

# EDUCATION AND TRAINING FOR CERTIFICATION

## **Applying for Certification**

Individual Application considered by TRA Certification International is:



- Evaluated based on the individual's demonstration of Competencies:
  - Effective for QMS or EMS Auditing
  - Demonstrating a combination of:
    - ✚ education
    - ✚ work experience
    - ✚ training and
    - ✚ audit experience

### **□ Education:**

- For all levels of certification an applicant is required to have completed a minimum of secondary education.

### **□ Work Experience:**

- 5 years of general, relevant work experience is required for all levels unless the applicant holds a degree or near degree. In this case, the experience requirement is lowered to 4 years.
- Relevant work experience is considered to be technical, managerial or professional positions that require use of judgment, problem solving, and communication with management, employees, customers and stakeholders.

### **□ Work Experience Quality or Environmental:**

- Quality or environmental work experience is also required, where quality or environmental and quality or environmental issues formed the major part of the job. (*Internal Auditor levels = 1 year experience; All other levels = 2 yrs experience*).
- Such experience must have provided the applicant with the practical knowledge necessary to audit quality or environmental management systems effectively and may be included as part of the 4 or 5 year general work experience.

### **□ Auditor Training:**

- **Internal Auditor level:**
  - ✓ Applicant must complete an acceptable foundation training or
  - ✓ Training Requirement for any other grade.
- **All other levels-**
  - ✓ Applicant must successfully complete Accepted
    - ❖ QMS ore EMS Auditor/Lead Auditor Training.
      - ✚ Training or program must be at least 40 hours duration and may include on-site training, self learning, distance learning, and/or e-learning.

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## □ Auditing Experience:

- **Provisional Auditor Level,**
  - ✓ No Requirement for Auditing Experience.
- **Internal Auditor level,**
  - ✓ Applicant must have
    - ❖ Completed 5 internal or second party audits
      - each at least 3 hours in duration and
      - include ALL elements of Audit Cycle;
        - ✚ audit planning,
        - ✚ document review,
        - ✚ auditing, interviewing,
        - ✚ audit reporting
        - ✚ must NOT have involvement in areas or activities that are performed by the auditor
- **Auditor level**
  - ✓ Applicant must have
    - ❖ Completed at least 4 complete audits.
    - ❖ Auditing activity must include
      - ✚ document review
      - ✚ preparation
      - ✚ performance onsite
      - ✚ audit reporting
      - ✚ duration must not be less than 20 days with 16 days onsite
- **Lead Auditor level,**
  - ✓ Applicant must have
    - ❖ Completed 4 audits (required for Auditor level)
    - ❖ Plus 3 acceptable audits as the leader
      - ✓ Including at least one other auditor.
      - ✓ Duration of 3 LEAD audits; not less than 15 days with 12 days on site
      - ✓ **Recommended Audits** required to be (*Auditor **and** Lead Auditor levels*)
        - ✚ Completed under direction & guidance of Certified Team Auditor(CTA)
      - ✓ Team leader however it is acknowledged, may be difficult & costly to arrange: TRACI will accept
        - ✚ Minimum of 1 audit under these conditions and
        - ✚ May require the team leader from that 1 audit to attest to competence, of applicant, to audit as a team member or team leader.

