

SCI QUAL INTERNATIONAL PTY LTD

Contract Auditor Application Form

PERSONAL DETAILS		
It is a requirement of Sci Qual International that all auditors are registered as either a company or a trust		
NAME		
COMPANY NAME		
TRUST NAME		
ABN		
WEBSITE (if available)		
POSTAL ADDRESS		
LOCATION ADDRESS		
EMAIL ADDRESS		
TELEPHONE		
MOBILE		
PLEASE INDICATE THE STANDARD/S YOU WISH TO AUDIT		
<input type="checkbox"/> ISO 9001	<input type="checkbox"/> ISO 14001	<input type="checkbox"/> ISO 27001
<input type="checkbox"/> AS/NZS 4801	<input type="checkbox"/> OHSAS 18001	<input type="checkbox"/> ISO 45001
<input type="checkbox"/> FRESHCARE	<input type="checkbox"/> HACCP	<input type="checkbox"/> SQF
<input type="checkbox"/> ISO 22000	<input type="checkbox"/> NHVAS	<input type="checkbox"/> OTHER – PLEASE SPECIFY
We will require the following documents		
<input type="checkbox"/> Resume	<input type="checkbox"/> Copies of certificates & qualifications NB: Auditor qualifications must include successful completion of a relevant registered auditor training course, e.g. Exemplar Global, IRCA, IEMA.	<input type="checkbox"/> Audit Log
<input type="checkbox"/> For auditors who do not have 3 rd party audit experience with another certification body - Exemplar Global OR IRCA registration		

In addition to having current training certificates for each of the standards you wish to audit, you will be required to satisfy Sci Qual International competency requirements under ISO 17021.

You will also be required to sign a confidentiality/conflict of interest agreement

The table below enables us to get a broad overview of the sectors you can audit in. On being contracted you will be required to provide evidence of capability to audit against specific ANZSIC codes on the basis of the following: Work experience, Audit experience, Tertiary qualifications, Hobbies/Other experience

At this stage we only need you to indicate the broad areas but these codes below must be supported by your resume and qualifications.

**PLEASE INDICATE THE INDUSTRY SECTORS YOU HAVE EXPERIENCE IN
(THESE ARE BASED ON ANZSIC CODES)**

Agriculture, Forestry & Fishing		
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Services To Agriculture	<input type="checkbox"/> Hunting & Trapping
<input type="checkbox"/> Forestry & Logging	<input type="checkbox"/> Marine Fishing	<input type="checkbox"/> Aquaculture
Mining		
<input type="checkbox"/> Coal Mining	<input type="checkbox"/> Oil & Gas Extraction	<input type="checkbox"/> Metal Ore Mining
<input type="checkbox"/> Construction Material Mining	<input type="checkbox"/> Services To Mining - Exploration	<input type="checkbox"/> Services To Mining - Other
Manufacturing		
<input type="checkbox"/> Food, Beverage & Tobacco Manufacturing	<input type="checkbox"/> Textile, Clothing, Footwear & Leather Manufacturing	<input type="checkbox"/> Wood & Paper Product Manufacturing
<input type="checkbox"/> Printing, Publishing And Recorded Media	<input type="checkbox"/> Petroleum, Coal, Chemical & Associated Product Manufacturing	<input type="checkbox"/> Non Metallic Mineral Product Manufacturing
<input type="checkbox"/> Metal Product Manufacturing	<input type="checkbox"/> Machinery & Equipment Manufacturing	<input type="checkbox"/> Other Manufacturing
Electricity, Gas & Water Supply		
<input type="checkbox"/> Electricity & Gas Supply	<input type="checkbox"/> Water Supply, Sewerage & Drainage Services	
Construction		
<input type="checkbox"/> Building Construction	<input type="checkbox"/> Non-Building Construction	<input type="checkbox"/> Construction Trade Services
Wholesale Trade		
<input type="checkbox"/> Basic Material Wholesaling	<input type="checkbox"/> Machinery & Motor Vehicle Wholesaling	<input type="checkbox"/> Personal & Household Good Wholesaling
Retail Trade		
<input type="checkbox"/> Food Retailing	<input type="checkbox"/> Personal & Household Good Retailing	<input type="checkbox"/> Motor Vehicle Retailing & Services
Accommodation, Cafes & Restaurants		
<input type="checkbox"/> Accommodation, Cafes & Restaurants		
Transport & Storage		
<input type="checkbox"/> Road Transport	<input type="checkbox"/> Rail Transport	<input type="checkbox"/> Water Transport
<input type="checkbox"/> Other Transport	<input type="checkbox"/> Services to Transport	<input type="checkbox"/> Storage
Communication Services		
<input type="checkbox"/> Communication Services		
Finance & Insurance		
<input type="checkbox"/> Finance	<input type="checkbox"/> Insurance	<input type="checkbox"/> Services to Finance & Insurance
Property & Business Services		
<input type="checkbox"/> Property Services	<input type="checkbox"/> Business Services	
Government Administration & Defence		
<input type="checkbox"/> Government Administration	<input type="checkbox"/> Defence	
Education		
<input type="checkbox"/> Education		
Health & Community Services		
<input type="checkbox"/> Health Services	<input type="checkbox"/> Community Services	
Cultural & Recreational Services		
<input type="checkbox"/> Motion Picture, Radio & Television Services	<input type="checkbox"/> Libraries, Museums and the Arts	<input type="checkbox"/> Sports & Recreation
Personal & Other Services		
<input type="checkbox"/> Personal Services	<input type="checkbox"/> Other Services	<input type="checkbox"/> Private Households Employing Staff

Please confirm the following under the Fit & Proper Person requirements of our accreditation agreement with JAS-ANZ.

