



ACCREDITATION SCHEME FOR  
MANAGEMENT SYSTEMS CERTIFICATION BODIES

**CT 09**  
**SAC CRITERIA FOR CERTIFICATION**  
**BODIES (QUALITY MANAGEMENT**  
**FOR BUNKER SUPPLY CHAIN)**

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## **1 Introduction**

- 1.1 This document specifies the supplementary SAC criteria for the certification of Quality Management for Bunker Supply Chain (QMBS), and is to be used in conjunction with ISO/IEC 17021-1.

## **2 Qualification Criteria for QMBS Auditors**

- 2.1 A certification body shall appoint qualified auditors to conduct QMBS audits.
- 2.2 All auditors have to be meet the following criteria for them to be considered competent to audit bunker suppliers without the use of technical experts

### Education or working experience

- Possess at least a Diploma in Marine Engineering, or Mechanical Engineering or equivalent OR
- have at least one year's working experience in the marine industry involving bunker supply / petroleum transfers

### Training attended

- Attended a briefing on SS 524 & successfully completed a course on SS 600 and SS 648 by a training provider recognized by the Maritime and Port Authority of Singapore e.g. Singapore Shipping Association OR
- participated as a member of Enterprise Singapore Standards Technical Committee / Working Group involved in the preparation of SS 600 or SS 524

## **3 Requirements for Certification of QMBS**

### 3.1 Stage 1 audit

A full Stage 1 audit is required for initial certification audit.

### 3.2 Audit time

- 3.2.1 Duration of audits shall be based on IAF MD 5 – Determination of Audit Time of Quality, Environmental, and Occupational Health & Safety Management Systems. Annex A will be used to compute the audit days for the office audit.
- 3.2.2 Regardless of vessel size, an additional one auditor day is required for the barge audit during each initial, surveillance and recertification audit.

### 3.3 Frequency of surveillance audits

3.3.1 The certification body shall conduct surveillance audits (office and barge) on certified clients at least once a year.

### 3.3.2 Audit of custody control and delivery

Certification bodies are required to audit annually the custody control (SS 524 Clause 10) and delivery (SS 524 Clause 11) of at least one bunker tanker on site (barge), as part of the surveillance / recertification for each of the bunker suppliers that are certified to SS 524.

This will apply to both bunker suppliers who use their own bunker tankers as well as bunker suppliers who use subcontractors. The annual audit can be conducted on either the bunker supplier or its subcontractors.

### 3.4 Sampling of sites (office)

Where applicable, the sampling of sites (office) for audits shall be based on IAF MD 1 – IAF Mandatory Document for the Audit and Certification of a Management System Operated by a Multi-Site Organization

### 3.5 Bunker Suppliers which are different legal entities but have same quality system, staff and registered address

3.5.1 This situation applies to cases where bunker suppliers are registered as different legal entities for commercial reasons. However they have the same staff, registered address and quality system. In order for each legal entity to be certified to SS 524 certification bodies have to ensure the following during audits:

- Each legal entity has implemented the quality system, including custody control and delivery, required by SS 524. Evidence of implementation will need under the respective organisation's name, where applicable.
- However, a certification body needs to conduct one on-site audit of custody control and delivery of bunkers provided by each of the legal entities

3.5.2 A separate certificate shall be awarded to each legal entity although they have the same quality system, staff and registered address.