



# Procedure for Review and Approval of Auditors to the ROC™ Program

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## 1.0 Purpose

The purpose of this procedure is to describe the review and approval process for auditors/reviewers inspecting to the Regenerative Organic Certified™ program activities.

## 2.0 Approval Process

### 2.1. Apply to become an approved ROC assurance person

1. The Certification Body (CB) or Assurance Person submits a completed *ROA Assurance Personnel Application Form* located at <https://regenorganic.org/resources>. The electronic form is automatically forwarded to the ROA Quality Manager (QM) upon submission for review and an acknowledgement is automatically provided to the applicant.

*Note: The online Assurance Personnel Application Form is restricted to previously approved Certification Bodies who are adding new auditors for Regenerative Organic Certified™ program.*

### 2.2. Application is reviewed

1. The ROA Quality Manager conducts the review using the *ROA Assurance Personnel Approval Review Form*.
2. The ROA QM will reach out to the applicant acknowledging application review and request additional information as necessary for the review including, but not limited to

CV or resume, evidence of certificates of training, conflict of interest list, and list of current inspection body work.

3. The review will be recorded on the *CB Auditor Approval Form* and filed electronically with the certification body's records on file with the ROA.

### 2.3 Recommendation for Approval

1. The QM recommends the assurance to the ROA Operations Manager for approval and provides the active email address of assurance person.
2. The ROA Operations Manager enters the assurance person in Trainual.com to complete the ROC-specific training for all the applicable pillars applied for.

*Note: The first four ROC Trainual.com user accounts are free for each certification body, but thereafter is a \$50 USD per user fee.*

### 2.4 Approval

1. The assurance person must complete the ROC-specific training in Trainual.com and successfully pass all the required exams for each pillar applied for as a condition of approval.
2. Once fully qualified and approved, the ROA Operations Manager enters the assurance person information, CB affiliation, and qualifications into myROC database.
3. The ROA approved Certification Body and assurance person will receive a letter of approval from the ROA upon successful qualification.