



IECRE OPERATIONAL DOCUMENT

IEC System for Certification to Standards relating to Equipment for use in Renewable Energy applications (IECRE System)

Qualification Criteria for Peer and Lead Assessors for RECBs and REIBs under the PV Sector of IECRE



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CONTENTS

CONTENTS	2
1 Introduction	3
2 Purpose	3
3 Validity	3
4 Procedure	3
4.1 General	3
4.2 Appointment of Peer Assessors to the Pool of Assessors	3
4.3 Election of Lead Assessors	3
4.4 Qualification Criteria of Peer Assessors	3
4.5 Qualification Criteria of Lead Assessors	4
4.6 Term for Peer Assessors and Lead Assessors	5

1 Introduction

This document describes the necessary requirements which peer and lead assessors have to fulfil in order to be qualified as peer or lead assessors for assessments of RECBs and REIBs under the PV sector of IECRE. The term of peer assessor is further defined in IEC CAB-P02:2017.

2 Purpose

Peer and Lead assessors need to be suitably qualified for carrying out assessments. This OD defines the qualification criteria for peer assessors as well as for lead assessors.

3 Validity

The OD applies to all peer and lead assessors selected to carry out peer assessments of RECBs and REIBs under the PV sector of IECRE.

4 Procedure

4.1 General

The appointment to be peer or lead assessor is a personal appointment and cannot be transferred to any other person. Peer and lead assessors are appointed according to IECRE 02, IECRE 02 PV SUP, and to this OD. Peer and lead assessors have to fulfil the criteria stated below. If, for good reason, the criteria cannot be fulfilled by any assessor applicant (e.g. for new technical areas), it can be deviated from the requirement based on a decision of the REMC.

4.2 Appointment of Peer Assessors to the Pool of Assessors

Peer assessors are appointed to the pool of peer assessors according to the following procedure:

- The peer assessor applicant submits his/her application to its national member body for endorsement (by using document AD-007),
- Once endorsed, the member body sends the application to the secretariat,
- The secretariat sends the application to the PV SWG convener for distribution to the PV-SWG to establish the appointment involving at least 3 but no more than 5 active members of the PV-SWG (as soon as minimum 10 RECBs or REIBs are accepted in the PV SWG, a peer assessor appointment group may be established),
- The PV SWG decides on appointment of peer to the pool of assessors based on the criteria stated in this document.

As long as less than 10 RECBs or 10 REIBs each are accepted participants in the IECRE scheme, the IECRE Executive Secretary and the PV SWG Convenor can appoint peer assessors and lead assessors that qualify requiring less stringent qualification criteria according to the below requirements; such peer assessors or lead assessors are referred to as “Interim Peer Assessor” or “Interim Lead Assessor”, respectively.

4.3 Election of Lead Assessors

For each peer assessment individually, the lead assessor will be jointly elected by the Executive Secretary and the PV-SWG Convenor in accordance with IECRE 02, IECRE 02 PV SUP, OD-471 and/or OD-472, and this document.

4.4 Qualification Criteria of Peer Assessors

Any peer assessor shall fulfil the following requirements:

1. An engineer with an education curriculum that included at least basic electric education (min. bachelor degree) or a lead electrician certified by a licensed competent authority that is embedded in an internationally accepted education or qualification system.
2. 5 years of experience in conformity assessment within the PV industry. For Interim Peer Assessors: Adequate proof of technical expertise.
3. 5 years of experience in the PV industry including at least 2 years of experience from any relevant technical area.
4. Employee of a PV RECB (hereinafter “RECB”) or PV REIB (hereinafter “REIB”) or an RECB / REIB applicant employee. For Interim Peer Assessors: Qualified and recognized experts of the PV sector that are knowledgeable about and actively contributing to the IECRE systems are acceptable.
5. 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 17021 for REIBs as applicable) in general. For Interim Peer Assessors: Relevant experience matching above requirements as closely as possible.
6. Commitment to the goals of the IECRE system (e.g. consensus, consistency, impartiality),
7. Successful completion of the assessor training (as soon as such training is offered),
8. Detailed knowledge of all relevant documents for the specific technical area(s) and the IECRE scheme documentation (standards, IECRE ODs, clarification sheets, etc.),
9. 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. For Interim Peer Assessors: Solid and proven knowledge of technical assessments in the PV sector is sufficient.
10. Fluent English capability¹ in each of the categories reading, listening, speaking, and writing,
11. Good management, interpersonal and negotiation skills,
12. Ability to travel internationally.

Any qualification shall be documented by a written CV (curriculum vitae) submitted to the secretariat. Qualifications in the CV will be checked.

4.5 Qualification Criteria of Lead Assessors

Any lead assessor for the PV sector shall fulfil the requirements outlined in section 4.4 except those requirements being replaced by the following:

1. A skilled specialist with a university education curriculum that included at least basic process or administration related education
 - a. a bachelor degree in administration or engineering or
 - b. a quality system trainer or assessor certification issued by a competent entity that is embedded in an internationally or accepted education or qualification system, e. g. EFQM (European Foundation for Quality Management), TQM (Total Quality Management) system
2. 5 years of experience in conformity assessment, preferably within the PV industry.
3. 5 years of experience in an established industry, ideally including 2 years of experience in the PV industry.

¹ Sufficient speaking and writing capability may be demonstrated by a certificate according to the Common European Framework of Reference for Languages (CEFRL), TOEFL or the International English Language Testing System (IELTS). Rating should be B2 for CEFRL, 42-59 for TOEFL or 5.5 for IELTS.

4. Experience with quality management audits (e.g. ISO 9000 and/or ISO/IEC 17065 for RECBs and/or ISO/IEC 17020 and/or ISO/IEC 17021 for REIBs as applicable) in general
5. Commitment to the goals of the IECRE system (e.g. consensus, consistency, impartiality),
6. Successful completion of the assessor training (as soon as such training is offered),
7. Detailed knowledge of all relevant documents for the specific quality management area(s) and the IECRE scheme documentation (standards, IECRE ODs, clarification sheets, etc.),
8. Fluent English capability¹ in each of the categories reading, listening, speaking, and writing,
9. Good management, interpersonal and negotiation skills,
10. Ability to travel internationally.

4.6 Term for Peer Assessors and Lead Assessors

The term for each Peer Assessor or Lead Assessor is terminating 5 years after the 31 December of the year that the Peer Assessor or Lead Assessor is initially appointed (the “Term”). The Term is renewed each time for a further 5 years if the appointed Peer Assessor or Lead Assessor can prove his proficiency by either proper training or by logged expertise of minimum 3 peer assessment participations in the preceding 5 years.

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