

Reviewed by: Zewdu Ayele

Approved by: Mrs. Meseret Tessema

Position: Quality Manager

Position: Director General

Signature:

Signature:

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## 1 PURPOSE AND SCOPE

The purpose of this document is to provide details on the selection criteria for the relevant position and the responsibilities, authorities, and accountability of person(s) holding this position.

## 2 REFERENCES

The following documents are referenced:

ISO/IEC 17011, *Conformity Assessment – General requirements for accreditation bodies accrediting conformity assessment bodies*;

ISO/IEC 17020, *General criteria for the operation of various types of bodies performing inspection*;

ISO/IEC 17021, *Conformity assessment – Requirements for bodies providing audit and certification of management systems*;

ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*;

ISO 15189, *Medical laboratories – Particular requirements for quality and competence*;

ISO/IEC Guide 65, *General requirements for bodies operating product certification systems*

ILAC Docs: [www.ilac.org](http://www.ilac.org)

IAF Docs: [www.iaf.nu](http://www.iaf.nu)

EAS Docs: [www.EAS-eth.org](http://www.EAS-eth.org)

## 3 SELECTION CRITERIA

The following selection criteria shall be used to select candidate Team leaders for entry into the EAS training programme:

**3.1 Skills and Attributes:** The candidate needs to be able to plan, lead, direct and control a group of individuals in what can, sometimes be, described as a stressful environment. Previous experience in management, quality assurance or auditing is essential. (Max Score: 30)

The candidate must be an open-minded and analytical individual who can view a process, or system, holistically and who can assess a situation in a fair and objective manner in order to arrive at a firm conclusion. (Max Score: 30)

**3.2 Qualification and Experience:** Candidates for team leaders should:

- have a university degree in Science or Engineering (Max Score: 10);
- be able to speak and write English at an advanced level (Max Score: 10);
- preferably have quality system knowledge and experience (Max Score 10); and
- have at least four (4) years experience in laboratory testing/calibration, certification or inspection, two (2) years of which is management, supervisory and/or quality-management system related (Max Score 10).

Candidates who have a diploma, and who have the above attributes, with ten (10) years experience, four (4) years of which is management, supervisory and/or quality-management system related will be considered.

Preference will be given to applicants where the candidate has already some practical experience in accreditation and quality system implementation.

## 4 TRAINING

The following is the EAS Team leader training programme:

**4.1 Awareness Course:** The candidate shall attend an Awareness Course on the relevant standard (ISO/IEC 17020, 17021, 17025, 15189, ISO Guide 65), the objective of which is to achieve a clear understanding of the requirements of the standard and typical means of implementation. The course is designed so that candidates understand the processes and systems that need to be established in order to satisfy the accreditation requirements and to prove competency. The course is usually four (4) days long and is based on the principles provided in the guidance document ILAC G3.

Evaluation will be performed in accordance with the guidance provided in ILAC G3 and candidates must achieve at least a 60% score in the prescribed test and display a clear understanding through logical discussion and debate during the course. Interpersonal skills will be evaluated by the trainers throughout the course.

**4.2 Team leader Course:** Candidates that pass the awareness course are invited to attend the Team leader course. Usually, the candidates proceed to the Technical Assessor course first but this can be waived for candidates who display superior management capability and/or who may not be currently practicing /working in the required technical field. The course is usually a four (4) day course and includes syndicate exercises, role-playing, scenarios and exercises. The course objectives are to achieve a clear understanding of:

- the purpose of the assessment and the means by which the assessment is conducted in accordance with the relevant EAS procedures;
- the role of the Team leader in managing the preparation and performance of the assessment; and
- EAS's procedures, systems and requirements for providing objective evidence that a) the assessment was conducted in accordance with its requirements; b) it covered the required scope of the assessment and c) the findings that were raised, if any, are understandable, traceable and clearly objective.

Evaluation will be performed in accordance with the guidance provided in ILAC G3 and candidates must achieve at least a 60% score in the prescribed test and display a clear understanding through logical discussion and debate during the course. Interpersonal and managerial skills will be evaluated by the trainers throughout the course.

