



Lead Assessor Course **For CALA Assessors**

Five Training Days

What?

Learn how to plan and conduct assessments of competence for applicant and accredited laboratories within the CALA accreditation program. Examine assessment principles and techniques. Practice the required skills.

Who?

For all persons who have been nominated by CALA to participate in the assessment of laboratories for accreditation. Assessors work in the examination of the following disciplines:

- Technical competence,
- Laboratory management systems,
- Traceability requirements,
- Uncertainty requirements,
- Continual improvement,
- Control of documents and records.

How?

This 5-day Training Course is offered only by CALA and it contains the internationally recognized approaches to conducting conformant assessments of competence. The techniques learned promote the interpersonal skills needed to conduct successful assessments. Exercises are assigned and delivered in class. Candidates are expected to review materials during the evenings between training days.

An exam is administered at the end of the course.

Syllabus

Day 1 - (09:00-16:00)

- CALA accreditation requirements
- ISO/IEC 17025
 - Other CALA requirements/interpretations

Day 2 - (09:00-16:00)

- CALA assessment techniques
- Planning assessments

Day 3 - (09:00-16:00)

- Conducting assessments
- Opening meetings
 - Interviews and assessment findings

Day 4 - (09:00-16:00)

- Writing findings and reports
- Determining findings
 - Assessment report content
 - Closing meetings

Day 5 - (09:00-16:00)

Closing out findings

Course Exam (90 minutes)

Call us at (613) 233-5300

if you are interested in becoming a CALA Assessor, please see
http://www.cala.ca/nw_assessor_recruit.html