

Module 4 : Registration & Renewal of Environmental Auditor



E i M A S

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Objective Of the Module

- ◆ To understand the process of registering and renewal under the environmental auditors under the Environmental Auditor Registration Scheme
- ◆ To understand the training and competency requirements of a registered environmental auditor



Topics

- 4.1 Introduction
- 4.2 Registration of Environmental Auditors under the Law
- 4.3 The Environmental Auditor Registration Scheme
- 4.4 Qualifications of Environmental Auditors under the Scheme
- 4.5 Registration Process, De-registration Process and Renewal Process



4.1 Introduction

- Implementation of Environmental Audit Regulations requires a pool of skilled environmental auditors.
- Past experience indicates that auditor competency assessment is necessary.
- Independence of auditors must be preserved.
- The Environmental Audit Registration Scheme is proposed to overcome the shortcomings.



4.2 Registration of Environmental Auditors Under The Law

In summary, Section 33A of the Environmental Quality Act stipulates that:

- Director General of Department of Environment to require owners and occupier to carry out an environmental audit
- Owner or occupier shall then appoint qualified auditors who are registered with the Department of Environment to carry out the audit
- The auditors must come from those that are registered by the Department of Environment



4.2 Registration of Environmental Auditors Under The Law (cont'd)

In summary, Section 51 of Environmental Quality Act stipulates that:

Minister after consultation with the Environmental Quality Council to make regulations on:

- | | |
|---|---|
| • <i>Environmental audit</i> | • <i>Manner of audit operation</i> |
| • <i>The appointment of auditors</i> | • <i>Fees chargeable</i> |



4.2 Registration of Environmental Auditors Under The Law (cont'd)

The proposed Environmental Quality (Environmental Audit) Regulations:

- Assists in implementing Environmental Quality Act 1974, Sections 33A and 51
- Defines when an audit is required
- Outlines how an environmental auditor is appointed
- Outlines the environmental auditors' responsibilities
- Indicates how the environmental auditor is to be paid



4.3 The Environmental Auditor Registration Scheme

- Complies with Section 33A of Environmental Quality Act
- Ensures availability of competent environmental auditors
- Regulates levels of competency of environmental auditors for the purpose of implementing Environmental Quality Act
- Ensures greater professionalism of environmental auditors employed



4.4 Qualifications Of Environmental Auditors Under The Scheme

- ◆ Environmental auditing is an established activity
- ◆ Environmental Management System Standards being adopted world wide necessitates regularising:
 - Auditor competencies,
 - Auditing activities
 - Accreditation of bodies that certify auditors



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)

- ◆ In the drafting process, the scheme also refer to International Standards and MS Standard, however certain adjustments have been made to fulfil DOE's need e.g. CESSWI certified auditors



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)







Audit Team Competency Requirement:

An audit may consist of the following:

Lead auditor	Competent and Registered
Audit Assistant(s)	Competent but not required to be registered at the moment
Technical Expert	Competent in their field but required on case by case basis only



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)

General requisite for registration:			
	<i>Education</i>		<i>Passing the Examination</i>
	<i>Experience</i>		<i>Professional Interview</i>
	<i>Skill and knowledge</i>		<i>Practise</i>



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)

◆ Education

Tertiary (first degree) or higher Education in :

- *Related environmental sciences, technology and engineering*

◆ Minimum environmental work experience in either:

- technical
- professional
- managerial position



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)

	Post graduate in related environmental sciences, technology and or engineering	First Degree in related environmental sciences, technology and or engineering	Relevant Audit-days On-site (after 1.1.2000)
Years of working experience (minimum)	7	8	30
	6	7	40
	5	6	50

Education, Work and Auditing Experience



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)

Knowledge and Skills:

- Candidates need to have the skills and knowledge of:
 - Environmental Quality Act, 1974 and its subsidiary regulations
 - Environmental science and technology
 - Audit procedures, processes and techniques



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)

◆ Written Examination:

- ✦ Demonstrate the prescribed knowledge and skills through a written examination
- ✦ Validity of examination result is three years after passing the examination



4.4 Qualifications Of Environmental Auditors Under The Scheme (Cont'd)

- ◆ Personal Interview:
 - Pass an interview
 - Prepare at least 2 cases for Case Presentation



4.5 Registration Process, Renewal Process, and De-registration Process

- ◆ Registration is a four step process:
 - Step 1 Apply
 - Step 2 Review and Evaluation
 - Step 3 Professional Interview
 - Step 4 Registration



4.5 Registration Process, Renewal Process, and De-registration Process, (Cont'd)

◆ Registration Process – Step 1 **Application Process**

- Verified documents
- Examination and other certificates
- Logbook
- Testimony
- Registration fees (not collected yet)



4.5 Registration Process, Renewal Process , and De-registration Process, (Cont'd)

◆ Registration Process - Step 2

➤ Review and Evaluation

- Information submitted in Step 1 reviewed and evaluated by Environmental Auditor Registration Scheme Secretariat.
- If requirements are not fulfilled, applicants will be informed and application will be rejected.
- Successful applicants are informed accordingly and further processing will be carried out.



4.5 Registration Process, Renewal Process, and De-registration Process, (Cont'd)

- ◆ Registration Process - Step 3
 - Professional Interview
 - eligible applicants will be called to appear before an Interview Panel.
 - If successful the application goes to the next process step.



4.5 Registration Process, Renewal Process, and De-registration Process, (Cont'd)

◆ Registration Process - Step 4

➤ Registration

- The Secretariat will issue a certificate of Registration to successful applicants.



4.5 Registration Process, Renewal Process, and De-registration Process (Cont'd)

- ◆ Renewal of Registration:
 - Currently Re-register every year
 - Must attend Induction Course & Pass Examination
 - Renewal application shall be submitted at least 3 months before expiry,
 - Proposed Penalty of RM10.00 per day charged for each day of delay from the expiry date.
 - Proposed Renewal fee is RM RM300.00.



4.5 Registration Process, Renewal Process and De-registration Process (Cont'd)

Renewal of Registration:

- ◆ 20 audit days/ 3 years = 7 days/ year
 - ➔ On site audit with compliance elements
- ◆ 50 hours Continuing Professional Development (CPD)
- ◆ Satisfactory performance



4.5 Registration Process, Renewal Process, and De-registration Process (Cont'd)

◆ De-registration Process

- An auditor may be de-registered under the following conditions:
 - Convicted of a crime;
 - Declared bankrupt;
 - Incapacitated mind;
 - False declaration of information;
 - Unprofessional conduct;
 - Poor performance (Continuous Performance Evaluation)



CONCLUSION

- ◆ Registration process is vital to enhance professionalism and ensure competency of auditors
- ◆ Deregistration and renewal serve as 'check and balance' process to ensure auditors will always perform at their best