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# **Supplement 1 to EA-2/02 EA Procedure for the evaluation of a National Accreditation Body**

## **Description of competence criteria of the EA Secretariat personnel involved in the management of the peer evaluation process**

### ***PURPOSE***

This document describes the competence criteria to be met by the EA Secretariat personnel involved in the management of the peer evaluation process.

*Authorship*

This document has been prepared by the EA MLA Council (MAC).

*Official language*

The text may be translated into other languages as required. The English language version remains the definitive version.

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## **1 GENERAL**

- 1.1 The EA Secretariat provide support to the operation of the peer evaluation system for national accreditation bodies and bilateral agreement signatories.
- 1.2 The tasks to be carried out by the EA Secretariat personnel in charge with the management of the peer evaluation process are described in EA-2/02.
- 1.3 The tasks related to the management of the peer evaluation process may be carried out by more than one person. The level of competence described in Chapter 2 of this document shall be fulfilled by the EA MAC Secretary.

If the MAC Secretary involves other EA Secretariat staff in the evaluation process, then the MAC Secretary shall supervise their activities to ensure that the required competence is available at all times.

## **2 COMPETENCIES OF THE PERSONNEL INVOLVED IN THE MANAGEMENT OF THE PEER EVALUATION PROCESS**

### **2.1 Knowledge**

- a) Knowledge and understanding of the requirements of EN ISO/IEC 17011;
- b) Knowledge and understanding of the Articles in Regulation (EC) 765/2008;
- c) Knowledge and understanding of relevant EA, ILAC and IAF documents relating to the peer assessment process and MLAs/MRAs;
- d) Knowledge of peer evaluation rules and procedures (EA-2/02, EA-1/06 and applicable IAF/ILAC documents);
- e) Knowledge of risk-based principles;
- f) Awareness of Level<sup>1</sup> 3 standards and additional criteria covered in Level 4 and Level 5 documents;
- g) Awareness of other relevant EA, ILAC and IAF publications (as relevant to the EA MLA, ILAC MRA and IAF MLA);
- h) Knowledge and understanding of evaluation principles, practices and techniques;
- i) At least 2 years of working experience in an accreditation body (involved in the accreditation process).

### **2.2 Skills and personal attributes**

- a) Have appropriate English language skills to enable effective communication (orally and written);
- b) Sound judgment and analytical skills;

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<sup>1</sup> The scope of the EA MLA is described in a five levels structure. For further details see EA-1/06.

- c) Leadership skills for managing peer evaluation process;
- d) Decision making ability;
- e) Communication skills;
- f) Organizational skills;
- g) Ability to solve complex situations;
- h) Have appropriate computer skills (Word, Excel, Outlook, PPT etc.);
- i) Personal characteristics:
  - Ethics (honesty, truthfulness, integrity);
  - Persistence, focus on achieving goals, determination;
  - Independence in cooperation with others and the ability for teamwork;
  - Adaptability to different or changing situations;
  - Attentiveness, tactfulness in working with people;
  - Meticulousness.