

KNOWLEDGE AND SKILLS MATRIX

Name of the Person evaluated:		Date of evaluation:	
Name of Organization:		Position at SADCAS:	
Accreditation Scheme:			
Role of the Person in the assessment/ accreditation activities: <i>(Please tick as appropriate)</i>	Application review including selection of team members		
	Document review		
	Assessment		
	Reviewing assessment reports and making accreditation decisions		
	Management of accreditation schemes		
Method of evaluation: <i>(Please tick as appropriate)</i>	Examination (Oral or written)		
	Review of records (Employment, training, etc.)		
	Feedback (Surveys, personal references, complaints, peer review,		
	Interview		
	Observation (practical tests, witnessing of activity, etc.)		

Notes:

- The person is deemed competent to conduct accreditation activities if he/she complies with all criteria for an activity.
- Where a specific activity is conducted by a group, the required knowledge and skills can be provided collectively by a group of persons involved in the activity.
- Evaluate competence criteria using the tables below for applicable roles by ticking as appropriate, where “C” stands for Compliance and “NC” stands for Non-compliance.
- This matrix is a tool used to evaluate and document the generic competence criteria of personnel. Where there are additional specific competence criteria for a specific accreditation scheme, personnel shall also be evaluated against it, e.g. *Annex A - Specification of Competence for Personnel Involved in the SADCAS Certification Bodies Accreditation Scheme.*

1.	Competence criteria for personnel conducting application review including selection of team members			
	Knowledge and Skills Required	C	NC	Comments
1.1	Knowledge of SADCAS rules and processes			
1.2	Knowledge of accreditation and accreditation scheme requirements and relevant guidance and application documents			

1.3	Knowledge of conformity assessment scheme requirements, other procedures and methods used by the CAB			
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2. Competence criteria for personnel conducting document review				
	Knowledge and Skills Required	C	NC	Comments
2.1	Knowledge of SADCAS rules and processes			
2.2	Knowledge of assessment principles, practices and techniques			
2.3	Knowledge of general management system principles and tools			
2.4	Note-taking and report-writing skills			
2.5	Knowledge of accreditation and accreditation scheme requirements and relevant guidance and application documents			
2.6	Knowledge of conformity assessment scheme requirements, other procedures and methods used by the CAB			
2.7	Knowledge of general regulatory requirements related to the conformity assessment activities (if applicable)			

3. Competence criteria for personnel conducting assessment				
	Knowledge and Skills Required	C	NC	Comments
3.1	Knowledge of SADCAS rules and processes			
3.2	Knowledge of assessment principles, practices and techniques			
3.3	Knowledge of general management system principles and tools			
3.4	Communication skills appropriate to all levels within the CAB			
3.5	Note-taking and report-writing skills			
3.6	Opening and closing meeting skills			
3.7	Interviewing skills			
3.8	Assessment-management skills			
3.9	Knowledge of accreditation and accreditation scheme requirements and			

	relevant guidance and application documents			
3.10	Knowledge of conformity assessment scheme requirements, other procedures and methods used by the CAB			
3.11	Knowledge of risk-based assessment principle			
3.12	Knowledge of general regulatory requirements related to the conformity assessment activities (if applicable)			

4.	Competence criteria for personnel reviewing assessment reports and making accreditation decisions			
	Knowledge and Skills Required	C	NC	Comments
4.1	Knowledge of SADCAS rules and processes			
4.2	Knowledge of assessment principles, practices and techniques			
4.3	Knowledge of general management system principles and tools			
4.4	Knowledge of accreditation and accreditation scheme requirements and relevant guidance and application documents			
4.5	Knowledge of risk-based assessment principle			
4.6	Knowledge of general regulatory requirements related to the conformity assessment activities (if applicable)			

5.	Competence criteria for personnel responsible for management of accreditation schemes			
	Knowledge and Skills Required	C	NC	Comments
5.1	Knowledge of SADCAS rules and processes			
5.2	Knowledge of accreditation and accreditation scheme requirements and relevant guidance and application documents			
5.3	Knowledge of conformity assessment scheme requirements, other procedures and methods used by the CAB			
5.4	Knowledge of risk-based assessment principle			

