

Assessor/Lead Assessor Training Course

Three Training Days

Candidates are expected to review materials during the evenings between training days.

What?

Learn how to plan and conduct assessments of competence for applicant and accredited laboratories within an accreditation program. Examine assessment principles and techniques. Practice the required skills.

Who?

For all persons who have been nominated to participate in the assessment of laboratories for accreditation. Assessors work in the examination of the following disciplines:

- Technical competence,
- Traceability requirements,
- Uncertainty requirements,
- Laboratory management systems,
- Continual improvement and Risk Based Thinking,
- Root Cause Analysis.

How?

This 3-day Training Course is offered by IAS and it contains the internationally recognized approaches to conducting assessments of competence. The techniques learned promote the interpersonal skills needed to conduct successful assessments. Exercises are assigned and delivered in class.

An exam is administered at the end of the course.

Syllabus

Day 1 - (09:00-16:30)

Global context for accreditation

Common accreditation requirements

- Assessment basics
- Assessor behaviours
- Assessment planning

Day 2 - (09:00-16:30)

Conducting assessments against 17025

- Plan and deliver opening meeting
- Interviews of staff
- Classifying and writing findings
- Writing the assessment report
- Closing meetings

Day 3 - (09:00-16:30)

Closing out assessments against 17025

- Deliver closing meetings
- Understand how the lab develops solutions to findings

Course Exam (120 minutes)

Exam Take-up

End of Course.