

23 March 2021

Dear Certification Bodies, PCCS Scheme Owner, HKAS, HA and other interested parties

**Clarification letter on registration of product certification technical auditor**

There is a concern on the availability of product certification technical auditors required in respective Product Conformity Certification Schemes (PCCSs) as published by the professional institutes. Hong Kong Institution of Certified Auditors (HKICA) would like to clarify the registration of product certification technical auditors as below:

1. It is the HKICA's view that the competence of technical auditors performing certification audits shall be evaluated through the appraisal system set up by the certification body. The CB is obliged to provide the required audit opportunity, factory visits for familiarization with manufacturing processes, resources for attending training courses necessary for updating product knowledge of their auditing personnel. Accordingly, **HKICA will accept applicants for the provisional technical auditor registration in the relevant field(s) with the nomination support from their CBs.**
2. The provisional technical auditor is deemed to have fulfilled the registration qualification requirement as required in the relevant PCCSs initially.
3. Currently ELEVEN product certification technical auditor registrations are available. Other categories of registration would be considered on a need basis in future.
  - Aluminum windows products
  - Cementitious products
  - Frictional hinges
  - Mesh reinforcements
  - Passive fire protection products
  - Paint products
  - Plumbing and drainage products
  - Repair Mortar
  - Tiles products
  - Tile adhesive
  - Sanitary ware products
4. Technical auditors with relevant academic backgrounds (e.g. Higher Diploma in relevant construction fields) shall have at least 1 year relevant audit experience of the product for certification. Technical Auditors without relevant academic backgrounds shall require at least 2 years relevant audit experience. Lead Auditors with the technical auditor qualification and experience can be the same person when performing a product certification audit.
5. Technical auditors with audit log records covering FIVE third-party audits completed within three consecutive years and with at least one successful evaluation by accreditation body can apply for full registration as a "Technical Product Certification Auditor".

Please do not hesitate to contact the undersigned for further information.

Yours sincerely,



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President  
Hong Kong Institution of Certified Auditors