

Assessment of Supervisory Requirements

CMT

Assessment of Supervision Requirements

Assessing facilities as to their technical competence in relation to the supervisory requirements in the CMT FAD

- **Technical Supervisory Personnel** (*refer ISO 17025 Clause 4.1.5, 5.2.1*)
- **Competency Records** (*refer ISO 17025 Clause 5.2.5*)

Assessing Technical Supervision

- Initially focussed on Level 5/4 supervisory staff
 - Technical knowledge in relation to the type of testing, its performance, selection of appropriate methods and depth of understanding of test outputs;
 - Establishment of the equipment assurance program;
 - Establishment and implementation of the quality assurance activity plan, including proficiency testing and the analysis of the results and actions taken from this program;
 - Development of training plans for the development of staff and assessment of staff technical competencies;

Assessing Technical Supervision

- Focussed on Level 5/4
 - Ability to critically review test data and reports;
 - Ability to technically review tender documents, selection of appropriate test methods and development of inspection and test plans, as appropriate;
 - Supervision of technical staff, including field testing and sampling as well as annex facilities if applicable;
 - Authorisation of staff to sign test reports and the process of managing this.

Competency Records

- How did the facility decide an operator was competent (discuss with L4/L5)
 - Process
 - Records
 - By whom, e.g. supervisor
 - Quality assurance or comparison
 - Reading of methods and understanding check sheets
 - New staff
 - Assignment of key responsibilities
 - Authority to use equipment and perform tasks

Competency Records

- Supervision of staff
- Records of supervisory visits
- Records of what is done at supervisory visits
- Records of checks of work
- Training in laboratory's quality system

Competency Records

- Competency records (all levels as appropriate)
 - Qualifications
 - Certificates
 - Previous signatory approval
 - Relevance of qualifications and certificates of competency
 - Supporting material for deciding competence
 - Authorisations, e.g.
 - signing reports
 - delegations

Competency Records

- Reports and worksheets (all levels as appropriate)

Who signed reports?

- Are these signatories authorised for the tests
- Do reports meet the technical standards (review sufficient across the full range of methods)
 - ISO/IEC 17025
 - Test method
 - NATA Rules

Questions

Assessment Plans

Assessment Plans

- Plan based on
 - Discipline – Class of test
 - Core competency areas – sub-class of test
 - Competency elements– standard test descriptors

Assessment Plans

- Review plan
 - Which tests are to be performed
 - Which tests may be discussed
 - At least one test from each subclass of scope will be witnessed
 - Advise lead assessor of special needs for samples, timing, off-site visits required
 - To be agreed prior to assessment and reinforced at entry meeting

Witnessing and assessment plan

- Technical witnessing and questioning (all levels as appropriate)
 - Demonstrated knowledge by operators of details of the tests they perform
 - Knowledge by supervisors and those deemed to be competent of the feasibility of the test results
 - Discussion on what can go wrong and what is done to fix
 - Number of staff involved
 - If infrequently performed tests – how are they managed

Questions

Quality Assurance Activities

Quality assurance activities

- Quality assurance activities : How does a lab ensure competence is maintained?
 - Proficiency and QAA Programs – planned and followed
 - Infrequently performed tests
 - Participation by whom?
 - How were results evaluated? – Is this adequate
 - What corrective action has been taken?
 - Records

Quality Assurance Activities (Lead assessor)

- Proficiency testing
 - Plan
 - Does it cover all classes of test every four years?
 - Was the plan achieved?
 - Does the plan cover next 18 months?
- Quality Assurance Testing
 - Plan
 - Does it cover each sub class of tests every three years?
 - Was the plan achieved?
 - Does the plan cover next 18 months?

Quality Assurance Activities (Technical assessor)

- Quality Assurance Testing
 - Was the analysis of the results adequate?
 - Do z-scores matter and where does the facility fit in?
 - Were the differences for the facility practically significance
 - Was the appropriate action taken and followed up?
 - Check action taken and whether improvement has been measured.

Quality Assurance Activities (Technical assessor)

- Proficiency testing
 - Was it adequate for the scope of accreditation?
 - Review reports

Questions

Equipment Assurance Plans

Calibrations and Checks

Equipment Assurance Programs (Lead Assessor)

- Procedure
- Plan
 - Does it cover all equipment?
 - How is out of service equipment managed?
 - How is the movement of equipment to other facilities managed?
 - Do the frequencies match CMT FAD?
 - If not, refer to technical assessor for discussion with L5/4
 - Was the equipment assurance plan followed?
 - If not, refer to technical assessor for the action required

Equipment Assurance Programs (Technical assessor)

- Are there variations from commonly accepted frequencies and methods?
- Is the plan adequate for equipment used
 - Review facilities identification of critical/non critical equipment
- Has the plan been followed by using correct methods
 - Review calibration records for frequency and adequacy for tests on scope
 - Review check records for frequency and adequacy for equipment
 - Ensure that the acceptance criteria shown are acceptable and have been checked against the recorded measurements
- Identify missing or out of service equipment

Equipment Assurance Programs (Technical assessor)

- Review records
 - Have they met equipment requirements in methods?
 - Are the intervals of calibrations/checks as detailed in plan?
 - Have checks been performed correctly?
 - Has equipment been noted as suitable for use in these records

Questions