Exemplar Global

Certification Requirements

Qualification-based Security Management Systems (ScyMS) Certification Program

Exemplar Global Personnel Certification Programs

Exemplar Global is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2012 *'General requirements for bodies operating the certification of persons.'*

This program is not covered under Exemplar Global's scope of accreditation with JAS-ANZ.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, Exemplar Global, Inc. does not accept liability for the performance, conduct, or services provided by the certified person or organization.

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Introduction

The **competency-based (CB) Security Management System (ScyMS) Auditor Certification Program** has been developed by Exemplar Global in conjunction with representatives of the security and risk management industry, who formed the scheme committee that oversees the development and management of the scheme.

The program will provide international recognition for auditors who conduct audits to ensure that organizations maintain management systems appropriate to manage security, based on identification and management risk.

Confidence and reliance in the audit process depends on the competence of personnel conducting the audit.

This personnel certification program has been developed to meet the following key objectives:

- To achieve the requirements of the International Standard for personnel certification ISO/IEC 17024:2012;
- To ensure that auditors meet or exceed the audit and related competencies defined by Exemplar Global, using the current versions of ISO 19011:2002 and other national and international standards, such as ISO 28000, ANSI/ASIS.PSC.1, ISO 18788 and ISO 31000 as guidance
- To assist organizations in selecting competent auditors; and
- To enhance the professional recognition of qualified auditors.

Auditors who wish to become certified by Exemplar Global should review this document and the Personnel Certification Guide to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an examiner in your region's principal office. Exemplar Global principal offices are located in:

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Grades of Certification

There are four grades of Security Management Systems (ScyMS) Auditor certification:

- Associate ScyMS Auditor
- ScyMS Auditor
- Lead ScyMS Auditor
- Business Improvement ScyMS Auditor

The Associate Auditor grade recognizes that an applicant has met the formal education, training, and work experience requirements, but has not yet demonstrated the ability to conduct ScyMS audits.

ScyMS Auditor recognizes that an applicant has demonstrated the competencies to conduct an security management system audit based on risk management, either as a member of an audit team or as an auditor working alone.

Lead ScyMS Auditor recognizes that an applicant has demonstrated the competence to conduct an security management system audit based on risk management as a leader of an audit team.

Business Improvement ScyMS Auditor recognizes that an applicant has demonstrated Lead Auditor competency and in addition knowledge on the application and benefits of business improvement and risk management tools.

Scopes of Certification

There are eight scopes under Security Management Systems (ScyMS) Auditor Certification. These scopes are in addition to the certification requirements shown within the document.

Applicants to the ScyMS Auditor program may be recognized for specific security experience through demonstration of the requirement defined for each scope, as shown below. One or more scopes may be awarded, depending on the demonstration of requirements.

SCOPE	DESCRIPTION	WORK EXPERIENCE
1. Asset Protection **Industrial Commercial Domestic**	Identification and evaluation of appropriate levels of security systems, design, and construction for protection and control of assets and or facilities.	Three years in management or a senior technical role associated with asset security responsibilities.
2. Loss Prevention **Fraud Theft IP Protection**	Identification and evaluation of the effectiveness of the organizations loss control systems and plans in place to deal with fraud and or theft.	Three years in management or a senior technical role associated with loss prevention responsibilities.
3. IT and Electronic Systems **Systems Design and Access Storage and Handling of Data Analysis of Data**	Identification and evaluation of business continuity and management of information security risks undertaken against national or international information security management system standards ISO 27001.	Five years in a management or a senior technical role associated with information security responsibilities.

Scopes of Certification

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SCOPE	DESCRIPTION	WORK EXPERIENCE
4. Emergency /Incident Response Preparedness Audit **Emergency Response Crisis Management**	An audit of systems and plans in place to deal with significant emergencies such as fires, explosion, or natural disasters, bomb threats, or any other event threatening life, property, equipment and/ or the environment.	Five years in management or a senior technical role associated with emergency response responsibilities.
5. Personnel Protection Audit **Employee Protection** **General Public Protection**	An audit of systems and plans in place to deal with physical threats to employees and public in workplaces, venues and events.	Three years in management or a senior technical role associated with public, event, and/or personnel security responsibilities.
6. Transport and Logistics Audit **Maritime Aircraft Land transport Terminals Handling facilities**	An audit undertaken against national or international transport security management system standards e.g. ISO/PAS 28000:2005.	Three years in management or a senior technical role associated with transport and/or logistics security responsibilities.

