

# EDUCATION AND TRAINING FOR CERTIFICATION

## □ 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.

