



DAC POLICY FOR USING ASSESSORS

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Forward

Dubai Accreditation Department (DAC) is managing accreditation services for Conformity Assessment Bodies (CABs) such as testing and calibration laboratories, Inspection bodies and Certification Bodies. For this task DAC is making use of both internal (employees of DAC and other Dubai Municipality departments) and external assessors. The assessment team is normally consisting of assessors with different technical competence to cover the scope that is to be assessed. The task of an assessor is to evaluate the conformity of the CABs to the relevant accreditation requirements and the technical competence to perform the tests/calibrations/inspections/certifications within the accreditation scope. The accreditation assessment is a sensitive activity which involves insight and in depth evaluation of the CABs. To make this assessment process confidential, impartial and objective, this document has been prepared.

This document describes the assigning procedure and code of conduct of assessors as well as provides information about DAC's requirements from assessors regarding their conduct during and after assessment tasks.

This document is subject to revision whenever deemed necessary.



1. Scope

- 1.1 This document is applicable to all assessors, nominated by the Dubai Accreditation Department (DAC) to conduct the assessments of Conformity Assessment Bodies (CABs) according to relevant ISO standards, and who may be:
- The employees of Dubai Accreditation Department (DAC),
 - The employees of Dubai Municipality (DM),
 - The employees of any other government department or private organization/ company working inside U. A. E.,
 - The employees of any government department or private organization/ company working out side U. A. E.,
- 1.2 All nominated assessors are strictly required to follow the rules stipulated in this document.
- 1.3 The clauses 6 and 7 are not applicable to the internal assessors who are the employees of Dubai Accreditation Department (DAC).

2. Definitions

2.1 Conformity Assessment Body (CAB)

The body that performs conformity assessment services such as calibration, testing, inspection, *certification* etc and that can be the object of accreditation.

2.2 Assessment

Process undertaken by Dubai Accreditation Department (DAC) to assess the competence of a CAB based on particular Standard(s) and/or other normative documents and for a defined scope of accreditation.

2.3 Assessor

Person assigned to perform, alone or as part of an assessment team, an assessment of a CAB.

2.4 Internal Assessor

Assessor who is employee of any department of Dubai Municipality, including DAC staff.

2.5 External Assessor

Assessor who is not an employee of Dubai Municipality.



2.6 Consultancy

Participation in any of the activities of a CAB subject to accreditation such as:

- Preparing manuals/procedures for a CAB
- Participating in operation/management of CAB
- Giving specific training/advice towards the development & implementation of management systems, competence or operational procedures of CAB

3. Fields of Expertise

The DAC is intending to hire the services of assessors for assessment of CABs in following fields and related scopes:

- Quality system,
- Environmental Testing (Chemical & Microbiological),
- Construction Materials Testing (Chemical, Physical & Mechanical),
- Geo Technical Investigation (Chemical, Physical & Mechanical),
- Food Testing (Chemical & Microbiological),
- Calibration
- Medical and Clinical Testing (Chemical & Microbiological),
- Electrical Equipment Testing (Electrical, Physical & Mechanical),
- Precious Metals Testing (Chemical & Microbiological),
- Cosmetic Testing (Chemical & Microbiological),
- Inspection of lifting equipment (e.g. Cranes, Construction Hoist, Cradle, Elevators & Escalators)
- Inspection of Pressure Vessels and Boilers
- Inspection of Food Inspection
- Certification of Food Safety Management Systems
- Certification of Environmental Management Systems

4. Selection and Qualification of Assessors

4.1 The potential assessors shall fill the Assessor Application Form (DAC-62-01/F1) for external assessors or Summary of Qualifications Form (DAC-62-01/F2) for internal assessors.

4.2 The potential assessors shall fulfill the qualification requirements of assessors which are described in DAC document "Selection Criteria for Assessors (DAC-62-01/WI 4, rev. a)". All applications are evaluated as per these requirements.

4.3 Before approving any of the technical assessors DAC requires the approval of their superiors/ employers. It is also required by DAC that the superior/employer acknowledges the area of competence for the applicant assessor as mentioned in his/ her application form that is filled by.



4.4 DAC procedure DAC-62-01 for Selection and Training of assessors shall apply. Applicants meeting the DAC requirements as per DAC-62-01 will be added to the DAC Pool of Assessors.

5. The Rules the Assessors Have To Abide With

As an assessor you shall follow the DAC Work Instruction DAC-70-02/WI 1 for Assessors. It is a condition of working with DAC that you agree to act in accordance with, and be bound by the following principles:

- 5.1 To act in a strictly trustworthy and unbiased manner for the assessment task. You are obliged to inform DAC if you have been employed/ worked for or performed any service during the last two years for a CAB being assessed. In the same way you are obliged to inform DAC of other situations that possibly can affect the assessment process such as any blood relationship with the CAB personnel etc.
- 5.2 You shall sign a declaration of confidentiality and is obliged to be strictly observant of the rules of confidentiality. Information about CABs that are acquired through the task as DAC's assessor shall not be revealed to any third party. Confidential documentation shall be protected against access from any third party. It is also important that identification of applicants for accreditation is not disclosed before the accreditation has been granted.
- 5.3 To strictly avoid the consultancy to the conformity assessment bodies that is to be assessed or has been assessed. You must inform DAC of your association with the conformity assessment body, before undertaking any assessment in respect of that organization.
- 5.4 Not to accept any inducement, gift, commission, discount or any other profit from the CABs assessed, from their representatives, or from any other interested person/parties.
- 5.5 Not to act in any way prejudicial to the reputation or interest of the DAC.
- 5.6 In the event of any alleged breach of this code, to co-operate fully in any formal enquiry procedure.

6. Approval of Superiors and Employers

- 6.1 Before using any of the approved internal assessors from the DAC Pool of Assessors, the assigned Lead Assessors of DAC shall notify them at least three weeks prior to the assessment. The internal assessor shall apply for annual leave and get approval from their immediate superiors for their leave. DAC shall receive a copy of this approval.



6.2 Before using any of the approved external assessors from the DAC Pool of Assessors, DAC shall sign an assessment agreement with them using DAC Form (DAC-62-01/F4) at least three weeks prior to the assessment according to which DAC inform them about their assessment tasks. DAC does not require the external assessors to take approval from their employers for each assessment

7. Frequency of usage of assessors

The assessors may be used by DAC as frequently as needed and agreed mutually according to their availability.

8. Evaluation and re-evaluation criteria

The performance of assessors will be evaluated as per DAC procedure "Monitoring Performance and Competence of Personnel involved in the accreditation (DAC-63-01)".

9. Recognition

DAC recognizes and acknowledges the services of assessors. An identification card as an assessor would be issued to assessors.

10. Remuneration

10.1 DAC will pay the market-based allowance to assessors in return for their assessment assignments and efforts. These will be further discussed and agreed upon between DAC and the assessors before assigning them to the assessment tasks.

10.2 DAC internal assessors will only be remunerated with an equivalent amount of that for the external assessors if they were used outside the official working hours.

10.3 DAC will pay the market-based allowance to the internal assessors according to their experience in case if they were used as unpaid leave.

11. Forms required for proper induction.

- Assessor Application Form (DAC-62-01/F1),
- Summary of Qualifications for Internal Assessors (DAC-62-01/F2),
- Assessment Agreement Part 1 & 2 (DAC-62-01/F4),
- Protecting Confidentiality Agreement (DAC-44/F1).