

**Approved by: Managing Director**



# PSA

**Document Title : Table 2: Group CoC central office auditor qualification and competency criteria**

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**Subject: Table 2: Group CoC central office auditor qualification and competency criteria**
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Section 1. Group audit training	
Qualifications	<ul style="list-style-type: none"> <li>a. Prior to conducting MSC CoC group audits, pass the MSC's Group CoC auditor training course and re-take this course at least once every 3 years.</li> <li>b. Pass the MSC's online training on updates to CoC Group Standard and/or requirements prior to undertaking group audits against the new requirements.</li> <li>c. Review any updates to the CoC requirements at least annually.</li> </ul> <p><b>Guidance</b></p> <p>This may take the form of a search on the MSC website for new updates issued during the preceding year.</p>
Competencies	<p>Ability to:</p> <ul style="list-style-type: none"> <li>d. Demonstrate an understanding of the CoC Group Standard.</li> <li>e. Assess conformity against the Group requirements in Section 10 of this document (additional requirements for CoC Group certification).</li> <li>f. Describe the key steps in an MSC CoC Group audit.</li> <li>g. Determine the appropriate sample size for group site audits at initial and surveillance audits.</li> </ul>
Verification mechanisms	<ul style="list-style-type: none"> <li>h. Examination pass.</li> <li>i. Witness or office audits by an MSC-appointed accreditation body.</li> <li>j. CAB on-site observations, review of audit reports and feedback from clients.</li> <li>k. CAB training records.</li> </ul> <p><b>Guidance</b></p> <p>See guidance on Verification Mechanism in Section 2 of Table 1.</p>

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Section 2. Management systems and reference documents	
Qualifications	<p>a. 50 days' auditing experience for MSC CoC audits or equivalent standards, of which at least 15 days are auditing experience as a team member for management system related standards, which may include MSC CoC Group audits.</p> <p><b>Guidance</b></p> <p>"Management system related standards" in this context means standards where there is a high degree of reliance on management systems to ensure product conformity. These standards include requirements for internal audits, a management review, and self-corrective action to</p>
	<p>address any problems identified in the audit and review, such as ISO 9001 and 14001.</p> <p>Equivalent standards are those which include a significant component of traceability including: GFSI-approved standards, the GlobalGAP Aquaculture Standard and ISO 22000.</p>
Competencies	<p>Ability to:</p> <p>b. Show a detailed knowledge of management system standards, applicable procedures or other management system documents used as audit criteria.</p> <p>c. Apply management system principles to different organisations and to understand the interaction between components of the management system.</p> <p>d. Understand and act upon differences between and the priority of reference documents.</p> <p>e. Understand the need to apply specific reference documents to different audit situations.</p> <p>f. Demonstrate knowledge of information systems and technology for authorisation, security, distribution and control of documents, data and records.</p>

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Verification mechanisms	<ul style="list-style-type: none"> <li>g. CV.</li> <li>h. Previous employer's reference letter.</li> <li>i. Witness or office audits by an MSC-appointed accreditation body.</li> <li>j. CAB on-site observations, review of audit reports and feedback from clients.</li> </ul>
	<b>Guidance</b> See guidance on Verification Mechanism in Section 2 of Table 1.
<b>Section 3. Audit experience</b>	
Qualifications	Prior to undertaking solo CoC Group audits, either: <ul style="list-style-type: none"> <li>a. Have led at least 1 CoC Group audit for MSC or equivalent standards under the direction, guidance and supervision of an MSC group central office audit, or</li> <li>b. Witness or participate in 1 MSC CoC Group audit or group audit for equivalent standards under the direction and guidance of a Group CoC central office auditor.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>c. None applicable.</li> </ul>
Verification mechanisms	<ul style="list-style-type: none"> <li>d. Witness or office audits by an MSC-appointed accreditation body.</li> <li>e. CAB on-site observations, review of audit reports and feedback from clients.</li> <li>f. CAB training records.</li> </ul>
	<b>Guidance</b> See guidance on Verification Mechanism in Section 2 of Table 1.