



## INSTRUCTIONS TO USERS:

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### 1.0 Introduction

The National Cleaner Production Centre (NCPC) operates a Certification Body for certifying Environment Management System (EMS) Consultants, in addition to the regular training and consultancy programmes offered. by NCPC, at present develops and administers certification processes for consultants in the fields of cleaner production, carbon footprint quantification, water footprint calculation, chemicals management etc.. This document prescribes the rules and criteria to be complied with by the candidates for being certified as consultants in the subject area of Environmental Management System.

The NCPC's primary goal is to improve the capabilities and potentials of managerial categories employed in the industry, locally and abroad, and produce leading consultants and trainers to the industry in the subject fields related to the environmental Management and certify them against ISO/IEC 17024 accreditation criteria. While developing effective performance standards for those who are engaged in consultancy work and serving as an authoritative industry resource center of relevant information, NCPC conducts fair, valid and reliable assessments of knowledge and skills of professionals to enhance their efficiency and effectiveness and give them due recognition in the industry.

This Certification Scheme complies with the requirements of the ISO/IEC 17024 Standard - General Requirements for Bodies Operating Certification Systems of Persons. NCPC declares that the policies and procedures of certification of persons and the criteria in which certification is sought, will be fair and equitable among all candidates, and will comply with all applicable regulations and statutory requirements. In addition, the certification will not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group and will not unfairly impede or inhibit access by applicants and candidates, except as provided for in this International Standard. NCPC does not discriminate against any individual on the basis of race, gender, age, creed, disability, or national origin. All complains and appeals shall be addressed to the contact details as provided below.

### Contact details:

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## 2.0 COMPETENCE REQUIREMENTS

### 2.1 ELIGIBILITY

To be eligible for certification for Consultant in Environmental Management System (EMS), a candidate shall fulfil the following pre-requisite qualification given either in **a or b**.

- a) Have a diploma in Engineering, Science, Technology or Business Management subjects equivalent to NVQ level 5 qualification offered by a recognized professional organization with **4 years** of experience related to the production/service, research & development, maintenance or sustainability;
- or
- Have a higher diploma in Engineering, Science, Technology or Business Management subjects equivalent to NVQ level 6 qualification offered by a recognized professional organization with **3 years** of experience related to the production/service, research & development, maintenance or sustainability;
- or
- Have a degree in Engineering, Science, Technology, Business Management or other discipline equivalent to NVQ Level 7 qualification offered by a University recognized by the University Grant Commission of Sri Lanka or similar organization with **2 years** of experience related to the production/service, research & development, maintenance, sustainability or academia;
- and.
- Have successfully completed a 5-days (40 hours) Training programme on “Consultant Development in Environmental Management Systems Based on ISO 14001:2015 standards” conducted by NCPCC or similar organization;
- and
- Have conducted at least one ISO 14001 Environmental Management System Development consultancy to the clients and certified them by a third-party certification body
- Or**
- b) Have successfully completed ten (10) ISO 14001 EMS development consultancy projects and certified clients by a third-party certification body within last 10 years

Note 1: The course content of 5-days (40 hours) Consultant Development in Environmental Management Systems programmes should cover the following topics relevant to the EMS implementation as a minimum;

*Introduction to ISO 14001 EMS, Context of the organization & Leadership, Developing and environmental policy of an organization, Environmental risk-based approach and Lifecycle perspective, Identification of Environmental Aspects of an Organization, Environmental objectives and planning actions, Communication, Competence & Awareness, Operational Planning and Control, Monitoring, Measurement & Analysis, Evaluation of Compliance, Internal Audits*

Note 2: The number of years of total work experience may be reduced by one year if the candidate has completed a post graduate qualification in a related discipline.

### 2.2 OBLIGATIONS OF CANDIDATES

#### 2.2.1 Candidate's Responsibilities

- a) A candidate will receive certification and personal ID card with NCPCC certification logo upon successful certification.
- b) The information received from the applicants, candidates or certified persons and the information obtained during the certification process is not disclosed to an unauthorized party without the written consent of the individual (applicant, candidate or certified person), except where the law requires such information to be disclosed.



