KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

PL-31-01

Training on Conformity Assessment Standards and Associated Activities Policy

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1 Background Information

1.1 Purpose

This Policy outlines the various types of training that KENAS undertakes and the controls thereof.

1.2 Scope

The policy applies to training carried out by KENAS to conformity assessment service providers and or other external parties with interest in conformity assessment.

1.3 Legal Basis

KENAS shall implement this policy in accordance with the Guidelines used for Training of Assessors used by Accreditation Bodies (ILAC G3,) and the Conformity Assessment-Requirements for Accreditation Bodies Accrediting Conformity Assessment bodies (ISO/IEC 17011).

2 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17000 and the KENAS Act 2019 and the following apply.

2.1 Acronyms and Abbreviations

CEO	Chief Executive Officer
KENAS	Kenya Accreditation Service
ILAC	International Laboratory Cooperation
IAF	International Accreditation Forum
MRA	Mutual Recognition Arrangement
MLA	Multilateral Agreement

2.2 Definition of Terms

2.2.1 Accreditation

Accreditation is third party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

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3 Policy Statement

3.1 Training Calendar

KENAS will identify needs for training and populate a training calendar which will be posted on the website. The calendar may be sent to clients on request. This training calendar will constitute open learning courses on conformity assessment standards and associated activities. Client specific programs may be included on the calendar if confirmed in time.

3.2 Conducting of Training

3.2.1 The training shall be conducted by KENAS Staff approved to train and or External experts engaged by KENAS and qualified as trainers for particular schemes where the competence at KENAS may be lacking or capacity at KENAS may be inadequate.

3.2.2 Generic materials shall be used to deliver the training and these materials shall be used for the open as well as client specific training. The material will not be customized; however training may be delivered in context of the conformity assessment activities of interest.

3.2.3 Training course shall be conducted by two facilitators for a class of 20 to 30. The number of facilitators may be reviewed downwards should there be a class of less than 20. The facilitators can be varied depending on the level of interaction and group work required.

3.2.4 The trainers shall be picked from the register that exists at KENAS or from referrals by ILAC/IAF MRA/MLA signatories or other credible organizations based on an attestation by KENAS or an approved justification.

3.3 Training Venue

Open learning courses shall be conducted at a venue conducive for maximum concentration of both trainers and trainees and where exercises can be conducted with ease.

3.4 Training Duration

The Training duration for the courses delivered is predetermined and informs the charges for the course. This is based on the program of activities planned for the effective delivery of the training content and cannot be changed to inform better costs. The training can however be delivered in a staggered format based on the agreement with the trainees and extension of hours can be accommodated so long as it does not fatigue both the trainers and the trainees.

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3.5 Management of Impartiality

3.5.1 The material used for client specific training shall be the same as that used for the open learning programs.

3.5.2 For management of impartiality, especially for client specific training, the trainers engaged to facilitate the training if required for assessment of the specific client shall be comingled with other assessors not involved in the client specific training.

3.6 Training Evaluation

An evaluation shall be done on the training conducted in order to inform improvements on future delivery of such programs.

4 Associated Documents

Ref	Document Identifier	Document Title
1.	ILAC G3	Guidelines used for Training of Assessors used by Accreditation Bodies
2.	ISO/IEC 17011	Conformity Assessment-Requirements for Accreditation Bodies Accrediting Conformity Assessment bodies.
3.	MCA-FM-02-01	Seminar-Event Evaluation form

5 Revision/Amendment Records

Date	Ver	Revised By	Reason for Revision
30/04/2022	01	RSQ	Newly developed/formatted document

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