

# **GPC Management System Auditor Certification Scheme**



**Global Personnel Certification Co., Ltd**

## Introduction

GPC (Global Personnel Certification) has been accredited as a PCB (Personnel Certification Body) based on ISO/IEC 17024 from IAS (International Accreditation Service), an Accreditation Body that has signed MLA with IAF (International Accreditation Forum).

GPC will continuously strive to develop the future of auditors more safely through the development of personnel certification schemes in various industries.

This document stipulates the certification standards for GPC Management System Certification Auditors. Therefore, in order to acquire and maintain the auditor certification from GPC, it must conform to the certification scheme defined in the document.

For application as an auditor and other questions, please contact the following contact information.

Thank you.

## Contact GPC

- Homepage: [www.gpcert.org](http://www.gpcert.org)
- Mail: [info@gpcert.org](mailto:info@gpcert.org)
- Tel: +82-2-6749-0710
- Fax: +82-2-6749-0711

## **1. Auditor Grade**

### **(1) Internal Auditor**

- Management system internal auditor is defined as a person who has been approved by GPC and can perform audit activities as a member of the audit team during internal audit.

### **(2) Provisional Auditor**

- Management system provisional auditor is defined as a person who has been approved by GPC and is qualified to assist audit activities as a member of the audit team.

### **(3) Auditor**

- Management system auditor is defined as a person who has been approved by GPC and can perform audit activities as a member of the audit team.

### **(4) Lead Auditor**

- Management system lead auditor is defined as a person who has been approved by GPC and can perform audit activities as the audit team leader.

### **(5) Senior Auditor**

- Management system senior auditor is defined as a person who can perform the evaluation by attending the on-site audit in order to evaluate the competency of the auditor certification applicant after receiving approval through a separate approval procedure by the lead auditor approved by GPC.

## **2. The requirements for Auditor Certification**

### **(1) Internal Auditor**

- Graduation of secondary education
- Work experience of 3 years

(including at least 1 year of experience in the relevant field of application standard)

- Successful completion of Auditor training or internal auditor training within the last 3 years
- Internal audit log of at least 5 times, at least 15 M/D within the last 3 years
- Pass knowledge and attribution examination of GPC

## **(2) Provisional Auditor**

- Graduation of secondary education
- Successful completion of Auditor/Lead Auditor training within the last 3 years
- Pass knowledge and attribution examination of GPC

## **(3) Auditor**

- Graduation of secondary education
- Work experience of 5 years  
(including at least 2 years of experience in the relevant field of application standard)
- Successful completion of Auditor/Lead Auditor training within the last 3 years
- Audit log of at least 20 M/D within the last 3 years  
(including On-site audit log of at least 8 M/D and audit log of at least 3 times)
- Pass knowledge and attribution examination of GPC

## **(4) Lead Auditor**

- Graduation of secondary education
- Work experience of 5 years  
(including at least 2 years of experience in the relevant field of application standard)
- Successful completion of Auditor/Lead Auditor training within the last 3 years
- Audit log of at least 35 M/D within the last 3 years  
(including audit log of at least 15 M/D as a team leader and On-site audit log of at least 8 M/D and audit log of at least 3 times)
- Pass knowledge and attribution examination of GPC

### **(5) Senior Auditor**

- Graduation of secondary education
- Work experience of 10 years  
(including at least 5 years of experience in the relevant field of application standard)
- Audit log of at least 15 M/D as a lead auditor within the last 3 years performed after holding the lead auditor certification at an accredited PCB  
(including On-site audit log of at least 8 M/D and audit log of at least 3 times)
- Maintaining the certification as a lead auditor at the accredited PCB
- Pass knowledge and attribution examination of GPC

## **3. Details on requirements**

### **(1) Work experience**

- If the final academic background is secondary education, the total experience required is 5 years or more, including at least 2 years of work experience in the relevant field of application standard. For those who have a bachelor's degree or higher, the total experience required is reduced to 4 years.  
(It does not apply to experience requirements in related fields of application standards.)
- In the case of two or more years of work experience required in relevant field of application standard, it can be demonstrated by describing or submitting evidence that the work can provide the practical knowledge necessary for the management system audit of the application standard.
- For any other experience other than those related to the application standard, acceptance will be decided after review of the supporting materials. (Example: consulting, audit, lecture history, etc.)

### **(2) Completion of training**

- Only training certificates issued through an accredited PCB, or a training provider designated by the PCB can be accepted.
- 40 hours of auditor/lead auditor training is required, but if applicant has previously completed the auditor training course, applicant can complete the transition or

expansion training. In this case, applicant should additionally prove the certificate of completion of the training course that applicant has already completed.

