IECQ OPERATIONAL DOCUMENT

IEC Quality Assessment System, IECQ

Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment) – General for all Schemes
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INTERNATIONAL ELECTROTECHNICAL COMMISSION

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IEC QUALITY ASSESSMENT SYSTEM, IECQ

IECQ Operational Document 010 –

Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment) – General for all Schemes

INTRODUCTION

This Operational Document details the minimum IECQ requirements for the qualification of assessors and lead assessors that may conduct third-party assessments on behalf of an IECQ Certification Bodies. The skill set and criteria for each of the IECQ schemes & programmes where not specifically documented, shall be determined by the IECQ CB in accordance with ISO 17021-1, Clause 7 “Resource requirements”.

The qualification of assessors is a process (in accordance with ISO 17021-1, Clause 7 Resource requirements) undertaken by IECQ appointed Certification Bodies (CBs) approved to operate within the IECQ system.

IECQ OD 010 shall be used as a minimum for the qualification of IECQ assessors operating within an IECQ CB, irrespective of whether they are employed by, or contracted to, the CB. In all cases the CB shall be responsible for the on-going maintenance of assessor qualification.

The IECQ assessments are process-based assessments with a high technological content conducted in the electrical and electronic industries. The assessor qualification registrar or committee of the IECQ CB is responsible for final qualification and to evaluate acceptable equivalence when one of the criteria, as set in the requirements below, is not met.

This OD 010 may be supplemented by CB internal procedures.

This edition 2.1 is an administrative amendment to update the IECQ title.

Document History

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<tr>
<td>2006-11</td>
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<tr>
<td>2013-07</td>
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Further information concerning these procedures or any other aspect of the IECQ System, may be obtained at: www.iecq.org

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IECQ Operational Document 010 –

Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment) – General for all Schemes

Requirements

1 Criteria of Pre-qualification

– Education: minimum of 2 years in university (or equivalent relevant industrial experience),
– Training in assessment technique: quality assessment technique according to ISO 19011 (5 days) recommended, or 2 years assessment/inspection experience.
– Training to ISO 9001 (5 days) or equivalent,
– Professional Experience: 4 years in industry including 2 years minimum in the domain of activity of the companies to be certified; preferably in electronics, and 2 years in quality, inspection, certification, production, process,
– Structured Training regarding IECQ certification programmes according to their approved scope (see item 5), including detailed information regarding IECQ.

2 Criteria for Qualification of Assessors

– To be pre-qualified, with examination to validate understanding of the reference standard or operational IECQ document used for the assessment
– Trained assessor: to acquire assessment experience: 4 assessments minimum totalling 10 days minimum on site (20 days in total including preparation + realization + reporting), in at least one of the domains cited below.
  or
– to already be an accredited Lead Assessor in at least one of the current following domains:
  – ISO 9001
  – AS 9100
  – ISO/TS 16949
  – ISO 14001
  – EN 13980 ATEX (level Annex IV) or OD 005 IECEx
  – ISO 13485 Medical
  – ISO/IEC 17025
  – TL 9000
– Witness Assessment: to demonstrate understanding and skills for each of the specific IECQ schemes/programmes to which the assessor shall conduct assessment for.

According to the experience of the applicant, it may be needed, where applicable, to complete the assessment training under the supervision of an expert in the field of the industry undergoing the IECQ assessments.

The assessment qualified according to criteria above may participate in assessments under the responsibility of a qualified lead assessor.
3 Criteria for Qualification of Lead Assessor

– To be a qualified Assessor; and

– to have assessment experience: 4 assessments minimum totalling 10 days minimum on site (20 days in total including preparation + realization + reporting), in at least one of the domains cited above; and

– and perform 2 assessments under supervision of an experienced lead assessor,

or

– to be an accredited Lead Assessor, having a minimum of 20 days as a Lead assessor, in one of the domains cited in 2. above, and perform 1 assessment under the supervision of an experienced IECQ qualified Lead Assessor.

NOTE: assessments stated above are external assessments. Internal assessments do not count towards the required experience above

4 Reporting + Re-qualification

Upon completion of the process, the CB shall ensure that adequate records are maintained of the qualification process.

No later than the third anniversary of the original qualification date, the CB shall re-qualify the assessor using the same process outlined above taking into account the experience and activity of the assessor in the field of IECQ assessment during the three-year period, this shall include a witness assessment.

These elements shall be assessed, during the periodic peer assessments of the CB that are mandated by the IECQ Rules.

A list of qualified assessors and lead assessors, by services and sub-services, are to be, initially, supplied and regularly updated by the CB or its sponsoring NAI to the IECQ Secretariat.

5 IECQ Services

IECQ Approved Process

| Manufacturer | IECQ 03-2 |
| Distributor | |
| Specialist Contractor | |

IECQ OD 61340-5-1

IECQ Approved Component

| Qualification | IECQ 03-3 |
| Capability | |

IECQ AC-AQP – Automotive Qualification Programme

| Automotive Qualification | IECQ 03-3-2 |

IECQ ECMP – Avionics Assessment Programme

| Avionics OEM or CSF | IECQ 03-4 |

IECQ HSPM – Hazardous Substance Process Management

| All organizations | IECQ 03-5 |

IECQ ITL – Independent Test Laboratory

| Independent Test Laboratory | IECQ 03-6 |

IECQ AP-CAP – Counterfeit Avoidance Programme

| All organizations | IECQ 03-7 |