

# **Issue Paper: Auditor Qualifications**

## **STATUTORY REQUIREMENTS**

The appropriate portion of the Green Tier law (299.83 WI.Stats.) reads: “(7m) The Department may not approve an outside environmental auditor ... unless the outside environmental auditor is certified by the Registrar Accreditation Board or meets criteria concerning education, training, experience, and performance that are equal to the criteria in [ISO] 19011.” In addition, §§299.83(3d)4. and (5c)2., specify that in addition to meeting criteria equal to those outlined in ISO 19011, an appropriately qualified Green Tier auditor should have the competency to conduct both audits of Environmental Management Systems and Compliance audits. Finally, the term outside environmental auditor is defined in §299.83(1)(dr) as “an auditor who is functionally or administratively independent of the facility or activity being audited, but who may be employed by the entity that owns the facility being audited or that owns the unit that conducts the activity being audited.”

## **EXEMPLAR GLOBAL AUDITORS**

In January 2005 the Registrar Accreditation Board (RAB) merged with Quality Systems Australia (QSA) to form RABQSA. In June, 2015, RABQSA rebranded as EXEMPLAR GLOBAL. In certifying an Environmental Management System auditor, EXEMPLAR GLOBAL requires either a Competency Based training (accredited under ISO 17024:2003) or a Qualification Based training (accredited under ISO 19011:2002). The Competency Based training entails a 32 hour environmental auditor training class and the Qualifications Based training entails a 36 hour environmental auditor training class.

Successfully completing either training can then lead to certification by EXEMPLAR GLOBAL as: a) Associate Environmental Auditor, b) Environmental auditor, c) Principal Environmental Auditor, d) Lead Environmental Auditor, or e) Business Improvement Environmental Auditor (see <http://exemplarglobal.org/certification/personnel-certification/environmental-systems/environmental-management-system-auditor/>). Each grade requires auditor training plus demonstration of environmental management system skills and qualifications.

According to the EXEMPLAR GLOBAL, skill competencies are “examined in audit situations by an EXEMPLAR GLOBAL examiner”. In addition, an applicant for one of the above auditor grades must also document experience (which varies by auditor grade) and personal attributes.

## **RECOMMENDATION FOR EXEMPLAR GLOBAL CERTIFIED AUDITORS**

If an auditor is certified as an Environmental Auditor, a Principal Environmental Auditor, a Lead Environmental Auditor or a Business Improvement Environmental Auditor under EXEMPLAR GLOBAL, the DNR will recognize that they have met the requirements of an outside environmental auditor under

section (7m) of the Green Tier law. The auditor desiring recognition from the DNR shall supply a resume, most recent year's audit log and a copy of their certification from EXEMPLAR GLOBAL (or its predecessor, RABQSA).

An Exemplar Global Associate Environmental Auditor (a Grade a auditor) may still become approved by the department as meeting the requirements of section (7m) if they can demonstrate the skills, qualifications and personal attributes necessary to perform an EMS audit even though they have not officially been recognized by the RABQSA.

### **RECOMMENDATION FOR NON-EXEMPLAR GLOBAL CERTIFIED AUDITORS**

In order for an individual who is not an EXEMPLAR GLOBAL certified auditor to demonstrate that they have the knowledge, skills and qualifications to be recognized as a §(7m) auditor, they should demonstrate that they possess the training and experience that is described below.

- Possess a certificate of successful completion of a Certified Environmental Auditor course
- Provide evidence of work experience in a technical or managerial position *with direct environmental management responsibilities* in 2 of the last 4 years
- Provide evidence of at least twenty audit days of environmental management system audit experience
- Provide evidence of at least 4 complete Environmental Management Systems Audits as a member of an audit team

An auditor seeking recognition under the non-EXEMPLAR GLOBAL certified auditors section should identify their training, experience and skills in a letter to the Department. This letter should provide details about how the proposed auditor satisfies each of the above criteria.

EMS managers for Green Tier participants that have taken a Certified environmental auditor training course are encouraged to participate in at least four audits and satisfy the twenty days of audit experience requirement before seeking approval as a §(7m) auditor.

The Department intends to maintain a list of all approved auditors on the Green Tier web site and this list can be requested from the Business Support and Sustainability Section.