Auditor Criteria

CRT 6.17 Product and Process Auditor

AUTHORIZATION

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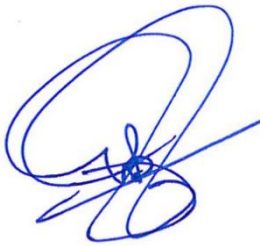
Approved by	SAATCA Board  _____ **Chairman: James Jordaan**
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1. INTRODUCTION

1.1. Purpose

This document describes the Product and Process certification (PP) Scheme criteria for SAATCA auditor certification.

These criteria are intended to be used by:

1. Potential applicants to determine their suitability / readiness for making application for initial certification, the maintenance thereof and for ensuring they submit all necessary evidence(s).
2. The SAATCA Evaluation Committee to evaluate such applications.

General note:

- The term “scheme” is equivalent to “discipline” as referenced in ISO 19011:2018.
- During the preparation of these criteria cognisance has been taken of the requirements of ISO/IEC 17020, ISO/IEC 17024:2012, ISO/IEC 17065 and the guidance given in ISO 19011:2018.

1.2. Definitions, Abbreviations and acronyms

For the purpose of these criteria, the terms and definitions in ISO 9000, 17021-1:2015, 17024:2012 and ISO 19011:2018 are applicable. Terms and definitions in ISO 9001:2005 or 2015 means the latest version (17021-1:2015) unless dated which means the current version.

The following definition is reiterated; *Conformity Assessment*: demonstration that specified requirements relating to a product, process, system, person or body are fulfilled (ISO/IEC 17000).
PP: Product and Process
PMBOK: Project Management Body of Knowledge
BVSc: Bachelor of Veterinary Science
SAVC: South African Veterinary Council
CPD: Continuous Professional Development

1.3. Normative References

- ISO 19011:2018: Guidelines for auditingmanagement systems
- References related to Auditing Sampling (ISAE3000, GHTF/SG4/N30R20)
- SAATCA Procedures and Criteria:
  - QSP 1.4, Appeals, complaints and disputes
  - QSP 1.9 Transfer of Certification
  - ARP 2.1 Processing Enquiries Application for Auditor Registration
  - ARP 2 3 Auditor Certification
  - ARP 2 4 Witnessing of Auditor Competence
  - ARP 2 7 Renewal Suspension and Withdrawal of Auditor Registration
  - ACR 5.1 Evaluation Committee
- SAATCA Forms/ documents - various, referenced as SF

Note: Unless otherwise specified, the standards referenced in this document are deemed to be the current editions.

1.4. Equivalent Standards

Whilst the SAATCA registration schemes are based on the primary international or national standard, where these exist, it recognises that there are other standards that may be equivalent for the purposes of SAATCA Product and Process auditor registration.
Where there are such equivalent standards, the Product and Process Scheme Committee develop and publish the list of equivalent standards which can be used as the basis of competence for each

scheme. These equivalence lists are approved by the Technical Management Board as part of these criteria as follows:

1.4.1 List of Equivalent Standards

The following is the approved list for the sectors as indicated.

- Food Meat Quality: A training course on R55 under Section 15 of the Agricultural Products Standards Act 119 (Act no. 119 of 1990).
- Veterinary Export Certification: A qualification equivalent to the South African BVSc degree as recognized by the SAVC by the issue of a certificate of registration in terms of section 25(2) of the Veterinary and Para-veterinary Professions Act 10 (Act no. 10 of 1982).
- Food – Food and Associated Industries: A qualification equivalent to the Bachelor of Environmental Health degree, National Diploma in Environmental Health, Diploma in Animal Health, Bachelor of Consumer Science degree or Bachelor of Nutrition and Food Sciences degree.

Note: If a standard has not been approved as equivalent, the onus is on the applicant to provide sufficient evidence to justify its acceptance by the Scheme Committee and approval by the Technical Management Board.

1.5 "Start Up" Concession for New Sectors

To enable new Product and Process sectors to be launched:

- SAATCA approved Lead Auditor Courses (QMS, EMS, OHSAS, FSMS) with reference to the Annexures of this document will be accepted directly after the launch of the Product and Process Sectors.
- For registering as a lead auditor the existing competence and experience of the auditor already in the relevant field will be accepted for the 3 years directly after the launch of the sector. (Such "Start Ups" can then carry out the witnessing of the new auditors in the sector).

1.6 SAATCA Product and Process Scheme Sectors

- Food
  - Food Meat quality
  - Food and associated industries (FAI)
- Project management
- Veterinary export certification
- To be developed in future:
  - Process safety
  - Electrical
  - Chemical
  - Mechanical
    - Automotive
  - Civil
  - Metrology
    - Legal metrology

1.7 SAATCA Auditor Grades

1.7.1 Provisional Auditor (Also referred to as "in-training" in certain industry sectors)

This grade is the entry or training grade. It recognizes an applicant to have the appropriate personal behaviours, educational, professional and technical competence but does not yet meet the criteria for auditing experience and demonstration of audit competence of the other grades. This grade is qualifications based, without competence evaluation.

This is not SANAS accredited grade of management system auditor.

Provisional Auditors will be given a yearly certificate that is renewable every year, stating the applicant's applicable scheme of registration and registration number, a yearly certificate will be issued formally but there will be no registration card issued.
This grade is a transition grade with the intention that, over time, Provisional Auditors progress to auditors once they meet the requirements.
No Provisional Auditor registered in terms of this grade may suggest or imply certification status as a management system auditor.

1.7.2 Auditor Grade

This grade recognizes the applicant as a competent Auditor, contributing as an effective member of an audit team. This grade applies typically to auditors who take part in audits as members of a team rather than audit team leaders.
Auditors shall be issued with Certificates and Auditor registration cards.

1.7.3 Lead Auditor Grade

The Lead Auditor grade is reserved for auditors who conform to the requirements of Auditor grade and who are competent and experienced at managing audits and leading audit teams. This grade applies typically to auditors who lead audits of more than one auditor.
Lead Auditors shall be issued with Certificates and Lead Auditor registration cards.