**4.3 Practical observation and mentoring:** Observation and mentoring of assessors is performed in accordance with the EAS Human Resources management procedure P06.0. The candidate must receive a

positive recommendation from the mentor before being allowed to conduct assessments. On-going monitoring of the assessor will be conducted in accordance with P06.0.

Note:-EAS can have a permanent staff with position named team leader without meeting the mentioned competency requirements based on Ethiopian civil servant regulation requirement for office work. But this person shall not be assigned to assessment and AAC until his/her competency proved by the above mentioned training and evaluation processes.

## 5. RESPONSIBILITIES

The following are the key responsibilities of the Team leader:

- To perform document reviews, pre-assessments, assessments and clearance of findings in accordance with EAS procedures and against the relevant accreditation criteria in order to objectively prove competence of the conformity assessment body (CAB) to perform specified activities;
- To manage the assessment process from preparation, through the assessment, to submission of the relevant documents to EAS;
- To guide and assist the Technical Assessor, when necessary, in order to ensure that the full scope of the assessment is fulfilled and to ensure that, where findings are raised, there is objective and factual evidence to support the finding.
- To consult with the Technical Assessor before deciding on the classification of the findings/observations;
- To report back to the CAB in accordance with EAS procedures on the outcome of the assessment so that the CAB clearly understands the findings raised, their classifications and their responsibilities in relation to clearance of any non-conformances.
- To provide to EAS all relevant documents emanating from the assessment within 5 working days of its completion;
- To keep up to date with changes to EAS procedures;
- To mentor trainee assessors when necessary;
- To maintain impartiality, confidentiality and to declare any potential conflicts of interest that might jeopardize an objective assessment as required by completing the Potential Assessor Agreement F06/02 and the Contractual Activity Agreement F07/02.
- To provide a recommendation to EAS on the outcome of an assessment.

## 6 AUTHORITIES

Team leaders have the authority to make a recommendation to EAS on the outcome of assessments when he/she completes the Assessment Report.

**NOTE:** The Team leader does not have the authority to make a decision on the accreditation status since this decision will be made by the Accreditation Approval Committee (AAC).

## 7 ACCOUNTABILITY

The Team leader is accountable to the Deputy Director General of EAS and should communicate all information of relevance on the activities performed on behalf of EAS to the Deputy General Director. The Team leader is accountable for his/her performance in accordance with the contractual requirements of the Potential Assessor Agreement F06/02 and the Contractual Activity Agreement F07/02.

## 9 RECORDS

- Potential Assessor Agreement (F06/02)
- Contractual Activity Agreement (F07/02)
- Personnel File

## Annex B

### EAS CRITERIA FOR LEAD ASSESSOR, ASSESSOR AND EXPERTS FOR PRODUCT CERTIFICATION

The criteria for Technical Reviewers remain the same as for Assessors and Experts

Criteria	Requirement for Product Certification			
	Lead Assessor	Assessor	Trainee assessor	Technical Assessor
<b>Qualification</b>	Graduate in sciences, Food Technology, Microbiology, Biotechnology, Agriculture engineering	Graduate in sciences, Food Technology, Microbiology, Biotechnology, Agriculture engineering	Graduate in sciences, Food Technology, Microbiology, Biotechnology, Agriculture engineering	Qualification in relevant field of product certification scheme e.g. food processing techniques, Food engineering, Good Agriculture practices, Hotel Management, Packaging technology
<b>Experience</b>	Minimum 10 year in industry, conformity assessment, quality assurance, in manufacturing or consultancy	Minimum 05 year in industry, conformity assessment, quality assurance, in manufacturing or consultancy	Minimum 05 years in industry, conformity assessment, quality assurance, in manufacturing or consultancy	Minimum 05 years Experience in the relevant Industry, quality Assurance, in manufacturing or consultancy
<b>Assessor Qualification</b>	Shall have passed Lead auditor programme, preferably in QMS/FSMS; successfully completed a training program on ISO/IEC 17020/ ISO 17021-1 / ISO 17065	Shall have passed Lead auditor programme, preferably in QMS/FSMS successfully completed a training program on ISO/IEC 17020 ISO/IEC 17021-1	Shall have passed Lead auditor programme, preferably in QMS/FSMS successfully completed a training program on ISO/IEC 17020 ISO/IEC 17021-1 and ISO	No formal Auditor Training required

