



**FINAL DRAFT BAHAMAS NATIONAL STANDARD
CONFORMITY ASSESSMENT - REQUIREMENTS FOR
BODIES PROVIDING AUDIT AND CERTIFICATION OF
MANAGEMENT SYSTEMS -- PART 3: COMPETENCE
REQUIREMENTS FOR AUDITING AND
CERTIFICATION OF QUALITY MANAGEMENT
SYSTEMS**

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ISO/IEC 17021-3:2017

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of conformity assessment, ISO and IEC develop joint ISO/IEC documents under the management of the ISO Committee on Conformity assessment (ISO/CASCO).

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 176, *Quality management systems*, Subcommittee SC 3, *Supporting technologies*, and the ISO Committee on conformity assessment (CASCO). It was circulated for voting to the national bodies of both ISO and IEC, and was approved by both organizations.

This first edition of ISO/IEC 17021-3 cancels and replaces ISO/IEC/TS 17021-3:2013, which has been technically revised.

The following major changes have been made compared with ISO/IEC/TS 17021-3:2013:

- addition of new requirements of ISO 9001:2015, which require additional competence to audit;
- expansion of fundamental concepts and quality management principles and their application;
- inclusion of the knowledge of the role of leadership of an organization in relation to its quality management system;
- inclusion of knowledge of application of risk based thinking, including the determination of risks and opportunities;
- inclusion of competence criteria for the auditor to understand the context of the organization.

A list of all parts in the ISO/IEC 17021 series can be found on the ISO website.

National Foreword

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Introduction

This document complements ISO/IEC 17021-1. In particular, it clarifies the requirements for the competence of personnel involved in the certification process set out in ISO/IEC 17021-1:2015, Clause 7 and Annex A.

Certification bodies have a responsibility to interested parties, including their clients and the customers of the organizations whose management systems are certified, to ensure that only those auditors who demonstrate the relevant competence are allowed to conduct quality management system (QMS) audits.

It is intended that all personnel involved in certification functions possess the generic competence described in ISO/IEC 17021-1, as well as the specific QMS knowledge described in this document.

Certification bodies will need to identify the specific audit team competence needed for the scope of each QMS audit. The selection of a QMS audit team will depend upon various factors, including the client's technical area and specific processes.

In this document, the following verbal forms are used:

- “shall” indicates a requirement;
- “should” indicates a recommendation;
- “may” indicates a permission;
- “can” indicates a possibility or a capability.

Further details can be found in the ISO/IEC Directives, Part 2.

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Conformity assessment — Requirements for bodies providing audit and certification of management systems —

Part 3: Competence requirements for auditing and certification of quality management systems

1 Scope

This document specifies additional competence requirements for personnel involved in the audit and certification process for quality management systems (QMS) and complements the existing requirements of ISO/IEC 17021-1.

NOTE This document is applicable for auditing and certification of a QMS based on ISO 9001. It can also be used for other QMS applications.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 9000, *Quality management systems — Fundamentals and vocabulary*

ISO/IEC 17021-1:2015, *Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17021-1 and ISO 9000 apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <http://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

4 Generic competence requirements

The certification body shall define the competence requirements for each certification function as referenced in ISO/IEC 17021-1:2015, Table A.1. When defining these competence requirements, the certification body shall take into account all the requirements specified in ISO/IEC 17021-1, as well as those specified in [Clauses 5](#) and [6](#) of this document that are relevant for the QMS technical areas (see ISO/IEC 17021-1:2015, 7.1.2), as defined by the certification body.

NOTE [Annex A](#) provides a summary of the knowledge required for QMS auditing and certification.

5 Competence requirements for QMS auditors and audit teams

5.1 General

An audit team shall be composed of auditors (and technical experts, as necessary) having the collective competence to undertake the audit. This shall include the generic competence described in ISO/IEC 17021-1 and the QMS knowledge described in 5.2 to 5.4.

NOTE It is not necessary for each member of the audit team to have the same competence, however, the collective competence of the audit team needs to be sufficient to achieve the audit objectives.

5.2 Fundamental concepts and quality management principles

Each QMS auditor shall have knowledge of:

- a) fundamental concepts and quality management principles and their application;
- b) terms and definitions related to quality management;
- c) the process approach including related monitoring and measurement;
- d) the role of leadership in an organization and its impact on the QMS;
- e) application of risk based thinking including the determination of risks and opportunities;
- f) application of the PDCA (plan, do, check, act) cycle;
- g) structures and interrelationships of documented information specific to quality management;
- h) quality management related tools, methods, techniques and their application.

