INTERNATIONAL PERSONNEL CERTIFICATION ASSOCIATION

CERTIFICATION SCHEME

Draft "IPC VVB Verifier/validator"

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Certification Scheme

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PREFACE

This IPC Certification scheme for verification/validation(VV) bodies/registrars (VVB) Verifier/validator have been prepared by the International Personnel Certification Association (IPC) to provide a common basis for the verification/validation bodies/registrars (VVB) verifier/validator. This Certification scheme can be applied by any PCB that has become a member of IPC by signing the IPC Memorandum of Understanding. It can also be utilized as an endorsed scheme for the operation of IAF MLA on ISO/IEC 17024.

IPC Certification scheme have been developed considering the collective wisdom of the members of IPC, and the requirements of both industry and verification/validation bodies/registrars (VVB). This Certification scheme may be the basis upon which verifier/validator can be certified as IPC-graded verification/validation (VV) Verifier/validator.

The only certification grade that IPC recognizes is IPC VV Verifier/validator.

The certification of an IPC-graded verifier/validator only indicates the individual's competence to perform VV verifications/validations. The IPC scheme does not identify the area of technical competence that an individual may have. The responsibility for identifying that an verifier/validator has the necessary knowledge and understanding of the technical environment to perform an Verify/Validate of a specific organization will still rest with those responsible for managing the Verify/Validate process.

Additional information and guidance are provided at *IPC-TA-05-007IPCJOB-TASK Analysis for the Certification Scheme for VV Verifier/validator*.

All IPC documents are published in English. The English version with the most recent issue and version number and date of each IPC document is the definitive version. Members of IPC whose language of operation is not English have the right to translate all IPC documents into their own language of operation.

For further information on the application of IPC Certification scheme, contact your local member of the Association or the IPC Secretariat at the e-mail: secretary@ipcaweb.org.

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1.1 Introduction

1.1.1 This certification scheme has been developed by the IPC - International Personnel Certification Association, for the purpose of harmonizing the practice of verification/validation (VV) Verifier/validator certification worldwide.

1.1.2 The principal objective of this IPC certification scheme is to provide a uniform approach to the certification of VV Verifier/validator as the basis for a multilateral recognition framework within IPC.

1.1.3 The process used in developing this certification scheme was to establish firstly the key competence for VV Verifier/validator and then determine the methods by which this competence can be demonstrated and evaluated.

1.1.4 This document is divided into seven sections:

Section 1 – Overview

Section 2 - Job profile of IPC Verification/validation verifier/validator Section 3 - Prerequisites of the applicant
Section 4 - Competence required for each grade of IPC Verification/validation verifier/validator
Section 5 - Competence assessment
Section 6 - Certificate award and recertification
Section 7 – Common requirments for IPC certification
schemes

1.2 IPC Verification/validation Verifier/validator Grade

1.2.1 The certification scheme described in this document is for IPC VV Verifier/validator Certification.

1.2.2 The IPC VV Verifier/validator grade is awarded by Accredited Personnel Certification Bodies to applicants who have demonstrated compliance to the requirements in this scheme. The IPC VV Verifier/validator shall have competence required to perform a VV Verify/Validate as a member of a team or as a sole verifier/validator.

1.3 Definitions

For the purpose of this certification scheme, the term and definitions given by ISO14066, ISO1406

4-3, ISO 17029, and ISO 19011, the following ones apply:

Applicant: A person who has applied to be admitted into the certification process

PCB: Personnel Certification Body

APCB: Accredited Personnel Certification Body

Competence: Ability to apply knowledge and skills to achieve intended results

VV: Verification/validation

GHG: Greenhouse Gas

ESG: Environment, Social and governance by UN Global impact

1.4 References

Applicable documents are the most recent versions of:

ISO 14066- Greenhouse gases —Competence requirements for greenhouse gas validation teams and verification teams

ISO14064-1 Greenhouse gases—Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals.

ISO14064-2 Greenhouse gases —Part 2: Specification with guidance at the project level for quantification,

monitoring and reporting of greenhouse gas emission reductions or removal enhancements.

ISO14064-3 Greenhouse gases −Part 3: Specification with guidance for the verification and validation of greenhouse gas statements.

