



Professional qualifications for
your company's onsite experts

raising standards worldwide™

BSi
Learning

Internationally associated with excellence and best practice, BSI qualifications will reassure your clients of your own rigorous standards. Having a BSI Registered Auditor on your team is an invaluable asset.

Ensure that your audit programme is performed to the highest standard by having your team qualified as BSI Registered Auditors. Your auditors will continue to improve their skills through the qualification, leading to improvements to your business and increased value and relevance of the audit results.

BSI Registered Auditors set the standard for the industry and demonstrate their commitment by enrolling for the qualification.

Ultimately, you'll receive highly efficient auditing services from a team that understands your business from the top to the bottom. Your company will benefit from market-appropriate, professional advice on how to improve your systems and increase productivity and efficiency.

The levels your company achieved for certification of your systems will be maintained and improved by your own BSI trained Auditors. They will ensure the standards are upheld continuously, providing reassurance to your customers, shareholders and supply chain.

WHAT ARE THE QUALIFICATIONS?

Supported by the international strength of BSI, they are seen as one of the benchmarks for qualifications in Quality (**ISO 9001**), Environmental (**ISO 14001**), Information Security (**ISO 27001**) and Health & Safety (**BS OHSAS 18001**) and Business Continuity (**BS 25999**) management systems.

Our qualifications provide training in best practice for management systems auditing appropriate to each standard. Successful participants gain a thorough understanding of a particular management system's requirements and are awarded with a valuable qualification that is supported by the integrity of the BSI name. Their own name, as well as your company's, will appear on our register and website.

Encouraging staff to take BSI qualifications is a simple way to demonstrate your commitment to personal development. As a discipline, management systems auditing requires a broad set of skills, ranging from technical understanding of standards through to interpersonal skills, and brings challenges and responsibility. The competence of your auditors has a direct impact on the performance of your business, the 'bottom line' and your compliance with standards, regulations and customers' contract requirements.

We provide a simple process for internal auditors to achieve one of two levels:

- BSI Registered Auditor
- BSI Registered Lead Auditor
(for team leaders in larger organisations)

COMPANY BENEFITS

- Your systems will be audited by qualified, in-house personnel
- You provide career development for employees from a quality source
- Staff retention can improve as employees receive excellent training, progression and a professional qualification
- Ensures that audits deliver benefits specific to your business
- Contributes to the effectiveness of your corporate governance
- Your auditors are kept up-to-date with the latest developments, ensuring ongoing excellence in performance

GROUP SCHEME

We also provide a joint scheme for organisations with three or more auditors by hosting the training and assessment on a group basis. As well as improving team building skills, the on-site coaching and mentoring sessions provide cost effective career development and certification for your team of auditors.

ROUTE TO QUALIFICATION

1. Pass the BSI Auditor course appropriate to the specific standard (if not already completed)
2. Complete the one day Advanced Auditing course
3. Complete and pass our qualifying review (a one-day audit coaching and review session carried out at your premises)

After qualification, our support continues. Firstly, the names of the successful auditors will appear on the BSI website. Regular updates and the BSI Registered Auditors' newsletters provide graduates with the latest thinking and topical comment.

The BSI Registered Auditor scheme has two grades:

- Auditor
- Lead Auditor

Both grades are applicable to the following management system standards:

- ISO 9001
- ISO 14001
- BS 25999
- BS OHSAS 18001
- ISO 27001

To assist you in determining which grade is right for you, below are descriptions of the characteristics of each grade. A comprehensive set of requirements is detailed for each grade.

BSI Auditor Qualification

This grade is applicable to those people involved in conducting audits of their own organisation. In most cases, internal auditing will not be the primary work role.

Prior to being qualified as a BSI Registered Auditor an applicant must meet the following basic requirements:

- Have successfully completed the Internal Auditor course and the Advanced Auditor course
- Have completed at least six audits totalling 18 hours of audit activity, with six audit reports, prior to completing the qualifying review
- Successfully complete a qualifying review

BSI Lead Auditor Qualification

This grade is applicable to those people involved in audits on a more regular basis, carrying out supplier audits, managing audit schedules or audit teams.

Certification to this grade is valuable as it recognises competence in delivering or managing audits. Generally, audits will be a primary work role.

