

Joint Accreditation System of Australia and New Zealand

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CRITERIA FOR

JAS-ANZ ASSESSORS AND EXPERTS

Authority to Issue

A handwritten signature in black ink that reads 'James Galloway'. The signature is written in a cursive style.

[Dr James Galloway](#)

Chief Executive Officer

With Authority of The Governing Board

Procedure No. 4	<i>Joint Accreditation System of Australia and New Zealand</i>	Copy no.
	CRITERIA FOR JAS-ANZ ASSESSORS AND EXPERTS	

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1. OBJECT AND FIELD OF APPLICATION

- 1.1 This document specifies the criteria for the acceptability and use of Assessors and experts involved in accreditation.

2. REFERENCES

- 2.1 AS/NZS ISO 19011 - Guidelines for quality and/or environmental management systems auditing
- 2.2 ISO/IEC 17000 - Conformity assessment – Vocabulary and general principles.
- 2.3 ISO/IEC 17011 - General requirements for accreditation bodies accrediting conformity assessment bodies.
- 2.4 Operating Procedure No. 5 - Training and monitoring performance.
- 2.5 Procedure No. 7 - Confidentiality and conflict of interest.
- 2.6 [IAF/ILAC A5:04/2009 IAF/ILAC Multi-Lateral Mutual Recognition Arrangements \(Arrangements\): Application of ISO/IEC 17011:2004](#)

3. DEFINITIONS

- 3.1 As a general rule, definitions of ISO/IEC 17000 and AS/NZS ISO 9000 are applicable. The following definitions either vary or supplement those definitions to cater for the JAS-ANZ environment:

Accreditation Review Board: The Accreditation Review Board (ARB) is responsible for considering and making decisions in relation to applications for accreditation and also decisions relating to the granting, maintaining, extending, reducing, suspending and withdrawing of accreditation. The ARB is a group of technical experts and includes expertise that covers the full range of accreditation programmes [and schemes](#) that are operated by JAS-ANZ.

Secretariat: staff employed by the Governing Board with delegated powers to implement the policy of the Governing Board and manage accreditation activities.

Technical Advisory Council: A group of less than 25 individuals appointed by the Governing Board to ensure impartiality and independence at the strategic level. The structure enables the participation of all parties significantly concerned in the development of policies and principles regarding the content and functioning of the accreditation system without any single interest predominating

4. FUNCTION OF JAS-ANZ ASSESSORS

- 4.1 JAS-ANZ assessors evaluate the processes which ensure the technical competence and impartiality of conformity assessment bodies (CABs), against the accreditation criteria published by the Governing Board. This embraces all the activities of the CAB, from impartiality of the [Body](#) through to the competence of its staff and the adequacy of its facilities. Evaluation also involves observation and discussions at all levels of management.

5. FUNCTION OF JAS-ANZ EXPERTS

- 5.1 JAS-ANZ experts provide advice on specific technical issues to JAS-ANZ assessment teams, Secretariat staff or ARB members when required.
- 5.2 Experts may be used as assessors, if they also meet the criteria for assessors below. Experts who are not assessors are sent on assignments accompanied by a JAS-ANZ assessor.

6. CRITERIA FOR ACCEPTABILITY OF ASSESSORS

- 6.1 To undertake the task outlined above the technical qualifications and personal qualities of an assessor will rank with their technical experience.
- 6.2 An assessor shall have qualifications and experience which meet the requirements of [ISO17011 Clause 6.2.4](#) and ISO 19011 [Section 7](#).

7. CRITERIA FOR ACCEPTABILITY OF EXPERTS

- 7.1 As experts are used primarily to assist with or make technical judgements in specialist areas, the principal criterion for selection is the expert's reputation for excellence and knowledge in the required field, and hence standing in that field.
- 7.2 [ISO 19011 Clause 7 provides guidance on the expertise required for auditors, which combines the general requirements for auditing and the specific expertise for auditing in the fields of QMS and EMS. JAS-ANZ utilises the knowledge, skills, education and work experience detailed in Clauses 7.3.3, 7.3.4 and 7.4.1 to gauge an expert's ability to act as a QMS or EMS expert on JAS-ANZ assessment teams.](#)
- 7.3 [For other schemes, JAS-ANZ utilises the basic approach specified in Clause 7.2 above. However in schemes where the knowledge, skills, education and work experience or competence of auditors and experts are specified in the scheme documentation, JAS-ANZ will also use that requirement to select experts or assessors for that scheme.](#)

7.4 As the JAS-ANZ Secretariat staff is not in a position to judge the standing of an expert in his/her profession, experts are selected based on advice from; a relevant peak industry body, regulators, ARB, TAC or Governing Board . The Chief Executive Officer or Director Technical Services (DTS) is responsible for contracting experts and should there be a need to seek clarification, they may consult existing Technical Experts and/or members of the ARB, TAC or Governing Board on any issues related to use of experts.

8. CRITERIA FOR USE OF ASSESSORS AND EXPERTS

8.1 For specific assessments, assessors and/or experts are chosen from the assessor/expert pool by the Lead Assessor in consultation with the Manager Accreditation Services (MAS) or DTS.

8.2 Assessors chosen from the assessor pool are either staff or contracted to JAS-ANZ via a formal agreement. The formal agreement includes the contractor's acceptance of a Letter of Offer, including Deed of Agreement. Allocation of work shall be on a job by job basis by the use of Purchase Orders.

Note: although the letter of offer is under version control, clauses may be modified to suit individual circumstances, with the approval of the Chief Executive.

8.3 Experts forming part of an assessment team may be contracted to JAS-ANZ as the need arises. The individual shall be contracted in the manner described in 8.2 above.

8.4 Contract assessors and experts shall not be used or have access to confidential information unless they are bound by a current, signed contract, and have signed a Statement of Confidentiality (Form 7) - see Procedure No. 7.

8.5 Experts may occasionally be consulted on an ad hoc basis; e.g. by telephone, to seek advice on a particular technical issue, close nonconformities etc.

8.6 The monitoring of performance of assessors and experts shall meet the requirements of ISO17011 Clause 6.3. and Operating Procedure No. 5 contains further details on monitoring performance.

9. FORMS

9.1 Statement of Confidentiality (Form 7).

9.2 Letter of Offer and Deed of Agreementnt (Form 8)