

	United States Accreditation, INC.	Document No:	USACC-P-17
	Procedure for the Training of Accreditation Assessors	Release Date:	01/04/2021
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1. PURPOSE

The purpose of this procedure is to explain the rules and procedures regarding the training of assessors (lead assessor, assessor, trainee assessor, assessor candidate)/technical experts to be assigned by United States Accreditation, INC. during the accreditation process.

2. SCOPE

This procedure covers the assessor/technical expert training programs organized by United States Accreditation, INC. and their implementations in order for assessors/technical experts and assessor/technical expert candidates to be included in the assessor pool formed by United States Accreditation, INC.

3. DEFINITIONS

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

4. RELATED DOCUMENTS

USACC-P-10 Procedure for the Qualification of Personnel Taking Part in the Accreditation Process and Formation of Assessor/Technical Expert Pool

USACC-P-12 Procedure for Establishing Accreditation Scheme

USACC-P-14 Procedure for Trainings United States Accreditation, INC. Provides Outside the Body

USACC-P-18 Procedure for Trainings of United States Accreditation, INC. Personnel

USACC-P-19 Procedure for the Selection Assignment and Training of Trainers Providing Courses on Behalf of United States Accreditation, INC.

USACC-LT-08 Lead Assessor/Assessor Transition Trainings List

5. IMPLEMENTATION

The international reputation of third party accreditation systems which accredit conformity assessment bodies depends on the competence of the assessors/technical experts assigned for this purpose. Both permanent and part-time contracted assessors/technical experts of United States Accreditation, INC. must have the appropriate training and sufficient experience to meet the requirements of United States Accreditation, INC.'s quality system and assessments.

5.1 Determining the Need for Assessors

The need for assessors/technical experts is determined in accordance with USACC-P-10 Procedure for the Qualification of Personnel Taking Part in the Accreditation Process and Formation of Assessor/Technical Expert Pool. In determining the need for Assessors/Technical Experts, ATE needs analysis demonstrating CAB and ATE numbers on the basis of areas of expertise is taken into consideration. This analysis contains information such as the areas of expertise for which ATEs are needed, current number of assessors/technical experts, the area where an assessor training plan is required etc. The relevant Deputy President shall consider this analysis and specify the required assessor/technical expert trainings in the annual training plan. The relevant Deputy President shall collaborate with the Human Resources and Training Department for the organization of the trainings included in the plan. For the assessor/technical expert trainings which are planned to be carried out outside the annual training plan, the relevant Deputy President shall receive the approval of the President within the knowledge of the Human Resources and Training Department. Among the candidates who need training, those deemed appropriate by the relevant Deputy President shall be invited to the training. The Training Department shall organize the training of the said candidates.

5.2 Organization and Determination of the Scope of Assessor/Technical Expert Trainings

The purpose of assessor trainings is to teach the assessors the accreditation criteria and the assessing techniques to be employed. Details of the scope of the assessor training and its implementation are given in Annex 1. Additionally,

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in the creation of training content, matters specified in USACC-P-18 Procedure for Trainings of United States Accreditation, INC. Personnel are taken into account. United States Accreditation, INC. shall organize the assessor training courses in accordance with USACC-P-14 Procedure for Trainings United States Accreditation, INC. Provides Outside the Body and USACC-P-19 Procedure for the Selection Assignment and Training of Trainers Providing Courses on Behalf of United States Accreditation, INC.

Assessors who are successful at the end of the training shall be informed about United States Accreditation, INC.'s evaluation criteria and how these criteria will be applied to conformity assessment bodies.

Technical Experts shall be provided with Module D training (Measurement Uncertainty, Validation etc.) and compliance training defined in ANNEX 1, if deemed necessary by the relevant Deputy President. The content of technical expert compliance training shall include at least the Module A training defined in ANNEX 1.

In order for those who are lead assessors/assessors of any of the relevant accreditation standards to become lead assessors/assessors of other standards of which they are not lead assessors/assessors, they shall priority receive Module E training defined in Annex 1.

5.3 Evaluation of Assessor Candidates During Training

Evaluating the performance of assessor candidates during training ensures that these candidates have the personal qualifications and knowledge required for an assessment to be carried out in accordance with the related standard. In order to evaluate the performance of assessor candidates, one or more of the following methods may be adopted: written examination, oral examination, interview, and monitoring of the performance of candidates during their training. Methods to be adopted and other details regarding the said methods shall be determined at a meeting held annually which is attended by the relevant Deputy President and the Training Department and shall be recorded in meeting minutes.

According to the training models specified in ANNEX 1, a trainer or an assigned expert shall observe assessor candidates. The trainer or assigned expert shall submit the records of his/her evaluations of assessor candidates to the Training Department. The relevant Deputy President shall submit the original records of the performance evaluation results and appointment documents of the evaluated and assigned trainee assessors/assessors/lead assessors to the Training Department, and s/he shall keep a copy of each record.

