



KENYA ACCREDITATION SERVICE

Document Title: TRAINING ON CONFORMITY ASSESSMENT STANDARDS AND ASSOCIATED ACTIVITIES

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Approval and Authorisation

Completion of the following signature blocks signifies the review and approval of this Document.

Name	Job Title / Role	Signature	Date
Authored by	Assistant Director Inspection and Verification	<i>Approved</i>	15/04/2016
Checked by	Deputy Director Technical Services	<i>Approved</i>	15/04/2016
Approved by	Chief Executive Officer	<i>Approved</i>	15/04/2016

Periodic Review Approval and Authorisation

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1 OVERVIEW CONTENT

1.1 Process Overview

In its endeavour to improve the understanding of conformity assessment activities, KENAS carries out training on conformity assessment standards and associated activities.

1.2 Purpose

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

1.3 Scope

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

1.4 Role(s) and Responsibility

Role	Responsibility
KENAS top management	Enforcement of this policy
KENAS Staff and Trainers	Compliance
KENAS Board	Approval

2 DEFINITIONS/ABBREVIATIONS

The table below defines terms that are included in or associated with this process.

Term	Definition
ILAC	International Laboratory Cooperation
IAF	International Accreditation Forum
MRA	Mutual Recognition Arrangement
MLA	Multilateral Agreement



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3 POLICY INSTRUCTIONS

3.1 Training Calendar

KENAS shall identify needs for training and populate a training calendar which shall be posted on the database website. The calendar can be sent to clients on request. This training calendar shall constitute open learning courses on conformity assessment standards and associated activities. Category or client specific programs may be included on the calendar if confirmed.

3.2 Conducting of Training

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.

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

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

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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3.4 Management of Impartiality

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

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.

3.5 Training Evaluation

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

4 REFERENCE AND RELATED 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-General Requirements for Accreditation Bodies Accrediting Conformity Assessment bodies.
3.	KENAS-TS-F-025	Seminar-Event Evaluation form

5 TRAINING / AWARENESS

Staff performing one or more of the roles specified in this policy shall be made aware of its existence in order for them to read and apply. A period of not more than one month shall be allocated between the issue date and effective date to facilitate such awareness.

6 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
03/04/2013	01	DDTS	<ul style="list-style-type: none">Initial
15/04/2016	02	ADIV	<ul style="list-style-type: none">Qualification of clause 3.2 with respect to increase / decrease of number of trainers.Provide for comingling of trainers with respect to assessment