Agenda
Workshop on Persons Certification (ISO/IEC 17024)
Tuesday, 24 October 2017
13:30 – 21:30
Vancouver, Canada

13:30 – 13:45 (1:30 – 1:45pm)
Introductions and Welcome – Dr. *Cynthia Woodley*

13:45 – 14:00 (1:45 – 2:00pm)
Background Information – Dr. *Cynthia Woodley*

- 2016 Implementation Survey Results

14:00 – 14:30 (2:00 – 2:30pm)
Clause 4 - General Requirements – *Dr. George Anastasopoulos*

- Clause 4.3 Threats to Impartiality
- Clause 4.4 CB Liability

14:30 – 15:00 (2:30 – 3:00pm)
Clause 5 - Structural Requirements – *Dr. George Anastasopoulos*

- Clause 5.2.1 When Education or Training is a Requirement
- Clause 5.2.3 Certification and Training by Same Legal Entity

15:00 – 16:00 (3:00 – 4:00pm)
Clause 8 - Certification Schemes – *Dr. Cynthia Woodley and Dr. Christine Niero*
- Greatest request for guidance
- ISO CASCO Scheme Development Document
- Role of Scheme Committee
- Responsibility of the CAB and relationship with external committees, Responsibility of Scheme Owner versus Responsibility of CAB
  Definition of a Scheme Owner
- Clause 8.2 d) – Aptitude vs. abilities vs. competence
- Clause 8.3 – Dealing with Schemes based on ISO or other national standards not meeting Clause 8
- Clause 8.3 – Certification Schemes with no recertification or extremely long recertification periods
- Clause 8.5 – Review and validation of a scheme, Systematic and Ongoing definition

16:00 – 17:00 (4:00 – 5:00pm)
Clause 9 - Certification Process Requirements – *Dr. Vijay Krishna*

- Clause 9.1.2 – Guidance on Application Review
- Clause 9.4.7 – Clarification on "responsible member of the CAB"

- Clause 9.4.8 – External codes/standards used in certification schemes referenced in the certificates
- Clause 9.6.4 – Adequacy of a CAB's recertification requirements (continuing workplace learning, competence self-declaration or employer declaration). Does recertification require a formal assessment/examination? What does "at least mean"?
- Clause 9.3.5 – Appropriate methods to reaffirm the fairness, validity reliability and general performance of examinations – *Dr. Cynthia D. Woodley*

17:00 – 18:00 (5:00 – 6:00pm)
Dinner Break

18:00 – 18:30 (6:00 – 6:30pm)
Clause 6 - Resource Requirements – *Dr. Cynthia Woodley and Dr. Christine Niero*

- Clause 6.2.2.2 – Monitoring of Examiners and Reliability of CBs Monitoring Mechanisms
- Clause 6.3.2 – Assessment of Small Vendors who Operate from their Homes
- Clause 6.3 – Use of external Personnel (not outsourcing)
- Clause 6.4 – Other resources

18:30 – 19:00 (6:30 – 7:00pm)
Clause 7 - Records and Information Requirements – *Dr. Cynthia Woodley and Dr. Christine Niero*

- Clause 7.1.1 – Examination Records
- Clause 7.1.3 – Who is covered by enforceable arrangements
- Clause 7.4.2 d) – Threats to Repeated use of Examination Materials
- Clause 7.4.3 b) – Online/Remote Proctoring

19:00 – 19:15 (7:00 – 7:15pm)
Clause 10 - Management System Requirements – *Everyone*

- Management Systems Requirements consistency with other Requirements

19:15 – 20:00 (7:15 – 8:00pm)
Questions and Answer Period – *All Presenters*

- Group sharing of ideas
- Summary