		and ISO 17065	17065	
<b>Assessment Experience</b>	Shall have carried out at least 5 accreditations assessments including document review, office assessment and a minimum of two witness assessments under the guidance of a lead assessor in any Scheme	Shall have carried out at least two accreditations assessment including office assessment and witness assessment in any Scheme	Not essential	Not essential
<b>Knowledge Base</b>	<p>Shall be familiar with ISO/IEC 17065 and corresponding IAF MD, guidance and other documents, APAC documents if any. Shall be familiar with the requirements of ISO 19011.</p> <p>Should have knowledge of applicable regulatory requirements of the country of import/export.</p> <p>Knowledge of EAS standards related to products or processes or service . Testing and sampling requirements related to the products. Knowledge of food safety issues if it is a Food product scheme</p>	<p>Shall be familiar with ISO/IEC 17065 and corresponding IAF MD, guidance and other documents, APAC documents if any. Shall be familiar with the requirements of ISO 19011.</p> <p>Should have knowledge of applicable regulatory requirements of the country of import/export.</p> <p>Knowledge of EAS standards related to products or processes or service . Testing and sampling requirements related to the products. Knowledge of food safety issues if it is a Food product scheme</p>	<p>Shall be familiar with ISO/IEC 17065 and corresponding IAF MD, guidance and other documents, APAC documents if any. Shall be familiar with the requirements of ISO 19011.</p> <p>Should have knowledge of applicable regulatory requirements of the country of import/export.</p> <p>Knowledge of EAS standards related to products or processes or service . Testing and sampling requirements related to the products. Knowledge of food safety issues if it is a Food product scheme</p>	<p>Shall be familiar with Product/process/service requirement under the scheme being evaluated. Should be knowledge of applicable regulatory requirements of the country of import/export.</p> <p>Knowledge of EAS standards related to products or processes or service. Testing and sampling requirements related to the products.</p> <p>Knowledge of food safety issues if it is a Food product scheme.</p>
<b>Training</b>	Must have undergone EAS assessor training and training in ISO/IEC 17065 - EAS or others. This requirement can be exempted if assessor can demonstrate that same is acquired as part of his/her professional	Must have undergone EAS assessor training and training in ISO/IEC 17065 - EAS or others. This requirement can be exempted if assessor can demonstrate that same is acquired as part of his/her professional	Must have undergone EAS assessor training and training in ISO/IEC 17065 - EAS or others. This requirement can be exempted if assessor can demonstrate that same is acquired as part of his/her professional	EAS training and training in ISO /IEC 17065 is desirable , but not mandatory .



### Job Description: Assessment Team

Effective date 2023-02-07

	experience.	experience.	experience.	
<b>Personal Attribute</b>	As in ISO 19011	As per ISO 19011	As in ISO 19011	Focused, Un-biased, Ethical, Balanced, Team Player

## JOB DESCRIPTION: TEAM LEADER

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<b>Document No.</b> JD 17
<b>Rev No.</b> 1.3
<b>Effective date</b> 2023-02-07

Revision No.	Date approved	Revision History
1	2013-12-29	Name of the person who prospered the document was changed Clause 4 was revised to differentiate EAS Permanente team leader from those registered in assessor pool as team leader Document number JD 09 changed to JD 07
1.1	2018-10-16	It is changed due to new re-establish regulation No. 421/2017 And ISO/IEC 17011/2017
1.2.	2022-05-10	The document is revised due to the name ENAO change to EAS and new logo developed.
1.3	2023-02-07	<ul style="list-style-type: none"> <li>Correction done on page 1 that, this document was prepared by Meseret Tessema replaced by Zewdu Ayele (new quality manager).</li> <li>Former director general was resigned and replaced by Mrs. Meseret Tessema.</li> <li>The previous document No JD 14 is also chanced as JD 47 due to new structure of EAS.</li> </ul>





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