1.7.4 Internal Auditor Grade

This grade applies to applicants that conduct audits within and for or on behalf of organisations by whom they are employed, and may include supplier audits, provided they cover the full scope of the audit.
It is not intended to imply that an Internal Auditor is less qualified than an Auditor, only that the application of the auditing practice is limited to one organisation. The same level of qualification and work experience is required as that of the Auditor grade.
Internal Auditor certification shall be granted in respect of the specific organisation for which internal audits are conducted.
Internal Auditors shall be issued with Certificates and Internal Auditor registration cards on which reference will be made to the organization where the internal audits are carried out and for which the Internal Auditor has been certified.
If a SAATCA certified Internal Auditor leaves the employment of the organisation for which internal auditor certification is held, his or her certification as a SAATCA certified internal auditor for that organisation is no longer valid. Should the auditor resume internal auditing at a different organisation, they would qualify to transfer their internal auditor certification, by making application relative to the new organisation. Alternatively, they could apply for full Auditor grade as they potentially satisfy the requirement for auditing multiple Products and/ or Processes.

1.8 Advancement to another Grade

Advancement to another certification grade can be attained at any time provided suitable competence and experience for that grade is gained.
Certificated auditors of any grade, who can demonstrate competence and are successfully evaluated against the applicable criteria required for another grade, shall qualify for advancement to such grade.
When applying for advancement from one grade to other applicants are required to complete the application form and submit the applicable evidence relevant to the new grade.

1.9 Suspension and Withdrawal of Certification - ARP 2.7

All suspensions and withdrawals of certification shall be managed in accordance with ARP 2.7.

1.10 Complaints, Appeals and Disputes Process - QSP 1.4

All complaints, appeals and disputes shall be managed in accordance with QSP 1.4.

1.11 Criteria for Auditor Transition in the Event of Substantial Changes to Criteria

In the event of any substantial changes to any of these auditor criteria eg change in the requirements standard(s), etc the Scheme Committee shall develop and publish a process for transition and the transition period (if any). The transition requirements shall be clearly specified and approved by the Technical Management Board. These shall be published (for example as an annex to these criteria, a communiqué, etc and communicated to registered auditors and applicants.

Transition timelines for these criteria:

For transition details, refer to the Maintenance Section of the Criteria Table.

1.12 Transfer of Certification - QSP 1.9

All transfers of auditor certification from other auditor certification bodies shall be processed in accordance with QSP 1.9.

1.13 Use of the SAATCA Logo - SF 48

The use of the SAATCA logo shall be in accordance with: Regulations Governing the SAATCA Logo (SF48).

1.14 Notifiable Changes - SF 56

By signing the SAATCA Auditor's Code of Conduct, all auditors commit to notify SAATCA of any changes that can affect the auditor's state of conformance with SAATCA and compliance with regulatory or legal requirements. Refer to SF 56 regarding notifying SAATCA of any changes.

1.15 Publication of Details of SAATCA Registered Auditors

SAATCA shall publish details of registered auditors, (including grade and status, where applicable) on the website: **www.saatca.co.za**.

2 INITIAL APPLICATION REQUIREMENTS

<table>
<tr><th>REQUIREMENT</th><th>ADMISSIBLE EVIDENCE</th></tr>
<tr><td>2.1 Application Documents and Codes of Conduct</td><td></td></tr>
<tr><td>2.2.1 Application forms
Applicants shall complete and submit the SAATCA application documentation, according to the Application Checklist section of the application forms, including: application form (SF79, with the completed Sponsor’s section and personal declaration (SF 29), and ensure that a signed Sponsor's Code of Conduct (SF 51) accompanies the application.
As part of the application, applicants shall provide evidence of work experience, audit experience, education and training.
Sponsors: These may be either the applicants line manager or (in the case of self-employed applicants) or an individual with professional knowledge of the applicant and willing and able to attest to their personal behaviours (see below).</td><td rowspan="2">Completed Application form and Checklist (Included in the Application form, SF79:), including CV [Curriculum Vita] details and sponsorship from at least one individual (who has a business relationship) attesting to the applicant’s fulfilment of the requirements.
Certified copy of ID (Identity Document).
Completed signed Auditor's Code of Conduct (SF 29).
Completed signed Sponsor's Code of Conduct (SF 51).
Certified true copies of relevant academic qualifications and/or professional registration in the sector of the application
Self employed applicants shall submit a portfolio of evidence that demonstrates the attestations required.</td></tr>
<tr><td>2.1.2 Code of Conduct
In the event of verified breach of the SAATCA applicants / witnessing lead Code of Conduct, auditors will be precluded from reapplying for 3 years.</td></tr>
<tr><td>2.2 Personal Behaviours</td><td></td></tr>
<tr><td>Applicants shall be able to demonstrate the personal behaviours necessary for the effective and efficient performance of an audit.
Desirable personal behaviours for all auditors are:
<table>
<tr><td>Ethical</td><td>Open-minded</td></tr>
<tr><td>Diplomatic</td><td>Observant</td></tr>
<tr><td>Perceptive</td><td>Versatile</td></tr>
<tr><td>Tenacious</td><td>Decisive</td></tr>
<tr><td>Self-reliant</td><td>Acting with Fortitude</td></tr>
<tr><td>Open to Improvement</td><td>Culturally Sensitive</td></tr>
<tr><td>Collaborative</td><td>Professional</td></tr>
<tr><td>Morally Courageous</td><td>Organised</td></tr>
</table></td><td>Completed signed Sponsor Code of Conduct (SF 51).
Completed Sponsor's declaration on Application form for Certification.
(Also refer below under Witnessing).</td></tr>
<tr><td>2.3 Education</td><td></td></tr>
<tr><td>Applicants must have attained an educational standard that permits the necessary knowledge to perform effectively as an auditor. This includes:
• Matric or equivalent to NQF Level 4, unless otherwise specified in these particular criteria.
• Applicants must also have achieved the requirements in the relevant Annexure for the scheme they are applying under.</td><td>Certified true copies of relevant academic qualifications and/or professional registration in the sector of application.</td></tr>
<tr><td>2.4 Work Experience</td><td></td></tr>
<tr><td>2.4.1 General Work Experience
Applicants for all grades shall have completed a minimum of four years of work experience in a role that is Product and Process related in a technical, professional or managerial position involving the exercise of judgement, problem solving and communication with other managerial personnel, peers, customers, interested and affected parties and/or authorities.</td><td>Verifiable evidence of work experience:
Record of employment, e.g. CV verified by a line manager, through signature of SF51, attesting to technical, professional or managerial experience as well the applicant’s involvement in the exercise of judgement, problem solving and</td></tr>
</table>

