



Quality and Accreditation Institute Centre for International Accreditation

Assessor Training Course for Testing and Calibration Laboratories as per ISO/IEC 17025:2017

18-23 December 2023, Virtual Platform

Interested in becoming an Assessor for QAI for Testing and Calibration Laboratories Accreditation Programme as per ISO/IEC 17025:2017?

QAI's Centre for International Accreditation (CIA), Full Member/ MRA Signatory of the International Laboratory Accreditation Cooperation (ILAC) for Testing ISO/IEC 17025, currently seeking interest from suitably qualified professionals who meet the eligibility criteria (stated below) to become QAI Assessor. The assessors are trained and skilled in assessment techniques and are able to gather the relevant information to verify the laboratory's achievement of ISO standards and also to create awareness; sensitize people and other stakeholders to work for improving quality of testing.

A. Essential Qualification and Experience (Testing): The minimum qualification and experience is as follows:

<ul style="list-style-type: none">• Bachelor's Degree in Engineering/Technology with minimum 10 years of experience in relevant field of testing out of which 5 years at supervisory level.
<ul style="list-style-type: none">• Diploma in relevant field of testing with minimum 15 years of experience out of which 7 years at supervisory level.
<ul style="list-style-type: none">• Post-graduate in Science with minimum of 10 years of experience in relevant field of testing out of which 5 years at supervisory level.
<ul style="list-style-type: none">• Post-graduate in Forensic Science with minimum of 10 years of experience in relevant field of testing out of which 5 years at supervisory level.
<ul style="list-style-type: none">• Post-graduate in Veterinary Science with minimum of 10 years of experience in relevant field of testing out of which 5 years at supervisory level.

B. Essential Qualification and Experience (Calibration): The minimum qualification and experience is as follows:

<ul style="list-style-type: none">• Bachelor's Degree in Engineering/Technology with minimum 10 years of experience in relevant field of calibration out of which 5 years at supervisory level.
<ul style="list-style-type: none">• Diploma in relevant field of testing with minimum 15 years of experience out of which 7 years at supervisory level.
<ul style="list-style-type: none">• Post Graduate in Science with minimum of 10 years of experience in relevant field of calibration out of which 5 years at supervisory level.

Desirable Experience

The candidate shall have preferably undergone training course on laboratory quality management system and internal audit as per ISO/IEC 17025:2017.

Disciplines for Testing

Biological, Chemical, Electrical, Electronics, Fluid Flow, Mechanical, Non-destructive, Photometry, Radiological, Forensic and Veterinary Testing.

Disciplines for Calibration

Electro-technical, Mechanical, Fluid Flow, Thermal, Optical, Radiological, Medical devices

Preferable Groups of Testing

Preference shall be given in the area of drugs and pharmaceutical, building material, food and agriculture, toxicology, textile materials and metals and alloys.

Eligibility Criteria for Application

General Criteria

- Understanding of relevant ISO standards
- Computer and internet skills: Creating and editing documents, spread sheets and presentations; e-mail.
- Good health condition (physical and mental)

General Competencies in an Assessor

- Team player and inter-personal skills
- Communication skills (verbal and written), including listening skills
- Willing to adapt
- Planning and organization capability
- Time management
- Analytical thinking

Application Fee: A non-refundable fee of Rs. 10000 + 18% GST (Includes the cost of QAI accreditation standards, course material).

(Only candidates selected for the assessor course will be asked to pay the fee.)

General Information: All applicants may please note the following:

- Applying for Assessor Course does not guarantee selection for the training course.
- QAI CIA reserves the rights of selecting participants as per specific needs.
- Participants who will not be able to qualify the written test but the daily monitoring may re-sit in the written test.
- QAI CIA reserves the right to postpone/cancel the training in case of insufficient number of participants, logistical issues, or any other unforeseeable circumstances.
- Completion of the course does not mean automatic empanelment by QAI CIA

How to apply: Interested candidates are requested to fill the registration form given below and send to preeti@qai.org.in along with all the following documents

Application Form and copies of:

- Degree/Diploma Certificate(s) of essential qualification only
- Relevant Training Certificate(s) only
- Registration Certificate(s) (where applicable)
- Photo ID proof (Passport/ Aadhar Card/ Driving License/ Voter ID)

Last Date to receive applications: 25 November 2023

Annexure-B
ASSESSOR - APPLICATION FORM

SECTION A (Personal Details)

1. **Name** (please use block letters): _____

2. **Date of Birth** (dd/mm/yyyy): _____

3. **Nationality**: _____

4. **Present position/appointment**: _____

5. **Workplace address (including Organization Name and telephone number)**:

