

## **Assessor/Lead Assessor Training Course**

### **Five Training Days**

#### **What?**

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

#### **Who?**

For all persons who have been nominated by an ILAC-recognized accreditation body to participate in the assessment of laboratories for accreditation. Assessors work in the examination of the following disciplines:

- Technical competence,
- Laboratory management systems,
- Traceability requirements,
- Uncertainty requirements,
- Continual improvement,
- Control of documents and records.

#### **How?**

This 5-day Training Course is offered only through ILAC-recognized accreditation bodies and it contains the internationally recognized approaches to conducting conformant assessments of competence. The techniques learned promote the interpersonal skills needed to conduct successful assessments. Exercises are assigned and delivered in class. Candidates are expected to review materials during the evenings between training days.

An exam is administered at the end of the course.

#### **Syllabus**

##### **Day 1 - (09:00-16:00)**

Common accreditation requirements

- ISO/IEC 17025
- Other accreditation body requirements/interpretations

##### **Day 2 - (09:00-16:00)**

Accreditation assessment techniques

Planning assessments

##### **Day 3 - (09:00-16:00)**

Conducting assessments

- Opening meetings
- Interviews and assessment findings

##### **Day 4 - (09:00-16:00)**

Writing findings and reports

- Determining findings
- Assessment report content
- Closing meetings

##### **Day 5 - (09:00-16:00)**

Closing out findings

Course Exam (90 minutes)

#### **Contact Us:**

[www.motiva-training.com](http://www.motiva-training.com)

Tel: 613-834-0712

e-mail: [nedgravel@motiva-training.com](mailto:nedgravel@motiva-training.com)