5.4 Maintaining and Updating Information of Assessor Candidates

Application information of assessors, information about the training they receive, their performance and exam papers are filed. Assessor candidates participating in the training shall be awarded a "certificate" at the end of each training. The said certificate only states that the participant has attended the entire course, it does not imply that the certificate holder is a fully competent assessor.

ANNEX 1: The Scope and Implementation of Assessor/Technical Expert Training Courses

For the detailed planning of the training programs in this section, ISO 19011, ILAC G3, ILAC G11, IAF MD20 documents and USACC-P-10 Procedure for the Qualification of Personnel Taking Part in the Accreditation Process and Formation of Assessor/Technical Expert Pool should be taken into account.

PR 003 Procedure for Establishing Accreditation Schemes explains the General Rules for the organization of Modular Training-based courses. The trainings are organized for groups of up to 20 people and the Training Plan prepared by the relevant Deputy President and Training Department is taken into consideration.

New trainings for assessors may be organized in case of changes and new developments in United States Accreditation, INC. policies and general rules of accreditation.

Content of Module A

The purpose of the training in this module is to explain the features of the accreditation system, international recognition, EN ISO/IEC 17011 standard and structure of United States Accreditation, INC.

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MODULE A	
SCOPE	TIME FRAME
<p>a) Accreditation system Definitions related to accreditation Information on ISO/CASCO, CEN/CENELEC Information on WTO/TBT Information on international bodies such as ILAC, IAF, APAC, IAAC etc. Harmonization of accreditation Mutual recognition of accreditation</p> <p>b) ISO/IEC 17011 standard</p> <p>c) United States Accreditation, INC.'s structure and accreditation process Legal status, Organization, Accreditation activities Mandatory documents (documents of United States Accreditation, INC., APAC, ILAC, IAF etc.) which are implemented during the accreditation process General metrology, measurement traceability, measurement uncertainty and calibration Application, Document review, Assessment types On-site assessment (office and witness assessments) Reporting Decision Follow-up Surveillance Re-assessment</p>	1.5 days

Content of Module B

The aim of the training in this module is to explain the human factor of accreditation.

The place and importance of human factor in accreditation is mentioned (ISO 19011, IAF MD20, etc.). How an accreditation assessment should be conducted and behavior patterns are examined. United States Accreditation, INC. policies for assessments are provided.

MODULE B	
SCOPE	TIME FRAME
<p>Human factor in Accreditation and Assessment Implementations</p> <p>a) Qualifications required for assessors (personal, professional, basic attributes etc.)</p> <p>b) Questioning and communication skills of assessors</p> <p>c) Administrative abilities of assessors, time management</p> <p>d) Interpretation of the relevant accreditation standard</p> <p>e) Diverse legal status, organizational and management structure of CABs,</p> <p>f) Pre-assessment Preparations, Providing Input to the Planning of the Assessment by Considering the Risk Areas and Sampling,</p> <p>g) Review of CAB documents and records,</p> <p>h) Opening/Closing Meetings and Assessment Team Meetings</p> <p>i) Witness assessment,</p> <p>j) Matters to be Considered in On-Site Assessments (case studies)</p> <p>k) Identification, classification and presentation of non-conformities to the assessed body,</p> <p>l) Completion of Assessment Documents (Assessment Report, On-site Forms etc.) including Objective evidence</p> <p>m) Evaluation of the effectiveness of Corrective Actions</p> <p>n) Preparation of Assessment Result Report</p> <p>o) Proper scope proposal</p> <p>p) Evaluation of assessment team members</p>	1.5 Days

Module A and Module B Trainings are provided together. During these trainings, methods of observing the performance of each candidate and/or evaluation of written exams are applied.

Content of Module C

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MODULE C	
SCOPE	TIME FRAME
Lead Assessor Training Duties, authorities and responsibilities of Lead Assessors Attitudes adopted in critical situations Planning, assessing and reporting techniques Requirements for Lead Assessors in ISO 19011 and IAF MD20	1.5 DAY

United States Accreditation, INC. trainee assessors, assessors and lead assessors meet at least once a year to share experiences and to be informed about the latest developments in the field of accreditation.

Content of Module D

MODULE D	
SCOPE	TIME FRAME
Special Courses; When needed, trainings for specialties such as Validation, Sampling methods, Measurement uncertainty etc. are provided.	Time frame of these courses depends on the type of training.

Content of Module E

Candidates participating in this module training must have already received the training of the accreditation standard they request. It covers the trainings specified in USACC-LT-08 Lead Assessor/Assessor Transition Trainings List.

6. AUTHORITY AND RESPONSIBILITIES

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