

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 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.

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	<u>Application</u>	Initial registration following Application payment.
Phase 2	<u>Document assessment</u>	Assessment of ISO 17024 management system documentation. Recording competence of providers.
Phase 3	<u>Provisional Accreditation</u>	Registration of personnel certification services. Award of personnel certification body status. “Intermediate Accreditation” if necessary.
Phase 4	<u>Full Accreditation</u>	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) at the end of the first day of issue of certificates.
6. The personnel certification body will be accredited in cognisance of ISO 17024.

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