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Position: Quality Manager	Position: Director General
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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 –requirements for accreditation bodies accrediting conformity assessment bodies;

ISO/IEC 17020, Conformity assessment requirements- the operation of various types of bodies performing inspection;

ISO/IEC 17021, Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 1: Requirements

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 17065, Conformity assessment -- requirements for bodies certifying products, processes and services

ILAC Docs: www.ilac.org

IAF Docs: www.iaf.nu

EAS Docs: www.EAS-eth.org

3 Selection Criteria

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

3.1 Skills and Attributes: 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: 60).

3.2 Qualification and Experience: Candidates for technical assessors 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 bench-work, field-work or auditing (certification) experience in a specific technical field (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 bench-work, field-work or auditing (certification) experience in a specific field 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 EAS Technical Assessor training programme:

4.1 Awareness Course: The candidate shall attend an Awareness Course on the relevant standard (ISO/IEC 17020, 17021, 17025, 15189, ISO/IEC 17065), 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 displayed a clear understanding through logical discussion and debate during the course. Interpersonal skills will be evaluated by the trainers throughout the course.

4.2 Technical Assessor Course: Candidates that pass the awareness course are invited to attend the Technical Assessor course. The course is usually a five (5) 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;
- role of the Technical Assessor in obtaining objective evidence that proves compliance to the technical accreditation requirements and in proving competency in the activities for which accreditation is sought;
- 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 displayed a clear understanding through logical discussion and debate during the course. Interpersonal and technical 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 as technical assessor without meeting the mentioned competency requirements based on Ethiopian civil servant regulation requirement for office work, but this personnel shall not be assigned to assessment and AAC until his/her competency proved by the above mentioned processes.

5 Responsibilities

The following are the key responsibilities of the Technical Assessor:

- 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 document observations/findings in such a manner that they are clearly understandable and traceable and are based on objective evidence;
- To take guidance from the team leader throughout the assessment;
- To assist the team leader when required throughout the assessment;
- 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 the completing the Potential Assessor Agreement F06/02 and the Contractual Activity Agreement F07/02.

6 Authorities

Technical Assessors have the authority to make a recommendation to the team leader on the classification of findings/observations.

NOTE: Team leader and Technical Assessors do not have the authority to make a decision on the accreditation status since this decision will be made by the Accreditation Advisory Committee (AAC).

7 Accountability

The Technical Assessor is accountable to the team leader throughout the assessment and to the Accreditation Director of EAS before and after the assessment until the Accreditation status decision is made by the AAC. The Technical Assessor should communicate all information of relevance on the activities performed on behalf of EAS to the team leader during the assessment and to the Accreditation Director after the assessment, should it become necessary. The Technical Assessor 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.

8 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
Qualification	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
Experience	Minimum 10 year in industry, conformity assessment, quality	Minimum 05 year in industry, conformity assessment, quality	Minimum 05 years in industry, conformity assessment, quality	Minimum 05 years Experience in the relevant Industry, quality

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	assurance, in manufacturing or consultancy	assurance, in manufacturing or consultancy	assurance, in manufacturing or consultancy	Assurance, in manufacturing or consultancy
Assessor Qualification	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 and 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 and ISO 17065	No formal Auditor Training required
Assessment Experience	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
Knowledge Base	<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>

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Training	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 experience.	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 experience.	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 experience.	EAS training and training in ISO /IEC 17065 is desirable , but not mandatory .
Personal Attribute	As in ISO 19011	As per ISO 19011	As in ISO 19011	Focused, Un-biased, Ethical, Balanced, Team Player



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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 technical assessor Document number JD10 was changed to JD08
1.1	2018-10-16	The team leader was changed to team leader and the document number is changed
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"> Correction done on page 1 that, this document was prepared by Meseret Tessema replaced by Zewdu Ayele (new quality manager). Former director general was resigned and replaced by Mrs. Meseret Tessema. The previous document No JD 15 is also chanced as JD 48 due to new structure of EAS.



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