audit and Recertification)***	**Auditing Experience**	
Associate Auditor	Exemplar Global-Certified Quality Management Systems Auditor course: TPECS (AU and QM) or equivalent RTP course.	Not required *Notes: Associate Auditors are not issued scopes.*	*Not required*
Auditor	Exemplar Global-Certified Quality Management Systems Auditor course: TPECS (AU and QM) or equivalent RTP course.	20 days of auditing experience (Quality Management System standards*), with at least four complete audits within the four years prior to initial application/recertification date.	*While not mandatory for recertification at this grade, auditors are strongly encouraged to have completed:* • *Additional audit experience of at least 10 audit days, including 3 complete audits* *AND* • *Continuing Professional Development of 45 credits per 36 months*
Advanced Auditor	Exemplar Global-Certified Quality Management Systems Auditor course: TPECS (AU and QM) or equivalent RTP course **AND** Qualifications/work experience that meet the criteria noted below.	20 days of auditing experience (Quality Management System standards*), with at least four complete audits within the four years prior to initial application	*Within the 36 months since the last initial audit/recertification:* • *Additional audit experience of at least 10 audit days, including 3 complete audits* *AND* • *45 credits of Continuing Professional Development*
Lead Auditor	Exemplar Global-Certified Quality Management Systems Lead Auditor course: TPECS (AU, QM and TL) or equivalent RTP course.	35 days of auditing experience (Quality Management System standards*) with at least 15 days as lead auditor and four complete audits within the four years prior to initial application/recertification date.	*While it is not mandatory for recertification at this grade, lead auditors are strongly encouraged to have completed:* • *Additional audit experience of at least 15 audit days, including 5 complete audits* *AND* • *Continuing Professional Development of 45 credits per 36 months*
Advanced Lead Auditor	Exemplar Global-Certified Quality Management Systems Lead Auditor course: TPECS (AU, QM and TL) or equivalent RTP course. **AND** Qualifications/work experience that meet the criteria noted below.	35 days of auditing experience (Quality Management System standards*) with at least 15 days as lead auditor and four complete audits within the four years prior to initial application/recertification date.	*Within the 36 months since the last initial audit/recertification:* • *Additional audit experience of at least 15 audit days, including 5 complete audits* *AND* • *Continuing Professional Development of 45 credits per 36 months*

Master Auditor	Exemplar Global-Certified Quality Management Systems Lead Auditor course TPECS (AU, QM, and TL) or RTP course and 12 years of continuous certification as a Lead Auditor or Advanced Lead Auditor.	35 days of auditing experience (Quality management system standards*) with at least 15 days as lead auditor and four complete audits within the four years prior to initial application/recertification date.	*While not mandatory for recertification at this grade, master auditors are strongly encouraged to have completed:* • *Additional audit experience of at least 15 audit days, including 5 complete audits* *AND* • *Continuing Professional Development of 45 credits per 36 months*

Additional Certification Criteria for Advanced Auditor / Advanced Lead Auditor

Qualifications and Industry Experience
Applicants who wish to be considered for Advanced Auditor / Advanced Lead Auditor grades must meet the Auditor/Lead Auditor requirements **and** additionally meet the following certification criteria: Quality-related degree (Level 6 equivalent*) AND 2 years of QMS-relevant work experience** **OR** Quality-related diploma (Level 5 equivalent*) AND 3 years of QMS-relevant work experience** ** A qualification that is Level 5 or 6 on the International Standard Classification of Education (ISCED), and is issued by an organization which is chartered, licensed, or accredited by the appropriate higher education-related organization of the country of issue.* **OR** A minimum of five years of qualifying QMS-relevant work experience** ***** QMS-relevant* work experience:** *Work experience should include demonstrable responsibilities related to a quality management* system, such as *quality management system implementation, quality assurance/quality control oversight, process control, risk-based thinking, performance monitoring and measurement, corrective action, continual improvement, internal auditing, supplier quality management, and/or QMS auditing within a qualifying organization.* .

Scopes of Certification

A scope provides recognition that the applicant has experience within a specific industry. Applicants can choose to add as many scopes to their certification as they need or wish. Should a certified individual wish to add a scope to their current certification, they may submit an expansion application. Likewise, scopes can be removed from a current certification at any time.