REQUIREMENT	ADMISSIBLE EVIDENCE
At least 3 years of this relevant experience shall be gained within a Product and Process context or shall demonstrate a satisfactory level of work experience gained within a Product and Process context. Should the applicant have attained a relevant tertiary qualification the work experience may be reduced by one year.	communication with other managerial personnel, peers, customers, interested and affected parties and/or authorities. Any break in work experience shall not be longer than 10 years prior to application, and supported by evidence of continuing professional development is provided. Copy of current and correct CV and Signed sponsor Code of Conduct (SF51).
Acceptable experience would be where the applicant has acquired experience in at least one of the following: • Full time role as manager, supervisor, engineer or technician involved in the technical aspects of the relevant sector or subsector. • Monitoring compliance with applicable laws and regulation on behalf of a regulating body. • Provision of appropriate consultancy services related to the relevant sector or subsector. • Experience gained in the management and performance of any type of conformity assessment audit. **Note**: For auditors applying for a second (and third, etc) scheme discipline, the work experience related to the second (and third, etc) discipline may be concurrent with the work experience in the first scheme/discipline but must be scheme specific.	
2.5 Knowledge and Skills	
2.5.1 All auditor grades – generic knowledge and skills	
All auditors shall possess the knowledge and skills necessary to achieve the intended results of the audits undertaken in accordance with the guidance given in ISO 19011:2018 and sector specific requirements or guidance as applicable. The following knowledge and skills are generic to all auditors and grades: • Audit principles, procedures and methods. • Management system and reference documents. • Organizational context. • Applicable legal and contractual requirements and other requirements that apply to the auditee. Refer to the next section for scheme specific detail. • Risk management principles, methods.	Various evidence as itemized in the sections following.

REQUIREMENT	ADMISSIBLE EVIDENCE
2.5.2 All auditor grades – scheme and sector specific knowledge and skills	
2.5.2.1 Related legal and contractual requirements applicable to the audit / auditee's product, process or service. This requirement includes: • Relevant knowledge of the applicable legal requirements for the location (Country, Region, etc) where the audit is being conducted. • Knowledge in the areas of contracts and agreements that apply to the auditee. **Note**: The competence required is not intended to be sufficient to enable the applicant to conduct legal compliance audits.	Knowledge may be demonstrated by means of either successful completion of course work, or by means of demonstrated case work or work experience. .
2.5.2.2 Product and Process management methods, techniques, performance and technology The objective is to enable the auditor to comprehend and examine Product and service realization processes relative to the sector andto generate appropriate audit findings and conclusions. • Knowledge of general production and process methods related to the sector.	Applicants shall objectively demonstrate their knowledge of the requirements. Knowledge may be acquired either by means of education, training, successful completion of course work, or by means of demonstrated case work or work experience. Applicants shall submit a compiled portfolio of evidence such as: • Education, • case work, • courses attended, • peer review reports, • Witness reports (refer below – witnessing SAATCA may also examine this competence by means of an examination, or interview or otherwise.
2.5.3 Knowledge and skills of Lead Auditors for leading audits	

Lead Auditors shall have additional knowledge and skills in leadership to facilitate the efficient and effective leading of the audit, in accordance with the guidance given in ISO19011 and sector specific requirements or guidance as applicable.
This knowledge and skills shall include but is not limited to the:
• Ability to balance the strengths and weaknesses of the individual audit team members.
• Ability to develop an effective working relationship among the audit team members.
• Ability to manage the audit process, including
  ○ planning the audit and making effective use of resources during the audit
  ○ managing the uncertainty of achieving audit objectives
  ○ protecting the health and safety of the audit team members during the audit, including ensuring
	Completed Witnessing Lead Auditor's Report – Lead auditor (SF 45).
	Also refer below under – Witnessing.
	Applicant shall objectively demonstrate their knowledge of the requirements.

REQUIREMENT	ADMISSIBLE EVIDENCE
compliance of the auditors with the relevant health, safety and security requirements ○ organizing and directing the audit team members ○ providing direction and guidance to auditors-in-training; ○ preventing and resolving conflicts, as necessary The lead auditor's responsibilities also include: • representing the audit team in communications with the person managing the audit programme, audit client and auditee • lead the audit team to reach the audit conclusions • prepare and complete the audit report	
2.6 Training	
2.6.1 Pre-Requisite Training	
Prior to undertaking the training in 2.6.2 potential auditors shall have completed a training course on the relevant sector specific requirements as described in the relevant appendix of this criteria. SAATCA Product and Process Scheme Sectors: • Food ○ Food Meat quality (Annexure 1) – Lead auditors including 3 day ISO 9001:2015 training (three days, as relevant). • Project management (Annexure 2) – Lead auditors including 3 day ISO 9001:2015 training and PMBOK course • Veterinary Export Certification (Annexure 3) – Lead auditors and 3 day ISO 9001:2015 training as relevant. • Food – Food and Associated Industries (Annexure 4) – Lead auditors and 3 days ISO 9001:2015 training as relevant.	Admissible evidence indicated in Annexures.
2.6.2 AuditorTraining	
Successfully completed a SAATCA registered or equivalent sector specific lead auditor training course of at least 5 days training based on ISO 19011:2018.	Certified copy of SAATCA or equivalent successful completion Certificate SAATCA Confirmation that the course was attended and successfully completed in the 3 years immediately prior to the application for certification. OR, if more than 3 years prior - SAATCA Confirmation that the applicant has undertaken activities from the period between auditor training and making application, for example through auditing of or implementation of Product , Process or Service and through continuing professional development.
Learner assessment score of at least 70%.	Training Course Providers to provide SAATCA with learner assessment results.

REQUIREMENT	ADMISSIBLE EVIDENCE
2.7 Auditing Experience	

Complete/Qualifying Product and Process Audits

An audit covering the entire audit process in accordance with the guidance given in ISO 19011:2018and sector specific requirements or guidance as applicable.

- The Product and Process Auditor scheme allows audits less than 6 hours. However the audit hours spent on site need to conform to 2.7.1, 2.7.2, 2.7.3.
- Audits shall be at business units that have their own management structure and carry out the management functions associated with the organization's products, services, activities and facilities.
- For Auditor and Lead Auditor grades only independent audits satisfy the applicable scheme auditing experience requirements. The auditor and the auditor's organization shall have independent management and operating structure from the audited organization.
  Examples of acceptable relationships are:
  - a head office audit of a plant or division as applicable to internal audits;
  - one division or plant auditing another division or plant as applicable to internal audits;
  - a customer organization auditing a supplier;
  - a third party certification audit and;
  - a consultant contracted to provide an independent conformance audit
- For Internal Auditor grade - audits of the applicant's own organisation's management system or supplier audits covering the full management system of the same scheme for which certification is sought are acceptable.

