



Hong Kong Institution of Certified Auditors

香港專業審核師學會

Information Note

Registration of ISO 9001, ISO 14001, OHSAS 18001 and ISO 17025 Auditors

There are two grades of registered auditors, namely, **Registered Lead Auditor** and **Register Auditor**. There are several disciplines for registration, namely, ISO 9001 Quality Management System, ISO 14001 Environmental Management System, OHSAS 18001 Occupational Health & Safety Management System and ISO/IEC 17025 Laboratory Management System.

Registered Lead Auditor shall have the following as a minimum:

- secondary education;
- five years work experience (four years with a degree or high diploma);
- two years of which related to quality (for ISO 9001), environmental (for ISO 14001), laboratory (ISO 17025) or occupational health & safety (OHSAS 18001) (two or more disciplines can be gained concurrently);
- achieved the status either as a Fellow or Member of HKICA;
- attended and passed a HKICA approved ISO 9001, ISO 14001, ISO 17025 or OHSAS 18001 lead auditor/assessor course or other accepted alternatives;

- performed three ISO 9001, ISO 14001 or ISO 17025 audits as lead-auditor-in-training totaling 15 days (The audits shall be completed within the last 3 consecutive years).

Registered lead auditor is entitled for designatory letters **Registered Lead Auditor** and in Chinese nomenclature 註冊主任審核師 and specific terminologies on various disciplines are as follows:

註冊主任審核師(質量管理系統)

Registered Lead Auditor (QMS)

註冊主任審核師(環境管理系統)

Registered Lead Auditor (EMS)

註冊主任審核師(試驗所管理系統)

Registered Lead Auditor (LabMS)

註冊主任審核師(職業安全及健康管理系統)

Registered Lead Auditor (OHSAS)

Registered Auditor shall have the following as a minimum:

- secondary education;
- five years work experience (four years with a degree or high diploma);
- two years of which related to quality (for ISO 9001), environmental (for ISO 14001), laboratory (ISO 17025) or occupational health & safety (OHSAS 18001) (two or more disciplines can be gained concurrently);
- achieved the status either as a Fellow or Member of HKICA;
- attended and passed a HKICA approved ISO 9001, ISO 14001, ISO 17025, OHSAS 18001 lead auditor/assessor course or other accepted alternatives; and
- performed four ISO 9001, ISO 14001 or ISO 17025 audits as an auditor-in training totalling 20 days (The audits shall be completed within the last 2 consecutive years).

Registered auditor is entitled for designatory letters **Registered Auditor** and in Chinese nomenclature 註冊審核師 and specific terminologies on various

disciplines are as follows:

註冊審核師(質量管理系統)

Registered Auditor (QMS)

註冊審核師(環境管理系統)

Registered Auditor (EMS)

註冊審核師(試驗所管理系統)

Registered Auditor (LabMS)

註冊審核師(職業安全及健康管理系統)

Registered Auditor (OHSAS)

The names, registration number and expiry date of registration of Registered Lead Auditor and Registered Auditor may be uploaded to the HKICA website.

The above requirements are in general following that in the ISO 19011. Specific details can be referred to in the standard.

A **Certificate of Registration** and **Registration Card** bearing the name and HKICA registration number will be issued to any registered lead auditors and auditors.

Annual registration fees as follows:

Registered Lead Auditor \$300 per discipline (QMS, EMS, LabMS or OHSAS)

Registered Auditor \$200 per discipline (QMS, EMS, LabMS or OHSAS)

END