

Certification Application Form

This form exists as an editable form

Important Information – Please Read Carefully

Before completing this application form, kindly take time to review the following information. If you require any assistance or clarification while filling out the form, please contact the **QMSAI Certification Office**.

Incomplete applications will not be processed; however, our team will reach out to guide you on any missing details or additional requirements.

Complete the following details before submitting application form. Please complete in **BLOCK CAPITALS**.

How to Complete Your Application

1. Language:

Please complete your application in **English**. Any supporting document written in another language must be accompanied by a certified English translation.

2. Additional Information:

If you require more space than the form allows, you may attach additional pages, clearly referencing the relevant section.

3. Before You Apply:

Ensure that you have read and understood **QMSAI Requirements for Auditor Certification**, and that you meet the minimum eligibility criteria for your desired certification level.

4. Application Fees:

Your application will only be reviewed once the **non-refundable processing fee** has been received. Please select your preferred payment method on the form.

- Separate fees apply for each certification scheme applied for.
- For current fee details, please visit our website at www.qmsai.org or contact the Certification Office.

Section 1 - Applicant Information

Personal details:

Surname: _____ First Name: _____

Other Names: _____ Title (Mr./Mrs./Miss/Dr/Chief): _____

Date of Birth (DD / MM / YYYY): _____ Gender: Male Female

Address: _____

City: _____ State: _____ Nationality: _____

Phone No.: _____ Email: _____

Company Name: _____

Office Address: _____

City: _____ State: _____ Nationality: _____

Office Phone No.: _____ Email: _____

Section 2 – Type of Certification Applied For

Please complete the table below to indicate the **scheme(s)** and **grade level** for which you are applying.

Mark your selection with an “(✓)” in the appropriate box.

(Note: Only one grade may be selected per scheme.)

Certification Scheme	Provisional Auditor (✓)	Auditor (✓)	Lead Auditor (✓)	Internal Auditor (✓)	Auditor Trainer (✓)
ISO 9001 – Quality Management Systems (QMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISO 14001 – Environmental Management Systems (EMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISO 45001 – Occupational Health & Safety Management Systems (OHSMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISO 22000 – Food Safety Management Systems (FSMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISO 50001 – Energy Management Systems (EnMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISO 27001 – Information Security Management Systems (ISMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Auditor Training

Please attach copies of your **QMSAI-approved auditor training certificate(s)**, or other **recognized equivalent qualifications**.

If you are unsure whether your training course is recognized by QMSAI, kindly contact the **QMSAI Certification Office** or visit our website at **www.qmsai.org** to verify the course approval status.

Note: Applicants seeking certification to ISO 9001, ISO 14001, or ISO 45001 who completed their initial auditor training based on earlier standards (e.g., ISO 9001:2008, ISO 14001:2004, or OHSAS 18001) must provide evidence of successful completion of the relevant **transition or conversion course** aligned with the latest ISO standard.

Section 4 – Work Experience

Please attach an updated **Curriculum Vitae (CV)** with your application.

Your CV should include **specific examples** of work experience relevant to the certification scheme you are applying for (e.g., Quality, Environmental, or Occupational Health & Safety Management).

Kindly ensure the following details are clearly presented:

- Job titles and duration of employment for each role
- Key tasks, responsibilities, and achievements
- The scope and scale of your responsibilities (for example, whether your duties covered one department, multiple locations, or the entire organization)
- Management system functions you were directly involved in (e.g., quality, environment, or health and safety)

All documents must be submitted in **English**.

Section 5 – Education

Provide details of your **highest level of completed education** (e.g., secondary school, college, university, or professional institution).

Please attach a **copy of your academic certificate, transcript, or other documentary evidence** of your educational qualifications.

Section 6 – Scheme Awareness

Please provide a brief written account demonstrating your **understanding and awareness** of the management system scheme for which you are applying (for example, ISO 9001 Quality Management System).

You may wish to include:

- The **key drivers and trends** influencing the sector
- The **essential knowledge areas** auditors must understand within the field
- The **governing bodies, regulators, and oversight institutions** related to the scheme
- The **sector-specific components** or core elements of the management system (e.g., for ISO 14001, understanding environmental aspects and their impacts)

You may attach additional pages if more space is required.

Section 7 – Audit Experience

Please provide details of your **audit experience** relevant to the scheme(s) and grade level(s) applied for. List your most recent audits first, and ensure the information is accurate and verifiable.

