



BSI REGISTERED AUDITOR QUALIFICATION

Demonstrating individual and corporate expertise

BSI Registered Auditor Qualifications provide management systems' professionals with an opportunity to demonstrate a commitment to personal professional development.

WHAT IS THE BSI REGISTERED AUDITOR QUALIFICATION?

Supported by the international strength of BSI it is set to become the benchmark qualification for Quality, Environmental, Health and Safety and Information Security management systems personnel.

It provides a means of ensuring awareness and understanding of best practice in management systems auditing. Successful participants benefit from the award of a valuable qualification and mark supported by the integrity of the BSI name.

For employers it provides a mechanism for enhancing the skills of its auditors as well as demonstrating a commitment to their personal development.

Management systems auditing as a discipline requires a broad set of skills, ranging from technical understanding of standards, through to interpersonal skills. The ability of auditors has a direct impact on the performance of an organization, the 'bottom line' and the organization's compliance with standards, regulations and customers' contract requirements.

Effective auditing is a highly specialised skill, it carries with it heavy responsibilities, tough challenges and complex problems.

Following the successful launch we are now extending the scheme to all internal auditors, providing two levels and simplifying the certification process. Choose either the:

- BSI Registered Auditor
- BSI Registered Lead Auditor

ROUTE TO QUALIFICATION

- Pass the appropriate BSI auditors course
- Complete the one day advanced auditing course
- Complete and pass our qualifying review. (A one day audit coaching and review session carried out on site)

After qualification support continues. Firstly the names of the successful auditors will appear on the BSI website. You'll also benefit from the latest thinking and topical comment via the BSI Registered Auditors' newsletter and receive continued support through dedicated training and on-site coaching.

BENEFITS FOR ORGANIZATIONS

- System audited by competent personnel
- Provides career development for employees
- Staff retention
- Insure that audits deliver business benefits
- Contributes to effective corporate governance
- Auditors are kept up-to-date

GROUP SCHEME

As part of the scheme we are also introducing a group scheme for organizations with three or more auditors by providing the training and assessment on a group basis. It can deliver increased team building, effective career development, on-site coaching and mentoring and cost effective certification of the auditors. Ask for details or call for a quotation on +852 3149 3320.

- + Successful applicants will receive a Registration mark and certificate that affirms BSI Registered Auditor status to colleagues and employers.
- + The names of successful auditors will appear on the BSI website.
- + BSI Registered Auditors benefit from latest thinking and topical comment via the BSI Registered Auditor's Newsletter.
- + BSI's Registered Auditors receive continued support through dedicated training and on-site coaching.



Faxback – Commitment to becoming a BSI Registered Auditor

Faxback **+852 8343 7336**

Please complete the following with the details of yourself and your sponsor and fax back or return to BSI at the address below.

Personal details

NAME: _____

POSITION: _____

COMPANY: _____

ADDRESS: _____

POSTCODE: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

FAX: _____

SPONSOR (OPTIONAL): _____

NAME: _____

POSITION: _____

COMPANY: _____

ADDRESS: _____

POSTCODE: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

FAX: _____

BSI Management Systems
19/F AIA Plaza, 18 Hysan Avenue
Causeway Bay, Hong Kong
TEL: +852 3149 3320
FAX: +852 8343 7336
EMAIL: vincent.ho@bsigroup.com
WEB: www.bsigroup.hk



I have read the criteria and terms and conditions associated with becoming a BSI registered auditor/registered lead auditor and wish to register my interest. I believe that the following BSI courses/experience are relevant to achieving that status.

Registered Auditor Registered Lead Auditor

Course

Course

I would now like to complete the programme and understand that you will contact me to arrange the next stage and agree the method of payment.

Applicant signature

DATE

Sponsor signature

DATE

TERMS AND CONDITIONS: Definition The status "BSI Registered Auditor" is a title granted by BSI Management Systems Training (UK) to an individual who has successfully followed a course of training provided by BSI Management Systems Training (UK). The title will be suffixed by a reference to a standard for which the individual has qualified e.g. • BSI RA(ISO 9001) **Qualification** The route to qualification is detailed in the sales literature. Following completion of the process by the applicant BSI will confirm to the applicant in writing the qualification achieved. At this stage, the applicant will have the opportunity to be included in the BSI Qualified Auditor Register. The Applicant's details are not included in the register unless they confirm their consent in writing to BSI. This register will be publicly available and accessible via the BSI website. **Use of the registered auditor symbol** The certificate of qualification and the right to use the BSI logo shall remain the property of BSI and the Qualified Auditor agrees to use the logo in accordance with terms detailed in the leaflet "How to use the BSI registered auditor symbol" and not to assign, charge, change, licence, transfer or otherwise deal with it in any way. **Renewal of Qualification** BSI will require all Qualified Auditors to renew their qualification annually in accordance with the scheme requirements. Where the Qualified Auditor does not renew the qualification to the satisfaction of BSI, then BSI, at its discretion, may terminate the qualification. Written notification of such termination will be provided to the Auditor. Upon delivery of such notification, Auditors must refrain from using the title and will be removed from the BSI Register. See also termination below. **Termination** BSI reserves the right to terminate this Agreement immediately if the Auditor fails to comply with its terms, or has acted in a way to bring your association into disrepute. Upon termination all references to BSI and the BSI logo must be removed from (included but not limited to) any signs, websites, advertising material, stationery or other such material upon or in which the auditor refers or uses the BSI name or BSI logo. If requested by BSI, the Auditor shall confirm in writing to BSI that all such references have been removed. The signed original certificate and all copies must be returned to BSI within 30 days of the date of termination. **Fees** Fees for the qualification are directly related to the services delivered by BSI. This includes training courses and on-site audit and qualification activity. BSI publishes fees annually. Fees must be paid to BSI in accordance with payment terms. Failure to pay such fees will result in the termination of the qualification (or the qualification process for Applicant Auditors). **Complaints** BSI will require all Applicant and Qualified Auditors to notify BSI of any complaints made against the auditor in pursuit of their audit activities. BSI reserves the right to investigate such complaints and implement appropriate action. Where BSI considers that the Registered Auditor Qualification is brought in to disrepute BSI reserve the right to terminate the Auditor Qualification. **Qualification Certificates** Upon notification of qualification, BSI will provide the Qualified Auditor with a certificate reflecting the qualification obtained. Where qualification renewal requirements have been satisfied, the certificate will be reissued yearly. **Appeals and Complaints** Applicant and Qualified Auditors may appeal against decisions relating to the qualification or complain in relation to the operation of the scheme by writing to the Head of Training BSI Management Systems UK. **Confidentiality** BSI undertakes to maintain records and documents pertaining to Applicants or Qualified Auditors that relates to the Registered Auditor Qualification. BSI undertakes to maintain confidentiality in respect of any information whether documented or undocumented, concerning the applicant or Qualified Auditor. The Applicant or Qualified Auditor will, upon request, be provided with access to any documented information held concerning the Applicant or Qualified Auditor. **Limitation of liability** Except for liability for death or personal injury directly resulting from BSI's acts or omissions, BSI's liability in respect of any single event or series of events for breach of BSI's obligations in this Agreement shall be strictly limited to the amounts payable by the Qualified Auditor to BSI in the 12 months preceding the date of the event or events giving rise to the loss. **Law** The Agreement between BSI and the applicant or Qualified Auditor will be governed by English law.