- **Unacceptable audits are:**
  - Audits where the ratio of applicant auditors to Lead Auditor/s is more than 4:1
  - Audits less than two hours
  - gap analysis;
  - close out or follow up visits;
  - audits of any site, project or product that are repeated more frequently than once every 6 months,
  - audits participated in as part of a training programme, and
  - audits performed before successful completion of the formal Auditor training requirement.
- Only audits carried out against a recognized international standard or an alternative recognized equivalent standard as defined in the specific scheme criteria will be accepted by SAATCA.
- Auditing on site includes the opening and closing meetings and the conformance auditing phase, but excludes planning, document review and preparation of the audit report even when these functions are performed at the premises of the auditee.
- The audits shall have been completed in the 3-year period prior to application.

REQUIREMENT	ADMISSIBLE EVIDENCE
2.7.1 Auditing Experience for Auditor **First sector** Applicants are required to have participated in at least four complete, successful audits for a total of at least 20 days / 120 hours on site, acquired under the direction and guidance of a Lead Auditor from the same scheme. The Lead Auditor shall sign the SAATCA log for each audit submitted to attest to such direction and guidance. Details and description of each audit shall be entered onto the SAATCA audit log sheet. Details must include identification of the auditee; sufficient to allow verification of the audit by SAATCA. Relevant experience auditing of other schemes for which the applicant holds registration may be considered for up to 5 days (30 hours) of the auditing experience required. For each audit submitted for certification, the applicant shall either have been conversant with the language used or, alternatively, have effectively used a competent translator during the conduct of the audit. At least one witnessed audit (see below) of the applicant. **Additional sectors** At least four complete, successful audits for a total of at least 4 days / 24 hours on site, for each additional sector.	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the and by the guiding lead auditor as confirmation of the correctness of the audits. **Auditee feedback**: Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. (Refer SF 72). SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below **Audit Log sheets**: Refer SF 26

REQUIREMENT	ADMISSIBLE EVIDENCE
2.7.2 Auditing Experience Lead Auditor Grade In addition to satisfying all the auditing experience requirements for Auditor grade, applicants for Lead Auditor shall have participated as a leader of an audit team which included at least one other auditor, for a further minimum of 3 complete audits of Product and Process with a total not less than 15 days (90 hours), of which at least 10 (60 hours) are on site and 5(30 hours) off-site for planning and reporting. This audit experience additional to that required for Auditor grade must have been gained in the 3-year period prior to application. The above audits shall have been with an audit team size of at least two (including the applicant) on-site where the applicant acted as the team leader and shall have involved the applicant in making a judgement on whether the organisation: • is achieving the policy objectives as stated in the management system; • adheres to its own policies; • achieves Product and Process performance improvements • adheres to its own arrangements • conforms to the objectives and requirements of the Product and Process The overall required auditing experience in reaching the Lead Auditor grade shall be gained at a minimum of 3 different operating facilities or business units. At least one witnessed audit (see below) of the applicant acting as Lead Auditor in the capacity of Team Leader. **Note:** Applicants qualified as Lead Auditor in any one scheme shall automatically qualify for Lead Auditor in all schemes where they meet the auditor's requirements.	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the and by the guiding lead auditor as confirmation of the correctness of the audits. **Auditee feedback**: Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. (SF 72). SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below.
2.7.3 Auditing Experience as related to Internal Auditor Grade **First sector** Applicants for the Internal Auditor grade shall have participated in at least 3 complete internal audits for at least 5 days (30 hours) on site and must have competed all elements of the audit cycle, including: audit planning, documents review, auditing, interviewing, audit reporting. It must not have involved areas or activities of direct responsibility of the applicant. At least one witnessed audit (see below) of the applicant. **Additional sectors** • Where the applicant has 6 month's work experience: 2 audits/ 12 audits hours per additional sector • Where the applicant does not have the required work experience but has done the applicable training: 3 audits/ 18 audit hours per additional sector	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. **Auditee feedback**: Completed, positive Auditee Feedback report per scheme of registration regarding the performance of the applicant for at least one audit. (SF 72). SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below.

2.8 Witnessing	Refer to ARP 2.4
2.8.1 Witnessing of Auditors and Internal Auditors The witnessed audit(s) shall cover all phases of the product and process audit. Witnessing shall be carried out to verify all applicable auditing requirements in accordance with the guidance given in ISO 19011:2018 and sector specific requirements or guidance as applicable during the course of one complete audit, or a number of partial audits. The duration of the witnessed audit and verification shall be sufficient to enable the witnessing auditor to determine: • Competence in auditing against each relevant requirement of the applicable product or process standard or other normative document. • Competence in performing the entire audit process, as applicable,in accordance with the guidance given in ISO 19011:2018 and sector specific requirements or guidance as applicable. • Possession of the personal behaviours identified in ISO 19011:2018. The Witnessing Lead Auditor shall complete a SAATCA Auditing Performance Report attesting to the satisfactory performance and behaviours of the applicant. Witnessing may involve more than one audit and more than one Witnessing Lead Auditor. Witnessing shall be carried out by a SAATCA PRODUCT AND PROCESS Lead Auditor The Witnessing Lead Auditor(s) shall commit to the SAATCA Code of Conduct for witnessing and the applicant shall submit copy of signed Witnessing Lead Auditor Code of Conduct(s) their the witnessing report. Responsibility for submission of a completed report and the signed Witnessing Lead Auditor(s)' Code of Conduct remains with the applicant.	Completed Witnessing Lead Auditor (s) report (s) for Auditors and Internal Auditors (SF 45). Signed Witnessing Lead Auditor's Code of Conduct (SF 52) for each witnessing. SAATCA may also examine this competence by means of an examination, or interview or otherwise. Witnessing Lead Auditors shall be independent of the applicant they witness, in accordance with the Witnessing Lead Auditors Code of Conduct (SF52). They have had no involvement in the development of the candidate (e.g. education, training, development, mentoring), nor any managerial control over the candidate. The witnessing Lead Auditor performance report must be completed by a SAATCA registered Lead Auditor who is different person from the Guiding/Mentoring Lead Auditor who signed Audit Log (SF26).
2.8.2 Witnessing of Lead Auditors As above, except that the witnessing shall be carried out to verify all lead auditing requirements in accordance with the guidance given in ISO 19011:2018 and sector specific requirements or guidance as applicable. Note: For auditors that are registered as SAATCA Lead Auditors within schemes other than the one being applied for, the witnessing of Lead Auditor skills does **not** need to be repeated. **Note**: If a lead auditor applicant has been witnessed for auditor registration by a Witnessing Auditor in the scheme of application, then their Lead Auditor witnessing, in exceptional cases, may be considered from an acceptable Witnessing Auditor from another scheme.	Completed Witnessing Lead Auditor's report for Lead Auditors (SF 45). A sign-off of the audit log sheet as confirmation by the applicant that he or she conforms to this requirement. SAATCA may also examine this competence by means of an examination, or interview or otherwise. Witnessing Lead Auditors shall be independent of the applicant they witness, in accordance with the Witnessing Lead Auditors Code of Conduct (SF52). **The Witnessing Lead Auditor must be different from the Guiding/Mentoring Lead Auditor that sign SF26**

