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ஒத்தியல்பு மதிப்பீட்டிற்கான இலங்கை தராதர அங்கீகார சபை  
Sri Lanka Accreditation Board for Conformity Assessment

නො. 546/4, ගාලු පාර,  
කොළඹ 03, ශ්‍රී ලංකාව.

இல 546/4, காலி வீதி,  
கொழும்பு 03, இலங்கை.

No. 546/4, Galle Road,  
Colombo 03, Sri Lanka.

2014-03-04

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- අනුමැතිය (E)

Dear Sir/Madam,

**ASSESSOR TRAINING FOR PRODUCT CERTIFICATION BODIES – ISO/IEC 17065**

The Sri Lanka Accreditation Board (SLAB) will conduct an Assessor Training Programme on International Standard ISO/IEC 17065: 2012 for Product Certification Bodies. This training programme will be conducted from **31<sup>st</sup> of March to 4<sup>th</sup> of April 2014** for five consecutive days at SLAB, No. 546/4, Galle Road, Colombo 03.

Applications are invited from potential individuals who intend to join SLAB assessor pool for product certification bodies. Applications from Universities, Government and other Institutions who have necessary background knowledge on relevant products and services are preferable. This programme is also suitable for Consultants, Technical Managers of product certification bodies and Quality Managers who coordinate internal audits.

The individuals who possess necessary background knowledge on relevant products and services and relevant assessor attributes are required to fill the application form TR-FM-01 attached with concurrence of Head of the Institution for release of them for training and subsequent assessments and up dated CV before **20<sup>th</sup> March 2014** to reach the undersigned.

The cost will be LKR 40000/= plus government approved taxes (All inclusive LKR 45714.29/=). The payment may be made by cheque written in favour of Sri Lanka Accreditation Board or in cash before the commencement of the programme.

Thank you.

Yours faithfully,

L H D Bandusoma  
Deputy Director (Accreditation)

For Director/CEO  
Sri Lanka Accreditation Board for Conformity Assessment

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**ASSESSOR TRAINING FOR ACCREDITATION OF CERTIFICATION BODIES  
CONDUCTED BY SRI LANKA ACCREDITATION BOARD (SLAB)**

**Criteria for Assessor Training and Selection**

**1. Eligibility**

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

**1.1 Pre-qualifications**

- (a) Post secondary qualification in a field relevant to management systems, scope sectors, and/or product or service categories included in the NACE code (if needed, please refer to SLAB website for criteria.)
- (b) At least five years of experience in a relevant technical field and two years of which in quality management and quality system auditing
- (c) Being an auditor of QMS, EMS, EnMS, FSMS, OHSAS, IMS or any other management system and having actively involved in conducting conformity assessments, internal audits, and supplier evaluations within the last 3 years.
- (d) Having knowledge on the technology used for manufacturing of items, materials and products or services or they are used or intended to be used and on the regulatory requirements of the manufacture and use of products.
- (e) Employed as senior professional, auditor, consultant, management representative, quality manager or in a similar capacity related to manufacturing, service delivery or certification.

**1.2 Post training requirements**

- a) On successful completion of the training programme for 5 days, each participant should undergo at least 02 on-site accreditation assessments as an Observer under the guidance of a Lead Assessor to satisfy the criteria for an assessor, if he/she is interested in working with SLAB. Applicants should be able to allocate adequate time (not continuously) for these assessments for training.
- b) Assessors who successfully complete the training should be able to commit to conduct at least 3 assessments (10 - 12 man-days) per annum.

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

- c) Each assessor working with SLAB should 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 should preferably have the following personal attributes.

- a) Knowledgeable of the functioning of a certification body and its clients
- b) Knowledgeable of the standards related to certification and accreditation
- c) Knowledge of process approach and process thinking in management systems
- d) Have an open-minded, ethical and diplomatic approach in conducting assessments
- e) Should Have good communication and inter-personal skills
- f) Should be able to work as a part of a team
- g) Should be self-reliant and able to take impartial decisions.
- h) Should have knowledge in working with computers including e-mail & internet

**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 assessments.
- 3.3 The number of places available in the programme is approximately 20.
- 3.4 The SLAB with the assistance of its Technical Advisory Committee will assess the applications for selection.
- 3.5 Applications submitted after the closing date will not be considered for selection.
- 3.6 Applicants will be informed in writing of the selection.
- 3.7 Successful participants will be issued a Certificate by the SLAB, which is recognized internationally.
- 3.8 On completion of the required man-days of on-site training, each Assessor will be issued with a Letter of Appointment by the SLAB.

## APPLICATION FORM FOR ASSESSOR TRAINING

<b>1. Name:</b>	
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<b>2. Date of Birth:</b>	Date			Month			Year			
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### 3. Present Employment

Institute /Organization			
Designation			
Address			
E- Mail			
Telephone		Fax	

### 4. Residence

Address			
Telephone		Fax	

### 5. Qualification

Academic	
Professional	
Specialized Training	

### 6. Work Experience

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#### SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT

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**7. Details of your involvement in the work area you expect to conduct conformity assessments**

**8. Details of Previous Conformity assessments you have done**

**9. Time you could allocate per month for SLAB Assessments (Average)**

1 Day ☐

2 Days ☐

3 Days ☐

4 Days ☐

I certify that the above information is current and true to the best of my knowledge and belief. I agree to inform immediately the SLAB of any change in the above status within one month of such change taking place.

.....  
(Date)

.....  
(Signature of Applicant)

**10. Approval of the Head of the Institution**

I do agree to release the above applicant without affecting the normal activities of the Institution.

.....  
(Date)

.....  
(Signature of the Head of Institution)

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