Available Scopes

#	Scope	Evidence Requirements
1	ISO 9001:2015	ISO 9001:2015 training certificate OR 10 days of audit experience using ISO 9001:2015 as the referenced standard
2	Regulatory Compliance	10 days of audit experience using Quality regulations and/or legislation
3	ISO 15378:2017 Primary packaging materials for medicinal products	ISO 15378:2017 Primary packaging materials for medicinal products training certificate or 10 days' audit experience using the ISO 15378:2017 as the referenced standard.
4	ISO 9001:2026	ISO 9001:2026 training certificate OR 10 days of audit experience using ISO 9001:2026 as the referenced standard OR ISO 9001:2015 training certificate AND evidence of ISO9001:2026 transition training that meets the requirements of this document

Audit Logs

The Exemplar Global Audit log template is available here PCF24 Audit Log in an editable .pdf format, and this is the preferred format for faster processing of your application.

Alternative audit log formats are acceptable, but must contain the following information: i. Audit Date(s)

ii. Complete or partial audit
iii. Number of days
iv. Auditee details – org, address, contact name & number
v. Role (Lead, auditor team member)
vi. Number of auditors on the team
vii. Standard audited to
viii. Scope of audit
ix. Contact details for verification purposes

x. Contact details for the organization that employed the auditor

For further guidance, refer to this knowledge base article in the Exemplar Global Community: community.exemplarglobal.org/viewdocument/audit-log-guidance.

Directions for completing your audit log:

Audit Day

For on-site audits:

Full day = 6 hours of on-site auditing activity; Half day = three hours of on-site auditing activity

For ICT / Remote audits:

No more than 30% of qualifying audit hours may be ICT/remote. Full day = 6 hours of on-screen auditing activity; Half day = three hours of on-screen auditing activity.

Preparation, travel, and reporting time are excluded from audit hours.

Qualifying audits

To qualify for audit experience under this certification program, audits must be conducted against **ISO 9001 quality management system requirements**, regulations, or other recognized quality criteria, as applicable to the selected scope, and be acceptable to Exemplar Global.

This may include, but is not limited to, audits conducted against the following:

- **ISO 9001:2026 Quality Management System standard**, for Quality Management System Audit and ISO 9001:2026 Audit scopes.
- **ISO 9001:2015 Quality Management System standard**, for applicants qualifying under the previous edition during the transition period only.
- **Regulatory and legislative requirements** for Regulatory Compliance Audit scopes.
- **Second party or supplier quality audits**, where conducted against recognized quality management system standards, regulatory requirements, or industry-accepted quality system audit criteria

Audits must be relevant to the selected scope and conducted within a qualifying organization in accordance with accepted auditing principles.

Complete audit

An audit that covers all clauses of the nominated standard

Role	To qualify, the applicant's role during the audit must be either Lead Auditor or Auditor. • Audits where the applicant's role is 'observing' do not qualify. • Audits where the applicant's role is 'witness' do not qualify. **Internal Audit experience** can be recognized by Exemplar Global in the instance where the auditor was not responsible for the outcomes of the audit.
Contact details for verification purposes	Audits may be verified as part of the application process. Contact details must be provided for a contact that can verify all details of the qualifying audit.

Understanding Training Requirements

All applicants are required to demonstrate knowledge specific to each certification scheme, grade, and scope.

Predominantly, this is demonstrated by obtaining a TPECS or RTP certificate in the relevant discipline from an Exemplar Global certified or recognized training provider.

Exemplar Global Training Providers can be found at the Exemplar Global Search Register.

Alternative certificates and courses accepted by Exemplar Global
In addition to the TPECS or RTP training certificates issued by Exemplar Global certified training providers, certificates from training providers certified by other bodies may be accepted as evidence of meeting knowledge requirements.

Maintaining your Certification

Annual Fee

An annual administration fee is payable. To pay your annual fee, head to Exemplar Community at community.exemplarglobal.org and log in using your login details.

Once you are logged in, click on the 'Manage My Certifications' tab located at the top-hand navigation. From the drop-down menu, you can select Exemplar Global. Once you have made your selection, click on the 'Unpaid Invoices' button that features as one of the options at the top of the page. Select the invoice for payment of your annual fee and click 'Pay Now'.