- c) When NCPC is required by law to release confidential information, the applicant, candidate or certified person will be notified as to what information will be provided.
- d) All applicants, candidates or certified persons can raise a complaint in case of any dissatisfaction over certification process by sending an email or enquiry in writing to NCPC.
- e) All applicants, candidates or certified persons can raise an appeal against the certification decision by sending an email or enquiry in writing to NCPC.
- f) If a candidate is not successful in the first written examination or interview or both, he/she has the right to re-sit the examination or face the interview by paying 50% of the fees for only one time and yet he/she fails the re-sit examination, he/she will require to re-register from the beginning with full charge.
- g) A candidate has the right to reschedule the examination by informing NCPC two days prior to the examination time.

### 2.2.2 Candidate's Duties

- a) A candidate shall provide true and valid information and details in the application form as they will be used to assess his/her competency for granting the certification.
- b) A candidate shall comply with the relevant provision of the certification requirements and to supply any information needed for evaluation/assessment.
- c) A candidate shall inform the certification body, without delay, of matters that can affect his/her capability to fulfil the certification requirements.
- d) A candidate shall comply with the policy in maintaining the integrity and security of the examination process and not to release confidential examination materials or participate in fraudulent test-taking practices.
- e) A candidate can make claims regarding certification only with respect to the scope for which certification has been granted.
- f) A candidate shall not use certification in such a manner as to bring NCPC into disrepute, and not to make any statement regarding the certification which the certification body considers misleading or unauthorized.
- g) A candidate shall discontinue the use of all claims to certification that contain any reference to the certification body or certification, upon suspension or withdrawal of certification, and to return any certificates issued by the certification body.
- h) A candidate shall notify NCPC if the examiner is known to him during the examination process to prevent any conflict of interest.

### 3.0 JOB AND TASK DESCRIPTION

The job analysis of Environment Management System Consultant in relation to the scope of certification is given below.

Main activities of Environmental Management System	Task Description that are expected to be performed by a consultant
1. Development of ISO 14001:2015 EMS	<b>Task 01:</b> Visit the organization and conduct initial environmental review to identify the gaps of the existing condition and fulfilling the compliance obligation <b>Task 02:</b> Preparation of environmental aspect registry and significant evaluation of aspects <b>Task 03:</b> Preparation of environmental management programmes for the organization for a defined period <b>Task 04:</b> Preparation of all the necessary documents of ISO 14001:2015 international standard and other documents required by the company relevant to the EMS <b>Task 05:</b> Conduct an internal audit at the organization together with the team from organization



	<p><b>Task 06:</b> Provide assistance to fill the gaps of the system with the comments raised during management review meetings</p> <p><b>Task 07:</b> Assist the organization to apply for the third-party certification, if the organization does not wish to go for a third party certificate, ensure the proper completion of the system requirements according to the ISO 14001:2015 standard</p>
2. Provide training on EMS	<p><b>Task 08:</b> Conducting awareness programmes on environmental concepts</p> <p><b>Task 09:</b> Training on ISO 14001 EMS system development and documentation</p> <p><b>Task 10:</b> Conducting training on Internal auditing</p>

## 4.0 ASSESSMENT PROCESS

### 4.1. Assessment Methods

The assessment process will contain the following examination/evaluation steps depending on the scope of certification.

- A written examination on the subjects of Environmental Management for not less than two hours – 40 marks
- Submission of a consultancy project performed to develop ISO 14001 systems in organizations as a report (Report on Experience)– 40 marks
- Presentation to a panel of examiners based on report submitted followed by Q&A session for not less than 30 minutes – 20 marks

All candidates shall register and sit for the above examinations and pass all examinations, written/practical or otherwise, and comply with all the requirements to be certified. At least 70% shall be scored for being successful in the assessment process.

## 5.0 CANDIDATE'S ABILITIES

All candidates who are seeking certification should make sure that they are capable to perform their duties and Environmental Management System development and continue to meet certification requirements mentioned herein throughout the certification period.

## 6.0 CODE OF CONDUCT

The certified EMS Consultants shall comply with the Code of Ethics during his certification, set as follows:

- The certified person shall maintain the integrity and high standard of skills and practice in the profession at all times;
- The certified person shall accept obligations only for the areas of work for which he/she is certified;
- The certified person shall notify NCPCC and the employer in the event that the conditions for validity of certification are not fulfilled; and
- The certified person shall be aware that improper conduct, malpractice and ruling of other jurisdictions may result in recommended disciplinary action by NCPCC.

