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## **1 General**

This rule contains general requirements for persons to be assigned as assessors in accrediting cases of DAP Deutsches Akkreditierungssystem Prüfwesen GmbH (German Accreditation System for Testing - hereinafter referred to as DAP), following an appropriate training. The procedure of qualification, appointment and assignment of assessors is described in general.

This rule contains basic requirements from international standards and rules for accreditation (ISO, ILAC, IAF, EA ..., requirements of the DIN EN 45000 series of standards, DIN EN ISO/IEC 17000, DIN EN ISO 19011 and recommendations of the Deutscher Akkreditierungsrat (German Accreditation Council - DAR))

## **2 Assessor profile**

The assessment is the fundamental basis for attesting the competence of testing laboratories, inspection and certification bodies within the DAP accreditation procedure. It decisively depends on the results of the on-site assessment and on-site appraisal whether an accreditation is granted or refused.

This requires DAP assessors to fulfil specific general as well as technical requirements with an operational pool of assessors available at any time. This pool includes staff members of the DAP Office, DAP partner institutions and private assessors to meet the following requirements:

### **2.1 General requirements**

Persons assigned as assessors in the accrediting procedure have to give evidence that they fulfil the appropriate requirements relating to the

- Vocational training,
- Professional knowledge and experience,
- Personal qualities,
- Freedom from any outside pressures,
- Assessor training,
- Maintenance of the qualifications.

The requirements refer to the following, in particular:

Vocational training	Natural scientific or technical degree of a university or college according to the future area of assignment or, based on a special qualification of a specialized institution a degree of higher education for comparable study branches. In exceptional cases, a similar training in a natural scientific or an engineering field or equivalent knowledge and skills may be recognized.
Professional knowledge and experience	<p>At least four years of professional work (<math>\geq 19</math> week hours), including at least two years in testing, surveillance and/or assessing activities at a calibration or testing laboratory, at an inspection or certification body or a comparable organisation. This activity shall not date back longer than 3 years at the time of the initial appointment.</p> <p>Fulfilment of specific technical requirements, where relevant, laid down by the respective sector committee.</p> <p>Sufficient foreign language skills, especially English</p> <p>Knowledge of quality management in the area of testing, certification or inspection due to practical experience and/or successful participation in training courses (e.g. DGQ training or Module A of the DAR Framework Program).</p>
Personal qualities	<p>Persistence, steadfastness, negotiating skills, ability to deal with people, self-control, ability to communicate.</p> <p>Judgement and ability to quickly recognize and understand a situation and to be able to think analytically.</p>
Freedom from outside pressure	There shall not be any conflicts of interest which could urge the assessor to act in any other way than impartial, confidential and non-discriminatory.
Assessor training	<p>Knowledge of the objectives, organisation and DAP services, knowledge of the assessment and accreditation procedure (proven participation in the training of Module B according to the DAR Framework Program).</p> <p>On-site assessment visits and assessments under guidance.</p>

Requirements for renewing the appointment term

To renew the appointment term of the assessor, beside the general requirements for the education, professional and juridical knowledge as compared to the initial appointment there is the obligation of the assessors attending the annual exchange of experience (DAR Module E). If the requirements for the professional experience do not comply with the ones of the initial appointment, the renewal of the appointment term may only be done if it is made sure that

- The assessor practically cooperates in technical-related works (in the appointment area)
- There is proof of his/her practical activity as certified expert, approved or appointed in public and sworn in (in the appointment area)

In addition to the criteria mentioned above, a renewal of the appointment term may only be done if 2 of the following requirements are fulfilled, at least:

- Active collaboration in technical bodies in the appointment area (e.g. professional associations, standardization bodies, regional associations or technical groups)
- Technical publications or professional articles in the appointment area in recognized technical journals
- Positive result of peer witness audits (audit by an appointed assessor)
- Positive monitoring by accredited bodies and the accreditation body
- Active audit activities in the year before the appointment term has elapsed

## **2.2 Status of the assessor**

The DAP accreditation system differentiates between lead assessors, assessor and experts.

### **2.2.1 Lead assessor (DIN EN ISO/IEC 17011)**

Assessor who is given the overall responsibility for specified assessment activities

### **2.2.2 Assessor (DIN EN ISO/IEC 17011)**

Person assigned by an accreditation body to perform, alone or as a part of an assessment team, an assessment of a CAB

### **2.2.3 Expert (DIN ISO/IEC 17011)**

Person assigned by an accreditation body to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed

## **2.3 Training of the assessor**

DAP conducts assessor training courses according to the DAR Framework Program with the following main components:

- Accreditation as a means of confidence-building in Europe
- Quality management at the testing laboratory, inspection or certification body
- Fundamentals and definitions of accreditation
- Sequence of an accreditation procedure
- Accreditation and assessment techniques
- Document review
- Conducting the on-site assessment
- Establishing the technical competence and identifying non-conformities on-site
- Documentation of the assessment result on-site and final meeting
- Assessment report as the basis for the decision on accreditation

The participation of assessors in DAP assessor training courses is registered at the DAP Office and confirmed by means of an attendance certificate. As a rule, training courses held at other accreditation bodies are recognized.

## **2.4 On-site visit by an applicant assessor**

Following the training according to the DAR Framework Program, every applicant usually has to take part in at least one on-site assessment (lead assessors in 3) at a testing laboratory, inspection or certification body of his/her field of expertise before being appointed as an assessor and assigned for an accreditation case. The visits are coordinated by the DAP Office.

The applicant assesses the assessment based on his/her own observations and fills in the applicable proforma documents.

### **3 Assignment of the assessor**

#### **3.1 Applying as an assessor**

Applicants interested in the work as an assessor fill in the following DAP documents:

- Application for the acceptance in the List of Appointed Assessors of the sector committee
- Assessor questionnaire, sector committee-related additional questionnaires and other documents providing information on the future possible field of appointment (professional career, technical and quality assurance experience ...)
- Declaration of confidentiality
- Proof of training according to the DAR Framework Program, Module B
- Proof of on-site assessment visits

#### **3.2 Appointing an assessor**

The applicant is appointed on the basis of the submitted documents or the personal interview in the sector committee or, in exceptional cases, in the Committee for Accreditation. The sector committee/s or the AfA check the applicants for their competence and where appropriate recommend the integration of the applicant in the pool of DAP assessors.

After the appointment, the assessor is given a respective appointment certificate. A Framework Agreement to be signed specifies the assignment and the rights and duties of the assessor. A declaration of confidentiality is also to be signed.

The appointment term for an assessor is 5 years at most corresponding thus to the validity term of granted accreditations. At any time, it is possible to withdraw the appointment in the appointment period.

#### **3.3 Assigning an assessor**

The DAP Office assigns appointed assessors for individual accreditation cases. The assignment contains information on the body to be assessed, the place and the assessment date, as well as the remuneration for the assessment services. The assessor confirms the acceptance of the assignment in writing.

#### **3.4 Maintaining an assessor record**

An assessor file is maintained at the DAP Office containing details on education, qualifications, training courses, assessments and monitoring reports. There are arrangements to safeguard the confidentiality of all personal data.

#### **3.5 Monitoring**

The assessors are regularly assessed in accordance with their performance. The parts of the monitoring are:

- Monitoring of the on-site assessment activities (witness audits)
- Appraisal of the assessors' performance by the assessed body
- Appraisal of the assessment reports and other assessors' records

#### **3.6 Appeals and complaints**

Applicants and assessors who do not agree with specified decisions taken by DAP have the possibility to lodge a complaint with the DAP Office.