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Scope:

The procedure is applied to select, qualify and monitor the competence of assessors/experts in the assessment of CABs.

Responsibility of applying the procedure:

The TD/HD in collaboration with the DAM are responsible for the application of this procedure.

Amendments:

The procedure was resumed completely.

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Par : les chefs des
départements techniques

Visa:

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Par : Responsable
Qualité

Visa :

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Par : Directeur Général

Visa:



1. Object

The purpose of this document is to describe the steps for selecting, qualifying and monitoring the skills of assessors and experts.

2. Vocabulary and abbreviations

Qualification: Process for demonstrating the ability to meet specified requirements.

Competence: Ability to implement knowledge and know-how.

Lead Assessor (LA): is a quality assessor appointed to ensure the evaluation and conduct of an evaluation team, the coordination of the work, the opening and closing meetings of the evaluation, monitoring of the non-conformities and preparation of the final evaluation report.

Technical Assessor (TA): Assess the technical adequacy of the provisions putted in accordance with the accreditation criteria.

Technical Expert (EXP): Person designated by an accreditation organization, working under the responsibility of an assessor, which provides specific knowledge or expertise in the context of the accreditation scope to be evaluated but does not carry out an assessment independently.

Responsible for accreditation: permanent person who monitors the OEC accreditation file and who can attend the evaluation as an observer.

Observer (OBS): person who accompanies the evaluation team, but who does not assess.

Trainee Assessor (TRA): is a trainee assessor who participates under supervision. Trainee evaluator with duties to carry out a partial assessments and a complete assessments under supervision.

Supervisor (SUP): person responsible for assessing the performance of an assessor in the context of evaluation and monitoring skills.

EA : European Cooperation for Accreditation

CAB : Conformity assessment body

ILAC : International Laboratory Accreditation Cooperation

IAF : International Accreditation Forum

MLA : Multilateral Agreement

MRA : Mutual Recognition Agreements

GD : General Director

QM : Quality Manager

DTQ : director of technical/quality

HD : Head of Department

DAM : Director Administration and Means

AR : Accreditation Responsible

TL : Team Leader

TA : Technical Assessor

EXP : Technical Expert

SUP : Supervisor

OBS : Observer

TRA : Trainee Assessor



DB : Database

3. Review procedures

The QM review this procedure whenever is useful to improve the functioning of the ALGERAC system.

4. Reference documents

- ISO/CEI 17011 «Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies».
- ISO 19011 « Guidelines for auditing management systems».
- GEN 01 : Quality Manual
- GEN 14 : skills matrix
- PRO 12 : Accreditation procedure.

5. Description of the procedure

5.1 Selection and recruitment of a technical expert:

If there is a need for a profile in a determined field, the HD prospects an expert through a call for candidates by all means including the ALGERAC website, the profile must correspond to the requirements of appendix 01 and domain desired According to the skills matrix (GEN 14).

Based on the CV (FOR 20) responding to selection criteria of appendix 1 A (minimum 12 points), the HD organizes an interview with the candidate by calling on the selection commission composed of HDs techniques, QM and any skills that can help the application assessment.

The selection and recruitment form (for 65) is informed and validated by the recruitment committee, specifying the general and specific field of competence chosen.

The form is transmitted to DAM to elaborate a service agreement as an expert and the candidate is notified by e-mail. The Data Base is updated (For 29) List of Evaluators and Experts.

NB: If the candidate is empowered in the field desired by an accreditation organization signatory to the MLA/MRA EA/IAF mutual recognition agreements, the HD fill the individual recruitment form FOR 65, specifying the general area of competence and specific retained without the recruitment committee meets.

5.1.1 Expert training:

After selecting the expert, he must be trained on:

- The accreditation process according to PRO 12;
- The documentary review;
- Knowledge of principles, practices and evaluation techniques for an expert
- The basis of findings in relation to technical standards, or regulations, if applicable;
- The progress of evaluations and on -site observation,



- The risk approach in the field of conformity assessment in relation to the scope of accreditation;
- knowledge of the practices and processes of the economic environment of the conformity assessment bodies,
- The basis of appropriate communication,
- The information of the evaluation reports (technical part).

