

**Quality and Accreditation Institute**

**Centre for International Accreditation**

**Assessor Training Course for Biobanking as per ISO 20387:2018**

**6-9 November 2024, Wednesday – Saturday, Virtual Platform**

**10:00 AM – 05:00 PM**

**Interested in becoming an Assessor for QAI for Biobanking Accreditation Programme as per ISO 20387:2018?**

QAI’s Centre for International Accreditation (CIA), is 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 biobank’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:** The minimum qualification and experience is as follows:

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| * Postgraduate or Ph.D. in relevant scientific fields with a minimum of ten years work experience, out of which 5 years at supervisory level and above in a biobank.
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**Desirable Experience**

The candidate shall have preferably undergone training course on laboratory quality management system and internal audit as per ISO 20387.

**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. 14000 + 18% (Rs. 16520/-)

(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 evaluation as per the predefined criteria, will be given an opportunity to 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 rehma@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: 19 October 2024**

**ANNEXURE-A**

**ASSESSOR - APPLICATION FORM**

**SECTION A (Personal Details)**

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| --- | --- |
| 1. **Name** (please use block letters)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 | Paste Photo |
| 1. **Date of Birth** (dd/mm/yyyy)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |
| 1. **Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
 |

1. **Present position/appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Workplace address (including Organisation Name and telephone number):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Residential address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Mobile-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Residence | Work |

1. **Preferred address for correspondence** (please tick)
2. **Are you suffering from any physical disability: □ Yes □ No**

If yes, please mention the type of disability:

1. **Educational Qualifications** (starting from essential qualification):

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Degree/Diploma** | **Institution** | **Major or Specialization** |
|  |  |  |  |
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1. **List any significant training courses** (other assessor/auditor courses attended)**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Training Course** | **Institution/Organization** | **Subject/ Area** |
|  |  |  |  |
|  |  |  |  |

1. **List all currently held professional registrations**:

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

***Mark your expertise in the source and type of biological material using the Annexure B given in the form below.***

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Date (from - to)** | **Employer** | **Position** | **Key Responsibilities** |
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1. **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):
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Computer skills** (MS Office, Internet, Email etc.)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **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** |
| **Elementary proficiency** |  |
| **Conversant** |  |
| **Fluent** |  |

 **SECTION B (Statement of Purpose)**

1. **Please mention below (not more than 200 words)**What motivates you to become a QAI assessor.

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1. **Please mention below (not more than 200 words)**Please describe briefly the particular skills you have to become an assessor in QAI.

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**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- **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Annexure – B** |
| **Biobanking** |
| **Human Sample** |
| □ Body Fluids | □ Gametes | □ Waste Products |
| □ Blood | □ Genetic Material | Others **(please specify)** |
| □ Cell Lines | □ Tissues |  |
| **Animal Sample** |
| □ Body Fluids | □ Gametes | Others **(please specify)** |
| □ Blood | □ Genetic Material |  |
| □ Cell Lines | □ Tissues |
| **Plant Sample** |
| □ Extracts | □ Tissue | Others **(please specify)** |
| □ Genetic Material | □ Whole Plant |  |
| **Microorganisms** |
| □ Culture | □ Genetic Material | Others **(please specify)** |
| **Multicellular organism neither animal nor plant e.g., Fungi, Brown Seaweed** |
| □ Culture | □ Mycelium | □ Whole Material |
| □ Genetic Material | □ Spores | Others **(please specify)** |

Quality and Accreditation Institute

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