



1.0 Applicable Standards

ISO 17021-1

2.0 Purpose

This procedure describes the methods used for identifying person(s) responsible for functions within Husk Registrars, LLC, identifying competencies for those functions and identifying training, if needed (especially auditors).

3.0 Scope

This procedure applies to the following:

- Husk Registrars, LLC office personnel
- Auditor
- Sub-contracted auditors

4.0 Authority and Responsibility

The President is responsible for ensuring that all functions are identified and competent personnel are in place at Husk Registrars, LLC.

5.0 Procedure

1. Identify all functions within the audit process
2. Establish responsibilities for each function in the audit process
3. Establish person(s) responsible for each function in the audit process
 - Perform a gap analysis for each person and their competence/capabilities
 - Auditor(s) must be certified to perform 3rd party audits by an accredited body (ex: RABQSA)
 - Auditors are to be assessed by the President of Husk Registrars during a real time customer audit at least annually.
 - Customer feedback is also considered as part of an auditors competence.
 - Auditors or Administrative personnel participating in the Certification Process (Certification Committee) must be permanent or contracted employees and must show competency in the review of audit documents for clerical errors and the process flow of audits.
 - Auditors or administrative personnel cannot be open to any objectivity, impartiality or conflict of interest in any part of the certification/recertification process.
 - Can person perform responsibilities of function?
 - If no, establish a training program.
4. If yes, and there are no sector specific requirements, have person demonstrate ability to perform job functions.
 - If satisfactory, person can perform job with annual review to identify areas of need.

5. If there are sector specific requirements, risk must be established (auditing skills) and if not met an auditor development program is established and skills are upgraded.

- Competence met and annual review is performed to identify training gaps.

