

Internal Auditor Qualification Matrix

S.N o 1	Standard Requirement 2	Auditor Evaluation 3	
		Auditor 1	Auditor2
		1	2
	Educational Qualifications :		
	Diploma in Degree or Post Secondary Education in any Stream of Science relevant to Environmental/Energy management system with basic knowledge on EMS, Energy conservation techniques		
	Experience		
	<ul style="list-style-type: none"> • Two years of Post qualification experience in environmental science or experience in industry • One year only in case of post graduation education relevant to the sector. • Two years' experience in technical aspects of EMS application 		
	Technical Skills and Qualifications		
	<ul style="list-style-type: none"> • Practical knowledge on the Environmental Management systems and a minimum of internal auditor training on EMS for a minimum duration of 16 hours. 		
	EMS/ EnMS Training		
	EMS/EnMS trainings as part of the formal qualification or by completion of a formal course. This can be one day training conducted by the qualified lead auditor on ISO 14001/ ISO 50001		
	Working Language Skills:		
	The Auditor shall have practical knowledge on the product; he is auditing and shall be familiar in the local language or National language or a language which both auditee and inspector can communicate.		
	Independence and Confidentiality		
	<ul style="list-style-type: none"> • The auditor shall sign confidentiality agreement • The auditor shall not do the audit if he has worked or given consultancy to the company during the past 02years. 		
	Others		
	Auditor experience (in man days)		
	ISO 14000		
	ISO 50001		
	ISO 9001-FOOD INDUSTRIES		
	Witnessed by		
	Final Conclusion on Qualification		
		Qualified for the sector scopes	

	Notes:	<p>1.Only qualified internal auditors as per the above matrix to conduct the internal audit of the company using applicable standard Criterial check lists. Otherwise, the audit becomes void.</p> <p>2.EMS/EnMS trainings can be conducted by the qualified lead auditor trained on ISO 14001/ISO 50001,incase these are not covered in the subjects of formal qualifications (Diploma or degrees subjects)</p> <p>3.Training on ISO19011 can be given by the qualified lead auditor trained on ISO9000/ ISO 14001/ ISO 50001.</p> <p>4.While doing evaluations under Column3, put yes in case of compliance and Put no incase of non compliance.</p> <p>5.Auditor detailed profile and all copies of formal qualifications and training certicates duly attested by the auditors to be maintained as record by the company.</p> <p>6.Records of Profile and formal qualifications of Lead auditors who provided the ISO 9000 / ISO 14001/ ISO 50001.to the inspectors as per the requirements above to be maintained.</p>
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