



<https://cmicert.com.au/job/10555/>

## Product Certification Trainee

### Description

The Product Certification Trainee's position involves CMI providing internal training and learning to develop the skill sets required to become a Product Certification Technical Assessor/Auditor for CMI.

Training will be based on:

- ISO/IEC 17065 Conformity assessment – Requirements for bodies certifying products, processes and services.
- ISO/IEC 17067 Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes.
- ISO/IEC 17007 Conformity assessment — Guidance for drafting normative documents suitable for use for conformity assessment.
- ISO/IEC 10005 Quality management – Guidelines for quality plans.
- IAF MD 4 IAF MD for the Use of ICT for Auditing/Assessment Purposes.
- Building Code of Australia (BCA) – National Construction Code (NCC).
- CodeMark Scheme Rules.
- WaterMark Scheme Rules.
- CMI ProdCert Scheme Rules.
- JAS-ANZ Accreditation Manual & Accreditation Deed.
- Various Standards Australia & other International Standards.

### Skills Obtained through this Trainee Program

- Review CodeMark, WaterMark & CMI ProdCert technical documents supplied by Clients for the purpose of preparing and completing:
  - Evaluation Plans & Agreements.
  - Scheme of Testing & Inspection Agreement (STIA) test plans.
  - Technical Assessments.
  - Certification Summaries.
  - Certification Review & Decisions.
  - Manufacturing Site Audits.
  - Critical Component Site Audits.
  - Product Sampling Audits.
  - Installation/Construction Site Audits.
- Provide Client Support and Guidance for CodeMark, WaterMark & CMI ProdCert Schemes.  
Attend Trade Expos & Associated Meetings/Conferences.

### Qualifications

#### Current Skills (preferred but not mandatory)

- ISO 9001 Lead Auditor Course completion.

### Hiring organization

CMI Certification

### Employment Type

Full-time

### Job Location

Remote work from: Australia

### Working Hours

38

### Date posted

January 15, 2024

- Participation in JASANZ Training and/or JASANZ Futures Program.
- Working experience in Quality Control.
- Ability to work independently.
- Ability to work to required timeframes

### **Requirements**

- Current valid Australian Drivers Licence.
- Current valid Australian Passport (or ability to obtain).
- Position will require some Australian and potentially International travel

### **Job Benefits**

#### **Position Location**

- CMI Product Certification Trainee's work location will be at their home. A CMI remote office will be set up for the Trainee.
- The Trainee will also be required to attend on site manufacturing site audits (initially under supervision) or on-site construction audits (initially under supervision) which may require interstate travel and potentially international travel.

#### **CMI Work Conditions**

- Workdays are Monday to Friday and is based on a 38hr working week (flexible hrs).
- CMI has flexible working arrangements for all staff which takes into consideration needs for our staff to provide support as required for their family.
- Wages are paid weekly and salary is an agreed annual package. Salary is reviewed annually.
- 4 weeks Annual Leave, 2 weeks Sick Leave as well as Parental Bereavement and Family Leave are provided.

#### **Program Completion**

At the successful completion of the Trainee Program, CMI will offer a position of Product Certification Technical Assessor/Auditor.

#### **Contacts**

Please send an email with your CV and other supportive information to [office@cmicert.com.au](mailto:office@cmicert.com.au) and mark 'Product Certification Trainee'.

You can also contact CMI on 07 5445 2199 to discuss this position.