A report is established by the trainer.

NB: Training can be done remotely.

5.2 Selection and recruitment of an assessor

Selection criteria:

Qualification of an Expert to an TA:

- Have carried out as an expert at least three (03) satisfactory assessments.
- Capacity of communication and listening;
- Knowledge of accreditation references

Qualification of an TA to an LA:

- Have carried out as TA at least three (03) satisfactory evaluations.
- Meet the criteria of appendix 1 for chapters C and D.

Qualification of a supervisor:

- Have the status of LA/TA.
- Having carried out at least three (03) evaluations during the last three (03) years

If an evaluator LA/TA fulfills the criteria mentioned above, the HD fill the form FOR 65-1 for a decision of authorization as supervisor, the LIST 09 is updated.

Qualification of a permanent employee to LA

- Having managed the accreditation files for two years,
- Having a good appreciation during the two years (annual record).

5.3 Assessor enabling process:

5.3.1- Qualification of ALGERAC assessors by theoretical and practical trainings.

+ Theoretical training

- Module 1: Presentation of the accreditation and operating process of ALGERAC (2H)
- Module 2: ALGERAC accreditation process (2H)
- Module 3: Requirements of the accreditation standard (15 H.)
- Module 4: Audit techniques (6h)

Based on the appreciations of the trainer (FOR 51), the HD decides:

- **1st case:** good appreciation of the candidate who becomes TRA,
- **2nd case:** need additional training.
- **3rd case:** candidate keeps his initial status (Expert or technical assessor).

The DAM elaborates a trainee agreement for the selected TRA.



After signature of the agreement by the two parties (trainees and GD of ALGERAC), the HD's mandates the TRA to participate in evaluations according to the following process:

- + **Practical Training:** during this stage the trainee will participate as a TRA.
 - Carrying out an Observation during an evaluation, this step is not applied for candidates who have Expert status.
 - TRA with duties to carry out at least three (03) partial evaluation and at least one (01) complete evaluation.

NB:

During this practical training phase, the TRA will be supervised by an authorized supervisor.

If the result of the appreciation forms (FOR 65-1) for externals TRA and (FOR 65-6) for permanent TRA is satisfactory, the HD send the administration to take in charge of their authorization, for assessors:

- **External:** an enabling decision and an agreement are established for a period of three (03) years, renewable.
- **Permanent:** an enabling decision is established for a period of six (06) years, renewable.

In the case of unsatisfactory results, actions will be taken, namely:

- Additional training;
- The TRA is rejected and retains his initial status as (EXP or TA).

5.4 Skills monitoring and qualification reassessment:

5.4.1 On-site supervision:

- Each TL (external or internal) or TA must be supervised at least once every three years by an authorized supervisor in accordance with the established three-year plan (FOR 65-7).
- Each time the expert intervenes, the TL or the TA completes the FOR 21-3 form.

NB: the assessor who has several statuses is supervised for each status once every three years

5.4.2 Reassessment:

Based on the results of the FOR 65-1 analysis of the assessments carried out by the LA/TA/EXP over three (03) years, the HD makes the decision, either:

- Renewal of the assessor/expert agreement and maintenance of their enabling.
- The implementation of skills improvement actions.
- Extension or reduction of the field of competence
- Removal of the assessor/expert.



Based on the results of the FOR 65-6 analysis, the DTQ makes the decision, either

- The renewal or not of the enabling of the permanent TA;
- The implementation of skills improvement actions;
- Extension or reduction of the area of competence;
- Removal of the internal evaluator (TA).

The FOR 65-1 and FOR 65-6 assessor/expert competency monitoring forms are sent to the DAM to establish decisions and update the assessor/expert file.

