

ASSESSOR TRAINING FOR ACCREDITATION OF CERTIFICATION BODIES CONDUCTED BY SRI LANKA ACCREDITATION BOARD (SLAB)

Criteria for Assessor Training and Selection

1. Eligibility

Applicants for assessor training should possess the following qualifications, experience and personal attributes.

1.1 Pre-qualifications

- (a) Post secondary qualification in a field relevant to management systems, scope sectors, and/or product or service categories included in the NACE code (if needed, please refer to SLAB website for criteria.)
- (b) At least five years of experience in a relevant technical field and two years of which in quality management and quality system auditing
- (c) Being an auditor of QMS, EMS, EnMS, FSMS, OHSAS, IMS or any other management system and having actively involved in conducting conformity assessments, internal audits, and supplier evaluations within the last 3 years.
- (d) Having knowledge on the technology used for manufacturing of items, materials and products or services or they are used or intended to be used and on the regulatory requirements of the manufacture and use of products.
- (e) Employed as senior professional, auditor, consultant, management representative, quality manager or in a similar capacity related to manufacturing, service delivery or certification.

1.2 Post training requirements

- a) On successful completion of the training programme for 5 days, each participant should undergo at least 02 on-site accreditation assessments as an Observer under the guidance of a Lead Assessor to satisfy the criteria for an assessor, if he/she is interested in working with SLAB. Applicants should be able to allocate adequate time (not continuously) for these assessments for training.

Note: Provisions exist for payment of Assessor Fees

- b) Each assessor working with SLAB should be prepared to develop his/her own skills in technology and conformity assessments through education and training and/or assessor knowledge sharing meetings.
- c) Each Assessor is requested to declare their relationships with Conformity Assessment Bodies and consultancy projects undertaken by them in order to prevent issues in relation to conflict of interest and impartiality of accreditation process.
- d) On-site assessment training will be given considering the availability of assessments and field of expertise immediately required for the SLAB to conduct accreditation assessments.

2. Personal Attributes

Assessors should preferably have the following personal attributes.

- a) Knowledgeable of the functioning of a certification body and its clients
- b) Knowledgeable of the standards related to certification and accreditation
- c) Knowledge of process approach and process thinking in management systems
- d) Have an open-minded, ethical and diplomatic approach in conducting assessments
- e) Should Have good communication and inter-personal skills
- f) Should be able to work as a part of a team
- g) Should be self-reliant and able to take impartial decisions.
- h) Should have knowledge in working with computers including e-mail & internet

3. Method of Selection and Appointment

- 3.1 Each application should be endorsed by the Chief Executive or the Head of Department of the working Institution for the suitability and availability of the applicant for accreditation work, if not employed and not applied individually.
- 3.2 Preference will be given to those who have served in manufacturing and service organizations with sound quality management systems and those who have experience in quality management and quality system assessments.
- 3.3 The number of places available in the programme is approximately 25.
- 3.4 The SLAB with the assistance of its Technical Advisory Committee will assess the applications for selection.
- 3.5 Applications submitted after the closing date will not be considered for selection.
- 3.6 Applicants will be informed in writing of the selection.
- 3.7 Successful participants will be issued a Certificate by the SLAB, which is recognized internationally.
- 3.8 On completion of the required man-days of on-site training, each Assessor will be issued with a Letter of Appointment by the SLAB.

4. Qualification in the second discipline

The applicants who have undergone Assessor Training Course on other Conformity Assessment standard (ISO/IEC 17025, 17065, 17020 etc.,) are not required to participate for all five days and participation for first three days is adequate to qualify as Assessor as per ISO/IEC 17021.

Note: Course fee is LKR 17602.04 (LKR 15000+ 15 % VAT 2295.92 + 2 % NBT 306.12)