

**INTERNATIONAL PERSONNEL CERTIFICATION ASSOCIATION**



**Guidance Document**

**IPC-BD-22-05 issue 1.0**

**IPC GUIDELINES FOR CERTIFICATION OF MANAGEMENT  
SYSTEM AUDITORS**

**In support of Certification Scheme  
IPC-PL-11-006 “IPC MANAGEMENT SYSTEM AUDITORS”**

**[www.ipcaweb.org](http://www.ipcaweb.org)**

### **Copyright notice**

This document is copyright-protected by IPC. While the reproduction of this document is permitted without prior permission from IPC, neither this document nor any extract from it may be reproduced, stored, or transmitted in any form for commercial purposes without prior written permission from IPC.

Requests for permission to reproduce this document for commercial purposes should be addressed as shown below or to IPC secretariat:

IPC - 14071 Peyton Dr #2701, Chino Hills, CA 91709, USA, Telephone: +1(562)6501941

email: [secretary@ipcaweb.org](mailto:secretary@ipcaweb.org) website: [www.ipcaweb.org](http://www.ipcaweb.org)

Reproduction for sales purposes may be subject to royalty payments or a licensing agreement. Violators may be prosecuted.

## **CLASSIFICATION**

This document is classified as an IPC Guidance Document.  
IPC Guidance Document is published on the authority of the Members of IPC.

## **AUTHORIZATION**

Issue No. 1.0, Application Date: December 7, 2022  
Issued by IPC MS/TC: December 6, 2022, Endorsed by IPC BoD/AGM: December 6, 2022.  
Enquiries: IPC Secretariat Email: [secretary@ipcaweb.org](mailto:secretary@ipcaweb.org)

## **AVAILABILITY**

Copies of this document in English can be accessed on the IPC website at: [www.ipcaweb.org](http://www.ipcaweb.org) A printed copy of this document can be ordered by the IPC Secretariat for a minimal fee.

## **COPYRIGHT**

Copyright – 2022 – IPC International Personnel Certification Association

## PREFACE

This *IPC-BD-22-05 IPC Guidelines for Certification of Management System Auditors* is issued in support to *IPC-PL-11-06 Certification scheme for Management System Auditors* that has been prepared by the International Personnel Certification Association (IPC) to provide a common basis for the certification of Management Systems (MS) auditors. This Guidance Document includes the former “Informative Annexes” of IPC-PL-11-06.

This Guidance Document has been developed considering the collective wisdom of the members of IPC, and the requirements of both industry and certification bodies/registrars. It can be utilized in support to IPC Certification scheme that is used as the basis upon which MS auditors can be certified as IPC-graded Management System Auditors.

Although the certification of an IPC-graded auditor only indicates the individual’s competence to perform MS audits, this IPC document provides guidance on selected areas with corresponding standards of technical competence that an individual may have. The responsibility for identifying that an auditor has the necessary knowledge and understanding of the technical environment to perform an audit of a specific organization will still rest with those responsible for managing the audit process.

All IPC documents are published in English. The English version with the most recent issue and version number and date of each IPC document is the definitive version. Members of IPC whose language of operation is not English have the right to translate all IPC documents into their own language of operation.

For further information on the application of IPC Certification scheme, contact your local member of the Association or the IPC Secretariat at the e-mail: [secretary@ipcaweb.org](mailto:secretary@ipcaweb.org).

## TABLE OF CONTENTS

SECTION 1 – IPC QUALITY MS AUDITORS	6
SECTION 2 - IPC ENVIRONMENTAL MS AUDITORS	7
SECTION 3 - IPC ISM AUDITORS	8
SECTION 4 - IPC MEDICAL DEVICE MS AUDITORS	9
SECTION 5 - IPC ASSET MS AUDITORS	10
SECTION 6 - C IPC FOOD SAFETY MS AUDITORS	11
SECTION 7 - IPC OCCUPATIONAL HEALTH AND SAFETY MS AUDITORS	12
SECTION 8 - IPC MEDICAL LABORATORIES MS AUDITORS	13
SECTION 9 - IPC TESTING AND CALIBRATION LABORATORIES MS AUDITORS	14
SECTION 10 - IPC INFORMATION SECURITY MS AUDITORS	15
SECTION 11 - IPC BUILDING INFORMATION MODELLING (BIM) MS AUDITORS	16
SECTION 12 - IPC SUSTAINABLE PROCUREMENT AUDITORS	17
SECTION 13 - IPC EDUCATIONAL ORGANIZATIONS MS (EOMS) AUDITORS	18

