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ஒத்தியல்பு மதிப்பீட்டிற்கான இலங்கை தராதர அங்கீகார சபை
Sri Lanka Accreditation Board for Conformity Assessment

නො. 104/අ, කිතුල්වත් පාර,
බොරැල්ල, 00800, ශ්‍රී ලංකාව.

இல 104/ஏ, கிதுல்வத்த வீதி
பொரெல்ல, 00800, இலங்கை.

No. 104/A, Kithulwatta Rd,
Borella, 00800, Sri Lanka.
2022-01-05

Dear Sir/Madam,

ASSESSOR TRAINING COURSE ON ISO/IEC 17043: 2010

The Sri Lanka Accreditation Board for Conformity Assessment (SLAB) as National Accreditation Authority in Sri Lanka introduced new accreditation scheme for Proficiency Testing Providers and one proficiency testing provider has been accredited as per ISO/IEC 17043 and two more applicants in the process of accreditation. Assessments of above applicants and accredited organizations were conducted in association with external expertise and SLAB assessors who are currently working with the SLAB. SLAB is planning to extend its international recognition for proficiency testing provider accreditation with the completion of one accreditation cycle of accredited proficiency testing provider.

For the accreditation scheme of Proficiency Testing Providers, SLAB expects to conduct an assessor training programme from 19th to 23rd February 2022 in order to train a batch of assessors in compliance with the International Standard ISO/IEC 17043:2010. This programme will be conducted as physical training programme in accordance with health regulations and venue of the Programme will be notified to selected participants. This programme will be conducted in association with the National Accreditation Board for Laboratories, India with the financial support of United Nation Industrial Development Organization (UNIDO) under the project titled, Mainstreaming Standards-Based Best Practices for Agri-Food Sector Development. Programme schedule and selection criteria are enclosed herewith.


The potential applicants need to successfully complete Assessors Training Course on ISO/IEC 17025: 2017/ISO 15189:2012 or ISO/IEC 17020:2012. Applicants with training on ISO/IEC 17043 and experience in organization of inter-laboratory comparisons/ Proficiency testing programmes or similar activities and potential proficiency testing providers are encouraged to follow this programme in order to become a qualified assessor or accredited PT provider. Selection of participants will be done by an independent committee considering above mentioned criteria current needs of the SLAB accreditation scheme for PT providers.

The prospective candidates should fill the online registration form through this link (https://docs.google.com/forms/d/17ytI0gTAmt42tDtxOIba4YqyD_hbgXODxDm10A2DeGs/edit) and submit the attached application form for assessor training, updated CV and supporting evidence for educational, professional qualifications and experience. Those currently employed are required to submit their applications with the concurrence of the Head of the Institution for release of such officials for the training and subsequent assessments. Applications shall be submitted to the SLAB by post to Sri Lanka Accreditation Board, No 104 A, Kithulwatta Road, Borella or email bandu@slab.lk, banduslab@gmail.com on or before 2022-02-01.

A nominal training fee of LKR 10 000/= will be charged per participant. Number of participants of this programme will strictly be limited to 20.

For more information/clarification, please contact Mr. Bandusoma (Tel: 0112689157 Ext. 201 or 0718048793)

Thank you in advance for your co-operation.
Yours faithfully,


Chandrika Thilakaratne
Director/CEO
Sri Lanka Accreditation Board for Conformity Assessment

| | කාර්යාලය / அலுவலகம் / Office | අධ්‍යක්ෂ / பணிப்பாளர் / Director | සභාපති / தலைவர் / Chairman |
|---------------------------------------|------------------------------------|----------------------------------|----------------------------|
| දුරකථන / தொலைபேசி / Telephone | - 94 11 2 689 157, 94 11 2 689 158 | 94 112 689 124 | 94 112 678 780 |
| ෆැක්ස් / பக்ஸ் / Fax | - 94 11 2 689 161 | 94 112 689 161 | 94 112 689 161 |
| විද්‍යුත් තැපෑල / மின்னஞ்சல் / E-mail | - slabmail@slab.lk | director@slab.lk | chairmanslab@gmail.com |
| වෙබ් අඩවිය / இணையத்தளம் / Website | - www.slab.lk | | |

**ASSESSOR TRAINING FOR ACCREDITATION OF PROFICIENCY TESTING PROVIDERS
CONDUCTED BY NATIONAL ACCREDITATION BOARD FOR TESTING/CALIBRATION
LABORATORIES AND ORGANIZED BY SRI LANKA ACCREDITATION BOARD**

Criteria for Assessor Training and Selection

1. Eligibility

Applicants for assessor training should possess the following qualifications, experience and personal attributes.

