



**Hong Kong Institution of Certified Auditors**

**香港專業審核師學會**

### **Information Note**

#### **Certification of Internal Auditor**

**Certified Internal Auditor** (Quality, Environmental, Laboratory, Occupational Health & Safety and Food Safety) shall have the following as a minimum:

- secondary education;
- five years work experience (one year waived for diploma/certificate, two years waived for associate degree/higher diploma, three years waived for degree or four years waived for higher degree);
- one year of which related to quality (for ISO 9001), environmental (for ISO 14001), laboratory (ISO 17025), occupational health & safety (OHSAS 18001) or food safety (ISO 22000) discipline work experience (two or three disciplines can be gained concurrently);
- achieved the status either as a Fellow, Member or Associate member of HKICA;
- attended and passed a HKICA approved ISO 9001, ISO 14001, ISO 17025, occupational health & safety (OHSAS 18001) or food safety (ISO 22000) internal auditing course or other accepted alternatives; and
- performed five ISO 9001, ISO 14001 or ISO 17025, occupational health & safety (OHSAS 18001) or food safety (ISO 22000) audits at

least 15 hours.

Certified internal auditor is entitled for designatory letters **Certified Internal Auditor (Quality, Environmental, Laboratory, Occupational Health & Safety or Food Safety)** or **CIA(Q), CIA(E), CIA(L), CIA(OHS) or CIA(FS)** and in Chinese nomenclature 認可質量內審員, 認可環保內審員, 認可試驗所內審員, 認可職業安全及健康內審員 or 認可食品安全內審員 respectively.

A Certification Card bearing the name, HKICA certification number and expiry date will be issued to any certified managers and internal auditors.

**Annual certification fee as follows:**

Certified Internal Auditor	\$200 per discipline
----------------------------	----------------------

**END**