



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.

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.
- P series MAURITAS quality system procedures
- F series MAURITAS Forms
- 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 Team Leaders, Assessors and Technical Experts irrespective of their area of specialisation or the technologies involved. All Assessors/Technical Experts shall comply with the relevant 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 MAURITAS A Series documents

3.2 MAURITAS G Series documents

3.3 ISO/IEC 17011: Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies

3.4 ILAC/IAF JWG A-Series FAQ1

4 Definitions

4.1 Assessor (A)

An Assessor is a person assigned by MAURITAS to perform, alone or as part of an assessment team, an assessment of a CAB. He/she may perform individual assessments of limited and technical scope based on acceptance from the Director.

4.2 Team Leader (TL)

A Team Leader is an assessor who is given the overall responsibility for the management of an assessment.

4.3 Technical expert (TE)

A Technical Expert is a person assigned by MAURITAS, working under the responsibility of an Assessor, who provides specific knowledge or expertise with respect to the scope of accreditation to be assessed and does not assess independently. However, a Technical Expert can work in an area alone if an Assessor/Team Leader is available and periodically checking and communicating with the Technical Expert (this includes also keeping in touch via email or telephone or a mobile application).

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 the 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. Assessment team members shall demonstrate knowledge of risk-based assessment principles.

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 or have worked in that CAB during the last three years that might compromise the accreditation process and decision, to the applicant/accredited organisation. Any such interest 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, note-taking 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 assessment.

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 complete an Assessor training course organised by MAURITAS, or an equivalent training course recognised by MAURITAS, before undertaking assessments on behalf of MAURITAS.

A potential Assessor shall attend at least one assessment as observer.

6 Criteria for Team Leaders

6.1 Skills, qualifications and experience

6.1.1 Team Leaders 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) knowledge of management systems and their implementation in laboratories/inspection bodies/certification bodies,
- c) 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 An External Team Leader would be expected to hold a minimum total of 9 credits under the scoring system set out in F1.06 (with a minimum of 2 credits from qualifications and a minimum of 7 credits from experience).

6.1.3 Alternatively, a qualified Team Leader shall be a MAURITAS Staff who has been deemed competent after training. The application of the Evaluation form - Selection of Assessors/Technical Experts, F1.06 for qualifying internal Assessors is therefore, not applicable.

6.1.4 To be registered as Team Leader, a potential Team Leader shall carry out at least 1 assessment as Team Leader under the mentorship of a Team Leader/Director of MAURITAS, using the appropriate and relevant international standards.

7 Criteria for Assessors

7.1 Skills, qualifications and experience

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

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

7.1.2 An Assessor would be expected to hold a minimum total of 7 credits under the scoring system set out in F1.06 (with a minimum of 1 credit from qualifications and a minimum of 6 credits from experience).

7.1.3 To be qualified as Assessor, a potential Assessor shall carry out at least 1 assessment as Assessor under the mentorship of a competent senior staff designated by the Director of MAURITAS, 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) 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 6 credits under the scoring system set out in F 1.06 (with a minimum of 1 credit from qualifications and a minimum of 5 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 a competent senior staff designated by the Director of MAURITAS.

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 (e.g. 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 with dates, where relevant,
- 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 is 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

11.1 Evaluation Form – Selection of Assessors/Technical Experts, **F 1.06**

Appendix A: Amendment Table

SN	Section	Amendment
Issue 1, Rev 5		
1.	3.4	Reference to IAF MD20 has been removed
2.	7.1.1	“/scope of activity” has been added in bullet (b)
Issue 2, Rev 5		
1.	6.1.2	At line 1, “external” has been added before “Team Leader”
2.	6.1.3	New paragraph “Alternatively, a qualified Team Leader shall ... internal Assessors is therefore, not applicable.” has been added
3.	6.1.4	i. Previous sub-section 6.1.3 is now 6.1.4. ii. At line 1, “qualified” has been replaced by “registered”