



**Egyptian Accreditation Council
EGAC**

Handling of Personnel Schemes PB16Ps

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1. PURPOSE

To describe how EGAC deals with the scheme request by an interested party and definition the Scheme Advisory Committees.

2. SCOPE

This regulation applies to all scheme requests by interested parties and installing the scheme advisory committee .

3. REFERENCES

- 3.1 ISO/IEC 17024:2012
- 3.2 EA 1/22

4. DEFINITIONS

Certification scheme for persons

competence and other requirements related to specific occupational or skilled categories of persons (ISO/IEC 17024 and ISO/IEC 17027). *For example there are schemes for the certification of “ Food Auditors ”, “ Welders ” and “ Cyber Security Specialists.”*

Scheme Owner (SO)

organization responsible for developing and maintaining a certification scheme.

Scheme Owner may be:

- 1- If CB is the scheme owner: develop and maintain periodically the own scheme with the expert & interested parties.
- 2- If CB is not the scheme owner: CB have two choice
 - a- Contractual agreement with scheme owner.
 - b- CB participate in scheme committee.
- 3- If the C.S. is International standard: the ISO (International Organization for standardization) has the responsibility to maintain and develop the Certification scheme C.S and published it in website.

6. Terms of reference of the Scheme Advisory Committees (SAC)

2.

6.1 Establish SAC

TCs shall be established if the following conditions are met:

- there are expressed needs to resolve technical aspects of accreditation and technical aspects of the functioning of the accreditation system.
- new area of accreditation appears where there is no sufficient experience.

Members of SAC may come from professional institutions, industry, CABs, governmental regulators, universities or may be EGAC staff, independent specialists, governmental specialists and representatives of other interested parties. The composition shall respect the balance of interests.

EGAC has established a database including scheme advisory committee members covering the main disciplines and sectors within which it operates.

All SAC members shall be required to sign a statement of confidentiality.

6.2 TASKS

- To study and interpret international and regional Scheme documents related to accreditation and make recommendation for EGAC.
- must demonstrate that the certification scheme for persons meets Clause 8 of ISO/IEC 17024.
- SAC members shall make all recommendations, conclusions and other decisions by voting, by the majority of votes of the present members.
- preparation of the separate documents for specific fields of applications in form of guidelines, rules, instructions or policies as advice for EGAC.
 - addressing technical points arising from daily work in the scheme and providing advices/recommendations to Accreditation Committee or EGAC's Collegium of Experts when requested on decisions related to granting/extending/withdrawing of accreditation
 - assisting EGAC in training assessors and experience exchange
 - proposing technical experts to EGAC on request for a specific field of accreditation;
 - 6.3WORK
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6.3 Competence and training for the Scheme advisory Committees (SAC):

- **The qualifications:** Very highly qualified in their fields (Very experienced in the technical field: enough years (at least two years) of practical experience as convincing to EGAC accreditation manager and director, or academic qualifications in relation to the required field).
 - Awareness on EGAC policies and procedures, and also the technical requirements of the relevant standard to their field (ISO/IEC 17024, NDT - Welder,.....)
- Records will be kept for their qualification and training.

- **The ongoing information:**

The Scheme committee members are to be included in the yearly meeting to inform them of: What is new in their field requirements.

. 7. PROCESS DESCRIPTION FOR REVIEW OF SCHEMES

- **7.1 Request for Scheme**
- On received of a completed Scheme The relevant Accreditation manager shall arrange with the Scheme Advisory Committee members for the review of the Scheme accordance with ISO/IEC 17024:2012 and relevant standard(if applicable)

7.2 Process of Scheme review

Scheme evaluation

Stage 1: Technical Review By one or two assessor (assessor ISO 17024 and expert in the field related to scheme) (ISO /IEC17021:2012, section 8).

Stage 2: EGAC Scheme Advisory committee to review the suitability of certification scheme to Egyptian market, needs and to ensure there is no overlapping in this scheme to

another law or standard use on the Form (F04P24C; PRS 17024 certification scheme evaluation form).

EGAC decides whether it shall be sent to EA in case of international Scheme or handle by EGAC as national scheme.

In the case that the scheme shall be an international scheme the steps according to EA 1/22 must be followed:

scheme owner(SO) sends the scheme documentation to the EGAC;

- EGAC checks if the is already in the EA Intranet
- scheme owner(SO) confirms acceptance to work only with the EGAC
- scheme owner(SO) confirms with the EGAC whether it intends to operate the scheme in other countries.
- EGAC informs the EA Secretariat about the scheme it has accepted to evaluate
- scheme owner(SO) declares that the scheme does not include any additional requirements for NABs
- EGAC undertakes the scheme evaluation and reports the outcome to the EA Secretariat
- EA Secretariat request comments from other EA members (30 days)
- The EA Secretariat confirms the EGAC status and conclusions and updates the EA Intranet
- EGAC (and other NABs) may start providing accreditation services for the scheme. EGAC is the scheme focal point for contacts with the scheme owner(SO) and other NABs

7.3.1 A certification scheme shall contain the following elements

a) Scope of certification

The scope of the certification scheme is a description of the range and boundaries that apply. It informs the certified person and other interested parties of the nature and limits of the certification.

