

## **Appointment of HKAS Lead Assessors, Assessors and Technical Experts**

### ***Rationale of acting as HKAS lead assessors, assessors and technical experts***

Important decisions are made based on conformity assessment results obtained by laboratories, certification bodies and inspection bodies. The objective of HKAS is to upgrade the quality of such conformity assessment services through granting accreditation to competent service providers. Accreditation helps to raise the competitiveness and efficiency of the community and improve the quality of life of fellow citizens.

Acting as a HKAS lead assessor/assessor/technical expert to help HKAS to deliver the accreditation service is a worthwhile service to the community. Lead assessors, assessors and technical experts can also have chances to build up their assessment skills and enhance their understanding of the operation of various conformity assessment bodies. HKAS Executive will provide a lead assessor, assessor and technical expert a nominal honorarium as a token of appreciation if he/she has carried out on-site assessments for HKAS.

### ***Duties of lead assessors, assessors and technical experts***

The primary role of a HKAS assessment team is to evaluate the competence of the organisation being assessed. The team comprises normally a HKAS Accreditation Officer or a HKAS lead assessor as the team leader, and one or more assessors. Technical experts may also be included in the team if required. A general description of the duties and obligations of lead assessors, assessors and technical experts is given below. More information may be found in the booklet, HKAS 008, which will be provided upon appointment.

#### ***(a) Lead assessors***

For initial assessments, a HKAS Accreditation Officer is normally present as the leader of the team. For routine reassessments, assessments for extension of scope of accreditation within a test/calibration/inspection/certification discipline for which the organisation already holds accreditation, and surveillance visits, a lead assessor may assume the role of the assessment team leader and, where appropriate, the role of an assessor.

Both the team leader and the assessors are responsible for determining whether the assessed organisation is in conformity with the accreditation criteria, raising non-conformities and recommendations where necessary and preparing the assessment report.

*(b) Assessors*

In general, assessors are required to work in a team (i.e. an assessment team) responsible for assessing the competence of an organisation in performing specific tests/calibrations/inspections/certifications. The team leader may assign other assessment duties to the team members.

*(c) Technical experts*

A technical expert, if included in an assessment team, will provide technical advice to the team leader and will work closely with an assessor of the team. The team leader and the assessors will determine whether the observation raised by the technical expert constitutes non-conformity.

*Selection criteria*

Lead assessors, assessors and technical experts are appointed by HKAS Executive. HKAS Executive may obtain endorsement from the Accreditation Advisory Board for their appointment. HKAS Executive may not appoint a candidate even if he/she is qualified, e.g. when (i) there is no demand for accreditation in the relevant technical field; (ii) HKAS already has sufficient lead assessors/assessors/technical experts in that field; or (iii) there is a conflict of interest with potential applicant organisations. HKAS Executive will not give reasons for not appointing a candidate. The selection criteria for appointing a lead assessor, assessor and technical expert are listed respectively below:

*(a) Lead assessors*

Lead assessors are selected from the cadre of assessors on the basis of their experience, expertise, previous performance and ability to lead assessment teams. Candidates for appointment as lead assessors shall have conducted at least ten relevant assessments as an assessor and one relevant assessment as a lead assessor under supervision. They shall also have successfully completed a lead assessor training course arranged by HKAS Executive and passed its test.

*(b) Assessors*

Assessors for **laboratories/inspection bodies** are selected on the basis of

- (i) professional qualifications;
- (ii) experience in the particular area; and
- (iii) ability to investigate and evaluate organisations' management and operation standards.

Candidates selected for appointment as HOKLAS/HKIAS assessors will be invited to attend an assessor training course arranged by HKAS Executive and they must pass its test before appointment

Assessors for **certification bodies** should be:

- (i) familiar with HKCAS regulations and requirements, and
- (ii) have relevant qualifications and experience in assessment of certification bodies.

All HOKLAS/HKIAS/HKCAS assessors are normally expected to conduct at least one assessment as a technical expert prior to being appointed as an assessor.

### ***(c) Technical experts***

Technical experts are selected on the basis of their professional/academic qualifications and experience in the particular area. Potential assessors will be invited to conduct assessments as technical experts before being appointed as technical assessors.

### ***Conditions of appointment***

HKAS lead assessors, assessors and technical experts are independent professional service providers of HKAS Executive. They are not employees of HKAS Executive. HKAS lead assessors, assessors and technical experts will be provided with a nominal honorarium as a token of appreciation for the on-site assessments they have performed for HKAS. The amount of honorarium will be based on a prevailing standard rate and the number of on-site assessment days. Lead assessors, assessors and technical experts are required to prepare for the assessments they are commissioned to conduct, and to comment on the actions taken by the assessed organisations against their findings. No additional honorarium will apply for such activities.

Lead assessors, assessors and technical experts have to comply with the regulations of HKAS; and abide by the [HKAS code of Ethics for Assessment Personnel](#).

All lead assessor/assessor/technical expert appointments will be reviewed periodically and such appointment may be re-confirmed or terminated by HKAS Executive. HKAS Executive may also terminate the appointment of any lead assessor/ assessor/technical expert at any time if his/her performance is not up to the standard set by HKAS Executive.

To select lead assessors/assessors/technical experts for conducting an assessment, the HKAS Accreditation Officer responsible for the assessment will contact suitable lead assessors/ assessors/technical experts on the lists to ascertain their availability for the assessment and invite the selected lead assessor(s)/assessor(s)/technical expert(s) to form an assessment team. We understand that lead assessors/assessors/technical experts are busy professionals and will endeavour to use their time to achieve maximum effect. In most cases, we will limit the number of assessments performed by each lead assessor/assessor/technical expert to not more than several times a year. A lead assessor, assessor and technical expert is at liberty to accept or decline invitation from HKAS Executive to participate in the assessment. The performance of the assessor(s)/technical expert(s) during the assessment will be evaluated by the team leader and reported to HKAS Executive. HKAS Executive will monitor the performance of lead assessors through on-site observation, normally by a HKAS Accreditation Officer. HKAS Executive will also monitor the performance of the assessment teams through reviewing their assessment report(s).

### ***How to apply for the appointment as a HKAS assessor, lead assessor and technical expert***

Any person who is interested to be appointed as a HKAS lead assessor, assessor or technical expert please send the completed application form together with copies of academic qualifications or professional institution membership certificates to HKAS Executive. (address: 36/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong. Attn: Executive Officer (Accreditation Service) ) You can download the application form by clicking [HOKLAS Assessor / Technical Expert](#), [HKIAS Assessor / Technical Expert](#), [HKCAS Assessor / Technical Expert](#). All personal data provided will be used for appointment purpose only. An email acknowledging the receipt of the application form and supporting documents will be sent within 2 weeks. An applicant not hearing further from HKAS Executive within 6 months from the date of submitting his/her application may consider his/her application unsuccessful. An unsuccessful applicant will not be notified of the result of application, and the data he/she provided will be destroyed normally within six

months. HKAS Executive may keep the data of selected applicants and contact them when there is a need for their professional service.