2.8.3 In the event of verified breach of the SAATCA applicants / witnessing lead Code of Conduct, the auditor will be precluded from re-applying for 3 years.	Application form, Code of Conduct and Audit log.

2.9 Training for Internal Auditor	
2.9.1 Internal Auditor Training (ISO19011)	
Successfully completed a SAATCA certified internal auditor course based on ISO 19011:2018:2018, of at least 3 days training, to auditing principles and practices as follows: ***Audit principles, procedures and techniques***: (ISO19011:2018), to enable the Auditor to apply those appropriate to different scenarios to ensure that audits are conducted in a consistent and systematic manner.	Certified copy of SAATCA Qualification Certificate (s) - 3 Day Internal Auditor Course based on ISO 19011:2018:2018 SAATCA Confirmation that the course was attended and successfully completed in the 3 years immediately prior to the application for certification. OR, if more than 3 years prior - SAATCA Confirmation that the applicant has undertaken activities from the period between auditor training and making application, for example through auditing of or implementation of QMS and through continuing professional development.
Learner assessment score of at least 70%	
Approved training shall normally be gained in the 3 years immediately prior to the application for certification. **Note**: The requirement for the 3 year period may be waived for applicants who can demonstrate that they have undertaken activities from the period between auditor training and making application through auditing of or implementation of applicable management system (as per the application field) and through continuing professional development activities that would be consistent with the requirements for maintaining registration at the appropriate level.	
2.9.2 Management System Training: Understanding & Implementation	
QMS and reference documents Attendance of training equivalent to at least 5 days contact duration on ISO 9001 to ensure: • ISO 9001: Knowledge Management system and reference documents; skills • ISO 9001: Application that includes design, development, documentation, implementation, maintenance and improvement of an QMS	Certified copy of certificate of ISO 9001 training.
2.9.3 Auditing Experience for Internal Auditor Applicants are required to have participated in at least three complete, successful audits for a total of at least 5 days / 30 hours on site, acquired under the direction and guidance of a Lead Auditor from the same scheme. The Lead Auditor shall sign the SAATCA log for each audit submitted to attest to such direction and guidance.	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. **Auditee feedback**: Completed, positive Auditee Feedback report per scheme of

	registration regarding the performance of the applicant for at least one audit. (Refer SF 72). SAATCA may also verify the information provided by the applicant. Witnessed audit(s) - refer below
2.9.4 Witnessing of Internal Auditor The witnessed audit(s) shall cover the entire management system and all phases of the audit process. (As defined in ISO 19011:2018). Witnessing shall be carried out to verify all applicable auditing requirements as described in ISO 19011:2018 during the course of one complete audit, or a number of partial audits, which in total includes all requirements of the management system standard The duration of the witnessed audit and verification shall be sufficient to enable the witnessing auditor to determine: • Competence in auditing against each relevant requirement of the applicable management system standard. • Competence in performing the entire audit process, as applicable, according to ISO 19011:2018. • Possession of the personal behaviours identified in ISO 19011:2018 and any additional scheme specific behaviors. The Witnessing Lead Auditor shall complete a SAATCA Auditing Performance Report attesting to the satisfactory performance and behaviours of the applicant. Witnessing may involve more than one audit and more than one Witnessing Lead Auditor. Witnessing shall be carried out by a SAATCA QMS Lead Auditor. The Witnessing Lead Auditor(s) shall commit to the SAATCA Code of Conduct for witnessing and the applicant shall submit copy of signed Witnessing Lead Auditor Code of Conduct(s) their the witnessing report. Responsibility for submission of a completed report and the signed Witnessing Lead Auditor(s)' Code of Conduct remains with the applicant.	Completed Witnessing Lead Auditor (s) report (s) for Internal Auditor (SF 45) Signed Witnessing Lead Auditor's Code of Conduct (SF 52) for each witnessing. SAATCA may also examine this competence by means of an examination, or interview or otherwise. Witnessing Lead Auditors shall be independent of the applicant they witness, in accordance with the Witnessing Lead Auditors Code of Conduct, SF52. **The Witnessing Lead Auditor shall have had no involvement in the development of the candidate (e.g. education, training, development, mentoring) for a period of two years.** ***The Witnessing Lead Auditor performance report must be completed by a SAATCA registered Lead Auditor who is different person from the Guiding/Mentoring Lead Auditor that signs SF26***

