



MAURITAS

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MAURITAS - Criteria for assessors/technical experts

Mauritius Accreditation Service

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Foreword

The MAURITIUS ACCREDITATION SERVICE (MAURITAS) is a governmental body established in 1998 to provide a national, unified service for the accreditation of Conformity Assessment Bodies (CABs) such as calibration/testing laboratories, certification bodies and inspection bodies Organizations that comply with the MAURITAS requirements are granted accreditation by MAURITAS and are entitled to use the MAURITAS Accreditation symbol.

About MAURITAS publications

MAURITAS publications are categorized as follows:

- R series Publications containing general policy and requirements related to MAURITAS accreditation.
- G series Publications providing guidance on MAURITAS requirements.
- A series Publications related to assessment procedures.
- Directories Classified listing of accredited organizations.

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MAURITAS - Criteria for assessors /technical experts

1 Purpose

1.1 The aim of this document is to set out criteria for the acceptability of personnel required to undertake assessments on behalf of MAURITAS.

2 Scope and Responsibilities

2.1 This document prescribes the criteria for lead assessors, technical assessors and technical experts irrespective of their area of specialisation or the technologies involved. All assessors/technical experts should comply with the requirements of ISO/IEC 17011 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.

2.2 Additional criteria may be specified by MAURITAS depending upon the specific activity that is to be assessed.

3 References

The following documents contain provisions which, through reference in this text, constitute provisions of the MAURITAS accreditation system. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. For undated MAURITAS references, the latest edition of the document referred to, applies. MAURITAS maintains a register of the current valid MAURITAS accreditation documents.

3.1 ISO/IEC 17011, Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.

3.2 MAURITAS A Series documents

3.3 MAURITAS G Series documents

4 Definitions

Lead assessor (LA): Leader of the assessment team and in addition performing independent assessment of the organisation's management system.

Technical assessor (TA): A member of the assessment team and performing individual assessments related to specific technical scope. He/she may perform individual surveillance visits of limited and technical scope based on acceptance from the Director.

Technical expert (TE): A member of the assessment team, who may perform assessment in company with a MAURITAS Staff. As a member in an assessment team performing witnessing of audits, a technical expert may witness a part of the assessment alone, based on an agreement with the lead assessor.

5 General criteria for assessors/technical experts

5.1 Skills, qualifications and experience

5.1.1 Assessors/technical experts shall be technically competent and have up-to-date knowledge of the standard methods and specifications for calibration, testing and inspection and of requirements of management systems, personnel/products in those fields where they are required to exercise judgement during an assessment.

5.1.2 They shall have the capability to communicate effectively, both in writing and orally.

5.1.3 Assessors/technical experts shall have the combination of qualifications, experience and skills necessary to enable them to function effectively as members of an assessment team.

5.1.4 Assessors/technical experts shall be free from any interest (commercial, financial or other) that might cause them to act in a manner compromising their impartiality and objectivity. Assessors/technical experts shall not have provided consultancy services during the last three years or have worked in that CAB during the last three years that might compromise the accreditation process and decision, to the applicant organisation. Any such contact shall be declared by the assessor/technical expert to the accreditation body prior to any assessment activity.

5.1.5 Assessors/technical experts shall have skills in the assessment techniques of examining, questioning, evaluating and reporting, knowledge of methods of identifying and following up on corrective actions after assessment findings, and of the techniques of laboratory/inspection body/certification body surveillance.

5.2 Training

5.2.1 Assessors shall be trained to the extent necessary to ensure their competence in the skills required for assessment. Training in the following areas is to be regarded as particularly relevant:

- a) the knowledge and understanding of the appropriate and relevant international standards, MAURITAS regulations and other relevant requirements;
- b) skills in the assessment techniques of examining, questioning, evaluating and reporting;
- c) the knowledge and understanding of the relevant legal regulations, accreditation procedures and accreditation requirements;
- d) the knowledge of the relevant assessment methods and assessment documents.

5.2.2 All assessors shall participate in and successfully complete an assessor training course organised by MAURITAS, or an equivalent training course recognised by MAURITAS, before undertaking assessments on behalf of MAURITAS.

Potential assessors shall attend at least one assessment as observer.

6 Criteria for lead assessors

6.1 Skills, qualifications and experience

6.1.1 Lead assessors shall have, in addition to the general requirements laid down in section 5 above.

- a) the combination of skills, qualifications and experience necessary to enable them to function effectively as managers of assessment teams,

- b) detailed knowledge of management systems and their implementation in laboratories/inspection bodies/certification bodies,
- c) detailed knowledge of the appropriate and relevant international standards, MAURITAS Regulations and other relevant requirements and be able to exercise judgement against these requirements, and
- d) skills in writing the accreditation report for submission to the accreditation committee (AC).

6.1.2 A lead assessor would be expected to hold a minimum total of 10 credits under the scoring system set out in annex A to this publication (with a minimum of 2 credits from qualifications and a minimum of 7 credits from experience).

6.1.3 To be qualified as lead assessor, a potential lead assessor shall carry out at least 1 assessment as lead assessor under the mentorship of a lead assessor, using the appropriate and relevant international standards.

7 Criteria for technical assessors

7.1 Skills, qualifications and experience

7.1.1 Technical assessors shall have, in addition to the general requirements laid down in section 5,

- a) detailed technical knowledge of management systems and their implementation in laboratories/inspection bodies/certification bodies,
- b) detailed knowledge of the appropriate and relevant international standards, MAURITAS Regulations legal requirements (when relevant) and other relevant requirements within the technical area and be able to exercise judgement against these requirements, and

7.1.2 A technical assessor would be expected to hold a minimum total of 8 credits under the scoring system set out in annex A to this publication (with a minimum of 1 credits from qualifications and a minimum of 6 credits from experience).