1.1 Pre-qualifications

- (a) B Sc degree in a field relevant to laboratory testing/ medical testing/ calibration (Eg. Chemistry, Physics, Engineering, Biology, Microbiology, Metrology, Biochemistry, Veterinary Science, Electrical & Electronics, Information Technology, Textiles, Materials Science/Engineering, Radiology, Forensic science, Molecular Biology & Gene Technology, medical/clinical testing etc.)
- (b) At least four years of experience in a laboratory testing/inspection and two years of which in the quality management
- (c) Employed as analyst, technician, consultant, clinical scientist or in a similar capacity related to Laboratory testing/ calibration/inspection

1.2 Post training requirements

- a) On successful completion of the training programme for 5 days, each participant should undergo 05 man-days in at least 2 on-site assessments as an Observer under the guidance of a Team Leader/Technical Assessor to satisfy the criteria for an assessor/Technical assessor, if he/she is interested in working with SLAB. Applicants should be able to allocate adequate time (not continuously) for these assessments for training.
- b) Assessors who successfully complete the training should be able to commit to conduct assessments as assigned for a particular year.
Note: Provisions exist for payment of Assessor Fees
- c) Each assessor working with SLAB should be prepared to develop his/her own skills in technology and conformity assessments through education and training and/or assessor knowledge sharing meetings.

2. Personal Attributes

Assessors should preferably have the following personal attributes.

- a) Knowledgeable of the functioning of a testing laboratory
- b) Knowledgeable of the standards related to testing and accreditation
- c) Have an open-minded, ethical and diplomatic approach in conducting assessments
- d) Should Have good communication skills and inter-personal skills
- e) Should be able to work as a part of a team
- f) Should be self-reliant and able to take impartial decisions.
- g) Should have knowledge in Computer including e-mail & internet

3. Method of Selection and Appointment

- 3.1 Each application should be endorsed by the Chief Executive or the Head of Department of the working Institution for the suitability and availability of the applicant for accreditation work, if not applied individually.
- 3.2 Preference will be given to those who have served in accredited laboratories with sound quality management systems and those who have experience in quality management, quality assurance and quality system assessments, conducting and organizing interlaboratory comparisons/proficiency testing programmes and current needs of accreditation scheme for proficiency testing providers.
- 3.3 The number of places available in the programme is approximately 20.
- 3.4 The SLAB with the assistance of independent selection committee will assess the applications for selection.
- 3.5 Applications submitted after the closing date will not be considered for selection.
- 3.6 Applicants will be informed in writing of the selection.
- 3.7 Successful participants will be issued a Certificate by the SLAB, which is recognized internationally.
- 3.8 On completion of the required man-days of on-site training, each Assessor will be issued with a Letter of Appointment by the SLAB.



NATIONAL ACCREDITATION BOARD FOR TESTING & CALIBRATION LABORATORIES

Assessor Training program as per ISO/IEC 17043: 2010
Dates 19th – 23rd Feb 2022 (05 Days), Venue: Colombo, Sri Lanka

Self Study before attending the training (Total 17 Hours)

| Date | Duration | Material to Study |
|-----------------|-----------------|---|
| 11.02.22 | 2 Hours | ISO/IEC 17025 :2017 - Quality management system requirements |
| 12.02.22 | 2 Hours | ISO/IEC 17025 :2017 - Technical Requirements for Laboratories |
| 13.02.22 | 2 Hours | ILAC P 10 & ILAC P14 |
| 14.02.22 | 2 Hours | Documents of NABL for PTP Accreditation - Application form, - Accreditation Criteria - Assessment forms & Checklists - Policy Documents |
| 15.02.22 | 2 Hours | ISO 13528:2015 (Cl. 4, 5 & 6) |
| 16.02.22 | 2 Hours | ISO 13528:2015 (Cl. 7, 8 & 9) |
| 17.02.22 | 2 Hours | ISO / IEC 17043:2010 - Introduction, Cl. 1,2, 3 - Cl .5.1 to 5.15 (Management Requirements) |
| 18.02.22 | 3 Hours | Technical Requirements of ISO/IEC 17043:2010 - Cl 4.1 to Cl 4.10 |



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Saturday 19th February 2022 (Day 1)