Certification fees are paid monthly or annually by credit or debit card only. Certificates will expire one year from the date of the issuance of certification. In some circumstances, certification may be suspended or withdrawn, including where payments are not made, required continuing professional development is not maintained, assessment requirements are not met, the code of conduct is violated, or there is a failure to cooperate with an investigation.

Three-year recertification cycle

Every third year, any evidence required to maintain your grade is uploaded; at that time, your annual fee is due. This is called re-recertification.

Your certification remains valid so long as you:

- continue to meet the scheme and grade requirements
- complete any necessary recertification requirements
- adhere to our code of conduct
- pay your fees

At times, additional requirements may be instituted if there have been major changes to a certification program's requirements due to changes in the industry or the standard upon which the certification is based.

Exemplar Global strongly encourages the completion of Continuing Professional Development (CPD) relevant to your role and/or profession, and we provide numerous opportunities for professional development. It is strongly recommended that every third year, all grades complete the Work Style Assessment for Auditors in addition to additional audit experience and CPD credits.

Additional fees

A fee is required for any new certification application, including expansion to scope or changes to grade. There is no fee for reducing grades or scope of certification.

Refunds

Fees are non-refundable.

Submitting an Expansion Application

You may apply to expand your personnel certification at any time. An expansion occurs when you choose to upgrade your certification to a higher grade or to add a scope to your certification program. Submit your expansion application via your online customer portal at community.exemplarglobal.org. This can be completed for a small fee at any time during your current certification period. Changes to grades may incur additional costs where upfront payments have been made.

Reducing the grade or scope of Certification

At any time, you may reduce your certification to a lower grade or remove a scope from your certification program by contacting an Exemplar Global examiner. A reduction in certification may also be recommended to an applicant by the examiner after evaluation of an initial application. Acceptance of a reduction of certification must be provided to the examiner in writing from the applicant. No fees are refunded when reducing certification.

Transitioning to Exemplar Global

If you are a management system auditor certified by one of the bodies listed below and want to transition to Exemplar Global certification or wish to hold dual certification, Exemplar Global will formally recognize your auditor certification.

- Chinese Certification & Accreditation Association (CCAA)
- International Register of Certified Auditors (IRCA)
- Korean Auditor Registration (KAR)
- Professional Evaluation and Certification Board (PECB)

There is no transition fee; however, a certification fee will be payable.

What is required?

You must provide evidence of current certification in the form of a current card, certificate, or official letter from the authorizing body. **Invoices and receipts will not be accepted.** The certification granted will reflect the grade and scheme you currently hold.

Please note that additional requirements and fees may be applicable if you apply for a higher grade of certification. The transition process is simple and will allow you to become Exemplar Global certified in a very short time. To begin the process, give us a call to speak with a member of our certification team.

Continuing Professional Development

All grades are encouraged to undertake continuing professional development.

A minimum of 45 credits of relevant continuing professional development (CPD) is required per 36 months of Personnel Certification for Advanced Auditor and Advanced Lead Auditor grades.

Continuing professional development (CPD) is an ongoing requirement to undertake education, maintain a current knowledge base, and improve skills and knowledge. All professionals are expected to take ownership of their learning and development needs and develop a plan to indicate how they might meet these objectives.

While Exemplar Global may specify a minimum CPD requirement for a given Personnel Certification, there is no maximum or limit on the CPD activities you can complete. The CPD three-year cycle runs for 36 calendar months from the date Personnel Certification is granted and may be audited as part of the renewal process. Continuing professional development should be selected from a range of categories.

Regulatory Updates: Stay informed about changes in accounting and auditing standards. Regularly check for updates from relevant regulatory bodies.

Technology Integration: Embrace and understand the latest audit technologies, such as data analytics and automation tools. They can significantly enhance the efficiency and effectiveness of audits.

Industry Knowledge: Develop a deep understanding of the industries you audit. This knowledge helps you identify specific risks and tailor your audit approach accordingly.

Ethics and Professionalism: Stay updated on ethical guidelines and professional conduct. A strong ethical foundation is vital for maintaining trust and integrity in the auditing profession.

Specialized Training: Consider specialized training in areas relevant to the industries you audit, such as risk mitigation or fraud detection.

