



BUREAU OF INDIAN STANDARDS



Auditor Book



BUREAU OF INDIAN STANDARDS

Manak Bhavan, 9, Bahadurshah Zafar Marg, New Delhi-110002
Website : www.bis.gov.in; Email : mstd@bis.gov.in

Chapter 6: Auditor CPA Code, Continuous Professional Development (CPDs) and Auditor Time Norms

0.General:

An auditor can login to the intranet and download the CPA codes allotted to them. In case, any CPA code is to be modified or added or to be deleted, the following methodology can be followed:

1. Identifying the CPA code:

- 1.0. Under the documents menu, select interactive menu and then select CPA code which will take you to the menu on search by keyword/CPA code. In this there are three options:
- 1.1. Option A – not giving any input and search. This will take you to the CPA table to arrive at specific CPA code.
- 1.2. Option B – use any keyword and search. This will take you to identify the CPA code.
- 1.3. Option C – Input the four digit number which will enable you to identify the technical section and technical area.

Note – at present, four digit code is enough.

- 2.0. The CPA code updation is to be submitted through the CPA updation form No. MSC-F 7.1-08.
- 3.0. The form also requires the technical area related to the CPA code which can be gathered from the Option C above.

4.0. Purpose of CPD

- 4.1. To establish guidelines for ensuring maintenance and improvement of knowledge and skills and personal attributes of auditors, team leader/lead auditor.
- 4.2. Continual professional development is concerned with the maintenance and improvement of knowledge, skills and personal attributes of auditors. This can be achieved through means such as additional work experience, training, private study, coaching, attendance at meetings, seminars and conferences or other relevant activities.
- 4.3. All BIS auditors/Team Leader/Lead Auditor/Expert including external auditors shall demonstrate their continual professional

development. The auditor shall demonstrate that they have completed at least 8 hours CPD within the last year in subjects that are broadly related to auditing/Technical areas/ Technical standards related to subject and relevant management system. Each year 8 hours preferably should have been utilized for CPD.

This includes training courses and seminars, professional body meetings with formal lectures, active participation in standards development, new qualification etc. 1 hour CPD for every attended hour up to a maximum of 15 hours per event. In the case self-learning and preparation of lectures/courses, ½ hour CPD for every attended hour up to a maximum of 15 hours per event.

5.0. Auditor Time Norms:

- 1) Stage-I audit and submission of reports fifteen (15) days max from issue of order.
- 2) Stage-II/Re-certification audit and submission of report twenty (20) days from issue of audit allotted.
- 3) Special audit, ten (10) days from the date of issue.
- 4) Surveillance audit, thirty (30) days from the date of issue.
- 5) Re-certification of audit thirty (30) days
- 6) Team Leader's submission of report ≤ 5 days.

Note : The filled CPD log sheet (Form MSC-F7.1-10) shall be sent to MSCO or to MSCD by 15 April for the preceding year starting from 01 April to 31 March.

6.0. References:

MSC G6.4-01