3 MAINTAINING CERTIFICATION

REQUIREMENT	ADMISSIBLE EVIDENCE
3.1 Annual Surveillance, Card Re-issue and Fee for Maintenance	
3.1.1 **An annual registration application form** is required, when personal details changed and require update. (The details from this form are captured onto the SAATCA database).	Completed Application for Annual Re-registration (SF76) or information update form.
3.1.2 **Annual submission of Audit Log** (CPD logs and Auditee feedback may also be submitted annually but are mandatory for the 3 year certification). Refer below for details of audit and CPD requirements. ***Note:*** Audit Logs and CPD Logs (where CPD had taken place) shall be submitted annually with registration fees, and recorded by SAATCA certification as the annual surveillance. (These will be evaluated 3-yearly by the Evaluation Committee.)	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26). Sign-off of fully completed audit log sheets as confirmation by the applicant of the authenticity of the logs. **Auditee feedback**. (Refer SF 72). **CPD Log:** refer CPD Log (SF27). SAATCA may also verify the information provided by the applicant.
3.1.3 **An annual registration fee** (subscription) is payable to SAATCA. The SAATCA Board of Directors determines registration fees on an annual basis, and these are published on the SAATCA web site. Auditors who fail to meet the annual fee requirements may be subject to suspension or withdrawal of registration, as per ARP 2.7	Payment of fees as per the prevailing SAATCA fee structure - Personnel Registration Fees (SF 63).
3.2 3 Yearly Application for Re-Certification	
All certified auditors shall be required to renew certification. The period between certifications (and between initial and renewals) would normally be 3 years and shall not exceed 3.5 years. Applicants for re-certification shall complete and submit the applicable application form and a signed Auditor's Code of Conduct.	Completed Application form for Re-certification (SF18). Completed signed Auditor's Code of Conduct (SF 29). Updated CV.
3.3 Maintenance of Auditing Ability	
Each applicant for re-certification shall maintain an audit log (SAATCA prescribed format SF26) on which shall be recorded the details of each audit undertaken. ***Note***: Audit Logs shall be evaluated 3-yearly by the Evaluation Committee.	**Audit Log sheets**: Completed in full and confirmed SAATCA audit log sheets (SF 26).
3.3.1 Re-Certification audit experience for Auditor and Lead Auditor grade At least two complete audits (but not less than 12 on –site audit hours) per year, with a minimum of 36 audit hours in total over the re-certification cycle. These audits shall be conducted in accordance with the guidance given in ISO 19011:2018 and sector specific requirements or guidance as applicable, in the scheme relevant to certification.	**Audit Log sheets**: Completed and confirmed SAATCA audit log sheets (SF 26). CPD log for additional Product and Process sectors – refer below for CPD details.
3.3.2 Re-Certification audit experience for Lead Auditor grade At least one complete audit per year (of the 2 required above), acting on the capacity of Lead Auditor, including sole audits.	**Audit Log sheets**: Completed and confirmed SAATCA audit log sheets (SF 26).

REQUIREMENT	ADMISSIBLE EVIDENCE
3.3.3 Re-Certification audit experience for Internal Auditor grade At least one complete audit ((but not less than 6 on-site audit hours)per year, with a minimum of three audits (18 audit hours) over the re-certification cycle. These audits shall be conducted in accordance with the guidance given in ISO 19011:2018 and sector specific requirements or guidance as applicable.	**Audit Log sheets**: Completed and confirmed SAATCA audit log sheets (SF 26).
3.3.4 Provisional Auditors No specific minimum requirement, but logs of completed audits to be provided annually, with the aim of completing sufficient audits over three years to enable upgrade to auditor. This grade may be maintained up to 3 years on satisfactory demonstration of compliance with the other requirements specified for Internal Auditors. After 3 years, the status of Provisional Auditor will be reviewed.	**If there have been audits completed:** **Audit Log sheets**: Completed and confirmed SAATCA audit log sheets (SF 26).
3.3.5 Auditee Feedback For at least one of the PRODUCT AND PROCESS audits, over the 3-year cycle, auditee feedback shall be obtained and for Lead Auditors, this feedback shall be where the re-certifying lead auditor applicant acts as the leader of an audit team or as sole auditor.	Completed positive Auditee Feedback Report (SF72).
3.4 Continual Professional Development (CPD)	Refer to SF 58: Guidelines for CPD
CPD Requirements It is mandatory that each SAATCA certified auditor undertake at least 45 hours of appropriate CPD during each 3-year period prior to renewal of certification. Evidence of that professional development, properly verified, shall be submitted as part of the application for renewal of certification. CPD may be undertaken in areas including: • The fields listed under Education; and/or • PRODUCT AND PROCESS auditing practices or techniques; and/or • PRODUCT AND PROCESS management system related and/or • Generic management tools or techniques, and/or • Product and Process risk assessment At least 8 hours of CPD per three-year cycle shall be related to updating product and process knowledge. CPD Logs may be submitted annually with registration fees. Note: In the selection of appropriate professional development, auditors shall consider their personal strengths and weaknesses and identify areas for personal improvement.	**CPD Log:** CPD Log (SF27) completed in full and signed off with evidence of professional development, properly verified. For guidance on the allowable CPD claims, refer to the SAATCA CPD Guidelines (SF 58).

Changes to these criteria and transition	
Clarifications - effective immediately on publication • Management system training – clarified the pre-requisite training on the applicable management system standard prior to the 5-day Lead Auditor Course. • Auditing experience for new applicants - the ratio of applicant auditors to Lead Auditors as 4:1 for qualifying audits. Sponsorship – change from 2 sponsors to 1.	Training certificates. Audit log (SF26). Application form (SF79 or SF68).
Changes effective from February 2013 • Changes to align to ISO 19011:2018, including updated ISO 19011:2018 title, updated personal attributes to personal behaviors as per ISO 19011:2018:2011, aligned knowledge and skills for Lead Auditor to ISO 19011:2018. • Sector applications Added CPD requirement - CPD per cycle – Inclusion of a minimum of 8 hours of CPD related to updating legal knowledge with effect from re-registration cycle commencing 2013.	• CPD log and signed self-declaration of knowledge and understanding of the changes related to ISO 19011:2018 and ISO/IEC 17021. • SF149 and supporting evidence. CPD log (effective pro-rata from re-certification commencing from 2013.

END OF CRITERIA

Normative ANNEXURE 1: FOOD MEAT QUALITY
(Requirements additional to the main document and specific for Sector 1

REQUIREMENT	ADMISSIBLE EVIDENCE
Education	
Generic (2.3)	Generic
Work experience	
Generic (2.4)	Generic
Knowledge and skills	
Generic (2.5)	Generic
Pre-Requisite Training	
Prior to auditor training potential auditors shall have completed: • A training course on R.55 under Section 15 of the Agricultural Products Standards Act 119, (Act no 119 of 1990). • A pre-requisite 3 days course on the current version of the ISO 9001 standard or a SAATCA recognized Food safety management standard (e.g. FSSI, GFSI).	Certified copy of Meat Classification certificate. Certified copy of completion Certificate.
Auditor Training	
Successful completion of a 5 days SAATCA registered QMS, FSMS lead auditor training course.	Certified copy of successful completion Certificate.
Auditor experience	
Generic (2.7)	Generic.

