



Assessor/Lead Assessor Training Course

Five Training Days

What?

Learn how to plan and conduct assessments of competence for conformity assessment bodies (CABs) the same as those conducted by ILAC-recognized accreditation bodies. Examine assessment principles and techniques. Practice the required skills.

Who?

For all persons who wish to learn how ILAC-recognized accreditation bodies plan and conduct the assessment of CABs for accreditation. Assessors work in the examination of the following disciplines:

- Technical competence,
- CAB management systems,
- Traceability requirements (for labs),
- Uncertainty requirements (for labs),
- Impartiality requirements (for IBs, CBs)
- Continual improvement,
- Control of documents and records.

How?

This 5-day Training Course is offered to resemble ILAC-recognized accreditation body training of their assessors and it contains the same internationally-recognized approaches to conducting conformant assessments of competence. The techniques learned promote the interpersonal skills needed to conduct successful assessments. Exercises are assigned and delivered in class. Candidates are expected to review materials during the evenings between training days.

An exam is administered at the end of the course.

Syllabus

Day 1 - (09:00-16:00)

- Common accreditation requirements
- Standard (17020, 17025, 17065, etc)
 - Other accreditation body requirements/interpretations

Day 2 - (09:00-16:00)

Accreditation assessment techniques

Planning assessments

Day 3 - (09:00-16:00)

Conducting assessments

- Opening meetings
- Interviews and assessment findings

Day 4 - (09:00-16:00)

Writing findings and reports

- Determining findings
- Assessment report content
- Closing meetings

Day 5 - (09:00-16:00)

Closing out findings

Course Exam (90 minutes)