	ENTERPRISE ACCREDITATION FOUNDATION Instruction for Water Efficiency Management Systems for Certification Bodies	Document No:	EAF-IN.21
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1 Scope

1.1 This document specifies the supplementary EAF criteria for Certification Bodies (CBs) certifying the Water Efficiency Management Systems (WEMS).

1.2 This document is to be used with ISO/IEC 17021-1 and applicable IAF mandatory documents.

2 Certification Criteria

2.1 CBs shall certify organisations to ISO 46001:2019 Water efficiency management systems – Requirements with guidance for use .

3 Criteria for WEMS Auditors

3.1 CBs shall appoint qualified auditors to conduct WEMS audits.

3.2 Auditors shall meet the criteria as defined in Annex A of this document.

4 Duration of WEMS Audits

4.1 Where applicable, references shall be made to IAF Mandatory Document 5 (**IAF MD 5**).

4.2 For initial audit, the audit duration (Stage 1 + Stage 2) shall be as indicated in Table 4-1.


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Table 4-1: Relationship between Level of Complexity and Audit Duration


Level of Complexity of Water Use	Example of Industry Sectors	*Minimum Audit duration (Stage 1 + Stage 2)
High	<ul style="list-style-type: none"> ▪ Wafer Fabrication ▪ Refining & Petrochemical ▪ Power Generation 	6 auditor days
Moderate	<ul style="list-style-type: none"> ▪ Chemical & Pharmaceutical ▪ Food & Beverages ▪ Shipyard ▪ Large premises (eg. Ports, Airports, Hospitals, Tertiary Institutions, etc) ▪ Other Manufacturing 	4 auditor days
Low	Others such as: <ul style="list-style-type: none"> ▪ Commercial Offices ▪ Shopping Centres ▪ Hotels ▪ Schools ▪ Industrial Buildings ▪ Laundry ▪ District Cooling Plants 	3 auditor days

4.3 Surveillance audit duration shall be 1/3 of initial audit duration.

4.4 Recertification audit duration shall be 2/3 of initial audit duration.

4.5 CB shall calculate the audit duration and provide justification for the calculation including any increase or decrease in audit duration.

4.6 If after the calculation the result is a decimal number, the number of auditor days should be adjusted to the nearest half day (e.g. 1.3 auditor days becomes 1.5 auditor days, 1.2 auditor days becomes 1 auditor day).


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Criteria for WEMS Auditors

The summary of the criteria for WEMS Auditors is shown in Table A1-1.

Table A1-1: Summary of Criteria for WEMS Auditors

Criteria	WEMS Auditor	WEMS Lead Auditor
Qualifications ¹	1. Degree or Diploma; and 2. At least 5 years full time industrial working experience which includes (1) minimum 3 years of relevant water efficiency or water usage or (2) other water related work experience including auditing in environmental/water management systems	
Auditor Training	1. Successfully completed and passed Water Efficiency Manager course or an equivalent courses so as to demonstrate understanding and knowledge in the following contents on water efficiency management: <ul style="list-style-type: none"> a. regulatory water efficiency requirements b. water efficiency measures at various water usage areas c. leak detection process d. water audit process and methodology e. understanding of the requirements of ISO 46001 f. water efficiency planning g. understanding water balance chart, water efficiency index, business activity indicator, water efficiency baselines, targets, monitoring and performance measurement and 2. Successfully completed and passed a recognised Lead Auditor course on Quality Management System	
Audit Experience	Performed a minimum of 4 Management System audits as a qualified ² Management System auditor within a 2-year period with a minimum of 10 auditor days on site.	Performed a minimum of 7 Management System audits as a qualified ² Management System auditor within a 2-year period with <ul style="list-style-type: none"> a. A minimum of 10 auditor days on site; and b. At least 3 of these audits performed shall be in the capacity as the lead auditor.

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Maintenance of qualification (once every 3 years)	Performed a minimum of 4 WEMS audits ³ at the end of every 3-year cycle with a minimum of 10 auditor days on site.	Performed a minimum of 4 WEMS audits ³ at the end of every 3-year cycle with: <ul style="list-style-type: none"> a. A minimum of 10 auditor days on site; and b. At least 2 of these audits performed shall be in the capacity as the lead auditor.
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¹ Technical expert with the relevant sector-experience and technical knowledge shall be used to assist the audit team if the audit team does not have the required or necessary sector- experience and technical knowledge.

² Qualification of WEMS auditor can be done internally by the certification body to perform third-party WEMS audit

³ WEMS audits include initial, surveillance or recertification audits. 2nd party audits (supplier / vendor audits) performed based on ISO 46001.