IAF Workshop on IAF MD 20

UKAS Competence process

Phil Shaw. IAF TC New Delhi. October 2016
Confirming Competent Assessors.

- A brief description of the UKAS process
- Changes identified as a consequence of IAF MD 20.
- How we will evaluate/confirm the competencies
Confirming Competent Assessors.---current arrangements new staff.
Skills gap analysis.

Induction training  4 -6 weeks.

-UKAS accreditation process. ( MD 20 B1, 2, 5 Knowledge)

-lead assessor course---1 week (B1, 2, 5 Knowledge some skills !)

tests of understanding

Accreditation standards courses - 2 days each standard.

pre course exercise---read the standard.---feedback.
presentations, exercises, case studies, monitoring (Knowledge and understanding)
Mentoring and monitoring.

Observation of a number of assessments – no active involvement in the team. *Produce a report on this*

Progressive involvement in assessments “Learn by doing”. *(MD 20 B4 and B5)*

Monitoring reports on performance outcomes. *by the lead assessor*

Identify further training, exposure, specific activities

Continue monitoring. *(Application of knowledge and skills for assessment and report)*

Final recommendation made, approval by Section Head/Senior Manager and records confirm status.

Review at 3 months and try to achieve within 6 months of start of employment
**Ongoing monitoring of performance.**

Independent monitoring every three years, report, feedback.

*Confirms ongoing competence is demonstrated*

OR identifies improvements required. *e.g additional training, mentoring etc*

**In addition :-**

Independent review process.—oversight of—

application review, assessment strategy planning/team selection, reporting *(document review, head office & critical locations, witness assessments-)*-

consistency/clarity of report Vs non- conformities, close out and conclusions, etc.etc.
IAF MD 20

**Actions to fully demonstrate implementation MD 20.**

1. Undertake detailed review of Annex 1. and confirm how/where the competencies are addressed. Training course(s), on the job training etc. --commenced September 2016.

2. Identify and develop some very specific training modules e.g organisations/legal entities, scopes of accreditation and risk, expectations of witness assessments. 2017.

3. Review records of confirming competence—

   amend templates accordingly to capture more relevant details regarding performance/competence as per MD 20.

   introduce a system to capture the independent review feedback for all assessors and the subsequent action.
Revise UKAS procedures to reflect/refer to MD 20.

Say what we do, do what we say ----
and prove it !!!