Qualification and Experience Requirements for SCS Certification Body Auditors

This document is a product of the Oversight Work Group of Telecommunications Industry Association QuEST Forum (TIA QF). It is subject to change by the Oversight Working Group with the latest version always appearing here. The purpose of this document is to define the qualifications and experience for the specified Supply Chain Security auditor levels: 1) SCS 9001 Auditor and 2) SCS 9001 Lead Auditor.

Section 1: General

Auditors of quality management systems shall, at a minimum, meet the education, training, work experience, audit experience of ISO/IEC 17021-1, ISO/IEC 17021-3, ISO/IEC 27006 Clauses 7.1.1, 7.1.2, 7.2.1 and Annex A, ISO/IEC 27006-1:2015-AMD-1:2020, and have the following:

1) **Auditing Experience:**

   a) Participation in at least four audits for a minimum of 20 days that cover all the elements of the ISO 9001 standard within the last three years and can cover all the elements as determined by the CB's audit program manager or equivalent person.

   b) Auditors shall have gained experience of auditing ISMS prior to acting as an auditor performing ISMS audits. This experience shall be gained by performing as an auditor-in-training monitored by an ISMS evaluator (see ISO/IEC 17021-1:2015, 9.2.2.1.4) in at least one ISMS initial certification audit (stage 1 and stage 2) or re-certification and at least one surveillance audit. This experience shall be gained in at least 10 ISMS on-site audit days and performed in the last 5 years. The participation shall include review of documentation and risk assessment, implementation assessment and audit reporting. Auditors shall have competence in auditing an ISMS in accordance with ISO/IEC 27001.

2) **Education**: Conform to the Certification Body's requirements for maintenance of qualifications which must include the current version of the ISO/IEC 27001, ISO 19001, ISO/IEC 17021-3, ISO 9001 and SCS 9001 Management System Handbook.

Section 2: Qualification Requirements for SCS 9001 Auditors:

   a) Meet the requirements for auditors noted in Section 1

   b) Completed and passed TIA QF sanctioned SCS 9001 Management System Handbook Auditing training, any required pre-requisite courses, and any supplemental required training.

   c) Maintenance Requirements for SCS 9001 Auditors:

   i. participating in at least three SCS 9001 audits per three-year period,

   ii. completing a minimum of 2.0 CEUs in topics related to the cybersecurity or information security industries per three-year period, including any additional courses required by TIA QF and, if desired, participation in TIA QF Conferences and / or SCS 9001 work group meetings.

Section 3: Qualification Requirements for SCS 9001 Lead Auditors:

   a) meet all of the requirements for auditors as noted in Sections 1 and 2 above, and

   b) meet the CB's qualifications for leading audits.

   c) Maintenance Requirements for SCS 9001 Lead Auditors:

   i. participating in at least three SCS 9001 audits per three-year period, acting as audit team leader in at least two of these audits

   ii. completing a minimum of 3.0 CEUs in topics related to the cybersecurity or information security industries per three-year period, including any additional courses required by TIAQF, and, if desired, participation in TIA QF Conferences and / or SCS working group meetings

   iii. See Appendix A below for qualifying CEU activities.

Section 4: Failure to Maintain Qualifications

Any individual that fails to meet the maintenance qualifications for their classification shall be re-classified based on the qualifications that are met. They must fulfil the requirements not met to re-qualify and shall not audit at that auditor level until re-qualified. See examples below:

a. Failure to meet SCS 9001 auditor requirements will result in the need to retake the training and exams specified in Section 2b and fulfil the requirements in Section 2a and 2c.

b. If a SCS 9001 lead auditor does not meet the criteria for leading SCS 9001 audits, s/he must meet the requirements in Section 3ci and Section 3cii

Reassessment of these qualifications shall be conducted annually. The process shall be the responsibility of the Certification Bodies (CBs) and overseen by the Accreditation Bodies (ABs).

Section 5: Implementation Guidelines

All SCS 9001 auditors, as of the effective date of this document, shall meet the requirements.

IAF Mandatory Document (MD4) for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes may be applied when maintaining SCS 9001 Auditors and SCS 9001 Lead Auditors.

Appendix A – Example Continuing Professional Development Activities

Cybersecurity training	Actual CEUs credited
TIA QuEST Forum Sanctioned Training	Actual CEUs credited
Information Security training	Actual CEUs credited
Auditing training courses	Actual CEUs credited
TIA QF SCS Work Groups, Regional Work Group, or Qualifying Sub-team meeting (including teleconferences) Participation	0.1 CEUs per Group per meeting, 0.9 CEUs max per group per year
TIA QF Conferences and Symposiums	0.1 CEUs per Conference Hour
TIA Sponsored Special Interest Group (SIG) meetings	0.1 CEUs per Meeting Hour
Conducting a TIA SCS 9001 training session (note that you can only receive credit one time for each class, not for each time the class is delivered)	0.1 CEUs per Meeting Hour
Attendance at TIA /SCS 9001 training sessions conducted by your TIA representative	0.1 CEUs per Meeting Hour

Completion or Attendance Certificate documenting any CEU activity is, of course, required.

Appendix B –TIA QuEST Forum's Participation Activities

Examples of TIA QuEST Forum activities:

- Attendance at TIA' QuEST Forum's SCS 9001 conference, Working Group, or Regional meetings
- Attendance at SCS 9001 Meetings, Training, or other active sub-team
- Contribution to online SCS 9001 discussions AND other activities on a sub-team
- Providing support to the SCS 9001 Translation sub-team

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- Other participation in TIA QuEST Forum activities that would warrant recognition in the SCS 9001 Handbook
- TIA QuEST Forum SCS 9001 Webinars
- SCS 9001 Auditor User Group and Workshops

Change History:

Date	Change	Version
9/17/2021	Initial Draft Version for Pilots.	0.1
2/18/2022	Added to Section 1: 1) Auditing Experience a) to include ISO 9001 experience AND to Section 1: 2) Education added ISO 9001	0.2