Normative ANNEXURE 2: PROJECT MANAGEMENT (Requirements additional to the main document and specific for Sector 2

REQUIREMENT	ADMISSIBLE EVIDENCE
Education	
Generic (2.3)	Generic.
Work experience	
Generic (2.4)	Generic.
Knowledge and skills	
Generic (2.5)	Generic.
Pre-Requisite Training	
Successful completion of a 3 day (minimum) training course based on PMBOK 3 day course on the current version of the ISO 9001 standard	Certified copy of successful completion Certificate.
Auditor Training	
Successful completion of a 5 day SAATCA QMS registered lead auditor training course.	Certified copy of successful completion Certificate.
Auditor experience	
Generic (2.7) in the field of Project management and or the implementation of ISO 10006 Note: The combined training for PMBOK and on the current version of the ISO 9001 standard is equivalent to ISO 10006:2003 – Quality management systems guidelines for QM in projects	

Normative ANNEXURE 3: VETERINARY EXPORT CERTIFICATION (Requirements additional to the main document and specific for Sector 3

REQUIREMENT	ADMISSIBLE EVIDENCE
Education	
A qualification equivalent to the South African BVSc degree as recognized by the SAVC by the issue of a certificate of registration in terms of section 25(2) of the Veterinary and Para-veterinary Professions 1982 (Act no. 10 of 1982).	BVSc degree & valid SAVC certificate of registration in terms of section 25(2) of the Veterinary and Para-veterinary Professions 1982 (Act no. 10 of 1982) together with proof of annual maintenance.
Work experience	
Generic (2.4)	Generic.
Knowledge and skills	
Generic (2.5)	Generic.
Pre-Requisite Training	
Prior to auditor training potential auditors shall have completed: A pre-requisite 3 days course on the current version of the ISO 9001 standard or a SAATCA recognized Food safety management standard (eg. FSSI, GFSI).	Certified copy of completion Certificate.
Auditor Training	
Successful completion of a 5 days SAATCA registered QMS or FSMS lead auditor training course.	Certified copy of successful completion Certificate.
Auditor experience	
Generic (2.7).	Generic.

Normative ANNEXURE 4: FOOD – FOOD AND ASSOCIATED INDUSTRIES (Requirements additional to the main document and specific for Sector 1

REQUIREMENT	ADMISSIBLE EVIDENCE
Education	
A qualification equivalent to the Bachelor of Environmental Health degree, National Diploma in Environmental Health, Diploma in Animal Health, Bachelor of Consumer Science degree or Bachelor of Nutrition and Food Sciences degree.	Certified copy of National Diploma or Bachelor's Degree as relevant to the educational requirement.
Work experience	
Generic (2.4)	Generic.
Knowledge and skills	
Generic (2.5)	Generic.
Pre-Requisite Training	
Prior to auditor training potential auditors shall have completed: A pre-requisite 3 days course on the current version of the ISO 9001:2015 standard or a SAATCA recognized Food safety management standard (eg. FSSI, GFSI).	Certified copy of completion Certificate.
Auditor Training	
Successful completion of a 5 days SAATCA registered QMS or FSMS lead auditor training course.	Certified copy of successful completion Certificate.
Auditor experience	
Generic (2.7).	Generic.

4 REVISION HISTORY

Revision Date	Rev No.	Summary of changes
Various	1 and 2	Prior to implementation of revision history table
June 2011	3	Updated PRODUCT AND PROCESS criteria to merge with and align to the Generic Criteria, CRT6.0, including: Removed detail that is already covered on the www.saatca.co.za, for example Background, objectives, codes of conduct, certification process. Removed annex on CPD and referred to SF58. Updated Approval Table (font page) Added revision table Clarified provisional auditor work experience and management system work experience Clarified annual surveillance Updated definitions and references (1.2 and 1.3) Included details of previously applied "grandfather" requirements (1.5) Added disputes and appeals (1.9) Included details for transition (1.10) Addition of "Publication of Details of SAATCA Registered Auditors" (1.14) Clarified requirements for "equivalent to tertiary qualification (2.3) Clarified the "equivalent" component for tertiary education and work experience, including requirements if there is a break in working (2.3 and 2.4) Added details of portfolio of evidence and option for SAATCA to verify evidence by means of an examination, or interview or otherwise to interview. (2.5.1). Clarified auditor training - contact hours, at least 70% pass mark and applicant to supply certificate of training (2.6) Clarified six hours of audit activity on site (typically part of an 8 hour audit day, as per IAF audit day allocations) and unacceptability of audits as part of training programme (2.7) Relevant experience auditing of other schemes for which the applicant holds registration may be considered for up to 5 days of the auditing experience required. (2.7.1) Correction of lead audit experience being gained in 3 years prior to application (not 2) and Applicants qualified as Lead Auditor in any one scheme shall automatically qualify for Lead Auditor in all schemes where they meet the auditor's requirements. (2.7.2) Added upgrade from provisional auditor grade, and included requirement for any CPD due at the time of upgrade (2.7.3) Clarification of internal auditor's audit experience (2.7.4). Clarified witnessing requirements (2.8.1 and 2.8.2) Added conditions pertaining to breach of code of contact (2.8.3) Added use of Application Checklist and of Auditee Feedback form - Auditee feedback to be provided - least one of the audits, per scheme of certification (3.3) Removed reference to Annex 4 and replaced with reference to SF58 (3.4)
July 2011	4	Spelling error rectified. 1.5 Grandfather clause - auditions changed to auditors
October 2011	5	Item 2.1 Added requirement for certified copy of ID to be provided with application. Item 2.3. Added reference for clarity: (and if not, refer to para below). Item 2.7.1. And 2.7.2. Clarified wording related to hours under guidance of lead auditor. The requirement for 20 days of guidance has always been applied, but the wording was misleading.

