



**BUREAU
VERITAS**

JOB DESCRIPTION FORM

Job Title: Lead Auditor - FSMS

Entity: Bureau Veritas India Pvt. Ltd,

Location: Chennai / Baroda / Noida

Reports to (job): Certification Manager

➤ Purpose of Position

- The job incumbent is responsible for providing value added auditing &/ or training services to the clients for Food System Safety Management Standard based on various food safety international standards like ISO 22000:2005, British Retail Consortium, HACCP, FSSC 22000 etc.
- The position performs in line with the Bureau Veritas Quality Assurance System, including the BV Code of Ethics and the BV Group policy

➤ Major Responsibilities

- As a professional, carry out all activities related to profession in accordance with BV code of ethics and confidentiality requirements.
- To conduct audits in accordance with ISO 19011, Bureau Veritas Management System and BVC India Operations Manual.
- To be well conversant with Bureau Veritas Management System requirements related to Food Safety standards
- To keep self updated with latest regulatory requirements & technologies pertaining to sectors/ schemes under audit.
- To manage time effectively throughout entire audit cycle – From planning to reporting.
- To cooperate and coordinate with audit team leader during the audit
- To report / inform reporting line / back-office / team leader for any unexpected situation faced during the audit. (Examples – less time available for audit against planned due to situations beyond control, audit cancellation, any dispute during the audit on finding etc.)
- Develop competence in the other sectors other than base level sectors.
- On achieving certain experience within auditing, get involved in the report reviewing as required by accreditation bodies
- Involvement in development of food safety products deliverable to client as per market requirements
- To follow the schedules informed and confirmed by back-office/ client.
- To maintain & protect assets of company – laptop and other accessories and any other.
- To submit Travel & Expenses (T&E) statements in timely manner.
- To adhere to terms and conditions agreed at the time of acceptance of appointment letter.
- Ready for frequent travel.

➤ **Qualification and Experience**

- Science / Engineering Graduate / Post Graduate with minimum 6-8 yrs of industry experience with min. 2 yrs experience in conducting 2nd or 3rd party audits.
 - Successfully completed a registered lead auditor course based on reference standard
 - Knowledge of ISO 17021 & ISO 17065 requirements.
 - Conversant with the terminology and the principles of the relevant standards
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➤ **Skills & Qualities:**

- Interpersonal relationship and leadership skills
- Good Communication, Reporting, Presentation, Good listening
- Team Cohesion
- Time Management
- Be able to handle situations in judicious manner
- Pleasing Personality
- Computer Skill