7.1.3 To be qualified as technical assessor, a potential technical assessor shall carry out at least 1 assessment as technical assessor under the mentorship of an assessor, using the appropriate and relevant international standards.

8 Criteria for technical experts

8.1 Skills, qualifications and experience

8.1.1 Technical experts shall have, in addition to the general requirements laid down in section 5,

- a) detailed technical knowledge of the appropriate and relevant methods used by conformity assessment bodies.

8.1.2 A technical expert would be expected to hold a minimum total of 7 credits under the scoring system set out in annex A to this publication (with a minimum of 1 credit from qualifications and a minimum of 6 credits from experience in the relevant field).

8.1.3 To be qualified as technical expert, a potential technical expert shall carry out at least 1 assessment as technical expert under the mentorship of an assessor, using the appropriate and relevant international standards.

9 Assurance of acceptability and records

9.1 Organisations providing assessors/technical experts or, in the event of no organisation being involved, the individuals themselves are responsible for providing evidence of acceptability of assessors/technical experts to MAURITAS and for maintaining records of qualifications, experience, training and performance. These records shall be maintained up-to-date for each assessor/technical expert, and shall be made available to MAURITAS, on request. The records shall identify, for each individual:

- a) name,
- b) contact details (eg. phone number, email address, postal address, etc),
- c) date of birth,
- d) organisation affiliation and position held,
- e) educational qualifications,
- f) current professional qualifications, if applicable,
- g) work experience with dates,
- h) assessor training received and result of any relevant examination or evaluation with dates,
- i) training in quality assurance, calibration, testing, EMS, product certification, personnel certification, inspection or other relevant activities,
- j) details of participation in assessments (records of MAURITAS assessments are confidential to MAURITAS, the organisation and the individual assessor/technical expert),
- k) fields of calibration/testing, certification or inspection that they are competent to assess,
- l) date of most recent updating of record, and
- m) organisation or individual responsible for updating the record.

9.2 The above information are updated by relevant technical staff as and when required.

10 Maintenance of acceptability

10.1 The continuing acceptability of assessors/technical experts shall be conditional on their maintaining compliance with the criteria set out in clauses 5, 6, 7 and 8 of this document. All parties concerned (MAURITAS, organisations providing assessors/technical experts and the individuals themselves) have a responsibility to review the compliance of assessors/technical experts with the criteria on a continuing basis and, in particular, before their employment on any given assessment exercise. It is the responsibility of assessors/technical experts to maintain their technical competence and familiarity with standard methods, specifications and requirements for calibration/testing/certification/inspection.

10.2 It is a requirement for assessor acceptability that assessors ensure that they are aware of, and implement developments and changes in, MAURITAS policy, requirements and regulations. This may involve attending workshops/seminars organised by MAURITAS.

10.3 MAURITAS may through its programme for monitoring assessor performance maintain or cancel the acceptability of an assessor, or require retraining or requalification. Such evaluation shall be documented.

11 Related Forms

- Evaluation Form – Selection of assessors/technical experts, F1.06

ANNEX A

A.1 Scoring system for evaluating the qualifications and experience of assessors and technical experts

This scoring system is to be used to provide a first measure of a candidate's suitability for assessment duties. It shall always be supplemented by knowledge gained from any interviews held, performance at training courses and personal contact.

Technical assessors will normally be expected to hold a minimum total of 8 credits with a minimum of 1 resulting from qualifications and a minimum of 6 resulting from experience.

Lead Assessors will normally be expected to hold a minimum total of 10 credits, with a minimum of 2 resulting from qualifications and a minimum of 7 resulting from experience.

Technical experts will normally be expected to hold a minimum total of 7 credits with a minimum of 1 resulting from qualifications and a minimum of 6 credits from experience in the relevant field.

A.2 Qualifications

- (i) Corporate membership of a professional institution, undergraduate degree or equivalent qualification in
- a) relevant scientific/technological or other relevant discipline, score 2
 - b) quality assurance, score 1 credit
- (ii) Non-corporate membership of a professional institution, diploma/certificate or equivalent qualification in a relevant scientific/technological or other relevant discipline, score 1 credit
- (iii) For each postgraduate qualification in addition to (i) or (ii) above, score as follows;
- Postgraduate Certificate- 0.25 credit
 - Postgraduate Diploma – 0.5 credit
 - Masters Degree – 1 credit
 - Doctorate – 2 credits
- Total qualifications credits:**

A.3 Experience

- (i) Technical experience in science, engineering, technology, manufacturing, construction, Maintenance or any other relevant area, score 1 credit for each year of experience with a maximum of 5 credits
- (ii) If 2 or more years of this experience have been in calibration/testing/inspection/certification or some aspects of quality assurance, score 2 additional credits

or,

If 2 or more years of this experience have been in a position with responsibility for quality assurance in a calibration/ testing laboratory or certification body or other organisation, score 3 additional credits

- (iii) If the experience has been in the assessment of management systems, score 1 additional credit

or,

If 3 or more years of this experience have been in the assessment of calibration/testing laboratories or inspection bodies or certification bodies to an accreditation standard recognised by MAURITAS, score 2 additional credits

Total experience credits:

Total credits (experience + qualifications):

Name of evaluator:.....

Designation:.....

Signature:.....

Date:.....