- Training should be completed within the last 3 years from the date of application.
- In the case of a certificate of training is not issued by an accredited PCB or a training provider designated by it, acceptance will be determined by submitting training curriculum or training materials to prove validity of the course.

### **(3) Pass examination of GPC**

- Examination can be exempt only in the case of transfer application.

### **(4) Audit log**

- Initial, surveillance, and recertification audits are all acceptable. (However, the initial audit should be included at least once.)
- All the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> party audits are acceptable as the audit log.
- In the case of similar audit experience related to application standard, it may be accepted through the equivalence evaluation. Applicant should submit data such as similar audit standards or checklists are required for equivalence evaluation.
- It is possible to accommodate up to 5 M/D per audit of one time.

## **4. Application method**

### **(1) Competence evaluation (Initial)**

- The competence evaluation method is defined as a method in which the applicant meets all qualification requirements and is evaluated through evidence.

### **(2) On-site verification (Initial)**

- The on-site verification method is a method that can be applied if the applicant does not have 20 M/D or higher of the audit log, and it is defined as conducting an on-site verification audit for the applicant. Applicant should conduct the management system certification audit together with senior auditor certified by GPC, and senior auditor participates to evaluate applicant's competency as an auditor.

(However, this is possible to apply only for those who have performed an audit of at



least 10 M/D or have a history of responding to the audit in relation to the application standard within the last 3 years. This is to prove the minimum competency required as an auditor.)

### **(3) Transfer**

- Only those who have a valid auditor certificate obtained from an accredited PCB can apply.

(At this time, the validity period of the auditor certificate issued by GPC is applied as the expiration date + 1 year of the existing certificate.)

### **(4) Upgrade**

- It is possible to apply only to upgrade from Provisional Auditor to Auditor or from Auditor to Lead Auditor. Upgrade to Senior Auditor is not possible. (Follow a separate certification process.)
- If auditor certification is obtained through the on-site verification method, the application for upgrade is possible from 6 months after the issue of the certificate, and the expiration date does not change.

## **5. Maintain certification**

### **(1) Surveillance**

- It is extended upon payment of the annual maintenance fee without special requirements.

### **(2) Re-certification**

- For all grades, application for re-certification should be made every 3 years from the date of initial issue and should be carried out within a period of around 6 months from the expiration date. The requirements for re-certification excluding provisional auditor and internal auditor are as follows:
  - ✓ Audit log of at least 10 M/D within 3 years (at least 3 times)  
(For details, follow the requirements defined in 3.(4).)
  - ✓ Record of CPD (Continuing Professional Development) of at least 16 hours

within 3 years

(CPD activities should be training, seminars, workshops or other activities at a recognized institution that are recognized as CPD by GPC, and applicant should submit materials that can prove the contents and participation history of the activity.)

- In the case of an internal auditor, an internal audit log of at least 3M/D (at least 3 times) is required within the last 3 years.
- In the case of a lead auditor, in addition to the re-certification requirements specified above, an audit log as a lead auditor is required at least once.
- In the case of a senior auditor, in addition to the re-certification requirements specified above, an audit log as a lead auditor and on-site competence evaluation activity are required at least once.

## **6. Suspension and Withdrawn of Auditor Certification**

### **(1) Suspension**

#### **(a) Reason of suspension**

- When the requirements for maintaining certification or re-certification are not met
- When the customer does not apply for re-certification
- When there is a customer's request for suspension
- When the customer does not pay the certification fee
- When the auditor's Code of Conduct is violated

(b) Suspension may be withheld if appropriate action is taken within 15 days of the occurrence of the cause of the suspension.

(c) The period of suspension cannot exceed six months.

(d) Auditors who have been suspended from certification may not immediately use documents certification, marks of GPC and accreditation body, etc.

(e) If the cause of the suspension is resolved, the certification can be restored after approval of GPC.

### **(2) Withdrawn**

#### **(a) Reason of withdrawn**



- When the requirements for maintaining certification or re-certification are not met
  - When the customer does not apply for re-certification
  - When the problem causing the suspension is not resolved within 6 months of the period set by GPC
  - When the customer does not pay the certification fee within the expiration period
  - When the customer requests withdrawn
  - When the auditor's Code of Conduct is violated
- (b) GPC will review and accept the customer's actions if appropriate within 15 days.
- (c) GPC will withdraw the certification if it does not respond within 15 days or does not take appropriate action.
- (d) The customer should immediately stop using the certification documents and marks.
- (e) If the customer wants to re-certify, GPC will proceed with the new certification.
- (f) When a customer reapplies for a withdrawn certification, GPC ensures that the reason for withdrawn has been resolved by recording the confirmation in the remarks section of the application.