



BMQR CERTIFICATIONS PVT LTD

GUIDELINE

FOR

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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**TABLE OF CONTENT**

S.I.NO	CONTENT	PAGE NO
1	Purpose	3
2	Applicability	3
3	CPD Requirement Overview	3
4	Acceptable CPD Activities	3
5	Documentation and Evidence	3
6	Sample CPD Log Entry	4
7	Submission and Review	4
8	Non-Compliance	4
9	Contact	4
	Annexure A: Auditing Skill Development (Applicable to All Standards) Recommended CPD Topics for Auditing Competence	4
	Annexure B: ISO 9001 (QMS) Auditors Recommended Technical CPD Topics	5
	Annexure C: ISO 14001 (EMS) Auditors Recommended Technical CPD Topics	6
	Annexure D: ISO 45001 (OHSMS) Auditors Recommended Technical CPD Topics	6
	Annexure E: ISO/IEC 27001 (ISMS) Auditors Recommended Technical CPD Topics	7
	Annexure F: ISO 22000 (FSMS) Auditors Recommended Technical CPD Topics	7
	Annexure G: GHG Lead Verifiers and Validators (ISO 14064 & ISO 17029) Recommended Technical CPD Topics	8

	BMQR CERTIFICATIONS PVT LTD	Doc No	BMQR/GL/22
	GUIDELINES	Page No	Page 3 of 8

1. Purpose

These guidelines establish a standard framework for meeting Continuing Professional Development (CPD) requirements for all certified auditors under various management system standards, in accordance with ISO/IEC 17024 and IPC criteria. The objective is to ensure that certified auditors maintain and enhance their competence in both technical and audit-related areas.

2. Applicability

Applicable to all auditors certified under ISO-based or equivalent management system schemes such as ISO 9001, ISO 14001 and ISO 45001, and future standards.

3. CPD Requirement Overview

Minimum CPD: 16 hours over a 3-year certification cycle.

CPD must include:

- Technical competence related to the certified standard.
- Audit methods, skills, and professional development.

4. Acceptable CPD Activities

The following types of activities are acceptable for CPD:

- Participation in training programs, webinars, seminars, or workshops.
- Attending conferences relevant to auditing or the applicable standard.
- Conducting research, authoring articles, or giving professional presentations.
- Participation in technical or standards development committees.
- Documented self-study.
- Involvement in mentoring or coaching related to auditing or management systems.

5. Documentation and Evidence

Auditors shall maintain a CPD log including:

- Date of the activity
- Description of the training or activity
- Duration (in hours)

	BMQR CERTIFICATIONS PVT LTD	Doc No	BMQR/GL/22
	GUIDELINES	Page No	Page 4 of 8

- Training provider or source
- Summary of learning outcome
- Copy of participation certificate or proof of completion (mandatory for structured programs such as classroom, online, or institutional training)

6. Sample CPD Log Entry

Date, Activity, Description hours, Provider learning, Outcome
 2025-01-10, Environmental Compliance Webinar2GreenAudit Institute Enhanced understanding of legal requirements in EMS.

7. Submission and Review

- CPD logs must be submitted during recertification.
- Certification Body may request evidence of participation.
- For each structured training, a certificate of completion/participation must be submitted.
- CPD must reflect alignment with the auditor's certified standard and role.

8. Non-Compliance

Failure to comply with CPD requirements may result in suspension, non-renewal, or withdrawal of certification.

9. Contact

For guidance on CPD, contact the certification body or refer to IPC guidance documents.

Annexure A: Auditing Skill Development (Applicable to All Standards) Recommended CPD Topics for Auditing Competence:

- ISO 19011:2018 principles and audit lifecycle
- Audit planning and checklist preparation
- Conducting opening and closing meetings
- Interview techniques and evidence collection
- Identifying and classifying nonconformities
- Report writing and audit documentation
- Risk-based auditing methodology



- Remote/virtual auditing techniques
- Auditor behavior and communication skills
- Sampling techniques and audit trails
- Root cause analysis in audit findings
- Conflict resolution during audits
- Time and team management in audits
- Integrated management system audits
- Continuous improvement and adding value through audits

Annexure B: ISO 9001 (QMS) Auditors Recommended Technical CPD Topics:

- ISO 9001 clause interpretation
- Process approach and risk-based thinking
- Quality KPIs and customer satisfaction audits
- Root cause analysis in QMS context
- Internal audit program management
- Auditing leadership and top management commitment
- Change management and continual improvement
- Supplier quality management and evaluation
- Customer complaint handling and resolution
- Measurement, analysis and performance evaluation
- Documentation and control of information in QMS
- Lean Six Sigma principles and tools (DMAIC)
- 5S implementation and audit
- Total Productive Maintenance (TPM)
- Problem-solving tools (5 Whys, Fishbone analysis)
- Refer to Annexure A for recommended auditing skill topics.