6. **Residential address** _____

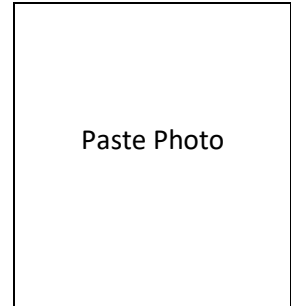
7. **Mobile**-_____ **E-mail**_____

8. **Preferred address for correspondence** (please tick)

Residence	Work
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9. **Educational Qualifications** (starting from essential qualification):

Year	Degree/Diploma	Institution	Major or Specialization



10. List any significant training courses (other assessor/auditor courses attended):

Year	Training Course	Institution/Organization	Subject/ Area

11. List all currently held professional registrations:

Qualification/ degree	Registration body	Registration No.	Validity (where applicable)

12. Professional Experience (Describe all formal positions held beginning with the present position):

Important- Mark your expertise in the groups: Please refer to the annexures given at the last in the form

Sl. No.	Date (from - to)	Employer	Position	Key Responsibilities

13. Other relevant experience and achievements including contributions related to your field (e.g. standards body membership; experience as a trainer in the area of accreditation; awards):

14. Computer skills (MS Office, Internet, Email etc.):

15. Language skills (Especially specify your native language and classify languages in following categorisation): (please write the languages against the level of proficiency)

Level of proficiency	Languages
Conversant	
Proficient	

SECTION B (Statement of Purpose)

1. Please mention below (no more than 200 words)

What motivates you to become a QAI assessor.

2. Please mention below (no more than 200 words)

Please describe briefly the particular skills you have to become an assessor in QAI.

SECTION C (Reference)

Please list below a reference (A professional who has a working relationship, preferably as a senior, with the applicant for at least six months)

Name- _____

Position- _____

Telephone- _____ Mobile- _____

E-mail ID- _____

Briefly indicate how you know the referee- _____

SECTION D (Self statement & declaration)

I, the applicant, have read the expected competencies and commitment requirements of QAI CIA Assessor and I am able to comply if selected as an assessor. Further,

- I hereby certify that all the information that I have provided in this application is true and accurate to the best of my knowledge, information and belief.
- I understand that QAI CIA has the right to refuse or decline any application without assigning any reasons for the same.
- I shall be responsible for ensuring that the necessary approvals (where applicable) are obtained for participating in the assessor training programme (if selected for the same) and assessments.
- I understand that QAI CIA may contact the reference mentioned above for more information.

Signature of applicant- _____ Date- _____

Annexure – C		
Testing Laboratories		
Biological		
Animal Food & Feed	Drugs And Pharmaceuticals	Pollution & Environment
Antimicrobial Activity Products	Food and Agricultural Products	Residue Analysis
Ayush Products	Gm Products	Resistance to Microbial Attack
Biocides	Industrial Cultures	Seed Testing
Biological Monitoring	Marine/ Aqua Culture Food Products	Toxicology
Biological Tests on Other Miscellaneous Test Items	Medical Accessories & Surgical Products	Veterinary Testing
Biologically Derived Pharmaceuticals	Molecular Analysis (Tests for Various Matrices-Human, Plants, Animal, Microbial)	Water
Biopesticides and Biofertilizers	Nutraceuticals & Functional Foods	Wild Life Forensic
Cell Culture	Nutritional Supplements	Miscellaneous (Please Specify)
Cosmetics & Essential Oil	Plants And Plant Materials	
Chemical		
Adhesives	Hazardous & Restricted Chemicals	Petroleum and Products
Animal Food & Feeds	Industrial & Fine Chemicals	Plants
Atmospheric Pollution	Inks, Dyes & Pigments	Plastic & Resins
Ayush Products	Lac & Lac Products	Pollution & Environment
Building Material	Leather	Residues and Contaminants in Food and Agricultural Products
Bio-Stimulant	Lubricants	Residues And Contaminants in Water
Corrosion Tests	Marine/ Aqua Culture Food Products	Rubber & Rubber Products
Cosmetics & Essential Oils	Metallic Coatings & Treatment Solutions	Soap Detergent & Toiletries
Drugs & Pharmaceuticals	Metals & Alloys	Soil and Rock
Explosives & Pyrotechnics	Nutraceuticals & Functional Foods	Solid Fuels
Fertilizers	Nutritional Supplements	Textile
Fire Fighting Equipment's & Accessories	Ores & Minerals	Warfare Chemicals
Food & Agricultural Products	Paints & Surface Coating	Water
Gases	Paper and Pulp	Miscellaneous (Please specify)
Glass	Pesticide Formulations	
Diagnostic Radiology QA Testing		
Computed Tomography (CT)	Mammography	Miscellaneous (Please Specify)
Interventional Radiology & Fluoroscopy	Radiography (X-Ray: Fixed Portable, Mobile)	
Electrical		