A scope description can be :

- a job title (*e.g. sous chef, fire fighter*)
- a certification title (*e.g. certified quality management auditor*)
- a phrase (*e.g. energy auditor for commercial and multi residential building envelopes*)

b) Job and task description

Every job is made up of a number of different tasks. A task is a job related activity. A certification scheme contains a description of the tasks required to perform the job. The scheme developer determines the extent to which the tasks are described.

A certification scheme can also include the context in which the tasks are performed.

For example, the job and task description for a certification scheme for commercial airline pilots includes the context of the specific type of aircraft operated by the pilot.

c) Required competence

After the tasks have been defined for a specific job, the knowledge and skills are identified. Competence is the ability to apply the knowledge and skills to achieve the intended results (to perform the tasks competently). A certification scheme for persons

contains a way to verify the tasks, knowledge and skills required to perform the job competently.

d) Abilities (when applicable)

It may be necessary depending on the nature of a job to define the required abilities. Abilities are natural talents and aptitudes. Abilities can include physical capabilities such as vision.

e) Prerequisites (when applicable)

Prerequisites are the qualifications or competence required by a certification scheme for persons before one can be certified.

An example of a prerequisite is requiring completion of safety training prior to certification.

Prerequisites are not always necessary. When prerequisites are part of the certification scheme for persons they must be related to the competence requirements (Clause 8.4.c of ISO/IEC 17024).

f) Code of conduct (when applicable)

A code of conduct is a statement of expected behaviors of the certified person. It can contain a description of professional, ethical or behavioral norms.

7.3.2 A certification scheme shall include the following certification process requirements :

Clause 8.3 of ISO/IEC 17024 contains certification scheme elements that are related to the certification process.

a) Criteria for initial certification and recertification

A certification scheme for persons must include the criteria for both initial certification and recertification.

Examples of criteria for initial certification might include prerequisites or assessment/examination, or any other requirements for issuance of certifications (e.g. background checks).

Clause 9.6 of ISO/IEC 17024 defines the requirements for the recertification process. Examples of criteria for recertification might include (Clause 9.6.5 of ISO/IEC 17024) :

- On site assessment
- Professional development
- Structured interview
- Confirmation of continuing satisfactory work and work experience records
- Examination
- Checks on physical capability.

b) Assessment methods for initial certification and recertification

The assessment methods selected for initial certification will be dependent on the scheme competence requirements. Assessment methods can include written, oral, practical and observational examinations.

For example, if the scheme competence requirements include assessing keyboarding speed, then a practical examination might be used. The certification scheme for persons can also specify the depth, length and content of the examination. By depth it is meant the degree of detail of knowledge and skills. By length it is meant the length of the examination in terms of number of questions or the time allowed to take the examination. By content it is meant the percentage of an examination devoted to each subject area.

c) Surveillance methods and criteria (if applicable)

In some instances surveillance is a requirement of a scheme. Surveillance is the periodic monitoring of a certified person's performance between certification and recertification to ensure continued compliance with the certification scheme. To determine the need for surveillance the scheme owner takes into consideration factors such as changing technology, length of recertification cycle, risk and consequences of incompetence.

For example, if a welding certification is valid for 10 years, a surveillance activity such as an onsite observation could be conducted in the interim

d) Criteria for suspending and withdrawing certification

The criteria for suspending or withdrawing the certification are included in the certification scheme for persons.

Examples of conditions under which the certification can be suspended or withdrawn are a violation of the code of conduct, failure to comply with the scheme requirements, unsatisfactory surveillance results or inability to continually fulfill the competence requirements of the scheme.

e) Criteria for changing the scope or level of certification (if applicable)

When applicable, the scheme should describe the criteria to be fulfilled when the scope or level of certification is changed.

An example of changing the scope of certification is a certification body expanding the scope of certification for a food inspector certified to inspect meat to include the inspection of fresh produce. An example of reducing the level is a certification body reducing the level of certification of a certified level 2 Non-Destructive Testing person to a level 1, due to inactivity associated with level 2 in accordance with the scheme.

The criteria for suspending or withdrawing the certification are included in the certification scheme for persons. *Examples of conditions under which the certification can be suspended or withdrawn are a violation of the code of conduct, failure to comply with the scheme requirements, unsatisfactory surveillance results or inability to continually fulfill the competence requirements of the scheme or manipulating of certificates.*