Registration of EHSMS Auditors
for carrying out External Audit under the Abu Dhabi EHSMS

Competent Authority

1. Approve the Registration Scheme.
2. Publish the Registration Scheme (e.g. Website of the Competent Authority)

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Applicant

Submit an Application for:

1. Initial Application for Registration as an EHS Auditor
   or
2. Advancing Grade of EHS Auditor
   or
3. Renewing Regristration (Annual for first 3 years - every 3 years then after)

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Competent Authority

1. Assessment of the application and clarify information with applicant if required.
2. Verify the infomation with applicant's employer and references nominated.
3. During assessment of the application the CA may:
   (a) request additional information from applicant to support of application when required; and / or
   (b) invite the applicant to attend an interview if required.

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Competent Authority

Application Successful?

No →

Competent Authority

1. Inform the applicant the reasons for the application being unsuccessful (in writing).
2. Maintain the application records of the applicant.

Yes ↓

Competent Authority

1. Issue a Certificate to the applicant (specifying the registration number and validity of the Certificate).
2. Maintain the record of the EHS auditor.
3. Accept and investigate complaints made about registered auditors.
4. Random Inspection of the Audit Records and CPD Records of the EHSMS Auditors.

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EHS Auditor

1. Maintain an Audit Record.
2. Undertake at least 20 hours of continuing professional development (CPD) per year (the 1st day of the year is the 1st day which the Certificate becomes valid) and maintain their CPD Record.

↓ **At the 11th month after registration**

Competent Authority

Remind the EHS Auditor to Renew Registration in writing.

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EHS Auditor

1. Submit Application to CA prior to Expiry of Current Certificate.
2. Provide copies of Audit Record and CPD Record.

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Competent Authority

Assess and Approve Renewal as described in previous steps.