



Chapter1: Eligibility for Empanelment as Auditor/Expert

1.0.General:

Auditors and auditor trainees and subject experts in the area where BIS is operating the Management Certification Scheme can apply for empanelment. The empanelment application can be downloaded from the web site under the Management System menu in BIS website (www.bis.gov.in). The BIS employees, external auditors and experts shall apply in the format mentioned below. An applicant seeking to be empanelled with BIS shall have the minimum necessary qualifications and experience as given below. Applicants other than experts meeting necessary qualifications, experience and competence are empanelled as trainees/auditor trainees. Auditor trainees are upgraded to Auditors/Team Leader Trainees and Team Leaders. For details on this, please refer to upgradation of status (ChapterNo.5).

2.0.Minimum qualification for applying for empanelment as Auditor Trainee:

Graduate in Engineering/Technology or Post Graduate in any other subjects and successfully completed “40h Lead Assessor” course in the system. Any auditor who wishes to empanel in any other system shall have undergone successfully “24 h Lead Assessor” course in the system. Whenever concurrent standards are running, transition course [completion may be required as decided by MSCD](#) to enroll in the revised standard.

3.0.Experience requirement for Auditor from Auditor Trainee:

Minimum of [3 years](#) of work experience and [4 audits](#) (Stage-II audit/Re-certification audit) as auditor-in-training and on-going evaluation shall be satisfactory with an averages coreof [7](#) or more. [If a person is already an auditor in one system, he needs only 2\(two\) Stage 2 audits with minimum 4 mandays onsite audit to become an auditor from auditor-in-training of the new system](#)

4.0.Minimum qualification for Expert:

Graduate/Post Graduate/ Doctorate in Engineering/ Technology/Science or more in any subjects having greater than 3 year work experience in the relevant field. The Expert shall identify the technical areas where Expert



has the expertise and identify the CPA codes in the application (MSCF7.1-01) The Expert shall be knowledgeable in the technology, process, regulations, products, terminology, tests controls and standards in the technical area. The Expert shall not be deployed as an independent auditor but shall always be accompanied by an auditor. Experts are empanelled after evaluation by the expert evaluation committee by the regions or MSCD.

After the audit, experts are expected to give their observations sheet in observation proforma (as per QSCD/1.4.1. dated 12 July 2002) containing specific requirements verified as applicable to the technical area. This includes statutory regulations, process controls, technology, samples checked etc.,

5.0. Minimum qualification for Auditor-Expert:

Any auditor possessing the knowledge and competence as specified for the Expert is termed as Auditor-Expert.

6.0. Evaluation of Auditors and Experts:

Every person before empanelment as Auditor/Auditor-in-Trainee/Expert/Auditor-Expert shall be evaluated through an expert panel for the expertise claimed. The evaluation shall pertain to the expertise (applicable CPA codes/technical areas) requirements applicable through interaction/ test/witness or through records. All empaneled auditor trainees/auditors are subjected to on-going evaluation (Refer Chapter No.6).

7.0. Terms and Conditions:

All external auditor trainees/auditors and experts are bound by the terms and conditions.

8.0. References:

1. MSC-F7.1-07-Application for Registration of Technical Expert.
2. MSC-F7.1-01 Issue 4-Application for BISO officials.
3. MSC-F7.3-02 Issue5-Application for external auditors.
4. MSCF.7.3-01 Issue3-Terms and Conditions for External Auditor/Expert.
5. Observation Sheet (MSCF6.4-22)
6. Expert observation-OSCD/1.4.1 Dated 12 July 2012