The database of assessors and experts is updated (FOR 29)

5.5 Extension of skills:

5.5.1 For expert and TA

The FOR 20 is updated (with necessary proof for any new qualification and/or skills) justifying skills in a new technical area.

After examination of CV and proof of skills by the HD, he informs the FOR 65-1 for an authorization in the new field according to the competence matrix GEN 14 and appendix N ° 01

5.5.2 For an LA:

If the LA authorized for a standard has competence for another standard, the provisions of chapter 5.3 apply.

5.6 Regular information:

ALGERAC regularly informs the assessors/experts on the new requirements of the accreditation standards and other mandatory documents EA, ILAC/IAF, etc., through:

- the Practice harmonization forums organized at least once a year;
- The ALGERAC website and by email.

6. Records

- Curriculum vitae (FOR 20)
- Trainer Appreciation Sheet (FOR 51)
- Assessment sheet for the services of an assessor/expert (FOR 21-1)
- Individual recruitment sheet (FOR 65)
- Qualification sheet and skills monitoring (FOR 65-1)
- Qualification and skills monitoring sheet for permanent assessors (FOR 65-6)
- Trainee agreement/Convention
- Decision to enabling/ to maintain an LA (FOR 65-3)
- Decision to end the employment relationship (FOR 65-5)
- Decision to enabling/ to maintain a TA (FOR 65-4)
- List of supervisors (List 09)
- List of ALGERAC assessors and experts (FOR 29)

**Annex 01: Candidate selection criteria****A) Pre-application requirements:**

- Be in business or not have left the business for more than 3 years.
- Be under 75 years old.

N°	Criteria	Requirements	Credits
01	Basic training in the relevant field		
	Doctorate or Magister	> = 8 years	7
	Engineer or Master 2	5 years	5
	Master 1	4 years	4
	Bachelor	3 years	3
02	Additional years of specialized training after university graduation	Specialization	3
03	Professional experience in the field of competence	3 years	2
		4 years	3
		5 years	4
		> 5 years	8
04	Training on accreditation standards	ISO/IEC 17011 ISO/IEC 17020 - ISO/IEC 17021-1 - ISO/IEC 17025 - ISO/IEC 17065 - ISO/IEC 17024 - ISO/IEC 17043 - ISO 15189 - ISO 9001	2
Maximum (1+2+3+4)			20
Minimum credits required (1+2+3+4)			12

B) Skills required for the accreditation of assessors

- Tenacity
- Analytical skills
- Objectivity
- Honesty
- Sincerity and discretion
- Diplomacy
- Direction of observation
- Autonomy
- Self-confidence
- Verbal and written communication skills
- Understanding and correct interpretation of the requirements of the accreditation criteria



C) Additional criteria for the LA:

- Ability to plan and organize an evaluation
- Ability to lead a team
- Ability to support Assessors in training
- Ability to prevent and resolve conflicts
- Decision-making capacity
- Synthesis capacity.

D) Additional knowledge for LA:

- In systems management.
- Minimum experience of three (03) years in systems management.
- Mastery of proven audit methods.

E) List of documents in the assessors/expert file :

1) Administrative file

- Cover letter
- Detailed CV (FOR 20 canvas)
- Certificate(s) and diploma(s)
- One (01) birth certificate
- Two (02) passport photos
- Certificate/Certificate of work
- Photocopy of the identity document
- Photocopy of the insurance card
- Crossed check (N° RIP/RIB must appear)

2) Qualification and skills monitoring

- Individual recruitment sheet (FOR 65)
- Certificate(s) and diploma(s)
- Trainer Appreciation Sheet (FOR 51)
- Updated CV (FOR 20)
- Qualification and skill monitoring sheets (FOR 65-1) and (FOR 65-6)

3) Decisions

- Enabling/maintain of decisions (FOR 65-3) and (FOR 65-4)
- Decision to end the employment relationship (FOR 65-5)