AMERICAN CHEMISTRY COUNCIL

PETROLEUM ADDITIVES PANEL

**AUDITOR APPROVAL PROCESS**

**FOR CONDUCTING**

# PRODUCT APPROVAL CODE OF PRACTICE AUDITS

**1.0 Introduction**

The American Chemistry Council (ACC) Petroleum Additives Panel’s (PAP) Petroleum Additives Product Approval Code of Practice (COP) requires audits in accordance with Appendix J of the COP for those sponsors who registered engine tests with the ACC Monitoring Agency.

The COP, which is administered by the Product Approval Protocol Task Group (PAPTG), also requires that COP auditors be approved. This document sets forth the approval process for COP auditors.

**2.0 Documentation Package Submittal Process**

The PAPTG Manager maintains a list of Appendix J approved auditors, which is provided on PAPTG’s website. To obtain approval and be placed on the list, a candidate submits documentation to the PAPTG Manager for review and approval. Documentation must be in writing and may be submitted via electronic mail or in hard copy. Documentation packages are submitted to:

 Colleen Stevens

 PAPTG Manager

 American Chemistry Council

700 2nd Street, NE | Washington, DC | 20002

O: (202) 249-6713

E: Colleen\_Stevens@americanchemistry.com

The PAPTG Manager will review the documentation package and respond to the candidate within 60 days of submittal regarding whether the candidate has been approved. Approvals are issued by the PAPTG Manager in accordance with demonstration of the criteria set out in section 3.0 of this document. Approvals are valid from the date of issuance by the PAPTG Manager.

**3.0 Contents of Candidate Documentation Package**

For an auditor to be listed as an “approved auditor” in accordance with Appendix J of the ACC COP, his or her documentation package must demonstrate the following:

1. **Formal auditing or Candidate Data Package (CDP) preparation experience. This is demonstrated by any of the following documentation:**
	1. A written statement from the candidate or approved auditor that either he or she has
		1. performed at least one ACC COP audit as lead auditor identifying the party(ies) audited and the audit date(s), or
		2. performed at least three ACC COP audits as assistant auditor identifying the party(ies) audited and the audit date(s), or
		3. prepared at least five ACC audited Candidate Data Packages that were included in a company’s annual audit for compliance with the Code of Practice, identifying the number of audited Candidate Data Packages and the years developed/audited.

 or

* 1. A written statement from the candidate or approved auditor that he or she has performed at least one management system audit (e.g., ISO 9002, ISO 14000), identifying the type of audit and the audit date;

 or

* 1. A current written statement of the candidate’s or approved auditor’s credentials from any national or international auditing organization (e.g., Certified Quality Auditor).
1. **Knowledge of the ACC COP. This is demonstrated by the following documentation:**

A written statement from the candidate or approved auditor that he or she has completed the most recent COP Auditor Training[[1]](#footnote-1) sponsored by PAPTG, identifying the date of completion.

1. **Absence of conflicts of interest. This is demonstrated by the following documentation:**

(a) A written statement from the candidate or approved auditor that he or she:

* Is not an employee or contractor\* of the American Chemistry Council’s Petroleum Additives Panel (PAP) or any of its work/task groups;
* Has not been employed by or a contractor\* of a PAP member company within six (6) months from the date of submittal of the candidate documentation package;
* Is not an employee or contractor\* of a test sponsor registering tests under the COP or a test laboratory performing tests under the COP; and
* Has not been employed by or a contractor\* of a test sponsor registering tests under the COP or a test laboratory performing tests under the COP within six (6) months from the date of submittal of the candidate documentation package.

\*Exception for a contractor: Work related to audits or audit-related activities is allowed if it does not support or involve the COP.

(b) The written statement regarding absence of conflicts of interest must, after initial submittal, be kept current by the candidate or approved auditor with revised submittals. A revised submittal must be received by the PAPTG Manager within 30 days of the event resulting in a change in status.

**4.0 Duration of Approval**

There is no automatic expiration period or term for an auditor approval. Once an auditor receives notice of an approval, the approval will continue to be effective until the documentation package on file no longer satisfies the criteria set out in section 3.0 above.

1. **Denial of Approval**

In the event that the PAPTG Manager issues a denial of approval, he or she will provide to the candidate a written explanation identifying those elements of the candidate documentation package that do not satisfy approval requirements. The candidate may resubmit the documentation package, or a revised package, for reconsideration at any time.

1. **Withdrawal of Auditor Approval**

Auditor approval will be withdrawn under the following circumstances:

1. **Failure to complete the most recent COP Auditor Training.** Failure to complete the most recent COP Auditor Training sponsored by PAPTG, for any reason, will result in immediate withdrawal of approval.
2. **Verified conflict of interest.** In the event the PAPTG Manager receives written notice from any party that an approved auditor has a conflict of interest as defined in section 3.0(3) above, the PAPTG Manager will provide written notice of the reported conflict of interest to the auditor at his or her last physical and/or email address of record. The auditor must submit a revised documentation package demonstrating absence of conflict of interest in accordance with section 3.0(3) above to the PAPTG Manager within 30 days of receipt of the written notice. If the PAPTG Manager determines that the revised documentation package does not satisfy the criteria set out in section 3.0(3), the approval will be immediately withdrawn.
3. **Withdrawal request submitted by the approved auditor.** The PAPTG Manager will withdraw auditor approval on written request from that approved auditor.
4. **Effect of Conflict of Interest**

An audit conducted by an approved auditor while that auditor is deemed to have or have had a conflict of interest in accordance with sections 3.0(3) or 6.0(2) will be invalid.

1. In the event an emergency arises and the candidate or approved auditor will miss or misses the most recent Training, make-up provisions will be made available to the candidate. Questions regarding make-up provisions should be directed to the PAPTG Manager.

In the event a candidate desires to become an approved auditor and the next scheduled Training is six months or more away, an interim Training will be offered to the candidate auditor. [↑](#footnote-ref-1)