



Exemplar
Global

Certification Requirements

Qualification-based

Laboratory Assessor

Certification Program

Exemplar Global is accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ) as meeting the requirements of the International Standard for Personnel Certification Bodies, ISO/IEC 17024:2012 '*General requirements for bodies operating the certification of persons.*'

This program is not covered under Exemplar Global's scope of accreditation with JAS-ANZ.

Disclaimer

While every effort is made to ensure that the process for evaluating applications for certification is effective, Exemplar Global, Inc. does not accept liability for the performance, conduct or services provided by the certified person or organization.

Copyright© 2017 Exemplar Global, Inc.

This certification program and associated Intellectual Property is subject to Exemplar Global, Inc. Copyright®. Apart from any fair dealing for the purposes of application, review or reference, as permitted under the Australian and United States of America Copyright Acts, no part of this program may be reproduced by any process without the written permission of the chief executive officer of Exemplar Global, Inc.

Table of Contents

Introduction	pg.4
Grades of Certification.....	pg.5
Scopes of Certification	pg.6
Knowledge Requirements.....	pg.9
Qualification Requirements	pg.10
Assessment Experience Requirements	pg.11
Work Style Assessment for Auditors	pg.12
Recertification	pg.13
Expansion	pg.14

Introduction

The **Laboratory Assessor Certification Scheme** has been developed by Exemplar Global in liaison with industry representatives.

The program provides international recognition for assessors of laboratory competence, including assessments using National or International laboratory standards, or other laboratory standards recognized by Exemplar Global.

Confidence and reliance in the assessment process depends on the competence of personnel conducting the assessment.

This personnel certification has been developed to meet the following key objectives:

- Ensure that assessors meet or exceed the assessing and related competencies defined by Exemplar Global, using ISO19011 as guidance, for assessors of laboratories, including assessments using National or International laboratory standards, or other laboratory standards recognized by Exemplar Global.
- To assist organizations in selecting appropriately qualified assessors.
- To enhance the professional recognition of qualified assessors.

Assessors who wish to become certified by Exemplar Global should review this document and the [Personnel Certification Guide](#) to better understand the certification requirements prior to applying for certification.

If you have any remaining questions regarding personnel certification, please contact an Examiner in your region's Principal Office. Exemplar Global Principal offices are located in:

Milwaukee, USA	Seoul, South Korea	Sydney, Australia
600 N Plankinton Ave Milwaukee, WI 53201-0602 USA +1-888-722-2440; or +1-414-272-3937 Fax +1-414-765-8661	Exemplar Global Co., Ltd. Room 610 Lotter IT Castle 1 #550-1 Gasan-Dong, Geumcheon-Gu, Seoul, South Korea Post code 153-768 +82-2-855-7017	South Wing Level 1, Building BR Werrington Corporate Centre, Werrington NSW 2747, Australia Mailing address: Building BR, Locked Bag 1797, Penrith BC NSW 2751, Australia 1-800-549-2440 +61-2-4728-4600

Grades of Certification

There are three grades of Laboratory Assessor certification:

- Associate Laboratory Assessor
- Laboratory Assessor
- Lead Laboratory Assessor

Associate Laboratory Assessor recognizes that an applicant has met the formal education, training and work experience requirements but has not yet demonstrated the ability to conduct assessments

Laboratory Assessor recognizes that an applicant has demonstrated the requirements to conduct an assessment of technical competence in specific areas of testing and calibration and provide technical expertise often as a member of an assessment team.

Lead Laboratory Assessor recognizes that an applicant has demonstrated the qualifications to conduct an assessment of a laboratory and can lead an assessment team.

Scopes of Certification

There are 17 scopes under qualification-based Laboratory Assessor certification. These scopes are in addition to the certification requirements shown within this document.

Applicants applying for scopes must provide evidence with their application related to their combined indirect education, direct education, work experience, and audit experience specific to the scope they seek.

* The submitted experience must be work within the specific field of testing/calibration

* This experience may be considered in lieu of the required evidence.

