



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 under the WE-OMC of IECRE



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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 under the WE-OMC of IECRE.

2 Purpose

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

3 Validity

The OD applies to all peer and lead assessors selected to carry out peer assessments of RECBs under the WE-OMC of IECRE. This OD is maintained by SG550.

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 the IEC RE Rules of Procedure and 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 SG550 decision.

SG550 decisions with respect to assessors are taken by the peer appointment group of SG550 presently two groups one for type and component certification and project certification. The peer appointment groups will be composed as follows:

- for all group: convener of SG550
- type and component certification: at least 4 peer assessors representing technical areas including at least structural, mechanical, loads, functional safety, electrical
- project certification: at least 4 peer assessors representing technical areas including at least structural, loads, geotechnical, electrical

The peer appointment group shall be elected by SG550 on an annual basis.

In order for the group to be quorate when evaluating an application, the minimum requirement is for 3 delegates of which 2 delegates are representing the relevant technical area.

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 applicant submits their application to their national member body for endorsement (by using document AD-002),
- Once endorsed, the member body sends the application to the secretariat,
- The secretariat sends the application to SG550 convener for distribution to the peer appointment group,
- The peer appointment group decides on appointment of peer to the pool of assessors based on the criteria stated in this document.

4.3 Election of Lead Assessors

The lead assessor will be elected according to the Rules of Procedure of IECRE and WE-OMC.

4.4 Qualification Criteria of Peer Assessors

Any peer assessor shall fulfil the following requirements:

1. Employee of an RECB or for project certification, OD-502, preferably an RECB applicant employee until 3 certification bodies are approved. An alternative to an RECB applicant could be an employee from an RECB for type and component certification with relevant experience in project certification, see also OD-550-1 chapter 5.5,
2. Commitment to the goals of the IECRE system (e.g. consensus, consistency, impartiality),
3. Experience with technical audits and quality management audits (e.g. ISO/IEC 17065) audits in general,
4. Successful completion of the assessor training (as soon as the training is offered),
5. Detailed knowledge of all relevant documents for the specific technical area(s) and the IECRE scheme documentation (standards, IECRE ODs, clarification sheets, etc.),
6. 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.
7. Fluent English speaking and writing capability¹,
8. Good management, interpersonal and negotiation skills,
9. Ability to travel internationally.

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

4.5 Qualification Criteria of Lead Assessors

Any lead assessor shall fulfil the following requirements:

1. Not Employee of an RECB or an applicant RECB. The lead assessor automatically becomes a non-voting member of SG550,
2. Commitment to the goals of the IECRE system (e.g. consensus, consistency, impartiality),
3. Extensive experience as auditor in technical audits as well as quality management system audits (e.g. ISO/IEC 17065 or IEC RE assessments) in general,
4. Successful completion of the assessor training (as soon as the training is offered),
5. Detailed knowledge of the IECRE scheme documentation (standards, IECRE ODs, clarification sheets, etc.),
6. Significant experience related to certification services under ISO/IEC 17065,
7. Fluent English speaking and writing capability¹,
8. Good management, interpersonal and negotiation skills and the ability to resolve conflict,
9. Ability to travel internationally,

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

10. Should have participated in at least one assessment as an observer (in conjunction with a lead assessor at their own expense).

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