Networking: Attend conferences, seminars, and networking events within the auditing and conformity assessment community. This helps you stay connected, exchange ideas, and learn from your peers.

Leadership Development: As you progress in your career, focus on developing leadership skills. This includes managing teams, strategic thinking, and decision-making.

Continual Learning: Foster a mindset of continuous learning. Read industry publications, take online courses, and seek out opportunities for self-directed learning.

Mentorship and Coaching: Engage in mentorship programs or seek a mentor within the auditing profession. Learning from someone with more experience can provide valuable insights and guidance.

Soft Skills/ Power Skills: Improve communication, critical thinking, and problem-solving skills. These skills are essential for effective client interactions, team collaboration, and addressing complex audit issues. The Work Style Assessment fits into this category.

The suggested format for logging your CPD is the Exemplar Global Continuing Professional Development Log, which can be found here: PCF25 Continuing Professional Development log.pdf.

Exemplar Global undertakes random audits for a sample of CPD Logs each year. If your CPD Log is selected, a member of the Exemplar Global Team will contact you directly to request supporting evidence. It is not necessary to submit the supporting evidence at the time you upload your CPD Log. Examples of acceptable evidence of continuing professional development may include, but is not limited to, the following:

- Attestation from an employment Certification Body or organization confirming that continuing professional development has been undertaken, including a description of learning outcomes (e.g. maintaining current knowledge of quality management system standard or auditing practices)
- TPECS or RTP training certificates issued by Exemplar Global certified or recognized training providers
- Certificates of completion from training providers certified or recognized by other personnel certification or accreditation bodies
- For quality management system audits, an attestation from an employing organization, certification body, or client confirming the application of quality management system requirements within an organization and the maintenance of sufficient knowledge to competently conduct effective management system audits
- For regulatory compliance scopes, an attestation from an employer, client, or relevant authority confirming ongoing professional development and the application of applicable regulatory, legislative, or technical requirements
- Other evidence considered equivalent and acceptable by Exemplar Global, where the evidence demonstrates maintenance of competence relevant to the certification grade and scope

Certification Benefit - Access Your Work Style Assessment

Completion of your Work Style Assessment provides 10 credits towards professional development

To assist with the self-assessment process for soft skills (also called power skills), all applicants, as part of their certification benefits, are offered the Work Style Assessment to complete post-application. The Work Style Assessment is a sophisticated self-coaching and development tool tailored to Exemplar Global's customers, that empowers auditors through self-awareness.

This professional and industry-leading assessment provides insight into your strengths as an auditor, coaching, and managing considerations that benefit your auditing career and areas to consider for professional development. The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011.

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

Additional information

- 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 mobile device.
- 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, and a PDF report will be emailed to you within one hour of completing the survey.

For more information on the Work Style Assessment and other assessment products, please visit the Exemplar Global website at exemplarglobal.org.

How to Promote Your Exemplar Global Certification

Personnel Certification (PC) is the formal recognition issued by Exemplar Global confirming that an individual has met the applicable certification scheme, grade, and scope requirements. Personnel Certification is evidenced by the official certificate issued by Exemplar Global, which constitutes the authoritative and primary confirmation of an individual's certification status.

Once certification is granted, the Exemplar Global certificate serves as the formal record relied upon by employers, clients, certification bodies, regulators, and other interested parties to verify compliance with Exemplar Global's personnel certification requirements. The status of an individual's Personnel Certification can also be independently verified through the Exemplar Global Register of Certified Personnel, available on the Exemplar Global website.

As an additional benefit, Exemplar Global provides access to a digital badge aligned to the certification scheme and grade achieved. The digital badge is a supplementary recognition tool that enables certified individuals to promote their certification online and allows third parties to view a high-level summary of certification information and verification status.

Use of the digital badge is optional and is intended to complement, not replace, the Exemplar Global Personnel Certification or the certificate issued by Exemplar Global. The digital badge does not constitute Personnel Certification.

Following certification, certified individuals may receive communications from Exemplar Global's digital credentialing partner (Credly) with instructions on how to access and manage their digital badge, should they choose to use it.

Questions?

If you have any remaining questions regarding personnel certification, we recommend that you check out the **Frequently Asked Questions (FAQ's) page** in the Community or email your questions to info@exemplarglobal.org.