



CENTER FOR
RESPONSIBLE
SHALE
DEVELOPMENT

AUDITOR QUALIFICATION

Version 1.0

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ACRONYMS

ACB: Auditor Certification Body

AF: Auditing Firm

CRSD: Center for Responsible Shale Development

LA: Lead Auditor

AUDIT TEAM QUALIFICATION

Audit teams shall have the knowledge and skills to conduct an audit in accordance with the principles of auditing. The AF shall select *audit team* members appropriate to the scope, scale and geography of the operation being audited. Additionally, at least one member of the *audit team* shall have knowledge of *shale gas* operations.

The audit team proposed by the AF should collectively meet the following requirements:

- Demonstrated knowledge, understanding, and at least five (5) years working experience in the implementation, maintenance, or auditing of safety and environmental management systems;
- Demonstrated knowledge, understanding and at least five (5) years working experience, oil and gas operations, in each of the following areas:
 1. management of change processes
 2. hazard and risk analysis
 3. the development and implementation of Oil and Gas operating procedures
 4. process safety
- Technical expertise in mechanical integrity, which includes at least five (5) years working experience with the processes, equipment and operations related to the facility being audited;
- Specific knowledge and understanding of the application and use of the CRSD Standards; and
- Education and/or experience to comprehend and evaluate how the shale exploration activities, raw materials, production methods, and equipment, products, byproducts and business management systems may impact health, safety, and environmental performance on the facilities being audited.
- Have successfully completed a training in relation with the CRSD requirements and;
- Completion of a CRSD auditor training in accordance with the requirements of AP I RP 580 Risk-Based Inspection in the last 12 months

The AF must ensure that audit team members have the required expertise in the areas of the audit for which they are responsible. The AF must maintain records for a minimum period of six (6) years for each CRSD audit – identifying and demonstrating which individuals in the audit team address the specific competency requirements above.



QUALIFICATION OF AUDITORS

ISO 19011 Section 7.3 Knowledge and Skills addresses a broad range of skills required of *auditors*. This is supplemented by ISO 19011 Section 7.3 Education, Work Experience, *Auditor* Training and Audit Experience. In addition, for certifications to the *CRSD Qualification Standard*, *audit team* members shall have the education, formal training and experience that promote competency in and comprehension of:

- Oil and Gas upstream operations;
- Environmental, Health and Safety, and Risk management systems standards;
- API Risk-Based Inspection Certification; and
- CRSD standards.

QUALIFICATION REQUIREMENTS FOR LEAD AUDITOR

The LA shall meet the minimum qualification requirements below:

- Current certification as a safety and/or environmental and/or risk management system auditor from a recognized ACB such as IRCA/RABQSA that includes an examination or other competency verification;
- Conducted at least three on-site, management system audits in the past three (3) years, with a minimum of one on-site audit as LA or as an acting Audit Team Lead under the direct supervision of a qualified, Audit Team Lead (co-Lead);
- A minimum of five years of upstream oil and gas industry operations or safety and/or environmental management system audit experience within the previous eight years;
- Previous experience auditing oil and gas industry or related operations; and
- Completion of training in accordance with the requirements of API RP 580 Risk-Based Inspection.

QUALIFICATION REQUIREMENTS FOR AUDITOR

Auditors shall meet the minimum qualification requirements below:

- Qualified as a safety and/or environmental and/or risk management system auditor in accordance with the AF's documented process;
- A minimum of two years of upstream oil and gas industry operations or safety and/or environmental management system audit experience within the previous five (5) years;
- Participated in at least three on-site management system audits in the last three (3) years;
- Training and application of safety and/or environmental and/or risk management system standards, management system auditing and audit techniques; and
- Completion of training in accordance with the requirements of API RP 580 Risk-Based Inspection



QUALIFICATION REQUIREMENTS FOR SUBJECT MATTER EXPERT

Subject Matter expert shall meet the minimum qualification requirements below:

- Have a Bachelor's Degree or equivalent secondary education or work experience (minimum of eight (8) years) in the technical field relating to the subject matter area;
- A minimum of five (5) years of upstream oil and gas industry operations experience;
- A minimum of five (5) years of specific technical experience in the area where they have been deemed an expert;

MAINTENANCE OF CERTIFICATIONS AND COMPETANCE

The AF shall implement a process to ensure and validate that the certification and competence of the LA and the auditors are maintained consistent with the requirements of CRSD Qualification.

The process for maintaining competence shall include at least:

- Maintenance of the management system auditor qualification/certification as applicable; and
- Participation in at least one CRSD audit every twelve months as auditor or LA.