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Quality Management System – Policy and Programme Support Section					
STAFF AUTHORIZATION FOR MEASUREMENT METHODS					

1. PURPOSE

To describe all steps involved in the process of authorizing staff to perform each assigned measurement and assessment method.

2. SCOPE

These steps apply to all staff and all measurement and assessment methods.


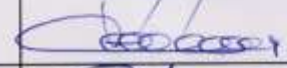


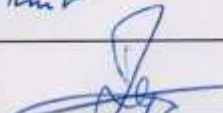
3. RESPONSIBILITIES

Service Group Leader

- To assign staff members - according to their knowledge, experience and training – to the measurement methods
- To develop and describe necessary training schedules for staff members to make them able to perform the assigned measurements
- To facilitate the training and to check the effectiveness of the training
- To decide on the period of work under supervision and the date of authorization
- To check the proficiency of the trainee by observing a performance of the measurement method
- To certify the staff member to perform the measurement in it's own responsibility
- To inform the Quality Manager about the new authorization

Quality Manager

- To keep a list of measurement methods and staff certified for them.

	Function	Name	Signature and Date
Authorized	Section Head	K. Mrabit	 11/04/2006
Approved	Unit Head	Pascal Deboodt	 24.03.2006
Approved	Service Group Leader	R. Cruz-Suarez	 23.03.2006
Approved	Service Group Leader	John Hunt	 23 rd March 2006
Registered	Quality Manager	J. Zeger	 21 March 2006

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Staff

- To be trained for new measurement methods or assessments
- To use the supervision time for clarifying any problems that remain after training
- To do the test measurement for authorization according to an agreed time schedule
- To report and inform the respective supervisor (Service Group Leader, Deputy Technical Manager) and the quality manager about problems or any unusual occurrences

4. DESCRIPTION

For any staff member that is to be assigned to a new measurement procedure, there has to be a period of training to enable the person to operate the procedure. This training has to be planned and should be conducted either by another member of the staff, who is knowledgeable to this procedure or by an outside expert.

After finishing the training period, the person will have to operate the measurement under supervision through some time.

Finally the supervisor of the staff member shall observe the performance of one specific performance of the measurement method by the newly trained staff member. If the supervisor gets a positive impression of the proficiency of the person operating the measurement method he will certify this person for operating on its own responsibility when doing the measurements.

All staff members, who have already proven their proficiency through operating their assigned measurement or assessment methods through long years of service, can be proven as certified using one of their routine measurements without having to do a separate testing.

The name of the measurement or assessment method together with the date of this final test and the code of the specific measurement instance have to be recorded and relayed to the Quality Manager.

5. RECORDS

Records coming out of this procedure are the documentation of

- the training schedule for a specific member of staff in connection with a specific measurement method;
- the authorization process according to a distinctive measurement performance, which has to be documented according to the appropriate WI;
- the note to the Quality Manager on passing the authorization process with name of staff member and name or index of the measurement method.

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STAFF AUTHORIZATION FOR MEASUREMENT METHODS				

This documentation is to be kept by the Service Group Leader in charge.

The updated cross reference list of staff authorization to measurement methods, to be kept by the Quality Manager.

Format of documentation of staff authorization to measurement or assessment methods :

AUTHORIZATION for Measurement Methods (Name)					
Measurement / Assessment Method	Training Period from to	Supervision Period from to	Authorization Date (formal)	Authorization measurement identification	Supervisor signature
NAME accepted (Signature) Date					

This documentation will be held as an electronic file (EXCEL-format)