Draft for Public Comment

Form 36

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Interested committees:

Title: Draft BS ISO 37303 Compliance management systems - Guidelines for competence management.

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Introduction

This draft standard is based on national and international discussions. Your comments on this draft are invited and will assist in the preparation of the consequent standard.

For international standards, comments will be reviewed by the relevant UK national committee before sending the consensus UK vote and comments to the international committee, which will then decide appropriate action. If the international standard is approved, it is usual for the text to be published as a British Standard.

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UK Vote

Please indicate whether you consider the UK should submit a negative (with supporting technical reasons) or positive vote on this draft. Please indicate if you are aware of any reason why this draft standard should not be published as a British Standard.

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Template for comments and secretariat observations

Date: xx/xx/20xx	Document: ISO/DIS xxxx

1	2	(3)	4	5	(6)	7
MB	Clause No./ Subclause No./Annex **(e.g. 3.1)**	Paragraph/ Figure/Table/Note	**Type of comment**	**Commend (justification for change) by the MB**	**Proposed change by the MB**	**Secretariat observations on each comment submitted**
	3.1	Definition 1	ed	Definition is ambiguous and needs clarifying.	Amend to read '...so that the mains connector to which no connection...'	
	6.4	Paragraph 2	te	The use of the UV photometer as an alternative cannot be supported as serious problems have been encountered in its use in the UK.	Delete reference to UV photometer.	

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DRAFT International Standard

ISO/DIS 37303

Compliance management systems — Guidelines for competence management

ICS: 03.100.02; 03.100.01

ISO/TC **309**

Secretariat: **BSI**

Voting begins on:
2024-06-06

Voting terminates on:
2024-08-29

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO should not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

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For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 309, *Governance of Organizations*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

A compliance management system enables an organization to demonstrate its commitment to comply with relevant laws, regulatory requirements, industry codes and organizational standards, as well as standards of good governance, generally accepted best practices, ethics and the expectations of the interested parties. It has become an integral part to any organization that aims to be successful and sustainable in the long term. A compliance management system is notably made sustainable by creating a compliance culture in the organization and by establishing common standards in behaviour and attitude affecting its compliance. International standard ISO 37301:2021 sets out the requirements and provides guidelines for establishing, developing, implementing, evaluating and improving competence necessary to ensure the effectiveness of the compliance management system. This document provides guidance to support the implementation of the requirements in ISO 37301:2021 related to competence and training, mostly expressed in clause 7.

Competence management is a fundamental factor of an organization's compliance management systems and activities. Competence management support an organization to recognize and determine the necessary competence requirements of the personnel doing work under its control to achieve the intended results of its compliance management system. Competence management ensure that persons doing the work under the organizations' control are timely qualified with knowledge, skills and experiences to fulfil the relevant compliance obligations based on appropriate education, training, or experiences by practice.

Competence management is tailored to the context of the organization, the roles and responsibilities, the planning and support activities and the operations of the compliance management system and can support the organization to evaluate and determine the necessary competence needs including relevant knowledge, skills and experiences. It is also the key to ensure that the organization complies with its compliance obligations, integrates compliance management into the organization's business processes and operational links, and develops a compliance culture. Competence management can also improve the overall efficiency and productivity of the organization's compliance management system and make an important contribution to enhancing personnel competitiveness and contribute to achieving the strategic direction and expected results of the organization.

Compliance competence is managed through the systematic process of the compliance management system following the "Plan" (P), "Do" (D), "Check" (C) and "Act" (A) method.

This document provides guidance to organizations in addressing issues related to competence management within their compliance management systems. It can also be used as a general guide in the area on competence management within other management systems standards. It can also be used as a general guide in the area on competence management within other management systems standards.

This document provides guidance on fully integrating competence management within a compliance management system. Figure 1 outlines this process.

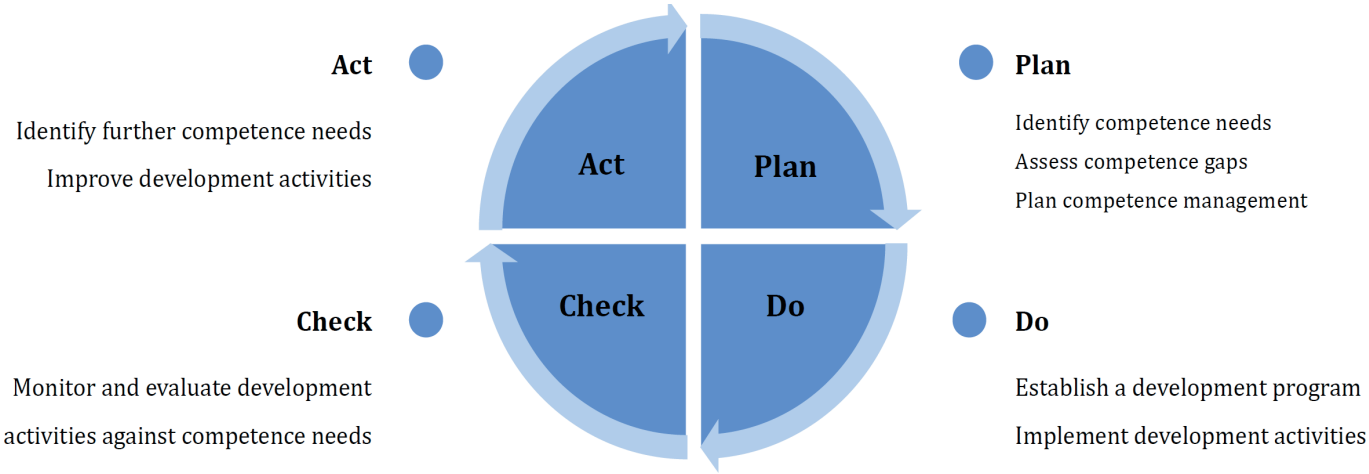

Figure 1 — Managing and processing the process for competence management

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In this document, the following verbal forms are used:

— “should” indicates a recommendation;

— “may” indicates permission;

— “can” indicates a possibility or a capability.

Information marked as “NOTE” is for guidance in understanding or clarifying the associated requirements.

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