## SECTION 1: IPC QUALITY MS AUDITORS

Knowledge and skills for all Quality Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 9001
- b. General knowledge of guideline standards: ISO 9000 and ISO 9004
- c. Quality Management Principles in the context of ISO 9001
- d. How to relate the quality management system to the organizational products, including services, and operational processes
- e. How to determine the suitability and effectiveness of the Quality Management System
- f. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and ISO/IEC 17021 family of standards)

## SECTION 2: IPC ENVIRONMENTAL MS AUDITORS

Knowledge and skills for all Environmental Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 14001
- b. General knowledge of the guideline ISO 14004
- c. Environmental management principles
- d. Environmental science and technology
- e. How to implement an environmental management system considering different operational processes
- f. How to assess the risk of significant environmental impacts and activities identified in the context of the organization's Environmental Management System
- g. How to assess the methodologies and techniques to control environmental hazards
- h. How to assess the Environmental Management System roles and responsibilities within the context of the organizational environment
- i. How to determine the suitability and effectiveness of the Environmental Management System
- j. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and the ISO/IEC 17021 family of standards)

### SECTION 3: IPC ISM AUDITORS

Knowledge and skills for all IPC Management System Auditors and Lead Auditors performing audits with the International Safety Management Code (ISM Code) as requirement document:

- a. Detailed knowledge and understanding of all parts of the ISM Code (IMO A.741(18))
- b. Knowledge of ISO 9001 and relevant ISO 9000 terminology
- c. General knowledge of IMO A.1022(26) «Revised Guideline on implementation of the International Safety Management (ISM) Code by Administrations»
- d. General knowledge of IMO Guidelines relating to the implementation of the ISM Code, in particular
- e. Guidance on the qualifications, training and experience necessary for undertaking the role of the Designated Person under the provision of the International Safety Management (ISM)
- f. Code (MSC-MEPC.7/Circ.6),
- g. Guidance on near-miss reporting (MSC-MEPC.7/Circ.7), Revised guidelines for the operational implementation of the International
- h. Safety Management (ISM) Code by Companies (MSC-MEPC.7/Circ.8),
- i. General overview of maritime regulation and guidelines: SOLAS, STCW, MARPOL, ILO 147, COLREG, national maritime laws and regulation and classification society rules related to operation of ships.
- j. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and ISO/IEC 17021 family of standards)

The ISM code is issued by the International Maritime Organization (IMO, United Nations) and is mandatory for international shipping.



## SECTION 4: IPC MEDICAL DEVICE MS AUDITORS

Knowledge and skills for all Medical Device Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 13485
- b. Knowledge of the legal requirements
- c. How to relate the medical device quality management system to the organizational products, including services, and operational processes
- d. How to determine the suitability and effectiveness of the Quality Management System for Medical Devices
- e. How to assess the risk of activities identified in the context of the organization's Medical Device Quality Management System
- f. How to assess the methodologies and techniques to control design and production hazards
- g. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and ISO/IEC 17021 family of standards)
- h. Understanding of the competence requirements for auditors and lead auditors in IAF MD 9
- i. Understanding of the classification system and nomenclature of medical devices in IAF ID 13

## **SECTION 5: IPC ASSET MS AUDITORS**

Knowledge and skills for all Asset Management Systems Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 55001
- b. General knowledge of the guideline standards: ISO 55000 and ISO 55002
- c. Knowledge of the legal requirements
- d. Asset management principles
- e. How to relate the asset management system to the organizational processes, including the improvement of asset acquisition and use, compliance and reliability
- f. How to determine the suitability and effectiveness of the Asset Management System
- g. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and the ISO/IEC 17021 family of standards).

## SECTION 6: IPC FOOD SAFETY MS AUDITORS

Knowledge and skills for all Food Safety Management System Auditors and Lead Auditors grade certification

- a. Detailed knowledge and understanding all parts of ISO 22000
- b. General knowledge of guideline ISO 22002, ISO 22004 and ISO 22005
- c. General knowledge of Food Safety principles and food chain in the context of ISO 22000
- d. General Knowledge of Codex Alimentarius
- e. Knowledge of the legal requirements
- f. How to apply food chain category and subcategory practices and vocabulary
- g. How to assess the Pre-requisite Programs (PRP), Operational Pre-requisite Programs (OPRP)
- h. How to determine the specific seasonality factors, cultural and social customs factors, geographic area factors related to the organization and its food category, products and services
- i. How to evaluate the organization's capacity to identify and meet applicable (country of production/country of destination) food safety regulation and labelling requirements
- j. How to assess methodologies and technics to control Critical Control Points (CCP) and Food Safety hazards
- k. How to determine the suitability and effectiveness of Food Safety Management System
- l. Understanding of competence requirements for auditors lead auditors (ISO 19011, ISO 17021/IEC family of standards and ISO 22003)