5.3 Context of the organization

The audit team shall have business sector knowledge to determine whether an organization has appropriately determined:

- a) the external and internal issues, relevant to its purpose and its strategic direction and that affect its ability to achieve the intended result(s) of its QMS;
- b) the needs and expectations of interested parties relevant to the organization's QMS including the requirements for the products and services of the organization;
- c) the boundaries and applicability of the QMS to establish its scope.

NOTE A business sector is understood to be the economic activities covering a broad range of related technical areas.

5.4 Client products, services, processes and organization

The audit team shall have knowledge of:

- a) terminology and technology specific to the technical area;
- b) statutory and regulatory requirements applicable to the product or service specific to the technical area;

NOTE Statutory and regulatory requirements can be expressed as legal requirements.

- c) characteristics of products, services and processes specific to the technical area;
- d) the infrastructure and environment for operation of processes affecting product and service quality;

- e) the provision of externally provided processes, products and services;
- f) the impact of organization type, size, governance, structure, functions and relationships on development and implementation of the QMS, its documented information and certification activities.

6 Competence requirements for other personnel

6.1 General

Personnel involved in other certification functions shall have the collective competence sufficient to undertake those functions. This shall include the generic competence described in ISO/IEC 17021-1 and the QMS knowledge described in [6.2](#).

6.2 Competence of personnel reviewing audit reports and making certification decisions

Personnel reviewing audit reports and making certification decisions shall have knowledge of:

- a) fundamental concepts and quality management principles;
- b) terms and definitions related to quality management;
- c) the process approach;
- d) the application of risk based thinking including the determination of risks and opportunities;
- e) scopes and their applicability to an organization's QMS.

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Annex A
(informative)

Knowledge for QMS auditing and certification

[Table A.1](#) provides a summary of the knowledge required for QMS auditing and certification but is informative because it only identifies the areas of knowledge for specific certification functions.

The competence requirements for each function are stated in [Clauses 4, 5 and 6](#) and [Table A.1](#) gives the reference to the specific requirement.

Table A.1 — Knowledge for QMS auditing and certification

Knowledge	Certification functions	
	Reviewing audit reports and making certification decisions	Auditing and leading the audit team
Fundamental concepts and quality management principles	6.2	5.2
Context of the organization		5.3
Client products, services, processes and organization		5.4

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Bibliography

- [1] ISO 9001:2015, *Quality management systems — Requirements*
- [2] ISO/TS 9002, *Quality management systems — Guidelines for the application of ISO 9001:2015*
- [3] ISO 9004, *Managing for the sustained success of an organization — A quality management approach*
- [4] ISO 19011, *Guidelines for auditing management systems*
- [5] www.iso.org/tc176/sc02/public
- [6] www.iso.org/tc176/ISO9001AuditingPracticesGroup

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The Bahamas Bureau of Standards & Quality

The Bahamas Bureau of Standards and Quality (BBSQ), is a body corporate by virtue of the Standards Act and the Weights and Measures Act of 2006 with reporting relationship to the Ministry of Labour. The BBSQ is governed by a Standards Council that is responsible for the policy and general administration of the Bureau.

The main objective of the BBSQ is to improve industry competitiveness in the domestic and export markets, facilitate trade by reducing technical barrier to trade, and strengthen consumer and environmental protection against unsafe products or services being placed on the market. This is accomplished through the formulation, adoption and /or adaption of standards as national instruments of socio-economic development. Additionally through offering metrology, inspection, testing and certification services, the latter three being collectively termed conformity assessment.

Procedure for the Preparation of standards documents:

1. The preparation of standards documents is undertaken upon the Standards Council's authorization. This may arise out of representations from national organizations or existing Bureau of Standards' Committees or Bureau staff. If the project is approved it is referred to the appropriate sectional committee, or if none exists a new committee is formed, or the project is allotted to Bureau staff.
2. If necessary, when the final draft of a standard is ready, the Council authorizes an approach to the Minister in order to obtain the formal concurrence of any other Minister who may be responsible for any area which the standard affects.
3. With the approval of the Standards Council, the draft document is made available for general public comments. All interested parties, by means of notice in the Press, are invited to comment. In addition copies are forwarded to those known to be interested in the subject.
4. The Committee considers all the comments received and recommends the final document to the Standards Council.
5. The Standards Council recommends the document to the Minister for publication.
6. The Minister approves the recommendation of the Standards Council.
7. The declaration of the standard is gazetted and copies placed for sale.
8. On the recommendation of the Standards Council the Minister may declare a standard to be compulsory.
9. If a standard is declared compulsory all relevant regulatory government agencies are notified to apply/enact enforcement of the standards.
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Application to use the reference library and to purchase Bahamas National Standards and other standards documents should be addressed to:

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