



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 RETLs under the WE-OMC of IECRE



THIS PUBLICATION IS COPYRIGHT PROTECTED

Copyright © 2019 IEC, Geneva, Switzerland

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either IEC or IEC's member National Committee in the country of the requester.

If you have any questions about IEC copyright or have an enquiry about obtaining additional rights to this publication, please contact the address below or your local IEC member National Committee for further information.

IEC Central Office
3, rue de Varembe
CH-1211 Geneva 20
Switzerland

Tel.: +41 22 919 02 11
Fax: +41 22 919 03 00
info@iec.ch
www.iec.ch

About the IEC

The International Electrotechnical Commission (IEC) is the leading global organization that prepares and publishes International Standards for all electrical, electronic and related technologies.

About IEC publications

The technical content of IEC publications is kept under constant review by the IEC. Please make sure that you have the latest edition, a corrigenda or an amendment might have been published.

Useful links:

IEC publications search - www.iec.ch/searchpub

The advanced search enables you to find IEC publications by a variety of criteria (reference number, text, technical committee,...).

It also gives information on projects, replaced and withdrawn publications.

IEC Just Published - webstore.iec.ch/justpublished

Stay up to date on all new IEC publications. Just Published details all new publications released. Available on-line and also once a month by email.

Electropedia - www.electropedia.org

The world's leading online dictionary of electronic and electrical terms containing more than 30 000 terms and definitions in English and French, with equivalent terms in additional languages. Also known as the International Electrotechnical Vocabulary (IEV) on-line.

Customer Service Centre - webstore.iec.ch/csc

If you wish to give us your feedback on this publication or need further assistance, please contact the Customer Service Centre: csc@iec.ch.



IECRE OD-551-23

Edition 1.0 2019-03-08

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 RETLs under the WE-
OMC of IECRE**

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

PRICE CODE

ZZ

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

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 RETLs 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 RETLs under the WE-OMC of IECRE. This OD is governed by SG551.

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 competence areas), it can be deviated from the requirement based on a SG551 decision.

SG551 decisions with respect to assessors are taken by the peer appointment subgroup of SG551. For all competence areas the peer appointment subgroup is composed as follows:

- convener of SG551
- at least 4 peer assessors, representing all well-established competence areas

The peer appointment subgroup shall be elected by SG551 preferably on an annual basis. The period of appointment ends automatically when the convener is re-elected. In order to be quorate, the minimum requirement is for 3 delegates.

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 SG551 peer appointment subgroup,
- The peer appointment subgroup 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 IEC RE and WE-OMC.

4.4 Qualification Criteria of Peer Assessors

Any peer assessor shall fulfil the following requirements:

1. Employee of an RETL (in case of well-established competence areas) or an applicant RETL (in case of new competence areas),
2. Commitment the goals of the IECRE system (e.g. consensus, consistency, impartiality),

3. Experience with technical audits and quality management audits (e.g. ISO/IEC 17025) audits in general,
4. Successful completion of the assessor training (as soon as the training is offered),
5. Detailed knowledge of all relevant documents relevant to the specific competence area and the IECRE scheme documentation (standards, IECRE ODs, clarification sheets, etc.),
6. Recent and detailed experience across the full range of activities within the competence area, by way of example: 3 years of involvement in projects or 10 number of projects carried out,
7. Ability to understand and interpret proficiency or other inter-laboratory tests in conjunction with the lead assessor,
8. Fluent English speaking and writing capability¹,
9. Good management, interpersonal and negotiation skills,
10. Ability to travel internationally.

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

4.5 Qualification Criteria of Lead Assessors

Any lead assessor shall fulfil the following requirements:

1. Not Employee of an RETL (in case of well-established competence areas) or an applicant RETL (in case of new competence areas). The lead assessor automatically becomes a non-voting member of SG551,
2. Commitment 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 17025 or IEC RE assessments) in general,
4. Successful completion of the assessor training (as soon as the training is offered),
5. Detailed knowledge of all relevant documents relevant to the specific competence area and the IECRE scheme documentation (standards, IECRE ODs, clarification sheets, etc.),
6. Significant technical experience in test, measurement and analysis techniques in the wind energy industry,
7. Ability to understand and interpret proficiency or other inter-laboratory tests in conjunction with the peer assessor,
8. Fluent English speaking and writing capability¹,
9. Good management, interpersonal and negotiation skills and the ability to resolve conflict,
10. Ability to travel internationally,
11. Should have participated in at least one assessment as an observer (in conjunction with a lead assessor at their own expense).

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.

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

3, rue de Varembé
PO Box 131
CH-1211 Geneva 20
Switzerland

Tel: + 41 22 919 02 11
info@iec.ch
www.iec.ch

IEC SYSTEM FOR CERTIFICATION TO STANDARDS
RELATING TO EQUIPMENT FOR USE IN RENEWABLE
ENERGY APPLICATIONS (IECRE SYSTEM)

IECRE Secretariat c/o IEC
3, rue de Varembé
PO Box 131
CH-1211 Geneva 20
Switzerland

Tel: + 41 22 919 02 11
secretariat@iecre.org
www.iecre.org