## SECTION 7: IPC OCCUPATIONAL HEALTH AND SAFETY MS AUDITORS

Knowledge and skills for all Occupational Health and Safety Management System Auditors and Lead Auditors

- a. Detailed knowledge and understanding all parts of ISO 45001
- b. Knowledge of the legal requirements
- c. Occupational Health and Safety terms and Principles
- d. Occupational Health and Safety technology, equipment and personal protective equipment
- e. How to implement an Occupational Health and Safety system considering context of the organization, different operational processes and interested parties
- f. How to assess the Occupational Health and Safety Risks and emergency Preparedness related to the context of the organization.
- g. How to assess the Occupational Health and Safety the roles and responsibilities within the context of the organization
- h. How to determine the suitability and effectiveness of Occupational Health and Safety Management System
- i. How to determine the suitability, effectiveness and sustainability of the Occupational Health and Safety Management System
- j. Understanding of competence requirements for auditors, lead auditors (ISO 19011, ISO/IEC 17021 family of standards)

## **SECTION 8: IPC MEDICAL LABORATORIES MS AUDITORS**

Knowledge and skills for all Medical Laboratory Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 15189
- b. Knowledge and understanding ISO/IEC 17025
- c. Knowledge of the legal requirements
- d. How to relate the medical laboratory quality management system to the organizational products (test results), including services, and operational processes
- e. How to determine the suitability and effectiveness of the Management System for Medical Laboratory Testing
- f. How to assess the risk of activities identified in the context of the organization's Medical Laboratory Management System
- g. How to assess the methodologies and techniques to control testing hazards
- h. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and ISO/IEC 17021 family of standards)

## **SECTION 9: IPC TESTING AND CALIBRATION LABORATORIES MS AUDITORS**

Knowledge and skills for all Testing and Calibration Laboratory Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO/IEC 17025
- b. Knowledge of the legal requirements
- c. How to relate the testing and calibration laboratory quality management system to the organizational products (test results), including services, and operational processes
- d. How to determine the suitability and effectiveness of the Management System for Testing and Calibration Laboratory
- e. How to assess the risk of activities identified in the context of the organization's Testing and Calibration Laboratory Management System
- f. How to assess the methodologies and techniques to control testing hazards
- g. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and ISO/IEC17021 family of standards)

## SECTION 10: IPC INFORMATION SECURITY MS AUDITORS

Knowledge and skills for all Information Security Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding all parts of ISO/IEC 27001
- b. Detailed knowledge of all controls contained in ISO ISO/IEC 27002
- c. Detailed knowledge of Information Security management terminology, principles practices and techniques
- d. General knowledge about the current technology where information security may be relevant or an issue
- e. How to assess information security management related tools, methods, techniques and their application
- f. How to assess information security risk assessment and risk management
- g. How to assess general business management concepts, practices and the inter-relationship between policy, objectives and results
- h. How to assess information security good practices and information security procedures
- i. How to assess the processes applicable to Information Security Management
- j. How to assess the suitability and effectiveness of Information Security Management System
- k. Understanding of competence requirements for auditors and lead auditors (ISO 19011, ISO/IEC 17021 family of standards and ISO 27006 - Clause 7.1.2.1)

## **SECTION11: IPC BUILDING INFORMATION MODELING (BIM) MS AUDITORS**

Knowledge and skills for all BIM Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 19650:2018
- b. General knowledge and guiding principles of ISO 19650:2018
- c. BIM principles and terminology
- d. BIM software and technology trend
- e. How BIM can be managed, delivered and used through the capital, delivery and occupation phases of a project
- f. Understand the development and requirements of the Project Information Model (PIM) in line with ISO 19650
- g. Understand the data relevance and collating a plan for an Asset Information Model (AIM) in line with ISO 19650
- h. How to create a Common Data Environment (CDE) and deliver information in line with the responsibility matrix and individual supplier responsibilities
- i. Understanding the legal and contractual implications of BIM
- j. How to apply industry good practice across the supply chain in line with ISO 19650
- k. How to determine the suitability and effectiveness of BIM
- l. Understanding of competence requirement for auditors and lead auditors (ISO 19011 and ISO/IEC 17021 family of standards)



