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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. This document is applicable to all EAS technical experts.

2 References

The following documents are referenced:

ISO ISO/IEC 17011:2017, *Conformity Assessment – General requirements for accreditation bodies accrediting conformity assessment bodies*;

PM09.0 EAS Policy Manual

P06.0 EAS Human Resource Procedure

3 Responsibility

It is the responsibility of the respective accreditation team leader for the effective implementation of this document.

5. Selection Criteria

The following selection criteria shall be used to select Technical Expert for registration as EAS Expert for the specific field:

4.1. Skills and Attributes: The Technical Expert 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

4.2 Qualification and Experience: Technical Expert:

- have a university degree in Science or Engineering sometimes in relevant fields
- be able to speak and write English at an advanced level
- preferably have quality system and assessment/ audit knowledge and experience
- have at least Two (2) years experience in laboratory testing/calibration, certification or inspection, auditing (certification) experience shall be in a specific technical field.

Candidates who have a diploma, and who have the above attributes, with six (06) years experience, in a specific field can be registered as EAS Technical Expert, preference will be given to applicants who have some practical experience in assessment/audit in conformity assessment bodies.

Note: The registered experts will be used as far as they are active in the professional work. However EAS shall not consider any personnel as expert after three years if they shift to other filed work which does not have any relevance with their field of expert.

6. Training

Awareness training on relevant standard such as ISO/IEC 17025, 17020, ISO 15189 etc on which accreditation is requested; on his/her responsibility during assessment and how he/she supports the technical assessor shall be provided for Technical Expert. Whenever there is change in standards, EAS requirements related to their role and based of the feedback of the monitoring technical experts shall undergo calibration.

7. Monitoring of Technical Expert:

The technical expert shall be monitored for the first assignments and then at least every three years to evaluate his/her competence in the specific scopes. The monitoring of the technical expert shall be conducted by the assessor for whom the technical expert assigned to provide technical support or by assigned EAS internal assessor as per F06/04B Technical Expert Monitoring form. Based on the results the monitoring the respective accreditation team leader decides continuity of the technical expert as EAS Technical Expert in interactive communication with Accreditation Director.

8. Responsibilities of Technical Expert

The following are the key responsibilities of the Technical Expert:

- To provide technical support for Assessor while he/she performs on site assessment for the specific scope;
- To provided technical support for Technical Assessor during witnessing activities;
- To assist the assessment team in the classification of findings;
- To keep up to date with changes to EAS procedures;
- To maintain impartiality, confidentiality and to declare any potential conflicts of interest that might jeopardize an objective assessment as required by the completing the Contractual Activity Agreement F07/02.

- To report to EAS about his/her profile by using F06/08 Assessor/Expert Profile whenever there is change of profile

9. Authorities

Technical experts have the authority to provide technical explanation on technical issues in a professional manner.

The technical experts use the vertical assessment checklists and witnessing assessment form during the assessment for recording the assessment result and provide the feedback to technical assessor is used. The test method is also provided to the technical expert for using during assessment.

10. Accountability

The Technical Expert is accountable to the team leader throughout the assessment. The Technical Expert is accountable for his/her performance in accordance with the Contractual Activity Agreement F07/02.

11. Records

- Contractual Activity Agreement (F07/02)
- Personnel File
- Assessor/Expert profile (F06/08)

Revision No.	Date approved	Revision History
1	23/05/2016	The test method is also provided to the technical expert for using during assessment.
1.1	2018-10-16	Under clause 2 the reference PM04 changed to PM 09 and ISO/IEC 17011:2005 to ISO/IEC 17011:2017 and also the team leader changed to team leader and also document id no JD 11 to JD 20.
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.

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