Japan EPD Program by SuMPO

System Certification Auditor Registration and Evaluation Procedures

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Sustainable Management Promotion Organization

Revision history

Version	Date	Page	Details
03	April 1, 2022	-	Modifications due to changes in the program name.
02	October 1, 2019	-	Modifications due to changes in the program operator.
01	February 26, 2018	-	Document created. Newly published following integration of EcoLeaf Program and CFP Program.

This document specifies the procedures for evaluating and registering system certification auditors according to the "Requirements for Competence of System Certification Auditors" in the Japan EPD Program by SuMPO (the "Program") operated and administered by Sustainable Management Promotion Organization ("SuMPO"). There are two types of system certification auditor qualifications: system auditor and lead system auditor.

1. Application for Initial Registration as System Certification Auditor

1-1. Application for Registration as System Certification Auditor

   Those who wish to become a system certification auditor shall complete the "Application for registration as system certification auditor" without omission and submit it to SuMPO.

Application Details:

A. When registering as a system auditor

1). Application for registration as system certification auditor

  (1) Type of application (choose either system auditor or lead system auditor)

  (2) Name

  (3) Division and title

  (4) Contact information: address, telephone number, fax number, and email address

  (5) Date of birth

  (6) Highest education and work history

  (7) Examination schedule for system certification auditors who have passed this Program/LCA or have similar expertise and qualifications

  (8) Schedule of training sessions and examinations for system certification auditors who have passed the exam

  (9) Expertise and qualifications similar to management systems

  (10) Management system training attendance

2). A written pledge

3). Character reference letter

4). Attached documents

  (1) Notification of passing the system certification auditor examination

  (2) Notification of completing system certification auditor training

B. When registering as a lead system auditor, include in addition to A above:

1). Application for registration as system certification auditor

  (1) System certification auditor registration number (for promotions)

  (2) Experience in product-by-product verification or system certification audits

  (3) Experience in auditing management systems such as ISO 9001 and ISO 14001, or experience in system certification audits

2). Letter of recommendation as an audit team leader

3). Attached documents (if necessary)

  (1) Notification of completing the system certification auditor training course (those deemed to have the competency to conduct verification independently)

1-2. Evaluation Based on Application Documents, etc.

SuMPO checks the submitted documents to determine conformance with the "Requirements for Competence of System Certification Auditors".

1-3. Registration

SuMPO will register applicants deemed appropriate as system certification auditors and notify them of their registration number, etc. When changing registration type from system auditor to lead system auditor, the applicant will also be notified of this change in type.

2. Application for Promotion to Lead System Certification Auditor

A person who wishes to be promoted from system auditor to lead system auditor must follow the same procedures as those listed in 1.

3. Application for Maintenance/Renewal of System Certification Auditor Registration

3-1. Maintenance and Renewal of Registration

System certification auditors must apply for maintenance of registration every year and apply for renewal every three years within a period specified by SuMPO.

The procedures for maintenance and renewal of registration for system auditors and lead system auditors are as follows.

3-2. Application for Extension of Registration as System Certification Auditor

If the system certification auditor has received any objections or complaints from an organization they have audited, a record of this must be submitted to SuMPO when applying to maintain registration.

3-3. Application for Renewal of Registration as System Certification Auditor

The system certification auditor shall complete the "Application for renewal of registration as system certification auditor" without omission and submit it to SuMPO when applying to renew registration.

Application Details:

1). Application for renewal of registration as system certification auditor

  (1) Type of application

  (2) System certification auditor registration number

  (3) Name

  (4) Division and title

  (5) Contact information: address, telephone number, fax number, and email address

  (6) Date of birth

(7)　Highest education and work history

(8)　Expertise and qualifications for this Program/LCA or something similar

(9)　Qualifications as a registered reviewer

(10)　Experience with product-by-product verification or something similar in the past three years

(11)　Experience with system certification in the past three years

(12)　Experience with auditing management systems or similar audits in the past three years

(13)　Whether the applicant has attended system auditor training

(14)　Any objections or complaints (if so, submit an objection and complaint report)

3-4. Evaluation

　SuMPO checks the submitted documents to determine conformance with the "Requirements for Competence of System Certification Auditors".

3-5. Registration Renewal Notification

　SuMPO will notify applicants of the results along with the type of registration, then register applicants deemed compliant with the requirements for renewal of registration as system certification auditor.

3-6. Demotion of Qualifications

　If the lead system certification auditor fails to meet the requirements for renewal, SuMPO will notify them concerning demotion to system auditor.

3-7. Suspension and Revocation of Qualifications

　If an application for maintenance or renewal of registration fails to meet the requirements, SuMPO will notify the system certification body and the system certification auditor of the suspension or revocation of their qualifications.

4. Suspension or Revocation of System Certification Auditor Qualifications

　In the event that a system certification auditor lacks appropriateness or violates the Program's Ethics and Confidentiality Rules during a system certification audit, SuMPO will verify the facts of the matter with the system certification auditor and system certification body, then, based on these results, notify the system certification body and the auditor in question regarding suspension or revocation of qualifications, regardless of when registration was maintained or renewed.

End of document.