## LME responsible sourcing compliance – LME lead auditor application form

## Introduction

To become approved as a lead auditor for the responsible sourcing compliance of LME brands, please complete the lead auditor application form below.

Once complete, this form should be signed and returned to responsiblesourcing@lme.com. The LME publishes a list of approved auditors on the [LME website](https://www.lme.com/en-GB/About/Responsibility/Responsible-sourcing) and shall ensure the list is regularly reviewed and updated.

Please note that the terms auditor and audit company can be taken to mean both auditor and assuror[[1]](#footnote-1), pursuant to the definition of Standard Audit Report in Section 16 in LME Policy on Responsible Sourcing of LME-Listed Brands (the “[LME Responsible Sourcing Policy](https://www.lme.com/-/media/Files/Company/Responsibility/Responsible-sourcing/LME-Policy-on-Responsible-Sourcing-of-LME-Listed-Brands-2.pdf)”).

For the avoidance of doubt, (pursuant to paragraph 5.3(b)(i) in the LME Responsible Sourcing Policy), auditors already approved by a recognised LME External Standard do not need to separately apply to the LME unless they also seek to undertake other forms of LME responsible sourcing audits (i.e. not under that Track A Standard).

Lead auditors, or their audit companies, shall submit this application form supported by sufficient evidence, as well as an LME Audit Company Application form. The LME will review the information and lead auditors may be required to provide further additional information and/or clarification, as may be required by the LME, to support its decision.

For the avoidance of doubt, both the lead auditor and the company for which that auditor works need to be approved to become eligible to undertake LME audits (please refer also to the [LME Audit Company Application form](https://www.lme.com/-/media/Files/Company/Responsibility/Responsible-sourcing/LME-Audit-Company-Application-November-2020.docx)). Approval by the LME of the lead auditor and the company for which that auditor works for means such auditor is eligible to undertake audits against internal Track A standards (Recognised Alignment-Assessed Standard Track), Track B completed Red Flag Assessments (Audited LME RFA Track), and ISO equivalence assessments (please see LME ISO guidance form for reference).

The lead auditor is responsible for ensuring the efficient and effective conduct of the audit and will be the individual responsible for signing off on the audit report. Other responsibilities include:

* Consulting with the LME Brand when determining the audit scope and plan
* Forming and leading the audit company audit team
* Resolving any problems that arise during the audit
* Recognising when audit objectives are unattainable and reporting the reasons to the LME Brand and to the LME
* Ensuring audit is conducted in accordance with best industry practice

The LME reserves the right to review the information submitted by lead auditors (even after approval) in order to determine if there are any changes that will affect the lead auditor’s ability to remain recognised to lead audits by the LME. Lead auditors are obliged to inform the LME if there are any material changes to this application once submitted or if there is change of the Lead auditor’s circumstances with respect to Section B (“Mitigation of conflicts of interest”).

For additional details on the expectations for Track B audits, please refer to the document “[Guidance note for Track B audits](https://www.lme.com/-/media/Files/Company/Responsibility/Responsible-sourcing/Guidance-note-for-Track-B-audits.pdf)”.

## Lead auditor application form – contents

The LME’s lead auditor application form consists of the following sections:

|  |  |
| --- | --- |
| **Section A – General information** | Essential contact information  |
| **Section B – Mitigation of conflicts of interest** | Assesses any potential conflicts of interest and how the lead auditor proposes to address such conflicts. All parts of Section B must be completed |
| **Section C – Experience of lead auditor** | Assesses whether lead auditor has the pre-requisite experience to effectively complete an audit to the level required by the LME  |
| **Section D – Further documentation** | Gives the lead auditor the opportunity to attach any additional documentation (e.g. accreditations, references) that they believe may be pertinent to the application  |
| **Section E – Declaration** | Formal declaration that the information and supplementary documents are correct and accurately reflect the auditor’s capabilities  |

Section A: General

|  |  |
| --- | --- |
| LME requirement  |  Lead auditor details |
| Name of lead auditor |  |
| Company name |  |  |
| Registered business address and contact details of head office |  | Address |  |
| City |  |
| State/Province/County |  |
| Country |  |
| Telephone number |  |
| Email address |  |
| Position |  |
| Telephone number |  |
| Email address  |  |

## Instructions

All requirements in Section B (mitigation of conflicts of interest) must be adhered to by the lead auditor to be an LME recognised lead auditor.

