

## ACCREDITATION OF PERSONNEL CERTIFICATION SCHEMES

- 1 Accreditation of personnel certification schemes is achieved in stages. These are:
  - Application, see form ASL(F)40.
  - Review application and if appropriate issue invoice.
  - Settlement of invoice by applicant.
  - Document submission of organizations personnel management system and core quality assurance components.
  - Assessment of organization in accordance with ISO 17024.
  - Provisional accreditation decision
  - Contract & MOU agreement and signatures.
  - Listing in ascb.com
  - User account created at [www.irqao.com](http://www.irqao.com) for student / certificate listing.
  - Implementation check of management system – physical visit or remote assessment including sampling of personnel feedback
- 2 It is a requirement of accreditation that all certificate recipients are registered with ASCB. This is done by direct data entry of student details by the personnel certification body at [www.irqao.com](http://www.irqao.com).
- 3 Note: ISO 17024 is primarily intended for bespoke personnel schemes that require continual monitoring or CPD, rather than just the basic provision of training. Training accreditation at a provider or individual course level is available via a separate accreditation scheme.
- 4 Accreditation of personnel certification body is achieved in the following phases:

Phase 1	<b><u>Application</u></b>	Initial registration following Application payment.
Phase 2	<b><u>Document assessment</u></b>	Assessment of ISO 17024 management system documentation. Recording competence of providers.
Phase 3	<b><u>Provisional Accreditation</u></b>	Registration of personnel certification services. Award of personnel certification body status. “Intermediate Accreditation” if necessary.
Phase 4	<b><u>Full Accreditation</u></b>	Verification of certification services and management system implementation.

Note: Verification may entail (i) witnessing implementation at applicant’s expense, (ii) review of feedback forms from registrants or (iii) other surveillance activity.



- 5 Registration of certificate holders shall be made with ASCB (via [www.irqao.com](http://www.irqao.com)) at the end of the first day of issue of certificates.
6. The personnel certification body will be accredited in cognisance of ISO 17024.

**END**