Revision Date	Rev No.	Summary of changes
December 2012	6	**Clarifications**: 1. **Introduction**: Added reference to MS standard and to use of criteria for maintenance of auditor registration. 2. **Definitions** - additional definitions were removed as those form the reference standards are applied 3. **Equivalent standards**: Moved the ISO/IEC equivalent standards from the body of the criteria to the List of Equivalent Standards. 4. **Start up auditor clause** -Slightly different wording which better reflects the past practice with regard to start up auditors 5. **Sponsorship** – clarified that all new auditors require one sponsor. 6. **Transition**: Created a separate section in maintenance table for changes to criteria and transition and evidence required (previously on cover page). 7. **Sector registrations**: Made provision for inclusion of sector specific for use by those schemes that have sectors, eg Food and Product and Process. 8. **Auditor/lead auditor training**; replaced 40 hours with 5 days to align to updated TCP criteria which describe the hours. 9. **General**: Re-arranged some paragraphs and sections and clarified wording, eg related to general work experience sand wording on maintenance. **Technical changes**: 10. **Scheme name** changed to product and process certification 11. **Changes to align to ISO 19011:2018/17021**, including updated ISO 19011:2018 title, updated personal attributes to personal behaviors as per ISO 19011:2018:2011 and ISO/IEC 17021:2011, aligned knowledge and skills for auditors and lead as to ISO 19011:2018, clarified conformance and compliance, etc. 12. **Start-Up Concession**: added detail of the evaluation panel composition for stat up concessions. 13. **Management System training** - clarified the pre-requisite training on the applicable management system standard prior to the 5-day Lead Auditor Course, which was always in the TCP criteria, with duration of a minimum of 2 days. 14. **Auditing Experience** for new applicants – defined the ratio of applicant auditors to Lead Auditors as 4:1 for qualifying audits. 15. **CPD:** Added a CPD requirement of at least 8 hours per CPD cycle of CPD related to updating legal knowledge. 16. **Added sectors for PRODUCT AND PROCESS auditor certification Addition of sectors and associated** 17. Aligned Product and Process Specific Technical Training/Knowledge and Skills to ISO 19011:2018:2011 and ISO/IEC TS 17021-2

October 2013	7	**Clarifications**: 1. **Introduction**: Added reference to MS standard and to use of criteria for maintenance of auditor registration. 2. **Definitions** - additional definitions were removed as those from the reference standards are applied 3. **Definitions** – definition for Conformity Assessment added 4. **Acronyms** added 5. **Equivalent standards**: Moved the ISO/IEC equivalent standards from the body of the criteria to the List of Equivalent Standards. Currently there is no list available for this scheme. 6. **Start up auditor clause** -Slightly different wording which better reflects the past practice with regard to start up auditors. 7. **Sponsorship** – clarified that all new auditors require one sponsor. 8. **Transition**: Created a separate section in maintenance table for changes to criteria and transition and evidence required (previously on cover page). 9. **Sector registrations**: Made provision for inclusion of sector specific registrations. 10. **Auditor/lead auditor training**; replaced 40 hours with 5 days to align to updated TCP criteria which describe the hours. 11. **General**: Re-arranged some paragraphs and sections and clarified wording, eg related to general work experience sand wording on maintenance. 12. **Witnessing** Clarified as per code of conduct Witnessing Lead Auditor **Technical changes**: 1. **Changes to align to ISO 19011:2018**, including updated ISO 19011:2018 title, updated personal attributes to personal behaviors as per ISO 19011:2018:2011 and ISO/IEC 17021:2011, aligned knowledge and skills for auditors and lead as to ISO 19011:2018, clarified conformance and compliance, etc. 2. **Start-Up Concession**: added detail exceptions. Different approved LA courses indicated. 3. **Product and Process Scheme Sectors** added. 4. **Product and Process management methods, techniques, performance and technology:** objective added. 5. **Knowledge and skills of LA for leading audits:** Indication of sector specific requirements added. 6. **Pre-Requisite Training**: Reference to sector specific training as per Annexures. Admissible evidence indicated in Annexures. 7. **Auditing Experience** for new applicants – defined the ratio of applicant auditors to Lead Auditors as 4:1 for qualifying audits. 8. **Unacceptable audits:** Audits less than two hours are not acceptable added. 9. **Auditing Experience** for Internal auditors: Additional sector requirements added. 10. **Witnessing:** shall be carried out by a SAATCA Product and Process Lead Auditor 11. **CPD:** Added a CPD requirement of at least 8 hours per CPD cycle of CPD related to updating legal knowledge. 12. **Annexure 1: Meat Quality added**. Sectors specific requirements added including: education, work experience, knowledge and skills, pre-requisite training, auditor training and auditor experience. 13. **Annexure 2-6** added for future use.
May 2015	8	**Technical changes** 1. List of Equivalent Standards added 2. Project/ product audits that are repeated more frequently than once every 6 months added to the list of unacceptable audits 3. Requirements additional to the main document and specific for Sector 2 added.
March 2016	9	**Technical changes** 1. 1.5 Schemes changed to sectors 2. Product and process schemes changed to sectors 3. 1.6 Only food and Project management current. Balance to be developed in future. 4. Pg 10 2.6.1 – Remove everything except Food and Project management 5. Pg 17 – Change relevant FSMS to ISO9001 6. Pg 18 – Pre requisite training – Added 2 day course on ISO9001 standard 7. Pg 18 – Added Successful completion of 5 day SAATCA QMS course Auditor experience – Added In the field of Project management and or the implementation of ISO10006 8. Added Note: Combined training in PMBOK and on ISO9001 standard equivalent to 10006:2003 (Quality management systems guidelines for Quality management in Projects

Revision Date	Rev No.	Summary of changes
		9. Remove annex 3-6
May 2017	10	**Technical changes** **1. 1.2 Definitions** Added ISO 17021-1 and 17024 Added BVSc: Bachelor of Veterinary Science Added SAVC: South African Veterinary Council **2. 1.4 List of equivalent standards** Added Veterinary export certification **3. 1.6 SAATCA Product and Process Scheme Sectors** Added Veterinary export certification **4. 2.3 Education** Added "unless otherwise specified in these particular criteria" Applicants must also comply with the requirements of the relevant Annex for the scheme they are applying for. **5. 2.4.1 General work experience** Changed minimum experience from five to four years **6. 2.6.1 Pre requisite training** Added Veterinary export certification (annexure 3) Lead auditors and 2 day ISO9001 training **7. Added Normative Annexure 3:** Veterinary export certification 8. Attached list of SIC codes to CRT 6.17 Product and process Auditor
February 2018	4	1. 2.6.1 Pre requisite Training changed from 2 days to 3 days 2. 2.8.2 Added: **The Witnessing Lead Auditor must be different from the Guiding/Mentoring Lead Auditor that sign SF26** **3. 2.9 Added: Internal Auditor Training (ISO 19011:2018)** 4. For all Annexures Added 3 day for pre requisite course 5. For all Annexures Added 5 days for Auditor Training