

TRAINING PROGRAMME

ONLINE – Accreditation of Inspection Bodies (ISO/IEC 17020)

15 – 17 November 2022



1. Training context

This is a training course on the use of ISO/IEC 17020:2012, Conformity assessment — Requirements for the operation of various types of bodies performing inspection to accredit inspection bodies. The course will also cover relevant ILAC requirements, including ILAC P8:03/2019 and ILAC P15:05/2020.

The facilitators/trainers will provide insights on how this type of accreditation is conducted and participants will be encouraged to share their experiences and ask questions. Attendees are expected to be APAC Member personnel (assessors, managers, accreditation scheme developers) that are either undertaking accreditation of inspection bodies or are considering developing this type of accreditation scheme.

The course will be held over three consecutive sessions at the following dates and times (Coordinated Universal Time (UTC)):

Session 1 – 02:00 AM – 06:00 AM, 15 Nov, UTC

Session 2 – 02:00 AM – 06:00 AM, 16 Nov, UTC

Session 3 – 02:00 AM – 06:00 AM, 17 Nov, UTC.

2. Target audience

Attendees are expected to be APAC Member personnel (assessors, managers, accreditation scheme developers) that are either undertaking accreditation of ISMS certification, or are considering developing this type of accreditation scheme. It is expected many of the attendees will already be familiar with accreditation of management system certification.

3. Facilitators

The Facilitators for this event are:

Dr Aparna Dhawan	Mr. Brahim Houla	Mr Geoff Hallam
• TICC (Belgium)	• GCC Accreditation Center (GAC)	• IANZ (New Zealand)

Day 1 (15 November 2021)		
Time (UTC)	Session Content	Lead Facilitator
02.00 - 02.15h	Introduction by secretariat	APAC Secretariat
02.15 - 03.00h	Session 1: Introductions and expectations <ul style="list-style-type: none"> • Introductions and presentation of the training agenda, objectives, and participants' expectations 	Geoff Hallam
03.00 - 03.45h	Session 2: Impartiality and independence of Inspection bodies <ul style="list-style-type: none"> • Impartiality requirements for Inspection bodies • General introduction of Inspection body b Types 	Aparna Dhawan
03.45 - 04.00h	Coffee break	
04.00 - 05.00h	Session 3: Structural requirements of Inspection bodies <ul style="list-style-type: none"> • Administrative requirements • How inspection bodies need to be organised and managed 	Brahim Houla
05:00 -06:00h	Session 4: Group exercise 1 <ul style="list-style-type: none"> • Group discussion on questions related to Impartiality and structural requirements 	Facilitators
	End of Day 1	

Day 2 (16 November 2022)		
Time (UTC)	Session Content	Lead facilitator
02.00 - 02.15h	<i>Recap and feedback on Day 1</i>	
02.15 - 03.15h	Session 5: Resource requirements for Inspection bodies I 6.1 Personnel requirements	Aparna Dhawan
03.15 - 03.30h	Coffee break	
03.30 - 04.15h	Session 6: Resource requirements for Inspection bodies II <ul style="list-style-type: none"> • 6.2 Facilities and equipment requirements • 6.3 Subcontracting requirements 	Geoff Hallam
04.15 - 05.15h	Session 7: Process requirements for Inspection bodies I <ul style="list-style-type: none"> • 7.1 Inspection methods and procedures • 7.2 Handling inspection items and samples • Overview about Sampling in inspections and the ILAC IC WG on sampling. 	Brahim Houla + Geoff Hallam
05.15 - 06.00h	Session 8: Group exercise 2B <ul style="list-style-type: none"> • Multiple answer questions 	Facilitators
	End of Day 2	

Day 3 (17 November 2022)		
Time (UTC)	Session Content	Lead Facilitators
02.00 - 02.30h	<i>Recap and feedback on Days 1&2</i>	
02.30 - 03.00h	Session 9: Process requirements for Inspection bodies II <ul style="list-style-type: none"> 7.3 Inspection records 7.4 Inspection reports and inspection certificates 	Geoff Hallam
03.00 - 03.30h	Session 10: ILAC applicable documents Overview about the ILAC policies and guidance for ABs and inspection bodies.	Aparna Dhawan
03:30 - 03.45h	coffee break	
03.45 - 04.15h	Session 11: Annex A (normative) Independence requirements for inspection bodies <ul style="list-style-type: none"> Details of independence requirements and P15 additional guidance 	Brahim Houla
04.15 - 05.00h	Session 12: Changes in P15 <ul style="list-style-type: none"> Overview about the changes in P15 ILAC platform for Q&As on inspection related matters 	Brahim Houla
05.00 - 05.45h	Session 13: Group exercise 3 Case studies for group discussions	Facilitators
05.45 - 06.00h	Session 14: Questions and answers session	Facilitators
	End of Day 3	