

Assessment Team Leader Qualification Requirements

<p>Assessment Team Leader</p>	<p>The Assessment Team Leader organizes and directs assessments, reports assessment findings, and evaluates corrective action.</p>
<p>Training</p>	<p>Prospective Assessment Team Leaders shall receive training to the extent necessary to assure assessing competence including:</p> <ul style="list-style-type: none"> (a) knowledge and understanding of standards, regulations, and regulatory guides as applicable (b) general structure of applicable programs as a whole and applicable elements (c) assessment techniques of examining, questioning, evaluating, and reporting; methods of identifying, and following up on corrective action items; and closing out assessment findings (d) planning assessment of applicable activities (e) on-the-job training to include applicable elements of the assessment program
<p>Assessment Participation</p>	<p>Prospective Assessment Team Leaders shall participate in a minimum of two (2) assessments within a period of time not to exceed three (3) years prior to the date of qualification.</p> <p>Participation in independent assessments including team assessment activities such as operations readiness reviews and regulatory inspections / surveys may be used to satisfy the two required assessments, provided that the activities can demonstrate the following:</p> <ul style="list-style-type: none"> (a) independence from the functional areas being assessed (b) planning that establishes the scope of the activities and associated evaluation criteria (c) performance by technically qualified and experienced personnel (d) results that are documented and reported to management (e) appropriate corrective action initiated and tracked to resolution <p>Such participation shall be subject to review and acceptance by the organization responsible for assessments and / or the approving authority prior to their use for qualification.</p>
<p>Maintenance of Proficiency</p>	<p>Not Required</p>
<p>Requalification</p>	<p>Not Required</p>