## 7.0 CERTIFICATION REQUIREMENTS

### 7.1. Criteria for Initial Certification and Recertification Process

#### 7.1.1. Submission of Application



- a) A candidate shall complete and sign the application form, which includes a self-declaration that a consultant complies with code of ethics and obligations to use certification logo according to the relevant standard.
- b) The applicant is required to submit the application form attached with the following:
  - A copy of national identity card or passport or driving license
  - A colour photograph (not older than six months)
  - Proof of training and Education
  - Evidence of working experience
  - A copy of previous certificate, if relevant

## **7.2. Assessment Methods for Initial Certification**

The assessment methods will consist of three stages; written examination, consultancy report (Report on Experience) and presentation

### **7.2.1 Written examination**

- a) The written assessment includes essay / structured type questions
- b) The written assessment can be an open material exam type.
- c) Written assessment will be taken as paper/pen tests.
- d) At least 50% of marks from the allotted marks shall be scored for eligibility.

### **7.2.2 Consultancy project report**

- a) A consultancy project report (Report on Experience) shall be submitted by the candidate on or before the date of the written exam
- b) The consultancy project submitted by the candidate shall be evaluated by an examiner on a scheduled evaluation scheme.
- c) At least 50% of marks from the allotted marks shall be scored for eligibility.

### **7.2.3 Presentation to a panel of examiners followed by Q&A session**

- a) The candidate shall be prepared to demonstrate his/her competence on the subject areas and tasks identified in clause 3 in a presentation to a panel of examiners on a scheduled evaluation scheme. The allocated time for the presentation will be 20 minutes.
- b) This will be followed by Q&A session of 10 minutes for further clarifications.
- c) At least 50% of marks from the allotted marks shall be scored for eligibility.

## **7.3 TEST SCORING INFORMATION**

- a) The written examinations and interviews conducted by NCPC are criterion referenced evaluations;
- b) NCPC will take the responsibility to fairly score the candidate's examination papers and interviewing process.
- c) A candidate must on average score at least 70% of the total marks from all three parts of the assessment process to be certified as Environmental Management System consultant.
- d) The examination results for written and interview will be recorded in the certification decision form by the Certification Scheme Manager after review.

## **7.4 POST TEST PROCEDURE**

Once the candidate has completed the examinations;

- a) Examiner may discuss the question answers after collection of candidates' examination papers.
- b) Examiner will evaluate and record the performance of candidate on the examination papers.



## 7.5 DECISION ON CERTIFICATION

- a) The Certifier will submit the examination records of each candidate and other relevant documents to the Certification Committee to take a decision and record the examination scoring on the certification assessment form.
- b) The decision on certification of a candidate will be made solely by NCPC on the basis of the information gathered during the certification process. Personnel who make the decision on certification will not participate in the examination of the candidate.
- c) Decisions for granting, maintaining, recertifying, **extending, reducing**, suspending or withdrawing certification will be done by NCPC and shall not be outsourced.

## 7.7 ISSUANCE OF CERTIFICATE

- a) The certificate will be Issued by NCPC for each successful candidate and signed by the authorized signatory.
- b) The certificate shall include at least but not limited to the unique identification number for tracking that the individual certified, issue date and validity in addition to as required by the ISO 17024 standard.
- c) If the candidate does not meet the requirements for certification, an assessment report shall be prepared immediately after exhausting the appeal procedures to say that the candidate is not yet successful enough for eligibility.

## 7.8 USE OF CERTIFICATE AND LOGO

Prior to beginning of the examination, the examiner should inquire a candidate for photo identification, such as national identity card. A certified Environment Management System consultant will receive a certificate and laminated-photo identity card at no cost when they are certified for the first time and when they complete the requirements for recertification.

A certified person shall comply with the following requirements in relation to the use of certificate and logo.

- a) Comply with the relevant provisions of the certification scheme;
- b) Make claims only with respect to the scope for which certification has been granted;
- c) Not use the certification in such a manner as to bring NCPC into disrepute, and not make any statement regarding certification which may be considered misleading or unauthorized;
- d) Discontinue the use of all claims to certification that contain any reference to NCPC or to certification upon suspension or withdrawal of certification, and return any certificates issued by NCPC; and
- e) Not use the certificate in a misleading manner.

## 7.9 VALIDATION OF CERTIFICATE

If the candidate becomes certified by taking the appropriate written and interview processes, the candidate will be certified for a period of three years.