SCOPE	REQUIRED EVIDENCE *	ALTERNATE EVIDENCE **
1. Acoustics and Vibration	Five years laboratory experience	N/A
2. Analytical Chemistry	Five years laboratory experience	N/A
3. Calibration	Five years laboratory experience	N/A
4. Construction Materials and Construction Technology	Five years laboratory experience	Three years experience plus formal technical and/or assessment training in the laboratory or in field conditions.
5. Electrical/Electronic	Five years laboratory experience (including Information technologies)	Three years laboratory and/or manufacturing experience (including Information technologies) plus formal technical and/or assessment training.
6. Forensic	Five years laboratory experience	N/A
7. Ionizing Radiation	Five years laboratory experience	N/A

Scopes of Certification

* The submitted experience must be work within the specific field of testing/calibration

* This experience may be considered in lieu of the required evidence.

SCOPE	REQUIRED EVIDENCE *	ALTERNATE EVIDENCE **
8. Inorganic Chemistry	Five years laboratory experience	N/A
9. Materials	Five years laboratory experience in testing chemical, physical, and material properties.	Three years experience plus formal technical and/or assessment training in laboratory or in field conditions.
10. Metrology	Five years laboratory experience	Three years experience plus formal technical and/or assessment training in the following subject areas: <ul style="list-style-type: none"> • Dimensional • Mechanical • Thermal • Time/Frequency • Electrical/Electronic • Microwave/RF • Optical/Light wave
11. Microbiology	Five years laboratory experience	N/A
12. Optics and Optical Radiation	Five years laboratory experience	Three years experience plus formal technical training in laboratory or in field conditions.

Scopes of Certification

* The submitted experience must be work within the specific field of testing/calibration

* This experience may be considered in lieu of the required evidence.

SCOPE	REQUIRED EVIDENCE *	ALTERNATE EVIDENCE **
13. Organic Chemistry	Five years laboratory experience	N/A
14. Radio Chemistry	Five years laboratory experience	N/A
15. Thermal and Fire Resistance; Fire Testing; Fire Science and Technology	Five years laboratory experience	Three years experience plus formal technical training in the laboratory OR Five years assessment experience in field conditions under supervision of fire science expert(s).
16. Toxicology	Five years laboratory experience	N/A
17. Wood Products, Wood Science	Five years laboratory experience	Three years experience plus formal technical training in the laboratory OR Five years assessment experience in field conditions under supervision of fire science expert (s).

Knowledge Requirements

Applicants applying for Laboratory Assessor certification must provide evidence of knowledge competency defined by Exemplar Global.

Evidence of Knowledge-based Competency

All Laboratory Assessor Grades:

Knowledge requirements are demonstrated through the successful completion of an Exemplar Global certified Testing and Calibration Laboratory Competence Assessment Training Course or equivalent provided by an International Personnel Certification Association (IPC, formerly IATCA) signatory, completed within the last three years.

Knowledge requirements may alternatively be demonstrated through completion of a Exemplar Global certified (or IPC signatory-certified) QMS Lead Auditor course, plus documentation of a completed peer evaluation in support of APLAC, ILAC, or IAAC Arrangements (e.g., an activity report from the regional body coupled with a statement of the measured performance from the evaluator).

Refer to the [Personnel Certification Guide](#) for details on knowledge examinations, TPECS, and TCC training providers and other certified training courses recognized by Exemplar Global. A register of certified training providers is available at www.exemplarglobal.org.

Qualification Requirements

Applicants applying for Laboratory Assessor certification must provide evidence of qualifications defined by Exemplar Global in the following categories:

Evidence of Education:

Applicants for all Laboratory Assessor grades have completed tertiary education. A copy of the diploma and/or transcripts should be submitted as evidence.

In lieu of tertiary education, an applicant may document a total of 10 years work experience.

Evidence of Work Experience:

Applicants must document a minimum of five years relevant work experience.

Each applicant is required to demonstrate two years of quality assurance work experience in the previous five years. Examples of relevant quality experience include, but are not limited to:

- Involvement in the implementation and/or assessment of an ISO/IEC 17025 management system;
- Quality assurance activities (e.g., control charting, running of duplicate samples, proficiency testing);
- Direct responsibility for quality as a quality assurance or quality control coordinator or quality manager;
- Direct conduct of tests or calibrations in the field of science for which certification as an assessor is sought.