	BMQR CERTIFICATIONS PVT LTD	Doc No	BMQR/GL/22
	GUIDELINES	Page No	Page 6 of 8

Annexure C: ISO 14001 (EMS) Auditors Recommended Technical CPD Topics:

- Aspect-impact evaluation and life cycle perspective
- Environmental legal compliance and risk
- Pollution prevention and sustainability
- EMS performance indicators
- GHG calculations and ISO 14064 introduction
- Auditing emergency preparedness and response
- Resource efficiency and waste minimization
- Circular economy and environmental innovation
- Environmental objectives and action planning
- ISO 14001 and ESG integration
- Stakeholder engagement and reporting in EMS
- Refer to Annexure A for recommended auditing skill topics.

Annexure D: ISO 45001 (OHSMS) Auditors Recommended Technical CPD Topics:

- Hazard identification and risk controls
- Worker participation and leadership auditing
- Emergency response and incident investigation
- Safety culture and behavior-based safety
- Compliance audits against OHS regulations
- Ergonomics and occupational health risks
- Contractor and visitor safety management
- Legal registers and updates on labor laws
- ISO 45001 and ISO 45003 (psychosocial risks)
- Workplace inspections and safety observation tools
- Monitoring and evaluation of OH&S performance
- First-aid training and workplace health preparedness
- Fire safety and evacuation drill evaluation
- Refer to Annexure A for recommended auditing skill topics.

	BMQR CERTIFICATIONS PVT LTD	Doc No	BMQR/GL/22
	GUIDELINES	Page No	Page 7 of 8

Annexure E: ISO/IEC 27001 (ISMS) Auditors Recommended Technical CPD Topics:

- ISO/IEC 27001 clause-wise interpretation
- Risk assessment and treatment in ISMS
- Information security controls (Annex A)
- Internal and external threats (cybersecurity basics)
- Business continuity and ISMS integration
- Legal and regulatory issues related to information security
- ISO/IEC 27002, ISO/IEC 27701, and data privacy updates
- Cloud security and supplier relationship management
- Asset management and control of access
- Information security incident management
- Auditing cryptographic controls and user authentication
- Refer to Annexure A for recommended auditing skill topics.

Annexure F: ISO 22000 (FSMS) Auditors Recommended Technical CPD Topics:

- ISO 22000 process and clause interpretation
- HACCP principles and food safety control points
- PRPs and OPRPs verification techniques
- Traceability and recall procedures
- Food safety culture and allergen management
- Compliance with FSSAI, Codex Alimentarius, and GFSI schemes
- Food fraud and food defense auditing
- Auditing cleaning and sanitation programs
- Evaluation of suppliers and raw material risks
- Internal audits and verification of CCPs
- ISO 22002 prerequisite programs by food sector
- Refer to Annexure A for recommended auditing skill topics.

	BMQR CERTIFICATIONS PVT LTD	Doc No	BMQR/GL/22
	GUIDELINES	Page No	Page 8 of 8

Annexure G: GHG Lead Verifiers and Validators (ISO 14064 & ISO 17029) Recommended Technical CPD Topics:

- GHG quantification methods (Scope 1, 2, and 3)
- ISO 14064-1, -2, -3 and ISO 14065/17029 framework
- Materiality assessment and sampling strategy
- Risk-based verification planning and execution
- Sector-specific emission factors and databases
- Carbon neutrality claims and offset verification
- GHG registry and reporting frameworks (CDP, SBTi, TCFD)
- Verification of product carbon footprints (ISO 14067)
- Auditing renewable energy and energy attribute claims
- Double counting risks and chain of custody audits
- GHG data quality, uncertainty, and assurance levels
- Refer to Annexure A for recommended auditing skill topics.