5.5	Knowledge of general regulatory requirements related to the conformity assessment activities (if applicable)			
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Overall comments from the Evaluator

(Please also comment on the evaluation of the person on the specific competence criteria, if any, for the applicable accreditation scheme)

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Conclusion

(Please comment on whether the person is competent or not to conduct applicable accreditation activities)

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Name of Evaluator:		Position:	
Signature:		Date:	

ANNEX A: SPECIFICATION OF COMPETENCE FOR PERSONNEL INVOLVED IN THE SADCAS CERTIFICATION BODIES ACCREDITATION SCHEME

Level 1	ISO/IEC 17011: 2017 <input type="checkbox"/>											
Level 2	Product Certification <input type="checkbox"/>	Management System Certification <input type="checkbox"/>								Person Certification <input type="checkbox"/>	Validation and Verification <input type="checkbox"/>	
Level 3	ISO/IEC 17065: 2012 <input type="checkbox"/>	ISO/IEC 17021-1: 2015 <input type="checkbox"/>								ISO/IEC 17024: 2012 <input type="checkbox"/>	ISO 14065: 2013 <input type="checkbox"/>	ISO/IEC 17029:2019 <input type="checkbox"/>
Level 4	GLOBAL G.A.P. IFA General Regulations V4 <input type="checkbox"/>	ISO/TS 22003: 2013 <input type="checkbox"/>	ISO/TS 22003:2013 FAMI-QS Rules for Certification Bodies Version 8 <input type="checkbox"/>	ISO/IEC 17021-3: 2017 <input type="checkbox"/>	ISO/IEC 17021-2: 2016 <input type="checkbox"/>	ISO/IEC 27006:2015 <input type="checkbox"/>		ISO 50003:2014 <input type="checkbox"/>	ISO/IEC TS 17021-10:2018 <input type="checkbox"/>		ICAO CORSIA ETM - Volume IV V1, ISO 14064-3:2006; ISO 14066:2011 <input type="checkbox"/>	
Level 5	GLOBAL G.A.P. IFA Control Points and Compliance Criteria V4 <input type="checkbox"/>	ISO 22000: 2018, 2005 (FSMS) <input type="checkbox"/>	FAMI-QS Certification Scheme Code Version 6 <input type="checkbox"/>	ISO 9001:2015 (QMS) <input type="checkbox"/>	ISO 14001:2015 (EMS) <input type="checkbox"/>	ISO/IEC 27001:2013 (ISMS) <input type="checkbox"/>	ISO 13485:2016 (MDMS) <input type="checkbox"/>	ISO 50001:2018 (EnMS) <input type="checkbox"/>	ISO 45001:2018 (OH&SMS) <input type="checkbox"/>	IPC- PL-11-6 <input type="checkbox"/>	ICAO CORSIA SARPs - Annex 16 Volume IV V1 <input type="checkbox"/>	
IAF MD	4, 20	4, 16, 20, 23	1, 2, 4, 20, 23	1, 2, 4, 5, 17, 20, 23	1, 2, 4, 5, 17, 20, 23	1, 2, 4, 20, 23	1, 2, 4, 20, 23	1, 2, 4, 20, 23	1, 2, 4, 5, 17, 20, 21, 22, 23	4, 20	4, 20	4, 20
IAF Codes / Categories/												

IAF MD Comp etenc e												
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Legend:

- Level 1 is the endorsed normative document for Accreditation Bodies
- Levels 2 and 3 are the main scopes consisting of accreditation programs and endorsed normative documents
- Levels 4 and 5 are the sub-scopes consisting of applicable documents and endorsed normative documents
- IAF MD documents are assigned to the applicable scopes and sub-scopes.
- Specific IAF Codes and Competence Categories / sub-categories must be recorded