

Summary of Requirements for SAATCA Auditor Registration

Requirements	Criteria			Submissions
Additional Sector/scope	Refer to SAATCA criteria for specific schemes Eg FS– 4 audits plus either training or work experience in the scope			CV, certificates audit log
Auditing (additional scheme/s)	Auditor: Minimum of 15 days, at least 4 separate audits of which one is a witnessed audit, and one with auditee feedback	Internal Auditor: Minimum of 4 days, at least 3 separate of which one is a witnessed audit, and one with auditee feedback	Lead auditor: None , unless otherwise specified by the specific scheme (automatically gain LA status if all other criteria are met)	Audit log (fully signed off) Witnessed Audit Report Auditee Feedback
Witnessing	Witnessing Lead Auditors shall be independent of the applicant they witness			Application form & Code of conduct
Sponsor	Sponsor has personal knowledge of the applicant and verified the CV			Performance Report & code of conduct
Auditing (first scheme of certification)	Auditor: Minimum of 20 days, at least 4 separate audits of which one is a witnessed audit and one with auditee feedback	Internal Auditor: Minimum of 5 days, at least 3 separate audits of which one is a witnessed audit and one with auditee feedback	Lead auditor: Minimum of 10 days on site with 5 days of off site lead audit activities, at least 3 audits (after auditor audits) of which one is a witnessed audit and one with auditee feedback	Audit log (fully signed off) Witnessed Audit Report Auditee Feedback
Attributes/ Personal behaviours	Desirable attributes/changing to personal behaviours (exhibited during the audit process and attested by Sponsor and Witnessing lead auditor)			Sponsor and Witnessing lead Auditor Report
Training	Lead auditor training (ISO 19011 and ISO 17021 based) 5 days– once off			Certified copies of training certificates
	Management system standard training. ISO/OHSAS standard [2 days] – prior to lead auditor course			
	Scheme specific training Eg ISO/OHSAS standard; legal requirements, technical (eg PRP or HACCP for FSMS)			
Work experience	4 years work experience relevant to field (eg quality, environment, safety etc.) 2 years relevant to scheme MS standard (eg ISO 9001, 14001 OHSAS 18001, ISO 22000, etc). Can be concurrent with the 4 years work experience	5 years work experience relevant to field (eg quality, environment, safety etc.) 2 years relevant to scheme MS standard (eg ISO 9001, 14001 OHSAS 18001, ISO 22000, etc). Can be concurrent with the 4 years work experience		CV
Education	Degree/diploma	Degree/diploma equivalent - 4 years work experience relevant to degree/diploma/scheme field		Certified copies of certificates
	Matric or NQF equivalent			