	United States Accreditation, INC. Procedure for Trainings United States Accreditation, INC. Provides Outside the Body	Document No:	USACC-P-14
		Release Date:	01/04/2021
		Rev Date / No:	0

1. PURPOSE

The purpose of this procedure is to explain the system implemented by United States Accreditation, INC. regarding the trainings provided outside the body.

2. SCOPE

This procedure covers the training activities open to public for participation as announced by United States Accreditation, INC. in annual training program.

3. DEFINITIONS

Definitions related to this procedure are given in USACC-IN-01 Instructions on Terms and Definitions Used in the United States Accreditation, INC. Documentation.

4. RELATED DOCUMENTS

USACC-PL-02 Annual Training Plan

USACC-FR-11 Corrective Action Request Form

USACC-FR-33 Meeting Minutes Form

USACC-FR-36 Trainer Records Form

USACC-FR-40 Participant Information Form

USACC-FR-41 Online Training Application Form

USACC-FR-42 Security and Confidentiality of Information Form

USACC-IN-06 Instructions on Training Fee Schedule

USACC-IN-11 Instructions on Statistical Evaluation


5. IMPLEMENTATION

5.1 Training Plan, Application and Registration

The Training Department shall prepare the USACC-PL-02 Annual Training Plan in line with the notifications received from the departments at the latest by the end of September every year and submit it to the relevant Deputy President. The annual training plan shall include trainings provided outside the body and shall be published on United States Accreditation, INC.'s website. Furthermore, assessor training shall be organized in line with the assessor needs of the body. USACC-IN-06 Instructions on Training Fee Schedule shall be prepared and submitted to the President through the relevant Deputy President for the approval of the Board of Directors. Changes in training fees, when deemed necessary, shall be regulated by the Board of Directors. The relevant Deputy President shall announce the approved fee schedule on the website. Persons or organizations requesting training from United States Accreditation, INC. shall follow the necessary instructions on United States Accreditation, INC.'s website and apply for the trainings online (accreditation.us). The President shall decide on the conduction of the training.

United States Accreditation, INC. shall reserve the right to postpone or cancel the training in compulsory situations; postponed or canceled trainings shall be announced on the website.

Sectoral Information Meetings shall be held biennially in order to inform conformity assessment bodies and other relevant institutions and organizations about the developments in the field of accreditation, changing standards and revisions. If deemed necessary, the period for holding the meeting (extension and reduction of the period) can be changed on the

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request of the relevant departments and President. By the decision of the President, if necessary, information about trainings shall be shared via e-mail or over the internet.

5.2 General Rules for the Implementation of Training Organization

Training Organization shall be arranged according to USACC-PL-02 Annual Training Plan. Application for public trainings to be carried out by United States Accreditation, INC. shall be made online by the participant through United States Accreditation, INC.'s website. Detailed information about the application process is provided in USACC-FR-41 Online Training Application Form on United States Accreditation, INC.'s website. Detailed rules for the organization of public trainings are given in USACC-G-41 Guidelines on United States Accreditation, INC.'s Publicly Accessible Trainings. When United States Accreditation, INC. personnel wish to participate in public trainings, they may request to the Deputy President regarding the approval of the department to which they are affiliated. The relevant Deputy President shall register the relevant personnel in the training according to the quota status.

The personnel in charge shall complete all their work regarding the training organization before the training is initiated and be present in the hall where the trainings will be held. USACC-FR-40 Participant Information Form shall be filled out by the personnel in charge of the participants.

While organizing the trainings, the following conditions shall be met:

- a. Arrangement of the training venue; A classroom for 20 people with a table and chairs set up in a semi-circle, a computerized presentation device and a blackboard. In practical trainings, a sufficient number of rooms suitable for group work, with a table for 5 people to sit around, is required.
- b. Determination of the trainer and participants.
- c. Organization of the food and accommodation needs of the trainer and transportation of the trainer to the training venue.
- d. Preparing the training program and announcing it on the website of the body (USACC-PL-02 Annual Training Plan).
- e. Determination of educational materials (computer, power point, board, pen etc.)
- f. Printing and reproduction of training notes to be distributed.
- g. Review of the budget allocated for training.
- h. Catering between trainings and if necessary, organization of meals.
- i. Participants shall be informed about how to arrive in the training center and, if necessary, the documents they need to read or bring before the training.
- j. All the details needed during the training organization shall be prepared with a list of conditions, then the purchasing shall be carried out.

If an exam is held at the end of the training, the trainer shall keep the evaluation records of the exam after the training and the exam results shall be communicated to the participants in written and/or oral form. Participants shall be given a certificate of attendance at the end of the training; at the end of the in-service trainings, a certificate of participation may be given to the participants with the recommendation of the President. If an exam is held in the training event, the United States Accreditation, INC. Certificate of Achievement shall be given to the participants who have been successful.