## 7.10 RECERTIFICATION PROCESS

- a) The certification is valid for three years. The candidates applying for recertification must complete all recertification requirements prior to the expiry date of certificate.
- b) Recertification candidates must take both practical (submission of report) and interview processes, however, must do so before their certification expires, otherwise certification will automatically expire.
- c) Recertification candidates may take their recertification presentation and interview up to one month prior to their certification's date of expiration. Regardless of the date of the recertification examination,



the new one-year certification period begins from the date of expiration of the candidate's initial certification.

- d) A candidate to be re-certified must score on average score at least 70% of the total marks from the two stages mentioned in 7.2.2 & 7.2.3 to be re-certified as Environmental Management System consultant.

### **7.11 RESIT EXAMINATION FOR INITIAL AND RE-CERTIFICATION**

Normally, the candidate should pass all stages of assessment process and to be found competent. But if a candidate has not passed any stages of assessment process, a re-examination will be conducted, on the request of candidate.

The fee for the re-examination will be 50% of the original certification fee. If the candidate fails in any examination twice (two times in roll) will not take any further assessment until he/she undertakes a relevant training. A failed candidate should attend the re-examination within a period of six months. Exceeding that period will cause the candidate to apply afresh.

#### **7.11.1 Rescheduling & Cancellations by the Candidate**

Should a candidate be unable to sit for the examination after his/her registration, NCPC should receive notification in writing no later than two working days prior to the examination date. The candidate fees will not be refundable but he/she could request for a new date for the assessment/examination. The candidate who wishes to reschedule his/her examination, should notify NCPC and submit necessary documentation to certification administration personnel by the deadline for the rescheduled test date.

If a candidate withdraws or cancels after the deadline of not sitting for the examination, NCPC will forfeit all application fees and those will not receive a refund if the withdrawing or cancelling is done without prior notification of two days before the deadline or if this cancellation is done by the certification committee as result of revocation.

#### **7.11.2 Emergency Cancellations of Assessment**

In case the candidate has an emergency situation, only the following situations will be accepted as grounds for emergency cancellation or withdrawal.

- Illness of candidate; supporting documentation required: doctor's note
- Death occurred in the family; supporting documentation required: death certificate or obituary notice
- Requests for medicals or withdrawals are handled by NCPC upon submission of a letter describing the situation. Full name, address and ID number must be included along with the scheduled test date, site number and supporting documentation indicated above.

### **7.12 SURVEILLANCE METHODS AND CRITERIA**

Since the certification period cycle is three years, the following surveillance methods will be applicable and to be submitted by client to the NCPC annually.

- a) Career development training for not less than 10 hours and consultancy projects undertaken in the last year, filled in the prescribed format provided by NCPC
- b) Current status of certified person with changes occurred to his/her career within the last year as an update, filled in the prescribed format provided by NCPC.

NCPC Certifier review the documents and submit each case by case to the certification committee for continuation of certification.

### **7.13 SUSPENDING, WITHDRAWING OR REDUCING THE SCOPE OF CERTIFICATION**



- a) NCPC has its policy and documented procedure for suspension or withdrawal of the certification, or reduction of the scope of certification.
- b) Failure to resolve the issues that have resulted in the suspension, in a time established by NCPC shall result in withdrawal of the certification or reduction of the scope of certification
- c) NCPC shall have enforceable arrangements with the certified person to ensure that, in the event of suspension of certification, the certified person refrains from further promotion of the certification while it is suspended.
- d) NCPC shall have enforceable arrangements with the certified person to ensure that, in the event of withdrawal of certification, the certified person refrains from use of all references to a certified status.

#### **7.14 REVOCATION OF CERTIFICATION PROCESS**

A revocation of certification may result on the following:

- a) Any misrepresentation or fabrication of documents submitted to NCPC in regards to the certification scheme.
- b) NCPC may, at its discretion, revoke or rescind certification if the candidate was found not qualified to receive the certificate at the time it was issued; even if the certificate was issued as a result of a mistake on the part of NCPC.
- c) It may also revoke or suspend certification or participation in the certification process,
  - If the candidate fails to maintain moral, ethical or professional behavior satisfactory to the NCPC or engages in misconduct that adversely affects professional competence or integrity;
  - If the candidate made any material misstatement of fact or omission of fact to NCPC in connection with application or to any third party concerning the candidate's certification status.