Scopes of Certification

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SCOPE	DESCRIPTION	WORK EXPERIENCE
7. Security Risk Management Risk	An audit undertaken against national or international security management system standards e.g. ISO/PAS 28000:2005, or ANSI/ ASIS.PSC.1:2012 or ISO 18788:2015.	Three years in management or a senior technical role associated with security risk management responsibilities.
8. Security Operations Audit	An audit undertaken against national or international security management system standards e.g. ANSI/ ASIS.PSC.1:2012 or ISO 18788:2015.	Three years in management or a senior technical role associated with security operations responsibilities.

Knowledge Requirements

Applicants for each grade of Security Management Systems (ScyMS) Auditor certification must provide evidence of knowledge competency defined in the following TPECS competency units:

All ScyMS Auditor Grades:

Management Systems Auditing (Exemplar Global-AU)

Security Management Systems Auditing (Exemplar Global-Scy)

In addition the competency units listed above, evidence of knowledge competency defined in the following TPECS competency units are also required for Lead and Business Improvement Grades:

Lead Auditor:

Leading Management Systems Audit Teams (Exemplar Global-TL)

Business Improvement Auditor:

Leading Management Systems Audit Teams (Exemplar Global-TL)

Advising on Business Improvement and Risk Management (Exemplar Global-OI)

(A Diploma in Business Administration can be submitted or the Exemplar Global-OI matrix can be filled out for this competency unit).

EVIDENCE OF KNOWLEDGE-BASED COMPETENCY

All ScyMS Auditor Grades:

A certificate/s of attainment for the above competency units from a certified TPECS training provider issued within the three years prior to application is required.

Applicants whose certificate is older than three years will need to contact a training provider and have them complete recognition of prior learning or complete another certificate of attainment.

Refer to the Personnel Certification Guide for details on knowledge examinations, TPECS training providers, and other certified training courses recognized by Exemplar Global.

A register of certified training providers is available at www.exemplarglobal.org.

Qualification Requirements

Applicants for Security Management Systems (ScyMS) Auditor certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

Work Experience:

All applicants are required to meet **at least one** of the following work experience requirements:

Applicants must provide details of **at least five years** work experience in a senior technical or managerial position with direct security responsibilities. **At least three years** of this work experience must be in risk assessment and management.

Evidence of work experience must be verifiable and include:

- Employer (including contact details);
- Dates of employments; and
- Roles, responsibilities (job description), and achievements.

OR

Applicants must provide evidence of current certification with a recognized chartered security professionals scheme, such as ASIS. Other security professional certification programs may be accepted at the discretion of the security management scheme committee.

Work Related References:

Applicants must provide a minimum of three work-related references attesting to the applicant's work performance relating to the function of security and/or the direct experience with security management systems. The referee is to attest to specific examples (referenced) of the applicant's performance.

Applicants should note that the required experience does not need to be continuously gained, provided that accumulated experience demonstrates a total of at least five years relevant work experience as detailed above.

Probity Reference:

All applicants are required to provide confirmation of probity reference relevant to the local jurisdiction of the applicant. In Australia, evidence of a clear criminal record check from the Australian Federal Police would be acceptable.

Audit Experience Requirements

Applicants for ScyMS Auditor certification must provide evidence of audit experience defined by Exemplar Global for each specific grade.

All audit days must be in accordance with the conditions for audit experience as described in the Personnel Certification Guide.

Associate ScyMS Auditor:

None

ScyMS Auditor:

Applicants for Auditor grade shall demonstrate **20 audit days**. A maximum of **six days** of off-site audit activity is allowed in these 20 days.