| | |
|--|--|
| 0830 – 0900 | Registration & Inauguration |
| Session 1 0900 – 1300 (4 Hours) | Introduction <ul style="list-style-type: none"> - Welcome of Participants, Introduction of Instructors / Trainers - Information on Course Content / Agenda - Methodology of assessment of participants & Qualifying Criteria - Introduction of Participants, Information on Administrative arrangements |
| | Introduction to PTP Accreditation & International Dimension of Accreditation <ul style="list-style-type: none"> - Basic Quality Concepts & Vocabulary : Introduction to Quality, Quality Management, Quality Assurance, Quality control, & Quality Improvement, Importance of Quality to the marketplace in India - Meaning of Accreditation, Accreditation v/s Certification - Meaning of CABs & its types Overview on ISO/IEC 17011:2017 : Accreditation body operations & regulations - Role of ILAC & APAC & its Publications - Benefits of Accreditation & International Linkages |
| | Inter – laboratory comparisons (proficiency Testing / external quality assessment) <ul style="list-style-type: none"> - Definitions - Mechanism , Criteria, Current programs, follow-up actions - Risk assessment and participation plans |
| | Technical Requirements of ISO/IEC 17043:2010 <ul style="list-style-type: none"> - 4.1 General - 4.2 Personnel - 4.3 Equipment, accommodation and environment - 4.4 Design of proficiency testing schemes - 4.5 Choice of method or procedure - 4.6 Operation of proficiency testing schemes - 4.7 Data analysis and evaluation of proficiency testing schemes results - 4.8 Reports - 4.9 Communication with participants - 4.10 Confidentiality |
| 1300 – 1330 | Lunch |
| Session 2 1330 – 1730 (4 Hours) | Exercise, Case studies, Discussion <ul style="list-style-type: none"> - Technical Aspects |
| | Assessment <ul style="list-style-type: none"> - Planning / Design document as per Cl. 4.4.1 |
| | Assessment <ul style="list-style-type: none"> - PT Report as per Cl 4.8 |



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| 2 Hours (Homework) | Management Requirements of ISO/IEC 17043:2010 – Cl 5.1 to Cl 5.15 & Exercise for clause identification (Technical Aspects) |
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| Sunday 20th February 2022 (Day 2) |
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| <p>Session 3 0900 – 1330 (4 Hours)</p> | <p>Management Requirements of ISO/IEC 17043:2010</p> <ul style="list-style-type: none"> - 5.1 Organization - 5.2 Management System - 5.3 Document Control - 5.4 Review of requests, tenders & Contracts - 5.5 Subcontracting - 5.6 Purchase of supplies and services - 5.7 Service to Customers - 5.8 Complaints and Appeals - 5.9 Non conforming testing work - 5.10 Improvement - 5.11 Corrective action - 5.12 Preventive Action - 5.13 Control of Records - 5.14 Internal Audit - 5.15 Management review |
| | <p>ILAC Requirements</p> <ul style="list-style-type: none"> - ILAC P10 - ILAC P14 |
| | <p>ISO/IEC 17025 :2017</p> <ul style="list-style-type: none"> - Overall Introduction applicable to the competency assessment of Laboratory of a Proficiency Testing Provider |
| <p>1300 – 1330</p> | <p>Lunch</p> |
| <p>Session 4 1330 – 1730 (4 Hours)</p> | <p>Exercise, Case studies, Discussion</p> <ul style="list-style-type: none"> - Management Aspects |
| | <p>Adequacy of Documents</p> <ul style="list-style-type: none"> - Quality Manual adequacy as per ISO/IEC 17043:2010 |
| <p>2 Hours (Homework)</p> | <ul style="list-style-type: none"> - Adequacy of documents - Homogeneity, stability & assigned value as given in ISO 13528:2015 |



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Assessor Training program as per ISO/IEC 17043: 2010
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| Monday 21st February 2022 (Day 3) | |
|--|--|
| Session 5 0900 – 1300 (4 Hours) | <p>Statistical Design</p> <ul style="list-style-type: none"> - Standards & Guidelines for Statistical Treatment of PT data as per ISO 13528:2015 - Homogeneity and Stability study - Determination of Assigned Value <p>Exercise, Case studies, Discussion</p> <ul style="list-style-type: none"> - Assessment of Homogeneity and Stability |
| 1300 – 1330 | Lunch |
| Session 6 1330 – 1730 (4 Hours) | <p>Exercise, Case studies, Discussion</p> <ul style="list-style-type: none"> - Assessment of statistics used to determine Assigned value <p>PTP Accreditation in SLAB</p> <ul style="list-style-type: none"> - Development of PTP Accreditation in NABL & other accreditation schemes in general - Requirement for PTP Accreditation – ISO/IEC 17043:2010 - Stakeholders of NABL and their Accredited CABs - Applicable documents of NABL (Application forms & Assessment forms & checklist) - Criteria for PTP Accreditation in NABL - Accreditation process including Administrative and pre assessment procedures, process for granting accreditation, surveillance and re-assessment. - Policy documents of NABL |
| 2 Hours (Homework) | <ul style="list-style-type: none"> - Adequacy of documents - Evaluation Criteria & Performance statistics as per ISO 13528:2015 |



