**ASSESSOR TRAINING FOR ACCREDITATION OF PRODUCT CERTIFICATION BODIES**

**CONDUCTED BY SRI LANKA ACCREDITATION BOARD (SLAB)**

**Criteria for Assessor Training and Selection**

**1. Eligibility**

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

* 1. **Pre-qualifications**

**1.1.1 Educational and professional qualifications**

1. Degree from a recognized Institution

with

Having knowledge on the technology used for the manufacturing of the items, materials and products/services/processes or used or intended to be used for product certification

**1.1.2** **Experience- work**

At least four years of work experience in a field relevant to the product sector

**1.1.3 Knowledge and skills**

(a) Communication skills

(b) Knowledge of general regulatory requirements related to product certification

(c) Knowledge of general regulatory requirements related to product certification

(d) Knowledge of risk-based approach in product certification

**1.2 Post training requirements**

1.2.1 On successful completion of the training programme for 5 days, each participant shall undergo at least02 on-site accreditation assessmentsof the relevant area/filed and cover 05 man day as Observer under the guidance of a Team Leader/Technical Assessor to satisfy the criteria for an assessor.

1.2.2 Applicants should be able to allocate adequate time (not continuously) for these assessments for training.

1.2.3 Assessors who successfully complete the training shall be able to commit to conduct at least 3 assessments (10 - 12 man-days) per annum.

**Note**: Provisions exist for payment of Assessor Fees

1.2.4 Each assessor working with SLAB Shall 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 shall preferably have the following personal attributes.

* 1. Have an open-minded, ethical and diplomatic approach in conducting assessments
	2. Should Have good communication and inter-personal skills
	3. Should be able to work as a part of a team
	4. Should be self-reliant and able to take impartial decisions.
	5. Should have knowledge in working with IT

**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 employed and not applied individually.

3.2 Preference will be given to those who have served in manufacturing and service organizations with sound quality management systems and those who have experience in quality management and quality system audits/assessments.

3.3 The number of places available in the programme is approximately 20.

3.4 Applications submitted after the closing date will not be considered for selection.

3.5 Applicants will be informed in writing of the selection.

3.6 Successful participants will be issued a Certificate by the SLAB, which is recognized internationally.

3.7 On completion of the required man-days of on-site training, each Assessor will be issued with a Letter of Appointment by the SLAB.