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Audit Manual Issue No: 9 / Date: 220124

1) SOP2 - AUDITOR'S QUALIFICATIONS

1. Auditors' Qualifications

Lead Auditors

Lead Auditors should meet the following criteria:

- 1) Possess appropriate tertiary qualifications in engineering or science or the discipline being audited;
- 2) Operate according to ISO 9001 protocols, preferably certified to ISO 9001 and or ISO 9002 standard as appropriate;
- 3) Be familiar with the ISO 14000 series of environmental standards;
- 4) Operate according to ISO 19011:2018 Guidelines for Environmental Management System Auditing, and preferably be certified to that standard;
- 5) Be qualified to undertake sustainability assessments in accordance with the relevant ISO Standards, eg. ISO 14001:2015 Lead Auditor and ISO 14040:2006 Life Cycle Assessments, related standards on life cycle assessments, and ISO 14060:2019 Greenhouse Gas standards for GHG assessments; and,
- 6) Have 20+ years' experience in the industry sector being assessed;

OR:

Possess other acceptable certification qualifications relevant to the industry sector being assessed.

Intermediate Auditors

Intermediate auditors should meet the following criteria:

- 1) Possess appropriate tertiary qualifications in engineering or science or the discipline being audited;
- 2) Operate according to ISO 9001 protocols, and or ISO 9002 standard as appropriate;
- 3) Be familiar with the ISO 14000 series of environmental standards;





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- 4) Operate according to ISO 19011:2018 Guidelines for Environmental Management System Auditing;
- 5) Be qualified to undertake sustainability assessments in accordance with the relevant ISO Standards, eg. ISO 14001:2015 Auditor and ISO 14040:2006 Life Cycle Assessments, related standards on life cycle assessments, and ISO 14060:2019 Greenhouse Gas standards for GHG assessments;
- 6) Have 10-20 years' work experience in the industry sector being assessed;

OR:

Possess other acceptable certification qualifications relevant to the industry sector being assessed;

AND:

Be supervised by a Lead Auditor during the completion of a Green Tick® Audit.

Junior Auditors

Junior auditors should meet the following criteria:

- 1) Possess appropriate tertiary qualifications in engineering or science or the discipline being audited;
- 2) Operate according to ISO 9001 protocols, and or ISO 9002 standard as appropriate;
- 3) Be familiar with the ISO 14000 series of environmental standards;
- 4) Operate according to ISO 19011:2018 Guidelines for Environmental Management System Auditing;
- 5) Be undergoing training in the discipline of sustainability assessments in accordance with the relevant ISO Standards, eg. ISO 14001:2015 Auditor and ISO 14040:2006 Life Cycle Assessments, related standards on life cycle assessments, and ISO 14060:2019 Greenhouse Gas standards for GHG assessments, with a view to becoming qualified under those standards;
- 6) Have 2-10 years' work experience in sustainability science and or engineering;

OR:





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Possess other acceptable certification qualifications relevant to the industry sector being assessed;

AND:

Be supervised by a Lead Auditor during the completion of a Green Tick® Audit.

2. Auditor Training

Acceptable auditor training generally comprises three elements:

- 1) Tertiary-level education in sustainability science or engineering;
- 2) Training and certification as a Lead Auditor or Auditor by a reputable agency such as SAI Global; and,
- 3) Work experience in the relevant industry.
- 4)

3. Process for Gaining Approval as a Registered Green Tick® Auditor

Process

- 1) A company or individual applies for approval by sending copies of staff Curriculum Vitae (CVs) to GTC at info@greentick.com;
- 2) A company or individual agrees to abide by GTC's Confidentiality Agreement by signing a copy of the agreement (copy supplied by GTC, Appendix 2 NDA Example);
- 3) Appropriate and adequate professional liability insurance must be carried by the registered Auditor or Advisor in the country of operation, that is, the location and jurisdiction where an audit occurs, and evidence of such must be supplied;
- 4) GTC Board reviews CVs and comments from referees, where sought, and approves or declines applications by written advice to the applicant;
- 5) An annual fee for registration as an Auditor or Advisor may be set from time to time, at the sole discretion of GTC, payable in advance. There is no fee to apply to become a registered Auditor or Advisor; and,
- 6) Where successful, company or individual is listed as a registered Adviser and Auditor on the Auditor's page of the Green Tick® website at www.greentick.com.





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Conditions

- a) Applications for approval as a registered Adviser and Auditor are made by a company and or individual solely at their own risk, discretion, and cost;
- b) GTC welcomes applications for approval as a registered Adviser and Auditor in good faith from companies or individuals of good reputation, and with the appropriate professional and or technical qualifications;
- c) GTC reserves the right to approve or decline any application to become a registered Adviser and Auditor at GTC's sole discretion, without payment of any compensation or acceptance of liability of any kind;
- d) Approvals (or a refusal, as the case may be), are normally issued in writing, by e-mail, within 5 working days of receiving an application;
- e) Refusals are accompanied by written reasons for refusal;
- f) GTC reserves the right to withdraw or cancel its approval of any company or individual as a registered Auditor or Adviser at GTC's sole discretion, at any time, without payment of any compensation or acceptance of liability of any kind;
- g) Green Tick[®] Audits are commissioned by GTC for the processing of applications for Green Tick[®] Certification. Upon receipt of an application, requests for proposals (RFP) are sought from one or more registered Auditors, depending on the location of the project and the audit skill set required. An Auditor is selected for the project solely at GTC's discretion. Applicants are advised of the Auditor selected. Application and audit fees must be paid by the Applicant to GTC before the audit proceeds;
- h) GTC may itself commission an audit at any time of a current Green Tick[®] certified product, service, site or organisation for review or quality control purposes;
- i) Operation of any company or individual as a registered Adviser or Auditor DOES NOT authorise the adviser or auditor to claim that they have authority to award a Green Tick[®] certification. Only the Green Tick[®] Certification Board has authority to award certification. Any such claim in any form will result in immediate deregistration with no compensation payable and legal action possible against the party involved; and,
- j) Applicants who wish to become Registered Green Tick[®] Advisers and Auditors accept these Conditions when they apply for registration or act as Green Tick[®] Advisers and Auditors.