5.3. Special Rules for the Implementation of ISO/IEC 17025 Internal Auditor Training Organization

General rules for the training organization shall be applied as stated above. Since ISO/IEC 17025 Internal Auditor Training is an applied training carried out in the laboratory, some preparations shall be made unlike other trainings. Participants shall be required to find some nonconformities in the laboratory as required by the scenario. In addition to the arrangements made in other trainings, the following are the required steps for the Internal Auditor Trainings:


Before the training, an agreement on the date of training shall be reached with the laboratory where the training practice will be held.

A nonconformity list shall be prepared.

An Audit Plan shall be prepared.

Laboratory personnel shall be informed about the training preparation and, if any, preparations shall be made together on the subjects they will take part in.

If necessary, the training laboratory shall be visited one day before the training and preparations be completed. (Informing laboratory personnel and managers about training and work, placing nonconformities, making division of labor between laboratory personnel and United States Accreditation, INC. personnel, etc.).

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Behavior patterns to be acted during the training and people in charge shall be determined. (Laboratory manager, quality manager, etc. and people playing these roles.)

Conduction of the Training

On the training day, the team shall be taken from the training hall by United States Accreditation, INC. personnel and be present at the laboratory at least 1 hour before the training time. During the training, the participants shall be divided into groups and each group shall practice the preparation time for the audit, opening meeting, audit rehearsal, report preparation, closing meeting.

In ISO/IEC 17025 Internal Auditor Trainings , USACC-FR-42 Security and Confidentiality of Information Form shall be signed before the training for the purpose of confidentiality and security of information between the applicant participants, organization hosting the training and United States Accreditation, INC. ISO/IEC 17025 Internal Auditor Training is an applied training and United States Accreditation, INC. shall provide the organization in which the applied training will be performed. Upon the request of the organization, a separate contract may be signed between United States Accreditation, INC. and the organization.

5.4 Evaluation

5.4.1 Evaluation of the Training

After the training, a questionnaire is sent to the defined e-mail addresses of all participants in order to evaluate the effectiveness of the relevant training. Participants are expected to fill in the questionnaire for United States Accreditation, INC. to make the necessary improvement activities and performance evaluations of the trainer(s). Training evaluation shall be made according to USACC-IN-11 Instructions on Statistical Evaluation. Trainings with a less than average score shall be evaluated by the relevant Deputy President.

5.4.2 Evaluation of Applied Trainings and Trainings with Exams

ISO/IEC 17025 Internal Auditor Training and Assessor/Technical Expert Training are applied trainings/trainings with exams. The trainer shall evaluate the applied trainings and trainings with exams and the results shall be submitted to the Deputy President within one week after the training.

5.4.3 Annual Evaluation of Trainings

At the end of each year, an evaluation meeting of the trainings conducted during the year shall be held. The President, the Deputy President, the Training, Promotion and Information Department and, when necessary, the trainer attends to Training Evaluation Meeting. This meeting shall be recorded with USACC-FR-33 Meeting Minutes Form. In the meeting, the reasons for the encountered problems and emerging training needs shall be reviewed and the preparation of next year's training plan shall be initiated. Before the Training Evaluation Meeting, relevant sections in USACC-PL-02 Annual Training Plan shall be filled out according to the opinions received, then submitted for approval. Corrective Action Decisions shall be taken and implemented if deemed necessary. The decisions taken at the meeting shall be submitted to the Quality Manager with USACC-FR-11 Corrective Action Request Form.

5.5 Training Code and Certificate Rules

5.5.1 Training Code Rules

The methods related to the training code are as follows;


OB / 01- 01/ 01

- A B C D

A: indicates the Type of Training. The types of training are;

- OB - Training Provided Outside the Body (It covers all domestic and foreign trainings provided)
- IST- In-service trainings (includes training for the Body's Personnel)
- AT- Auditor trainings (includes trainings for auditors)

B Specifies the Training Code. The code numbers for organized trainings are listed.

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C: Shows the number of trainings given during the year. It continues consecutively for all Trainings (OB, AT, IST).

D: Denotes the year of training.

5.5.2 Rules for Certificate Numbering

OB/01- 01/01– P 001

A B C D E F

E: Specifies the type of certificates to be issued.

P (participant): Denotes people who received training.

T (trainer): Denotes certificates issued to trainers

O (Observer): Indicates certificates issued to those who are assigned as observers in training.

AT (Assistant Trainer): S/he is the person who helps the trainer in technical matters in training and gives a certain part of the training under the supervision of the trainer.

F: Specifies the number of certificates issued.

001- indicates the number of Participant, Observer, Assistant Trainer and Trainer Certificate.

The certificate number for Participant, Observer, Assistant Trainer and Trainer Certificates starts from 001 each year and continues consecutively.

In the trainings organized in cooperation with another body, the logo of the said body may be included on the certificate beside the United States Accreditation, INC. logo. It shall be issued with the Certificate Form. Certificates shall be issued with two signatures. Certificates shall be signed by the relevant Deputy President and the trainer. If deemed necessary, it may also be signed by the relevant Deputy President and President.

6. AUTHORITY AND RESPONSIBILITIES

Authority and responsibilities are described in USACC-G-34 Job Description and Organization Chart Guide.