



Criteria for laboratory assessors (LA-R-07)

Bureau of Laboratory Accreditation

Department of Science Service

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Introduction

This document provides criteria for laboratory assessors to be met by the Bureau of Laboratory Accreditation, Department of Science Service (BLA-DSS), includes assessors for testing laboratories, Proficiency testing providers and Reference material producers.

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1. Scope

This document is applicable to criteria for assessors who related in any laboratory accreditation activities of the Bureau of Laboratory Accreditation, Department of Science Service.

2. Definitions

- 2.1 Division — the Bureau of Laboratory Accreditation, Department of Science Service.
- 2.2 Accreditation — testing laboratory or proficiency testing provider or reference material producer that get formal recognition for the competence of testing or scope.
- 2.3 Assessment team — group of up to 2 persons assigned by BLA-DSS to conduct the laboratory assessment, comprised of lead assessor, technical assessor, assessor and case officer but in some cases, technical expert may also be supplemented.
- 2.4 Lead assessor — assessor who is given overall responsibility for specified assessment activities. A lead assessor may also conduct assessment of the management system and also be a supervisor providing advice to all members of the assessment team.
- 2.5 Assessor — person assigned by an accreditation body to perform assessment of the management system.
- 2.6 Technical assessor — an assessor who is assigned to conduct assessment of the technical competence of the laboratory for the desired scope of accreditation.
- 2.7 Technical expert — a person who has specific knowledge or expertise with respect to the scope of accreditation to be assessed; is an assessment team member who provides technical advice but have no relevant assessor qualification training and experience in related fields of assessment. Technical expert will be supervised closely throughout the assessment activity by lead assessor/ assessor and be advised on the relevant policies and procedures of BLA-DSS.

2.8 Case officer — an accreditation body (BLA-DSS) personnel who provides advice on the policies, procedures and regulations of the BLA-DSS for testing laboratory, proficiency testing provider, and reference material producer and may also act as a lead assessor, technical assessor or technical expert, if he/she deemed competent to do so.

3. Criteria for laboratory assessor

3.1 All types of assessors must have at least a bachelor degree in science and complete training course, work experiences and assessment experiences at least as specified in Table 1.

Table 1 Qualification of laboratory assessor

Position	Work experience	Training	Assessment experience
Lead assessor	Have at least 4 years of technical work experiences in management system, quality assurance or conduct assessment of laboratory management system for 2 years at least	Complete a qualification assessor training course for ISO/IEC 17025 and/or ISO/IEC 17043 and/or ISO 17034 and other courses provided by BLA-DSS	Have full assessment experience for 5 times at least as an assessor or technical assessor, the qualification and suitability is met by BLA-DSS
Assessor	Have at least 2 years of technical work experiences in management system,	Complete a qualification assessor training course for ISO/IEC	Have full assessment observation for 1 time at least as an

Position	Work experience	Training	Assessment experience
Assessor (continued)	quality assurance or conduct assessment of laboratory management system for 2 years at least	17025 and/or ISO/IEC 17043 and/or ISO 17034 and other courses provided by BLA-DSS	observer, the qualification and suitability requirement is met by BLA-DSS
Technical assessor	Have at least 4 years of work experiences in testing / calibration laboratory or proficiency testing laboratory or reference material producer and have at least 2 years of work experience in the field of assigned assessment	Complete a qualification assessor training course for ISO/IEC 17025 and/or ISO/IEC 17043 and/or ISO 17034 and other courses provided by BLA-DSS	Have full assessment observation for 1 time at least in the relevant technical field
Technical expert	Have at least 4 years of work experiences in testing / calibration laboratory or proficiency testing laboratory or reference material producer and have at least 2 years of work experience in providing technical advice to assessment team	-	-

3.2 All kinds of assessor should have knowledge and skills as shown below:

- a) Apply the standard used for accreditation (ISO/IEC 17025 and/or ISO/IEC 17043 and/or ISO 17034) and the BLA-DSS policies as be assigned assessment for the scope of accreditation;
- b) Assess management system and/or technical knowledge in both theoretically and practically by
 - applying the knowledge to different type of actual assessment situations in a consistent and systematic manner, including all the steps in the assessment process, planning, preparing, performing, reporting, following up on issues, verifying closure of non-compliances from previous assessments, and concluding the assessment;
 - having skill in assessment performance techniques including interviewing, audit tracing or trailing, managing time, listening, audit sampling, communicating orally and in writing, collecting assessment evidence, and analyzing assessment observations and drawing appropriate conclusions while maintaining the confidentiality and security of assessment information;
 - having a general knowledge of quality systems and processes typical of the type of laboratory to be assessed. This may include, but not be limited to: quality policy and objectives, quality planning, test and/or calibration method, validation and implementation, quality control, quality assurance, corrective and preventive actions, and implementation of continuous improvement;
- c) Technical assessor must possess specific knowledge in both theoretically and practically as required by the scope of accreditation, including proper performance of the relevant testing and calibration methods, estimation of measurement uncertainty, competence in analysis of proficiency testing results, and competence in reference material production.

3.3 Other qualifications:

Laboratory assessors should:

- a) Be open minded and impartial;
- b) Be capable of analytical skill and precise;
- c) Assess objective evidence fairly and independently;

- d) Perform the assessment in realistic way with no pressure;
- e) Treat concerned personnel in a way that will best achieve the assessment objective;
- f) Perform the assessment process with no leading to any conflicts;
- g) Perform the assessment effectively in stressful situations

4. Duties as assessment personnel

4.1 Lead assessor

- a) conduct assessment of the management system and be responsible to all assessment activities, providing advice to assessment team, and making decisions to any conflicts relating to the assessment;
- b) be a group leader and coordinate within assessment team;
- c) Explain policies, procedures and regulations of the BLA-DSS to testing laboratories, proficiency testing providers and reference material producers;
- d) May act as a technical assessor and/ or case officer during the same assessment;

4.2 Assessor

conduct assessment of the management system as be assigned by the lead assessor

4.3 Technical assessor

Perform assessment of specific testing / calibration / proficiency testing provider and reference material producer as be assigned which may also conduct assessment of the management system if a lead assessor considers that he/she deemed competent to do so

4.4 Technical expert

Provide technical advice to assessment team