IECRE OPERATIONAL DOCUMENT

IEC System for Certification to Standards Relating to Equipment for Use in Renewable Energy Applications (IECRE System)

Title – Qualification Criteria for Peer and Lead Assessors for RECBs and RETLs under the ME Sector of IECRE
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1. Introduction

This document describes the necessary requirements which Peer Assessor and Lead Assessors shall fulfil to be qualified as Peer or Lead Assessors for assessments of candidate, and reassessment of existing, RECBs and RETLs under the ME Sector of IECRE. The term Peer Assessor is further defined in IEC CAB-P02.

2. Normative References

IEC CA 01, IEC Conformity Assessment Systems – Basic Rules [Including IECRE Supplement: IECRE 01-S]
IECRE 02, Rules of Procedure
IECRE 02-1, Particular Rules of Procedure – Peer Assessment Programme

3. Purpose

Peer and Lead Assessors shall be suitably qualified for carrying out assessments. This OD defines the qualification criteria for Peer Assessors as well as for Lead Assessors.

4. Validity

The OD applies to all Peer and Lead Assessors selected to carry out peer assessments of RECBs and RETLs under the ME sector of IECRE.

5. Procedure

5.1 General

Peer and Lead Assessors are appointed to the pool of assessors according to IECRE 02 and IECRE 02-ME SUP, IECRE 02-1 (once published) and to this OD. Peer and Lead Assessors shall fulfil the criteria stated below. If, for good reason, the criteria cannot be fulfilled by an applicant Assessor then a deviation from the requirements set out in this document can be accepted based on an REMC decision.

The appointment of a Peer Assessor or Lead Assessor to a specific assessment is a personal appointment and can only be transferred to another competent person from within the pool under extenuating circumstances and with approval of the IECRE Executive Secretary.

Any assessment within the ME Sector shall include a Lead Assessor and no less than 1 and no more than 2 Peer Assessors. Costs for the assessment shall comply with OD-003.

All applicants shall complete the registration form provided in AD-002.

NOTE: Each International Standard (or Technical Specification) agreed for use in the ME Sector is considered a competence area.

5.2 Appointment of Peer Assessors to the Pool of Peer Assessors

For a new competence area or a competence area with less than 3 bodies recognized, the following rules shall apply:

- The Lead Assessor shall be the ME-SWG Convener or a designated representative.
- The Pool of Peer Assessors shall be composed of at least 3 experts from the following in preferential order:
  1. A minimum of one representative from each existing recognized body within the ME Sector within the competence area (if such a recognized body exists), or a from different ME competence area
  2. A representative from a recognized body from a similar competence area within the Wind Sector of the IECRE (if such a recognized body from a similar competence area exists)
3. Nominated experts from Member Bodies of the ME-SWG
4. An Officer of the IECRE System

For existing competence areas with 3 or more bodies recognized, the following rules apply:

- The Lead Assessor is elected following the guidance in 5.3.
- The Pool of Peer Assessors shall be composed of:
  1. A minimum of one representative from each existing recognized body within the ME Sector within the competence area as defined in registration form AD-002.
  2. Nominated peers from Member Bodies of the ME-SWG

Peer Assessors are appointed to the Pool of Peer Assessors according to the following procedure:

- The applicant Peer Assessor, supported by their organization, submits their application to their respective national Member Body for endorsement by using registration form AD-002,
- Once endorsed, the Member Body sends the application to the IECRE Secretariat,
- The ME-SWG decides on appointment of the Peer Assessor to the Pool of Peer Assessors based on the criteria stated in this document.

5.3 Selection of Lead Assessors

For each given competence area, the Lead Assessor will be selected and appointed by the Executive Secretary in consultation with the ME-SWG Convenor in accordance with IECRE 02 Rules of Procedure, IECRE 02-1 Particular Rules of Procedure – Peer Assessment Programme and this document.

5.4 Qualification Criteria of Peer Assessors

An applicant Peer Assessor shall fulfill the following requirements:

- An employee of an RETL or RECB (or applicant RETL or RECB)
- An engineer or scientist with an education curriculum that included at least basic mechanical, electrical, marine science, oceanography, or relevant education (min. bachelor’s degree) that is embedded in an internationally accepted education organization.
- 5 years minimum experience within the ME industry including at least 2 years of experience from any relevant competence area as defined in registration form AD 002.
- Successful completion of the assessor training (as soon as such training is offered),
- Ability to travel internationally,
- Commitment to the goals of the IECRE system (e.g. consensus, consistency, impartiality),
- Good management, interpersonal and negotiation skills.

An applicant Peer Assessor should fulfill the following requirements:

- Experience with technical audits and/or quality management audits (e.g. ISO/IEC 17065 for RECBs and/or ISO/IEC 17020 and/or ISO/IEC 17025 for RETLs as applicable) in general,
- Detailed knowledge of all relevant documents for the specific technical area(s) and the IECRE scheme documentation (standards, IECRE ODs, clarification sheets, etc.),
- Recent and detailed experience across the full range of activities within the technical
area(s), for example: 3 years of involvement in certification related projects,

- Fluent English in each of the categories: reading, listening, speaking, and writing.

All qualifications shall be documented in a written CV (curriculum vitae) and submitted to the secretariat. Qualifications stated on the CV will be verified.

Where a candidate does not fulfil some, or all, of these criteria, the REMC may still decide to appoint them as a Peer Assessor as per Clause 5.1.

5.5 Qualification Criteria of Lead Assessors

An applicant Lead Assessor for the ME Sector shall fulfil the requirements outlined in Clause 5.4 with the following additions:

- A skilled specialist that includes:
  a. A post-graduate degree in a relevant field, such as those described in Clause 5.4
  OR
  b. A quality system assessor certification issued by a competent entity that is embedded in an accepted education or qualification system,

- 5 years of experience in conformity assessment, preferably within the ME industry.

- Experience with technical audits and/or quality management audits (e.g. ISO/IEC 17065 for RECBs and/or ISO/IEC 17020 and/or ISO/IEC 17025 for RETLs as applicable) in general.

Where a candidate does not fulfil some, or all, of these criteria, the REMC may still decide to appoint them as a Lead Assessor as per Clause 5.1

5.6 Term for Peer Assessors and Lead Assessors

The term for each Peer Assessor or Lead Assessor is for 5 years and ends on 31 December from the year that the Peer Assessor or Lead Assessor is initially appointed (the “Term”). The Term can be renewed each time for a further 5 years if the appointed Peer Assessor or Lead Assessor can provide evidence of their continued competency either through further training or recorded experience of conducting a minimum of 3 peer assessments in the preceding 5 years.