Unless where specified in the criteria, Section C is not a “pass/fail” section; instead, the answers from the auditor in this section are intended to provide the LME a holistic view of the lead auditor’s capabilities. If a lead auditor does not have the credentials identified, they should indicate in their response if they plan to ascertain such credentials or set out why they do not believe such a credential is needed.

If the lead auditor has any questions on any of the requirements below, they should contact responsiblesourcing@lme.com.

Section B: Mitigation of conflicts of interest

Please summarise in the table below how the lead auditor will adhere to each of the LME requirements. Supporting documentation for each requirement may be attached to the application where appropriate.

| LME requirement | Lead auditor response | LME comments |
| --- | --- | --- |
| **Ability to manage and mitigate potential risk of conflicts of interest** |
| 1. Lead auditor must not audit a company to which they were retained as an advisor or consultant in the past 24 months for the purposes of an LME audit
 | *[put down confirmation that the lead auditor will not audit a company for which they have been a primary advisor or consultant in the past 24 months]* |  |
| 1. Lead auditor shall report to LME the names of producers of LME Brands to which they have provided any consulting service in the previous 24 months (even in current or previous employment)
 | *[list the names of producers of LME Brands to which the lead auditor has provided services in the last 24 months]* |  |

Section C: Experience of lead auditors

| Encouraged | Lead auditor response | LME comments |
| --- | --- | --- |
| **Evidence of lead auditor experience** |
| 1. Lead auditor should list all external qualifications relating to auditing activities as well as list their accreditation qualifications for various programs
 | *[put down any external qualifications of lead auditor e.g. ISO certifications or accreditation qualifications e.g. ASI, RJC, ITSCI etc.]* |  |
| 1. Lead auditor should provide evidence that they are aware of the applicable laws and regulations in auditing jurisdictions for which the lead auditor wishes to be approved
 | *[put down any examples of nuances of local law that the auditor has adapted to or is aware of in their previous auditing work e.g. any laws impacting auditing or laws pertinent to audit scope]* |  |
| 1. Lead auditor should provide evidence that they are fully cognisant of local context, including social, economic, political and cultural considerations for where the lead auditor wishes to be approved
 | *[put down any examples of when local knowledge has helped with an audit or has been key to a comprehensive audit]* |  |
| 1. Lead auditor should demonstrate knowledge and experience in supply chain due diligence principles, procedures and techniques (particularly those related to the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas (“OECD Guidance”)
 | *[put down any examples of experience in supply chain due diligence, particularly those that demonstrate knowledge of the OECD Guidance]*  |  |
| 1. Lead auditor must provide CV (including qualifications and experience for each metal) and audit logs for the past 3 years
 | *[CVs should include all relevant auditing experience]* |  |
| 1. Lead auditor must have at least five years audit experience within responsible supply chains, governance, environmental, social and/or quality management systems
 | *[put down detailed history of the lead auditor’s work experience]*  |  |
| 1. Lead auditor should provide examples of planning, organisational, and time management skills
 | *[put down examples of lead auditor’s planning, organisational, and time management skills]* |  |
| 1. Lead auditor should provide examples of communication skills
 | *[put down examples that demonstrate when the those audited have shown they have understood the lead auditors instructions e.g. they took on board corrective action advice and are taking the appropriate action]* |  |
| 1. Lead auditor should provide evidence of fluency in English and any language(s) prevalent in the jurisdictions they may be assigned to work and wish to be approved
 | *[put down examples of documents written by the lead auditor in English]* |  |

Section D: Further documentation

In addition to the information provided above, please attach (or put below) anything else relevant to the application.

Section E: Declaration

The lead auditor named in this application applies to be listed as an LME-registered lead auditor for the LME responsible sourcing programme and declares that:

[ ]  the information in this form and accompanying attachments is accurate and correct;

[ ]  the lead auditor has the necessary resources to undertake an audit;

[ ]  the lead auditor, from the date of signing this application:

1. will not act in such a manner as to bring the LME into disrepute;
2. will not overstate its position regarding being an LME-registered lead auditor; and
3. will take immediate steps to rectify any problems that the LME identifies as being contrary to (i) to (ii) listed above;

[ ]  the lead auditor will inform the LME of any changes that may affect their capacity and competence to carry out an audit

Lead auditor:

Position:

Company name:

Signature: Date:

1. However, an auditor or assuror is not the same as an alignment assessor, who would evaluate standards against OECD Guidance [↑](#footnote-ref-1)