Bridges & Potentiometers	Energy Efficiency of Commercial/ Industrial Appliances	Resistors, Resistance Boxes & Potential Dividers
Cables and Wires	Environmental Test Facility	Rotating Electrical Machines
Capacitors	Frequency & Time Measuring Instruments	Safety Testing Facility
Cells and Batteries	High Voltage Test Facility	Short-Circuit Test Facility
Conductors and Conducting Materials	Inductors and Transformers	Switchgear & Protective Equipment
Domestic Electrical Appliances	Insulating Materials & Insulators	Transmission Line Equipment and Accessories
Electrical Indicating & Recording Instruments	Lamps, Luminaries and Accessories	Wiring Accessories
EMI / EMC Test Facility	Magnetic Materials	Miscellaneous (Please Specify)
Energy Efficiency of Domestic Electrical Appliances	Power System and Stabilizers	
Electronics		
Audio Equipment	Energy Efficiency of Domestic Electronic Appliances	Telecommunication Equipment (for TEC CAB Designation)
Domestic Electronic Appliances & Accessories	Equipment Used in Clinical Laboratory	Power Supplies & Stabilizers
Electronic Components & Equipment Sub-Assemblies	IT Equipment	Safety Testing Facility
EMC Test Facility	Medical Electrical Equipment	Miscellaneous (Please specify)
Environmental Test Facility	Miscellaneous Products	
Forensic		
Biological Sciences	Forensic Electronics & Computer Forensics	Miscellaneous (Please specify)
Chemical Science	Forensic Psychology	
Crime Scene Management	Physical Science	
Fluid-Flow		
Air & Gases	Liquids	Miscellaneous (Please specify)
Mechanical		
Automotive Components	Plastics and Plastic Products	Soil-Field
Buildings, Infrastructure & Construction Materials	Precious Stones	Solar Panel
Heating, Ventilating, and Air Conditioning (HVAC)	Properties of Powder Metallurgical Products	Sub Assembly/Ancillaries/Accessories
Leather and Leather Products	Rock-Basic	Textile Materials
Mechanical Properties of Metals	Rock- Advanced	Thermal Tests
Metallography Test	Rubber and Rubber Products	Toys and Similar Products
Noise & Vibration	Soil and Rock	Wood and Wood Products
Paper & Paper Products	Soil- Advanced	Miscellaneous (Please specify)
Performance/Durability/ Safety Test	Soil-Basic	

Non-Destructive Testing		
Building Materials – Reinforced Concrete Structures	Metal & Alloys	Miscellaneous (Please specify)
Photometry		
Glasses/ Mirrors	Luminaries	Miscellaneous (Please specify)
Light Sources (Electric Lamp)		
Radiological		
Environment (Radioactive Contaminants)	Radiation Sources	Miscellaneous (Please specify)
Food and Agriculture Products (Radioactive Contaminants)	Radiological Equipment and Nucleonic Equipment	
Radiation Monitors	Water (Radioactive Contaminants)	
Veterinary		
Clinical Biochemistry	Haematology & Immunohematology	Nuclear Medicine <i>including (in vitro tests only)</i>
Clinical Pathology	Histopathology	Point-of-Care Testing (POCT)
Cytopathology	Identification of Micro-organisms	Miscellaneous (Please specify)
Genetics including Molecular Diagnostics	Microbiology and Serology	

Annexure – D		
Calibration Laboratories		
Electro-Technical		
Alternating Current (< 1 GHz)	EMI/ EMC	Time & Frequency
Direct Current	RF/Microwave (1 GHz and Above)	Miscellaneous (Please specify)
Electrical equipment	Temperature Simulation	
Fluid Flow		
Flow measuring Devices	Miscellaneous (Please specify)	
Medical Devices		
Discharge Equipment/ Devices	Medical Device Analyzer/ Simulator Equipment	Patient Conditioning/ Maintenance
Imaging/ Plotters	Monitoring Unit	Miscellaneous (Please specify)
Mechanical		
Acceleration & Speed	Dimension (Precision-Precision Instruments and Surface Topology)	Pressure And Vacuum
Acoustics	Force	Torque Generating & Measuring Devices
Density And Viscosity	Hardness & Impact	Miscellaneous (Please Specify)
Dimension (Basic-Measuring Instrument, Gauges Etc.)	Mass And Volume	
Optical		
Equipment	Optical	Miscellaneous (Please specify)
Radiological		
Radiological Measurements	Radio Isotope/ Source Calibration	Miscellaneous (Please specify)
Thermal		
Specific Heat & Humidity	Temperature	Miscellaneous (Please specify)

Quality and Accreditation Institute

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