## SECTION 12: IPC SUSTAINABLE PROCUREMENT AUDITORS

Knowledge and skills for all Sustainable Procurement Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 20400:2017
  - b. General knowledge of the guideline of ISO 26000:2010
  - c. Sustainable procurement principles in the context of ISO 20400:2017 and ISO 26000:2010
  - d. Sustainable procurement principles in the context of supply chain management
  - e. How to relate the requirements in ISO 20400 with procurement strategy, policy, organization and processes
  - f. How to integrate sustainable procurement into sustainability framework of an organization
  - g. How to engage stakeholders, including suppliers, in ISO 20400:2017 implementation in an organization
  - h. How to determine and conduct measurements against sustainable procurement objectives and targets
  - i. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and the ISO/IEC 17021 family of standards)
-

## SECTION 13: IPC EDUCATIONAL ORGANIZATIONS MS (EOMS) AUDITORS

Knowledge and skills for all educational organizations Management System Auditors and Lead Auditors grade certification:

- a. Detailed knowledge and understanding of all parts of ISO 21001
- b. General knowledge of guideline standards: ISO 9000, ISO 19011, and ISO 21001
- c. Understanding of Educational Organizations Management Principles in the context of ISO 21001
- d. Able to relate the Educational Organizations Management System to the organizations providing educational products and services and operational processes
- e. Able to determine the suitability and effectiveness of the Educational Organizations Management System
- f. Understanding of competence requirements for auditors and lead auditors (ISO 19011 and ISO/IEC 17021 family of standards)
- g. Able to determine and evaluate the needs for Educational Organizations to which they meet the requirements of learners and other beneficiaries, as well as other relevant interested parties and to improve their ability to continue to do so
- h. Understanding of how to enhance social responsibility by providing inclusive and equitable quality education

## About IPC

IPC was established as a non-for-profit organization, in 1995, by the name "International Auditor and Training Certification Association (IATCA)". To adapt to the market need for certification of professionals in a variety of categories, the role and name was changed in Chicago Annual General Meeting (2003) to "International Personnel Certification Association (IPC)". IPC's main activity is to develop certification schemes for professionals. Although the focus of IPC is personnel certification, recognition of training providers and training courses are also part of our activities.

IPC's objective is to promote the interests of our members (personnel certification bodies and other related interest parties) and serve the needs of the society for competence of professionals. IPC is also a "Scheme owner", which means that IPC develops and owns Certification Schemes (normative documents used for accreditation/certification purposes). These schemes are specifying rules and frame requirements for competence, on which the personnel certification body, member of IPC, may elaborate.

## Vision

To be the prime provider of personnel certification schemes and achieve recognition of IPC brand certificates worldwide.

## Mission

To provide recognition to individuals who, having demonstrated competence to IPC approved schemes, can improve the performance of organizations. IPC develops certification schemes to provide recognition for personnel in a range of fields and disciplines; the implementation of those certification schemes through its member bodies; and the evaluation of scheme implementation through accreditation to ISO/IEC17024 and IPC criteria to establish confidence in the equivalence of IPC certifications. IPC members also evaluate training providers and training courses and recognize courses fulfilling the requirements of IPC certification schemes.

## Values

*Transparent:* Be open to its members regarding IPC proceedings including minutes from Annual General Meeting and Board of Directors meetings.

*Informative:* Provide information and news to its members and interested parties regarding personnel certification on the website and the "IPC in Touch" newsletter.

*Inclusive:* Create an "IPC family" with all members, sharing knowledge and acting like a team.

*Competent:* Elect Directors and administration that are competent within certification and areas of proficiency certified and attract new competent certification bodies as our members.

*Brave:* Have an offensive market approach, profiling IPC certification, through its member bodies.

*Ambitious:* Utilize its competence to achieve international recognition.

*Reliable:* Abide with its own rules and be predictable in its operation. Operate in a truthful manner.

*Fair:* Treat all members and applicants for certification in a fairly manner and safeguard its impartiality.

THIS PAGE IS INTENTIONALLY LEFT BLANK



14071 Peyton Dr #2701, Chino Hills, CA 91709, USA

Tel: +1(562)6501941

Email: [secretary@ipcaweb.org](mailto:secretary@ipcaweb.org)

Web: [www.ipcaweb.org](http://www.ipcaweb.org)

Copyright – IPC International Personnel Certification Association