Included in the 20 audit days, an applicant must demonstrate:

- **At least four complete** ScyMS audits as a member of an audit team.

Lead or Business Improvement ScyMS Auditor:

Applicants for the Lead or Business Improvement Auditor grades shall demonstrate **35 audit days**. A maximum of **10 days** of off-site audit activity is allowed in these 35 days.

Included in the 35 audit days, an applicant must demonstrate:

- **At least seven complete ScyMS audits**; and
- **At least 15 audit days and three complete ScyMS audits** as a team leader of an audit team of at least one other auditor.

A copy of the Audit Log can be found here.

Work Style Assessment for Auditors

All applicants (except Provisional Auditor grade) must provide evidence they possess appropriate work values, style, and attitude attributes, as shown below. The attributes required are related to those defined in ISO 19011:2011 *"Guidelines for auditing management systems."*

- **Non-dominant vs. dominant** —The degree to which a person is competitive and takes charge.
- **Contented vs. achievement-focused**—The degree to which a person is focused on achieving challenging goals.
- **Reactive vs. calm**—The degree to which a person is calm and even tempered.
- **Reserved vs. outgoing**—The degree to which a person desires and is comfortable with social interaction.
- **Direct vs. empathetic**—The degree to which a person is sensitive to the feelings of others and is empathetic.
- **Spontaneous vs. regimented**—The degree to which a person is detail focused, organized, and methodical.
- **Conventional vs. open-minded**—The degree to which a person is curious, imaginative, and open to new ideas.

Demonstration of the defined attributes must be shown through the completion of the e-based work style assessment. Details to enable the completion of the work style assessment will be provided to each applicant when Exemplar Global receives his/her application.

The assessment can be taken online anywhere applicants have internet access (eg. at home, at work, or on client premises). All internet browsers are compatible on a computer or smartphone. The assessment takes approximately 15 minutes to complete, however there is no time limit. Applicants are asked to answer assessment questions by following their first impression, rather than thinking too much about how to answer. There are no right or wrong answers and there is no pass or fail. It's all about understanding people better.

Responses are automatically processed by TalentClick—an Exemplar Global partner—and a PDF report is generated and emailed to specified parties within one hour of survey completion. Further information on the work style assessment is available on the Exemplar Global website at www.exemplarglobal.org.

For applicants who have completed an appropriate work style assessment within the four years prior to application, further assessment is not required. Applicants are required to note the details of the assessment when submitting the application form.

Recertification

To maintain certification, all certified ScyMS auditors are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded. Exemplar Global will provide electronic reminders with an invoice for the annual instalment of your certification fee.

Every four years from the date of initial certification and each subsequent recertification, auditors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities. CPD logs are available at www.exemplarglobal.org. Guidance is provided in the Personnel Certification Guide.
- Confirmation that the Code of Conduct has been adhered to and any complaints against performance have been resolved.
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- Audit experience in accordance with the following:
    - **Associate ScyMS Auditor**—No audit experience required.
    - **ScyMS Auditor**—At least **six ScyMS audits** that total at least **15 audit days**. At least two of these audits must be complete ScyMS audits.
    - **Lead or Business Improvement ScyMS Auditor**—At least **six ScyMS audits** that total at least **15 days**. At least two of these audits must be complete audits. At least two of these audits must be performed as an audit team leader.

For all grades that require audit experience at recertification, a maximum of six days off site will be accepted in each recertification period.

All audit days must be in accordance with the conditions for audit experience as described in the Personnel Certification Guide.

Expansion

Certified ScyMS auditors can apply to expand their grade and/or scope of certification at any time. To apply for an expansion of certification, auditors are required to:

- Complete the online expansion application available through your online portal, accessible through the Exemplar Global website at www.exemplarglobal.org
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

Where an auditor is applying for more than one additional scope in the same application, only one expansion fee is required.

For complete details of fees, refer to the Exemplar Global fee calculator on the Exemplar Global website at www.exemplarglobal.org.