Prior to being qualified as a BSI Registered Lead Auditor, an applicant must meet the following basic requirements:

- Successfully completed the Lead Auditor course and the Advanced Auditor course
- Have completed at least six audits totalling 18 hours of audit activity, with six audit reports, prior to completing the qualifying review
- Successfully complete a qualifying review

In addition to the Auditor qualification requirements, a BSI Registered Lead Auditor is required to demonstrate evidence of the following:-

- Management of an audit team – for individual audits or in association with the overall audit plan
- Planning and effective use of resources – for an individual audit team or an overall audit programme
- Effective communication between the audit team and the auditee
- Be able to direct audit team members
- Provide guidance to audit trainees (where appropriate)

- Prevent and resolve conflict between auditors and auditees
- Lead and support audit teams to an appropriate conclusion
- Co-ordinate the completion of audit reports

Evidence of the above requirements for Lead Auditor will be reviewed and recorded by the reviewer.

Multiple Standard Registrations

Where an auditor wishes to become registered to more than one standard contact us and we will outline the most effective route for you.

The Qualifying Review (applicable for all grades and standards)

BSI will conduct a qualifying review. This will be performed by a qualified BSI Personnel and is conducted to observe and confirm that the required competence has been demonstrated.

The reviewer is observing to ensure that all aspects covered by the relevant courses are being implemented by the Registered Auditor. This is recorded with report and feedback provided to the auditor at the end of the review.

Ongoing Maintenance of Qualifications

The auditor must maintain annual evidence of ongoing audit activity. As a minimum four audits must be completed. This will be reviewed at the triennial qualifying review.

Ongoing continual professional development and training in relation to audit updates must be achieved. Attendance at BSI Learning Focus Days and BSI seminars will support this activity. Alternatively, attendance at a BSI Learning training course would suit.

Completion of attendance at an annual training event will enable the qualification certificate to be re-issued.

Every third year an independent qualifying review will be completed.

For further details or to receive a quotation, call **0845 086 9000**

BSI REGISTERED AUDITOR QUALIFICATION TERMS AND CONDITIONS:

1 Definition

The status “BSI Registered Auditor” is a title granted by BSI Learning (UK) to an individual who has successfully followed a course of learning and assessment provided by BSI Learning (UK).

The title will be suffixed by a reference to a standard for which the individual has qualified i.e. RA (ISO 9001)

2 Qualification

The route to qualification is detailed in the sales literature. Following completion of the process by the applicant the qualification achieved will be confirmed in writing by BSI.

At this stage, the applicant will have the opportunity to be included in the BSI Qualified Auditor register. The applicant's details are not included in the register unless they confirm their consent in writing to BSI.

This register will be publicly available and accessible via the BSI website.

3 Routes to Qualification

3.1 The BSI Registered Auditor Qualification has two grades as follows:

- Auditor
- Lead Auditor

Both grades are applicable to the following management system standards:

ISO 9001
ISO 14001
BS OHSAS 18001
ISO 27001
BS 25999

To assist you in determining which grade is right for you, below are descriptions of the characteristics of each grade. A comprehensive set of requirements is detailed within the specific requirements for each grade.

3.2 Auditor Qualification

This grade is applicable to those people involved in conducting audits of their own organisation. In most cases, internal auditing will not be the primary work role.

Prior to being qualified as a BSI Registered Auditor an applicant must meet the following basic requirements:

Have successfully completed the Internal Auditor course and the Advanced Auditor course.

Have completed at least six audits totalling 18 hours of audit activity, with six audit reports, prior to completing the Qualifying Review.

Successfully complete a qualifying review

3.3 Lead Auditor

This grade is applicable to those people involved in audits on a regular basis. Working for certification bodies, carrying out supplier audits, managing audit schedules or audit teams.

Certification to this grade is valuable as it recognises competence in delivering or managing audits. Generally, audits will be a primary work role.

Prior to being qualified as a BSI Registered Lead Auditor, an applicant must meet the following basic requirements:

- Successfully completed the Lead Auditor course and the Advanced Auditor course.
- Have completed at least six audits totalling 18 hours of audit activity, with six audit reports, prior to completing the qualifying review.
- Successfully complete a qualifying review

In addition to the Auditor Qualification requirements, a BSI Registered Lead Auditor is required to demonstrate evidence of the following:-

- Management of an audit team – for individual audits or in association with the overall audit plan.
- Planning and effective use of resources – for an individual audit team or an overall audit programme.
- Effective communication between the audit team and the auditee.
- Be able to direct audit team members.
- Provide guidance to audit trainees. (where appropriate)
- Prevent and resolve conflict between auditors and auditees.
- Lead and support audit teams to an appropriate conclusion.
- Co-ordinate the completion of audit reports.

