**ACCREDITATION SCHEME FOR
MANAGEMENT SYSTEMS CERTIFICATION BODIES**

CT 21
SAC CRITERIA FOR CERTIFICATION BODIES (ANTI-BRIBERY MANAGEMENT SYSTEM)

CT 21, 29 March 2019
The SAC Accreditation Programme is managed by Enterprise Singapore

1 Introduction

1.1 This document specifies the supplementary SAC criteria for certification bodies on Anti-Bribery Management Systems (ABMS) certification to *ISO 37001: Anti-Bribery Management Systems – Requirements with Guidance for Use, a*nd is to be used with ISO/IEC 17021-1 and the applicable IAF Mandatory Documents.

2 Competence requirements for auditing and certification personnel

2.1 A certification body shall appoint competent personnel to review applications, conduct audits, review audit reports and make certification decisions. These personnel shall meet the applicable requirements specified in ISO/IEC TS 17021-9 *Competence requirements for auditing and certification of anti-bribery management systems*.

2.2 Qualification and work experience can be used as part of the requirements. However, competence is not based on these alone as it is important to ensure that personnel can demonstrate the ability to apply the specific knowledge and skills that one would expect a person to have after completing a qualification or having a certain amount of work experience.

2.3 An example of a qualification for auditors and personnel who review audit reports and make certification decisions is the completion of a course on ISO 37001 that covers the requirements for knowledge and understanding specified in ISO/IEC TS 17021-9. Completion of other courses that cover the requirements for knowledge and understanding specified in ISO/IEC TS 17021-9 can be evaluated and consider as a qualification.

3 Duration of ABMS Audits

3.1 In addition to IAF Mandatory Documents 1 and 19, the following guidance applies:

a. Estimation of initial audit duration.
   i. The number of people employed by the organisation.
   The total number of people in an organisation from management to operational levels should be determined.

Staff strength	Minimum Initial Audit Duration (Man-day)
Up to 1,000	5
More than 1,000	5 to 7

ii. Organisation with more than one location

The audit shall include visit(s) to the various locations to determine that the anti-bribery management arrangements are appropriate and are being effectively implemented.

iii. Complexity of an organisation

Complexity level	Additional day needed (minimum)
Low	0 day
Medium	0.5 day
High	1 day

3.2   Annual surveillance audit duration = 1/3 of initial audit duration

3.3   Recertification audit duration = 2/3 of initial audit duration