		TITLE:		<b>AUDITOR/ASSESSOR QUALIFICATION PROCEDURE</b>		
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## 1.0 PURPOSE:

This procedure details the process Jefferson Lab uses to ensure that only qualified auditor/assessors are used in Lab audits and assessments. The use of unqualified auditor/assessors could result in audit/assessments of poor quality weakening the Lab's quality assurance program.

## 2.0 SCOPE:

This procedure applies to auditor/assessors who conduct audits or assessments controlled by Jefferson Lab or JSA. This includes both Jefferson Lab employees, users and Jefferson Lab or JSA contracted personnel. It does not apply to auditors or assessors from external organizations, e.g. TJSO, other DOE organizations, federal, state or local regulatory agencies, etc.

## 3.0 RESPONSIBILITIES:

**NOTE:** Management responsibility may be delegated at the discretion of the responsible manager.

### 3.1 QA/CI Manager


- Acts as authority for evaluating auditor/assessor qualification.
- Oversees the on line Assessor Qualification training course (via ASPEN system).
- Ensures that auditor/assessors assigned to Jefferson Lab and JSA controlled audits and assessments are qualified.
- Ensures availability of training needed to provide Jefferson Lab a cadre of trained and qualified auditor/assessors.

### 3.2 Auditor/assessors

- Participate in audits/assessment only if qualified.
- Report auditor/assessment training and experience information to the QA/CI Manager.

## 4.0 PROCESS STEPS & EXPECTATIONS

4.1 Assessors have technical knowledge and assessing experience commensurate with the scope of the audit/assessment they are conducting. Assessing experience may be demonstrated by training, appropriate external certification, a record of past auditing/assessing participation or in other ways acceptable to the QA/CI Manager.

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- 4.2 Assessor Qualification training is available on the Jefferson Lab computer based training system available on the intranet.  
[http://www.jlab.org/div\\_dept/train/webbasedtraining.html](http://www.jlab.org/div_dept/train/webbasedtraining.html)
- 4.3 Auditor/assessor qualification is attained by completing the requirements detailed in this training. Records of training completion are maintained in the training system database.
- 4.4 Assessors who do not meet the qualifications may participate as part of the assessment team under the direction of a qualified assessor.
- 4.5 Qualification of Jefferson Lab employees as auditor/assessors is also documented in the lab training/qualification database in accordance with the Training and Qualification Procedure.

**5.0 REFERENCES**

Quality Assurance Plan [http://www.jlab.org/div\\_dept/dir\\_off/oa/QAMP.pdf](http://www.jlab.org/div_dept/dir_off/oa/QAMP.pdf)  
 Training and Qualification Procedure (to be written)  
 Assessor Qualification Training (on line training)

**6.0 REVISION SUMMARY**

REVISION	DESCRIPTION	EFFECTIVE DATE