Requirements			
I do not have a criminal history of offences punishable by imprisonment.	<input type="checkbox"/>	I confirm that I have a good reputation in particular in relation to my character, honesty and integrity.	<input type="checkbox"/>
I do not have a criminal history of offences related to fraud or dishonesty.	<input type="checkbox"/>	I confirm that I have not engaged in misleading or deceptive conduct with respect to my qualifications or professional experience.	<input type="checkbox"/>
I do not have a history of sanctions being applied against me by a professional or regulatory body for misconduct.	<input type="checkbox"/>	I confirm that I do not have a history of engaging in deceptive practices with respect to certification.	<input type="checkbox"/>
I do not have a history of insolvency.	<input type="checkbox"/>	I have never been disqualified from managing a corporation under the Corporations Act (or equivalent legislation in the relevant jurisdiction).	<input type="checkbox"/>

Conflict of Interest & Confidentiality of Information

Sci Qual International Pty Ltd's (SQI) policy on confidentiality of information and on conflicts of interest is such that confidentiality between the company and its clients affords absolute protection to a client and safeguards SQI through self-regulation by its employees and associates of this policy.

SQI Board of Directors, Impartiality Committee, Appeals Group, Certification Panel, Staff and Sub-contractors are required to avoid any relationship, activity, interest or ownership which might give rise to a conflict between their personal interest and the interest of SQI in dealing with clients.

If any member of the SQI Board of Directors, Impartiality Committee, Appeals Group, Certification Panel, Staff and Sub-contractors consider that such circumstances may exist, then it is expected such a situation will be reported to the General Manager or delegate or Board of Directors representative to determine what action, if any, is necessary.

SQI policy is such that all active client files and other documentation are accessible to the governing group and all SQI personnel with the exception of those that may be subject to customer complaint or appeals procedure. Therefore it is essential that all personnel not divulge to any third party any information gained about clients.

A written undertaking to this effect and an agreement to comply with SQI's Quality Records procedure, is a requirement for employment with SQI. The governing group and sub-contractors, if any, are also required to sign a written undertaking.

In addition, auditors/assessors are required to confirm their willingness to observe a code of conduct similar to that required by the International Register of Certificated Auditors (IRCA) (UK) and Exemplar Global (Australia).

I agree to observe and be bound by the following Confidentiality/Conflict of Interest Agreement, and Code of Conduct:

I shall act in a strictly trustworthy and unbiased manner in relation to both SQI and any companies or organisations with whom I may be involved.

I shall not disclose any findings or part thereof or divulge any other information gained in the course of my relationship other than as required by relevant legislation unless authorised in writing by SQI to do so.

Note: it is the responsibility of SQI to obtain the permission of the company or organisation before communicating any part of the findings to a third party.

I shall not act in any way prejudicial to the reputation or interest of SQI or to any client, company, organisation or individual other than that required by legal proceedings.

I will respect the intellectual property rights of SQI in respect of any documents I receive in the conduct of my role or in seeking an auditing position with SQI.

I will act in a strictly trustworthy and unbiased manner in relation to both SQI and any organisation involved in an audit by the company or personnel for whom they are responsible

I also acknowledge and understand Conflict of Interest as outlined within ISO/IEC 17021:2015 and 17065:2012 as detailed below.

5.2.10

In order to ensure that there is no conflict of interests, personnel who have provided management system consultancy, including those acting in a managerial capacity, shall not be used by the certification body to take part in an audit or other certification activities if they have been involved in management system consultancy towards the client. A recognised mitigation of this threat is that personnel shall not be used for a minimum of two years following the end of the consultancy.

I will not accept any inducement, gift or bribe which may be construed as influencing the outcome of an audit.

I will not disclose any of the audit findings, or any other information gained in the course of the audits to any third party unless authorised in writing by both the client being audited and SQI

I will not act in any way prejudicial to the reputation or interest of SQI or the client being audited

In the event of any alleged breach of this code, I will cooperate fully in any formal enquiry procedure.

Signature	SQI General Manager or Delegate
Date	Signature
Place	Date
	Name of Delegate:

On receipt of your completed application we will contact you to arrange an initial conversation either face to face or by telephone/Skype to establish if you are a good fit for Sci Qual International.

If the above step is successful the next steps are as follows.

1. An interview either face to face or by telephone/Skype with a member of our certification panel to assess technical competence.
2. Successful completion of the relevant SQI Technical and Generic Knowledge Assessments or provision of supporting evidence of having met the competency requirements of a reputable certification body acceptable to the General Manager
3. Demonstrated audit proficiency through a witness audit
4. Signing of a contract
5. Induction into our systems

Send to contact@sciqual.com.au

DATE	
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