Date (DD/MM/YY)	Organization Audited	Audit Type (1st/2nd/3rd Party)	Standard(s)	Your Role (Auditor/Lead/Observer)	Audit Duration (Days)

Attach additional sheets or an **Audit Log Summary** if necessary.

Note: For Lead Auditor certification, at least two (2) complete audits as a Lead Auditor must be evidenced.

Section 8 – References

Please provide contact details of **two (2) professional referees** who can verify your audit competence, character, and professional conduct.

Referees should preferably be **employers, clients, or audit team leaders** who have supervised or observed your audit performance.

Referee Name	Position / Relationship	Organization	Email	Telephone

References will be contacted as part of the verification process.

Section 9 – Payment Details

To process your application, please select your preferred **payment method** and ensure that the **non-refundable application fee** has been made in full.

Your application will not be reviewed until payment confirmation is received.

Payment Method	Select (✓)	Details
Bank Transfer		Account Name: Quality and Management System Auditors Institute (QMSAI) Naira Account Details: Bank: First City Monument Bank (FCMB) Account Number: 9100926011
Online Payment		Visit www.qmsai.org/payments to complete your transaction.
Other (Specify)		

Payment Reference / Transaction ID: _____

Amount Paid: ₦ _____ **Date of Payment:** _____

Application fees are non-refundable. Separate fees apply for each certification scheme.

How would you like your name to appear on your certificate and card?

Section 10. Application Checklist

Please complete this checklist **before** submitting your application to QMSAI. Tick each item and attach the indicated documents to avoid delays.

Personal & Application Details

- Provided full home and business address
- Specified the certification scheme(s) and grade(s) applied for

Qualifications & Experience

- Attached a copy of your QMSAI-approved / recognised auditor training certificate(s) showing successful completion
- Included an up-to-date CV showing relevant work experience
- Attached documentary evidence of technical and academic qualifications (e.g., certificates, transcripts)

Knowledge & Evidence

- Completed the Scheme Awareness statement with sufficient detail relevant to the scheme(s) applied for
- Completed Audit Experience / Audit Log entries where applicable

Verification, Declarations & Payment

- Provided two professional referees
- Signed and dated the Applicant Declaration
- Included payment of the non-refundable application fee and provided payment reference

If you are submitting QMSAI audit logs (audit experience evidence)

- Ensure all audit log entries are fully completed — include dates, scope, standards, your role, and audit durations.
- Ensure the auditee / organisation has verified each log entry (signature or official stamp where required).
- Make sure entries are legible and consistent with the CV and other supporting documents.

Final checks

- All documents submitted are in **English** (translations attached where necessary).
- Additional pages are clearly marked and referenced to the relevant Part/section.
- Electronic copies are clear/readable (scans or high-quality photos).

Submission Instructions

Once this checklist is complete and attachments compiled, submit your application and supporting documents to: applications@qmsai.org with the subject line: **QMSAI Certification Application — [Your Full Name]**.

Section 11 – Applicant Declaration

I hereby declare that all information provided in this application and supporting documents is true, complete, and accurate to the best of my knowledge.

I understand that any false or misleading information may result in the rejection or withdrawal of my certification.

I also agree to:

- Abide by the **QMSAI Code of Conduct** and certification rules.
- Maintain the integrity and reputation of QMSAI certification.
- Inform QMSAI immediately of any changes that may affect my certification status (e.g., change of employer, qualifications, or disciplinary actions).

Data Protection

Data Protection Statement

In accordance with the provisions of the **Nigeria Data Protection Act (NDPA) 2023** and applicable international data privacy principles, any personal data you provide to QMSAI will be used solely for the purpose of:

- Processing and managing your **application and certification** with QMSAI;
- Maintaining accurate certification records; and
- Providing relevant certification-related services and updates.

Your data may also be used to **verify your certification status, grade, and validity period** when requested by prospective employers, clients, or accreditation bodies — strictly for legitimate professional purposes.

QMSAI will not share your personal information with any third party without your consent, except where required by law or accreditation obligations.

Communication Preferences

From time to time, **QMSAI** may wish to send you information about new or updated **certification schemes, professional development programmes, or related services** that may be of interest to you.

Please tick the box below **if you do not wish to receive** such communications directly from QMSAI:

I do not wish to receive information or updates from QMSAI.

Occasionally, **QMSAI** may collaborate with carefully selected **partners or affiliated professional bodies** to provide information on services, training, or products relevant to certified auditors.

Please tick the box below **if you do not wish to receive** such information through QMSAI's partners:

I do not wish to receive information from QMSAI's partners or third parties.