



**INTERNATIONAL ELECTROTECHNICAL COMMISSION**  
**QUALITY ASSESSMENT SYSTEM FOR ELECTRONIC COMPONENTS (IECQ)**

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**TITLE:** Qualification Criteria for Assessors and Lead Assessors  
according to IECQ (third-party assessment)

**Document History**

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## **Introduction**

This Operational Document details the minimum IECQ requirements for the qualification of assessors and lead assessors that may conduct third-party assessments on behalf of an IECQ Supervising Inspectorate..

The qualification of assessors is a process undertaken by IECQ appointed Supervising Inspectorates (SIs) approved to operate within the IECQ system.

OD 010 shall be used for the qualification of assessors operating within an IECQ SI, irrespective of whether they are employed by, or contracted to, the SI. In all cases the SI shall be responsible for the on-going maintenance of assessor qualification.

The IECQ assessments are process-based assessments with a high technological content conducted in the electrical and electronic industries. The assessor qualification registrar or committee of the IECQ SI is responsible for final qualification and to evaluate acceptable equivalence when one of the criteria, as set in the requirements below, is not met.

This OD 010 may be supplemented by SI internal procedures.



## **Requirements**

### **1. Criteria of Pre-qualification:**

- Education: minimum of 2 years in University (or equivalent relevant industrial experience),
- Training in assessment technique: quality assessment technique according to ISO 19011 (5 days) recommended, or 2 years assessment/inspection experience.
- Training to ISO 9001: 2000 (5 days) or equivalent,
- Professional Experience: 4 years in industry including 2 years minimum in the domain of activity of the companies to be certified; preferably in electronics, and 2 years in quality, inspection, certification, production, process,
- Structured Training regarding IECQ certification programmes according to their approved scope (see item 5), including detailed information regarding IECQ. .

### **2. Criteria for Qualification of Assessors:**

- To be pre-qualified, with examination to validate understanding of the reference standard or operational IECQ document used for the assessment
  
- Trained assessor: to acquire assessment experience: 4 assessments minimum totalling 10 days minimum on site (20 days in total including preparation + realization + reporting), in at least one of the domains cited below.

or

- to already be an accredited Lead Assessor in at least one of the current following domains :
  - o ISO 9001
  - o AS 9100
  - o ISO/TS 16949
  - o ISO 14001
  - o EN 13980 ATEX (level Annex IV) or OD 005 IECEx
  - o ISO 13485 Medical
  - o ISO/IEC 17025
  - o TL 9000

According to the experience of the applicant, it may be needed, where applicable, to complete the assessment training under the supervision of an expert in the field of the industry undergoing the IECQ assessments.

The assessment qualified according to criteria above may participate in assessments under the responsibility of a qualified lead assessor.

### **3. Criteria for Qualification of Lead Assessor:**

- To be a qualified Assessor; and
  - to have assessment experience: 4 assessments minimum totalling 10 days minimum on site (20 days in total including preparation + realization + reporting), in at least one of the domains cited above; and
  - and perform 2 assessments under supervision of an experienced lead assessor,
- or



- to be an accredited Lead Assessor, having a minimum of 20 days as a Lead assessor, in one of the domains cited in 2. above, and perform 1 assessment under the supervision of an experienced IECQ qualified Lead Assessor.

NOTE: assessments stated above are external assessments. Internal assessments do not count towards the required experience above

**4. Reporting + Re-qualification**

Upon completion of the process, the SI shall ensure that adequate records are maintained of the qualification process.

No later than the third anniversary of the original qualification date, the SI shall re-qualify the assessor using the same process outlined above taking into account the experience and activity of the assessor in the field of IECQ assessment during the three year period.

These elements shall be assessed, during the periodic peer assessments of the SI that are mandated by the IECQ Rules.

A list of qualified assessors and lead assessors, by services and sub-services, are to be, initially, supplied and regularly updated by the NAI or SI to the IECQ Secretariat.

**5 IECQ Services**

Organisation Approval	Manufacturer	QC 001002-3 clause 2.3
	Distributor	QC 001002-3 clause 2.3
	Specialist Contractor	QC 001002-3 clause 2.3
	Independent Test Laboratory	QC 001002-3 clause 2.4
	Laboratory	
Qualification Approval	Manufacturer	QC 001002-3 clause 3
Capability Approval	Manufacturer	QC 001002-3 clause 4
Process Approval	Specialist Contractor	QC 001002-3 clause 5
Technology Approval	Manufacturer	QC 001002-3 clause 6
Avionics Assessment Programme	Avionics OEM or CSF	QC 001002-4
Hazardous Substance Process Management	All organisations	QC 001002-5

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