



IAF Workshop on IAF MD 20

UKAS Competence process

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*Delivering
Confidence*



IAF MD 20

Confirming Competent Assessors.

- ❖ A brief description of the UKAS process
- ❖ Changes identified as a consequence of IAF MD 20.
- ❖ How we will evaluate/confirm the competencies



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Confirming Competent Assessors.---current arrangements new staff.

Skills gap analysis.

Induction training 4 -6 weeks.

-UKAS accreditation process. (*MD 20 B1, 2, 5 Knowledge*)

-lead assessor course---1 week (*B1, 2, 5 Knowledge some skills !*)

tests of understanding

Accreditation standards courses - 2 days each standard.

pre course exercise---read the standard.---feedback.

presentations, exercises, case studies, monitoring (*Knowledge and understanding*)

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Mentoring and monitoring.

Observation of a number of assessments –no active involvement in the team. *Produce a report on this*

Progressive involvement in assessments “*Learn by doing*”. (MD 20 B4 and B5)

Monitoring reports on performance outcomes. *by the lead assessor*

Identify further training, exposure, specific activities

Continue monitoring. (*Application of knowledge and skills for assessment and report*)

Final recommendation made, approval by Section Head/Senior Manager and records confirm status.

Review at 3 months and try to achieve within 6 months of start of employment



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Ongoing monitoring of performance.

Independent monitoring every three years, report, feedback.

Confirms ongoing competence is demonstrated

OR identifies improvements required. *e.g additional training, mentoring etc*

In addition :-

Independent review process.—oversight of--

application review, assessment strategy planning/team selection, reporting

(document review, head office & critical locations, witness assessments-)-

consistency/clarity of report Vs non- conformities, close out and

conclusions, etc.etc.

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Actions to fully demonstrate implementation MD 20.

1. Undertake detailed review of Annex 1. and confirm how/where the competencies are addressed. Training course(s), on the job training etc. --
-commenced September 2016.
2. Identify and develop some very specific training modules e.g
organisations/legal entities, scopes of accreditation and risk, expectations of witness assessments. 2017.
3. Review records of confirming competence—

amend templates accordingly to capture more relevant details regarding performance/competence as per MD 20.

introduce a system to capture the independent review feedback for all assessors and the subsequent action.



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Revise UKAS procedures to reflect/ reference MD 20.

Say what we do, do what we say ----
and prove it !!!