Evidence of work experience must be verifiable and include:

- Employer (including contact details);
- Dates of employment; and
- Roles, responsibilities (job description), and achievements.

Acceptable Forms of Evidence:

Acceptable evidence of education and work experience will be in the form of a copy of the applicant's educational certificate and/or degree and a work resume or curriculum vitae. This documentation is submitted with the application.

Assessment Experience Requirements

Applicants for Laboratory Assessor certification must provide evidence of assessment experience defined by Exemplar Global for each specific grade.

All assessment days must be in accordance with the conditions for assessment experience as described in the [Personnel Certification Guide](#).

Associate Assessor:

None

Assessor:

Applicants for Assessor grade shall demonstrate **20 assessment days**. A maximum of **six days** off-site assessment activity is allowed in these 20 days.

Included in the 20 assessment days, an applicant must demonstrate:

- **At least four complete** laboratory assessments as a member of an assessment team.

Lead Assessor:

Applicants for Lead Assessor grade shall demonstrate **35 assessment days**. A maximum of **10 days** off-site assessment activity is allowed in these 35 days.

Included in the 35 assessment days, an applicant must demonstrate:

- **At least seven complete** laboratory assessments either as a solo assessor, an assessment team member, or an assessment team leader; and
- **At least 15 assessment days and three complete laboratory assessments** as a team leader managing a team of at least one other assessor.

A copy of the assessment log can be found [here](#).

Work Style Assessment for Auditors

All applicants—except the Provisional Auditor grade—are required to complete the Work Style Assessment self-coaching tool as part of the certification process.

The Work Style Assessment is a sophisticated career and self-coaching development tool that empowers auditors through self-awareness. The assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development.

[Click here](#) for more information about the Work Style Assessment.

The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011:2011 “Guidelines for auditing management systems.” These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered
- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.

You can take the Work Style Assessment online on your computer or smartphone.

The assessment takes approximately 15 minutes to complete, however there is no time limit.

You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It’s all about understanding yourself better.

Responses are automatically processed by our partner and a PDF report will be emailed to you within one hour of completing the survey.

If you have completed the Work Style Assessment within the four years prior to application, further assessment is not required. Applicants are required to include the details of the previous assessment on their application form.

Recertification

To maintain certification, all certified assessors are required to demonstrate continuing conformity with the current certification requirements for the grade of certification awarded.

Exemplar Global will provide electronic reminders with an invoice for the annual instalment of your certification fee.

Every three years from the date of initial certification and each subsequent recertification, assessors must provide:

- Evidence of 120 hours of continuing professional development (CPD) activities. CPD logs are available at www.exemplarglobal.org. Guidance is provided in the [Personnel Certification Guide](#).
- Confirmation that the [Code of Conduct](#) has been adhered to and any complaints against performance have been resolved.
- Evidence of evaluation of personal attributes by the completion of the Work Style Assessment for Auditors within the previous four years; and
- [Assessment experience](#) that meets the conditions for assessment experience in accordance with the following:
 - **Associate Assessor**—No assessment experience required.
 - **Assessor**—At least 20 assessment days. A maximum of six days off-site assessment activity is allowed in these 20 days. Included in the 20 assessment days, an applicant must demonstrate at least four complete assessments as a member of an assessment team.
 - **Lead Assessor**—At least 35 assessment days. A maximum of 10 days as off-site assessment activity is allowed in these 35 days. Included in the 35 assessment days, an applicant must demonstrate at least seven complete assessments either as a solo assessor, an assessment team member, or an assessment team leader.

All assessment days must be in accordance with the conditions for audit experience as described in the [Personnel Certification Guide](#).

Expansion

Certified auditors can apply to expand their grade and/or scope of certification at any time. To apply for an expansion of certification, auditors are required to:

- Complete the online expansion application available through your online portal, accessible through the Exemplar Global website at www.exemplarglobal.org
- Submit the expansion fee as part of the online application process; and
- Provide evidence of the requirements for the grade and/or scope sought, as defined in the certification requirements.

Where an auditor is applying for more than one additional scope in the same application, only one expansion fee is required.

For complete details of fees, refer to the Exemplar Global fee calculator on the Exemplar Global website at www.exemplarglobal.org.