



**DEPARTMENT OF STANDARDS MALAYSIA**  
**SCHEME FOR THE ACCREDITATION OF CERTIFICATION BODIES**  
**(The ACB Scheme)**

**ACB-ECOLABEL**  
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**COMPETENCY REQUIREMENTS FOR EVALUATION**  
**PERSONNEL OF BODIES OPERATING ECOLABELLING**  
**CERTIFICATION**

**Authority To Issue**

**Director General**  
**Department of Standards Malaysia**

**COMPETENCY REQUIREMENTS FOR EVALUATION PERSONNEL OF BODIES  
OPERATING ECOLABELLING CERTIFICATION**

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# COMPETENCY REQUIREMENTS FOR EVALUATION PERSONNEL OF BODIES OPERATING ECOLABELLING CERTIFICATION

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## Section 1: Definition

### 1.1 Auditor

person who conducts an audit

### 1.2 Lead auditor

auditor who is given the overall responsibility for specified audit activities

**NOTE** Adapted from ISO/IEC 17011:2005, definition 3.15

### 1.3 Technical expert

person who provides specific knowledge or expertise to the **audit team**

**NOTE** Specific knowledge or expertise is that which relates to the organization, the process or activity to be audited, or language or culture.

**NOTE** A technical expert does not act as an auditor in the audit team

### 1.4 Environmental technology

application of one or more of environmental science, green chemistry, environmental monitoring and electronic devices to monitor, model and conserve the natural environment and resources, and to curb the negative impacts of human involvement.

## Section 2: Introduction

2.1 Lead auditors, auditors and technical experts for ecolabelling certification are required to have the relevant knowledge, experience and skills to participate as an audit team member. The aim of this document is to detail these minimum requirements.

2.2 This document shall be used for the purpose of accreditation of CB operating ecolabelling certification programme. The requirements set out in this document are applicable to accredited certification bodies and are also to be met by certification bodies applying to accreditation of ecolabelling certification programme .

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**Section 3: Academic Qualification for Lead Auditors, Auditors and Technical Experts**

3.1 Shall have, as a minimum, a bachelor degree in Science or Engineering

**Section 4: Work Experience for Lead Auditors, Auditors and Technical Experts**

4.1 Lead Auditors and Auditors shall have a minimum of 5 years related work experience of which 2 years are in environmental field.

4.2 Technical Experts shall have a minimum of 10 years related work experience of which 4 years are in environmental field.

**Section 5: Training for Lead Auditors and Auditors**

5.1 Shall have undergone 40 hours of recognised lead auditor course in ISO 14001.

5.2 Shall have undergone training on relevant environmental technology and legal requirements.

**Section 6: Auditing Experience for Lead Auditors and Auditors**

6.1 The trainee auditor shall perform at least 3 audits related to eco-label product under the supervision of qualified lead auditor within a period of 2 years prior to being qualified as auditor. The audits shall cover the entire audit process from preparation to reporting.

6.2 The auditor shall perform at least 3 complete audits in the role of lead auditor under the supervision of qualified lead auditor prior to being qualified as lead auditor. A complete audit shall include the process of initiating the audit, preparing audit activities, conducting the audit activities, preparing and distributing the audit report, completing the audit and conducting audit follow up.