



Selection & Verification of LWG Auditors

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Objective

The objective of the selection and verification process for LWG Auditors is to maintain LWG's credibility as a service provider in the leather industry. As such, LWG verifies the qualifications and experience of all potential auditors through a robust selection and onboarding process.

Selection Process

- LWG will open a call for auditors as required by the growth of LWG Audits and the capacity of the existing LWG-Approved Auditors.
- Prospective auditors should submit their CV and a motivation letters to the LWG Administration Office directly (via info@leatherworkinggroup.com) for review.
- Once submitted, the LWG Technical Sub-Group (TSG) will review all applications and make a recommendation for candidates that should proceed to interview. Some applications may be rejected at this stage.
- Candidates recommended for interview will be contacted and asked to attend an interview via conference call. Candidates will be interviewed by a panel of technical experts.
- After the interview stage, the panel will make a recommendation for the individual who should move on to the onboarding stage.
- Selected candidates will be required to shadow an existing LWG-Approved Auditor during at least two audits (at their own expense). The existing LWG-Approved Auditor will provide a report on the performance of the candidate and give a recommendation to the LWG Technical Sub-Group as to whether they should be approved to conduct LWG Audits. Please note, the shadow audit process may be amended due to Covid-related travel restrictions.
- Successful candidates will be required to obtain a "Lead Auditor" qualification (if not already qualified) before they are confirmed as an LWG Approved Auditor.
- The first audit carried out by a new auditor will be witnessed by an experienced auditor to ensure that support and advice is available.



Requirements

If approved, the auditor will need to have their audits peer reviewed by other LWG approved auditors, and they will be required to peer review the same number of audits that they carry out. The peer review process must be treated with the strictest confidentiality.

To maintain their approved status auditors will need to:

- Complete at least three audits within a twelve-month period.
- Attend an auditor meeting at least once per year.
- Achieve and maintain [IEMA Associate Membership, or equivalent](#)
- Register as an [Environmental Auditor with IEMA, or equivalent](#)

To ensure that auditor contact details remain current, auditors will be required to update or confirm their contact details on an annual basis.

The number of auditors required by the group will be managed by the LWG EC to maintain the quality and integrity of the LWG audit process.

This document should be read in conjunction with the "Auditor Terms of Reference".