| Tuesday 22nd February 2022 (Day 4) | |
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| Session 7 0900 – 1300 (4 Hours) | Statistical Design <ul style="list-style-type: none"> - Criteria for Evaluation of Performance - Performance statistics |
| | PTP Assessments <ul style="list-style-type: none"> - Principles & practices - Difference with testing laboratory assessment |
| | Assessment techniques <ul style="list-style-type: none"> - Techniques for conducting the assessment to establish the method of working and the degree of compliance with PTP's own procedures and the accreditation criteria. - General management system principles and tools - Risk based assessment principles - Advice on methods of communications – questioning techniques - Skills needed to gather information in an objective, friendly and professional manner - Conflicts of interest and ethical concerns |
| 1300 – 1330 | Lunch |
| Session 8 1330 – 1730 (4 Hours) | Exercise, Case studies, Discussion <ul style="list-style-type: none"> - Mock Assessments (Interviewing skills, assessment management skills) |
| | Conducts of assessments <ul style="list-style-type: none"> - Lead Assessor's/ Technical Assessor's Roles - Review of documentation - Preparation of Agenda for assessments - Information to be included in briefing notes - Pre Assessment meeting of Assessors - Sharing of responsibility among assessors - Items to be covered in opening and closing meetings - Items of ISO ISO/IEC 17043:2010 to be examined for evaluating competence, technical validity and management system conformity - The assessment trail (Vertical / horizontal) - Techniques for recording of findings : use of accreditation body checklists and record forms - Handling competence and technical validity decisions which may be more subjective. - Use of Computers and software validations - Post – assessments activities |
| | Recording of Non conformities <ul style="list-style-type: none"> - Classifications of findings / observation as non conformities (major and minor) and recommendations, Statement of non-conformities |
| | Opening and Closing meeting |



NATIONAL ACCREDITATION BOARD FOR TESTING & CALIBRATION LABORATORIES

Assessor Training program as per ISO/IEC 17043: 2010
Dates 19th – 23rd Feb 2022 (05 Days), Venue: Colombo, Sri Lanka

| Wednesday 23rd February 2022 (Day 5) | |
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| Session 9 0900 – 1300 (4 Hours) | Assessor Attributes and People Skills <ul style="list-style-type: none">- Questioning and communication techniques for assessments- Attributes of a good assessor (refer to ISO 19011)- Human aspects of assessment, and interpersonal skills- Personality types- Learning preferences- Leadership skills- Good Assessment practices |
| | Review of ISO/IEC 17043:2010 |
| | Review of ISO 13528:2015 |
| | 1300 – 1330 Lunch |
| 1330 – 1630 | Examination |
| 1630 – 1700 | Open forum Feedback Closing of Program |

References:

1. ILAC – G3:08/2020
2. APAC CBC-002/ 2021
3. ISO/IEC 17011:2017
4. ISO/IEC 17043:2010
5. ISO 13528:2015
6. ISO/IEC 17025: 2017
7. AB Publications



APPLICATION FORM FOR ASSESSOR TRAINING

| | |
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| 1. Name: | |
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|--------------------------|------|--|--|-------|--|--|------|--|--|--|
| 2. Date of Birth: | Date | | | Month | | | Year | | | |
|--------------------------|------|--|--|-------|--|--|------|--|--|--|

3. Present Employment

| | | | |
|-------------------------|--|-----|--|
| Institute /Organization | | | |
| Designation | | | |
| Address | | | |
| E- Mail | | | |
| Telephone | | Fax | |

4. Residence

| | | | |
|-----------|--|-----|--|
| Address | | | |
| Telephone | | Fax | |

5. Qualification

| | |
|----------------------|--|
| Academic | |
| Professional | |
| Specialized Training | |

6. Work Experience

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SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT

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|--|----------------------------------|-------------------|--------------------------------|----------------------|
| Title: Application form for Assessor Training | Doc No : TR-FM-01 | | | |
| Issue No: 01 | Date of Issue: 2006.11.20 | Rev No: 01 | Date of Rev: 2007-01-01 | Page: 1 of 02 |

7. Details of your involvement in the work area you expect to conduct conformity assessments

8. Details of Previous Conformity assessments you have done

9. Time you could allocate per month for SLAB Assessments (Average)

1 Day 2 Days 3 Days 4 Days

I certify that the above information is current and true to the best of my knowledge and belief. I agree to inform immediately the SLAB of any change in the above status within one month of such change taking place.

.....
(Date)

.....
(Signature of Applicant)

10. Approval of the Head of the Institution

I do agree to release the above applicant without affecting the normal activities of the Institution.

.....
(Date)

.....
(Signature of the Head of Institution)

| | | | | |
|--|---------------------------|------------|--------------------------|---------------|
| SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT | | | | |
| Title: Application form for Assessor Training | | | Doc No : TR-FM-01 | |
| Issue No: 01 | Date of Issue: 2006.11.20 | Rev No: 01 | Date of Rev : 2007-01-01 | Page: 2 of 02 |