Evidence of the above requirements for Lead Auditor will be reviewed and recorded by the reviewer.

3.4 Multiple Standard Registrations

Where an auditor wishes to become registered to more than one standard contact us and we will outline the most effective route for you.

3.5 The Qualifying Review (applicable for all grades and standards)

BSI will conduct a qualifying review. This will be performed by qualified BSI personnel and is conducted to observe and confirm that the required competence has been demonstrated.

The reviewer is observing to ensure that all aspects covered by the relevant courses are being implemented by the Registered Auditor. This is recorded with report and feedback provided to the auditor at the end of the review.

3.6 Ongoing Maintenance of Qualifications

The auditor must maintain annual evidence of ongoing audit activity. As a minimum four audits must be completed. This will be reviewed at the triennial qualifying review.

Ongoing continual professional development and training in relation to audit updates must be achieved. Attendance at BSI Learning Focus Days and BSI seminars will support this activity. Alternatively, attendance at a BSI Learning training course would suit.

Completion of attendance at an annual training event will enable the qualification certificate to be re-issued.

Every third year an independent qualifying review will be completed.

4 Use of the Registered Auditor symbol

The certificate of qualification and the right to use the BSI logo shall remain the property of BSI. The qualified auditor agrees to use the logo in accordance with terms detailed in the leaflet “How to use the BSI Registered Auditor symbol” and not to assign, charge, change, licence, transfer or otherwise deal with it in any way.

5 Renewal of Qualification

BSI will require all Qualified Auditors to renew their qualification annually in accordance with the qualification requirements.

Where the Qualified Auditor does not renew the qualification to the satisfaction of BSI, then BSI, at its discretion, may terminate the qualification. Written notification of such termination will be provided to the Auditor. Upon delivery of such notification, Auditors must refrain from using the title and will be removed from the BSI register. See also termination below.

6 Termination

BSI reserves the right to terminate this agreement immediately if the auditor fails to comply with its terms, or have acted in a way to bring your association into disrepute.

Upon termination all references to BSI and the BSI logo must be removed from (including but not limited to) any signs, websites, advertising material, stationery or other such material upon or in which the Auditor refers or uses the BSI name or BSI logo. If requested by BSI the Auditor shall confirm in writing to BSI that all such references have been removed. The signed original certificate and all copies must be returned to BSI within 30 days of the date of termination.

7 Fees

Fees for the qualification are directly related to the services delivered by BSI. This includes learning courses and on-site audit and qualification activity. BSI publishes fees annually.

Fees must be paid to BSI in accordance with payment terms. Failure to pay such fees will result in the termination of the qualification (or the qualification process for Applicant Auditors).

8 Complaints

BSI will require all Applicants and Qualified Auditors to notify BSI of any complaints made against the Auditor in pursuit of their audit activities.

BSI reserves the right to investigate such complaints and implement appropriate action. Where BSI considers that the Registered Auditor Qualification is brought in to disrepute BSI reserve the right to terminate the Auditor Qualification.

9 Qualification Certificates

Upon notification of qualification, BSI will provide the Qualified Auditor with a certificate reflecting the qualification obtained. Where qualification renewal requirements have been satisfied, the certificate will be reissued yearly.

10. Appeals and Complaints

Applicant and Qualified Auditors may appeal against decisions relating to the qualification or complain in relation to the operation of the qualification by writing to the Head of BSI Learning UK.

11. Confidentiality

BSI undertakes to maintain records and documents pertaining to Applicants or Qualified Auditors that relates to the Registered Auditor Qualification.

BSI undertakes to maintain confidentiality in respect of any information whether documented or undocumented, concerning the Applicant or Qualified Auditor.

The Applicant or Qualified Auditor will, upon request, be provided with access to any documented information held concerning the Applicant or Qualified Auditor.

12. Limitation of liability

Except for liability for death or personal injury directly resulting from BSI's acts or omissions, BSI's liability in respect of any single event or series of events for breach of BSI's obligations in this agreement shall be strictly limited to the amounts payable by the qualified auditor to BSI in the 12 months preceding the date of the event or events giving rise to the loss.

13. Law

The agreement between BSI and the Applicant or Qualified Auditor will be governed by English law.

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