



Bord Náisiúnta na hÉireann um Chreidiúnú Irish National Accreditation Board



ISO/IEC 17024 CONFORMITY ASSESSMENT – GENERAL REQUIREMENTS FOR BODIES OPERATING CERTIFICATION OF PERSONS

Need to certify persons as being competent for specific jobs such as welding, gas appliance installation, data protection officer, building energy rating? Have you considered ISO/IEC 17024? It can provide a means of demonstrating competence that is recognised nationally and internationally.

ABOUT ISO/IEC 17024

This international standard contains principles and requirements for a body certifying persons against specific requirements, and includes the development and maintenance of a certification scheme for persons. The standard is used by accreditation bodies accrediting certification bodies undertaking the certification of persons; this is sometimes referred to as personnel certification.

A certification body meeting the requirements of ISO/IEC 17024 means it is competent to certify persons for a specific scope. The standard is unique in that, in addition to requirements for the certification bodies, it also contains requirements for scheme owners. Schemes detail the competence required for specific tasks so that the end user, when certified, is deemed competent to perform that task.

A scheme owner may be independent of the certification body or may be the certification body itself.

The development of a scheme for use for the certification of persons requires the involvement of appropriate experts and the use of a structure that fairly represents the interests of all parties significantly concerned, without any interest predominating.



If prerequisites are applicable for certification these are aligned with the competence requirements and the assessment mechanisms must be similarly aligned.

As part of scheme development, a job or practice analysis is conducted. This is a method used to identify the tasks and associated competence, and requires the following:

- Identification of the tasks for successful performance
- Identification of the required competence for each task
- Identification of the prerequisites (if applicable)
- Confirmation of the assessment mechanisms and examination content
- Identification of the recertification requirements and interval

Competence is defined as the ability to apply knowledge and skills to achieve intended results and can be independent of qualification.

CONTENTS OF ISO/IEC 17024

The sections within ISO/IEC 17024 cover:

- General requirements
- Structural requirements
- Resource requirements
- Records and information requirements
- Certification schemes
- Certification process requirements
- Management system requirements



As with all accreditation standards, the management of impartiality is an important component and there are particular requirements in relation to the structure of a certification body in the provision of training. The certification process covers the application; assessment; examination; decision; suspension and withdrawal; and, recertification. Recertification is an integral part of ISO/IEC 17024 and the original certificate issued is time bound for three years.

Examinations are designed to assess competence based on, and consistent with, the scheme, by written, oral, practical, observational or other reliable and objective means. The certification body is required to have procedures to ensure consistent administration of examinations.

APPLICATIONS OF ISO/IEC 17024

Regulatory area:

INAB has accredited a number of certification bodies for the certification of persons. The pressure equipment directive (2014/68/EU) requires that persons undertaking permanent joining (welding) and non-destructive testing (NDT) be approved. The relevant harmonised standards (listed on the EU Official Journal) for this activity are EN ISO 9606 and EN ISO 9712. In order to undertake welding and NDT for the purposes of the pressure equipment directive, the persons undertaking these tasks are approved. A way of achieving this approval is to be certified by a recognised third party organisation (RTPO) or notified body and the mechanism for approval of these bodies is that they be accredited for this activity to ISO/IEC 17024.

Non-regulated areas:

INAB has previously been involved in the accreditation of certification bodies for the certification of persons involved in the security industry and the gas appliance installation industry. Both schemes were operated successfully for a number of years.

Other potential applications may be for the certification of data protection officers, information security auditors, building energy rating assessors, etc.

WHO CAN APPLY?

This is open to all applicant certification bodies who have a developed and validated scheme and have put in place a management system that is capable of meeting the requirements of ISO/IEC 17024. It is required that there is a scheme in place prior to application and potential applicants should contact INAB to discuss the proposed scheme in advance of making an application. ISO CASCO (conformity assessment committee) has a useful guide on developing schemes: How to develop schemes for the certification of persons, and is available free from the ISO website.

HOW TO APPLY?

Full details on the accreditation process can be found [here](#).

CONTACT US

To find out more about this accreditation standard, contact James Stapleton



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