



**ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES**

**CAB Accreditation Advisory Document**

**Document Title:       Advisory Document on ISO/IEC 17025 and ISO 15189  
Assessor Examinations Conducted by ACCAB**

**Document Number:   ACCAB-CAB-AD-6.0**

**CONTROLLED COPY**

<b>Revision Number</b>	<b>Revision Date</b>	<b>Paragraph Number</b>	<b>Description of Revision</b>	<b>Revision Author</b>

<b>AD-6.1</b>	<b>Purpose:</b>
AD-6.1.1	ACCAB conducts Examinations for qualifying ISO/IEC 17025:2005 and ISO 15189:2012 Assessors. The sole purpose of these Examinations is create an opportunity for otherwise qualified professionals who have not undergone formal Assessor Examination/Evaluation having completed the training requirements thru the combination of trainings/studies or other routes.
AD-6.1.2	ACCAB acts only as examination/evaluation body and does not conduct or provide or facilitate ISO/IEC 17025:2005 and ISO 15189:2012 Assessors training programs.
AD-6.1.3	All successful candidates are issued a “Certificate of Laboratory Assessor Examination”.
AD-6.1.4	ACCAB ISO/IEC 17025:2005 and ISO 15189:2012 Assessor Qualification are not commercial in nature and should not be misused in manner.
AD-6.1.5	ACCAB provides this non commercial examination and qualification route only as a capacity building support for the conformity assessment professionals and is available free of cost.
<b>AD-6.2</b>	<b>Scope:</b>
AD-6.2.1	This advisory note is published for the informative use for the conformity assessment professionals (Candidate) who wish to get qualified as ISO/IEC 17025:2005 and/or ISO 15189:2012 Assessors.
AD-6.2.2	Appearing for this examination does not guarantee any testimonial or an opportunity to conduct accreditation assessments on behalf of ACCAB.
AD-6.2.3	ACCAB reserves right of admission to these examinations.
<b>AD-6.3</b>	<b>Details:</b>
AD-6.3.1	Introduction to Examination:
AD-6.3.1.1	Candidates are required to take this examination under the supervision of peer or immediate supervisor at their workplace.
AD-6.3.1.2	The examination will be of three (3) hours duration of hundred (100) marks with minimum passing marks required seventy five (75).
AD-6.3.1.3	The examination will be a combination of multiple choices, short and elaborative questions.
AD-6.3.2	Body of Knowledge:
AD-6.3.2.1	The examination will cover the following body of knowledge: <ul style="list-style-type: none"> <li>1. ISO/IEC 17025:2005 – General requirements for the competence of testing and calibration laboratories;</li> <li>2. ISO 15189:2012 Medical laboratories — Requirements for quality and</li> </ul>

	<p>competence</p> <ol style="list-style-type: none"> <li>3. ISO 19011:2011 Guidelines for auditing management systems</li> <li>4. ISO 17011:2004 Conformity assessment – General requirements for accreditation bodies accreditation conformity assessment bodies;</li> <li>5. Current ILAC Guidelines - G9, G12, G17, G18, G21, G24, R6,G26</li> </ol>
AD-6.3.3	Eligibility Criteria:
AD-6.3.3.1	The following education/experience/training requirements are must in order to be eligible to take ACCAB ISO/IEC 17025:2005 and ISO 15189:2012 Assessor examination:
	<ol style="list-style-type: none"> <li>1. Education: must show that the qualification holder has successfully completed a university or equivalent technical or higher education or post-secondary course of at least 3 years duration or of an equivalent duration part-time at a university or establishment of higher education or another establishment of similar level conforming to the scientific/technological field of activity/discipline. National, regional and local regulations shall apply with regard to qualifications and training.</li> <li>2. Experience: not less than 4 years in the relevant field of testing and calibration.</li> <li>3. Training: where appropriate, that he/she has successfully completed the professional training required in addition to the post-secondary education conforming to the field of activity.</li> </ol>
AD-6.3.3.2	<p>The candidate must have successfully completed a training course or a combination of training courses covering the following topics:</p> <ol style="list-style-type: none"> <li>1. Introduction to background on accreditation body and to accreditation in general;</li> <li>2. ISO/IEC 17025:2005 and its application in specific fields of testing and calibration;</li> <li>3. ISO 15189:2012 and its application in specific fields of the medical laboratory accreditation;</li> <li>4. Examining the results of internal audits and management reviews;</li> <li>5. Calibration and traceability of measurement: calibration hierarchy &amp; uncertainties ;</li> <li>6. Proficiency testing;</li> <li>7. Human aspects of assessment - communication skills , skills needed to establish information in an objective, friendly and professional manner;</li> <li>8. Conduct of assessments: - assessment of technical competence and related quality management systems report observations including nonconformities;</li> </ol>
AD-6.3.3.3	The candidate must submit a documentary evidence of formal training in ISO 17025/ISO 15189 and ISO 19011:2011 of minimum 36 hours duration (e.g. ISO 170125/ISO 15189 Introduction plus ISO 9001:2008 Lead Auditor training or ISO/IEC 17025/ISO 15189 Internal Auditor training along with the evidence/declaration of training or self study covering “Uncertainty of measurement” and or “Proficiency Testing” ;
AD-6.3.4	Examination Request:

AD-6.3.4.1	The candidates desirous of taking ACCAB ISO/IEC 17025:2005 and ISO 15189:2012 Assessor examination are advised to contact ACCAB at address <a href="mailto:info@accab.org">info@accab.org</a> along with current CV and Statement of Purpose (SoP) in 150-200 words explaining why it is important for them to take this examination along with self attested copy of the photo ID.
AD-6.3.4.2	ACCAB will arrange to send further details and examination paper on receipt and verification of the aforementioned information from the candidate.
AD-6.3.5	Examination Process:
AD-6.3.5.1	The examination may be taken at candidate's work place with candidate's peer or immediate superior as an invigilator.
AD-6.3.5.2	The candidate must inform ACCAB of date and time of taking exam in advance.
AD-6.3.5.3	This is an open book examination. However only relevant Standard copies and ILAC Guidelines must be used as reference material. No other material or online reference is permitted.
AD-6.3.5.4	The answer paper must be handwritten. No typewritten answer paper will be accepted.
AD-6.3.5.5	Candidates must not exceed allotted time.
AD-6.3.5.6	ACCAB will provide feedback about the results of examination to the candidate in 4-6 weeks after the receipt of duly completed answer sheets.
AD-6.3.5.7	ACCAB decision shall be final and is not subject to the challenge.
AD-6.3.5.8	Unsuccessful candidates may take re-examination after three months.
AD-6.3.5.9	ACCAB reserves the right to issue the "certificate of Achievement" to the successful candidates.
AD-6.3.5.10	ACCAB reserves the right withdraw the certificate if the candidate is found to have misused the certificate.
AD-6.3.5.11	ACCAB reserves the right to charge administrative/evaluation charges with prior intimation to the candidate if it absolutely becomes necessary from the expenses point of view (otherwise it is administered free of cost/charge).
AD-6.3.5.12	ACCAB will try to answer relevant queries pertaining to the candidates' examination within reasonable time for those queries addressed to <a href="mailto:info@accab.org">info@accab.org</a> .