ISO14065 General principles and requirements for bodies validating and verifying environmental information

ISO/IEC 17029-Conformity assessment — General principles and requirements for validation and verification bodies

ISO/IEC 17030, Conformity assessment — General requirements for third-party marks of conformity

ISO/IEC 17024- Conformity assessment — General requirements for bodies operating certification of persons;

ISO/IEC 17021 Conformity assessment — Requirements for bodies providing Verify/Validate and certification of Verification/validation - family of standards;

IAF MD 14: 2014 - Application of ISO/IEC 17011 in Greenhouse Gas Validation and Verification

Applicable Verification/validation standards (see informative Appendices);

ISO/IEC 17007-Conformity assessment — Guidance for drafting normative documents suitable for use for conformity assessment, and

The International Safety Management Code (ISM Code) issued by International Maritime Organization, IMO, with related resolutions and guidelines.

SECTION 2 - JOB PROFILE OF IPC VERIFICATION/VALIDATION VERIFIER/VALIDATOR

2.1 IPC Verification/validation Verifier/validator

Based on their competence within Verification/validation, the IPC Verification/validation Verifier/validator are able to initiate, plan, execute and report first, second and third party Verification/validation. verifications/validations in accordance with ISO 17029. The verifier/validator must be able to execute an Verify/Validate as a sole verifier/validator or as a member of an Verify/Validate team.

SECTION 3 - PREREQUISITES OF THE APPLICANT

3.1 Education

3.1.1 Applicants for certification should have completed at least post-secondary education Documented evidence of the education claimed will be required.

3.2 Work Experience

3.2.1 Applicants for certification with higher diploma shall have at least 6 years full-time work experience.Bachelor degree shall have at least 4 years full-time work experience.Master or Doctor's degree shall have at least 2 years full-time work experience.Work experience should be obtained in a technical, professional or management position of accountability involving the exercise of judgement.

3.2.2 Applicants for certification shall provide documentary evidence of work experience; this evidence may be presented in the form of employer references giving information on work actually carried out and positions held.

3.2.3 As an alternative to the documentation requirement in 3.2.2, the applicants can provide a signed self-declaration, giving information on work actually carried out and positions held.

3.3 Verification/validation Work Experience

3.3.1 Applicants for certification shall have a minimum of 2 years relevant experience in the implementation, operation, and/or Verification/validation of Verification/validation, which provides the practical knowledge necessary to effectively Verify/Validate such Verification/validation.

3.4 Training

Applicants for certification shall have completed VV verifier/validator training. The PCB shall not require the candidates to complete the PCB's own training and as an exclusive prerequisite. The training shall cover the competence required for VV verifier/validator in this scheme. A minimum of 16 class hours（no less than 45 minutes per class hour）training is required. Training can be performed by in-class courses, e-learning or other suitable learning methods. See also IPC-SC-11-002 "IPC Specification on recognition of training courses and training providers".

SECTION 4 - COMPETENCE REQUIRED OF IPC VERIFICATION/VALIDATION VERIFIER/VALIDATOR

4.1 Personal behavior

4.1.1 Applicants for certification shall be able to demonstrate the personal behavior necessary for the effective and efficient performance of the Verify/Validate as defined in clause annex A.C.D.E.F of ISO 14066:2021 and 7.2 and 7.3 of ISO 17065:2020.

4.2 Competence

4.2.1 Knowledge and skills for Verification/validation Verifier/validator certification:

a. Definitions, principles, procedures, methods and application of Verification /verify according to ISO 17029

b. Meeting the requirements of Verifier/validator competence of ISO17029

c. Understanding the standards or normative documents related the Verification/validation, and applying them to the Verification/validation activities

d. Identification, understanding, evaluation and handle the risks of Verification/validation;

e. Skills of communicating of validation/verification process and results effectively

f. Knowledge and methods of data and information management for verification/validation

g. Understand the organization and its operating environment

h. Knowledge of relevant laws and regulations for verification/validation

4.2.2 Additional information and guidance on the VV verifier/validator competence is provided at IPC-TA-05-007 IPC JOB-TASK Analysis for the Certification Scheme for VV Verifier/validator.

SECTION 5 - COMPETENCE ASSESSMENT

5.1 The IPC examination system

5.1.1 The IPC examination system requires that the applicant shall pass a written and an oral examination part. Both parts of the examination shall be assessed separately and have to be passed.

5.1.2 The IPC examination system is flexible and allows various examination types for both written and oral examination.

5.1.3 The IPC PCB shall maintain a database of examination questions for each examination type in use. The questions shall be adapted to national culture, industries and trades. Examination questions shall be updated regularly to reflect current requirements in standards and practice. The questions used in each examination shall be regularly changed to avoid repeating the same questions over an extended period of time.

5.1.4 The PCB shall decide if the applicant may or may not use supporting documentation during the exam. The examination questions shall be developed taking this into account.

5.1.5 Additional information and guidance on the examination types and processes is provided at IPC-TA-05-007 "IPC JOB-TASK Analysis for the Certification Scheme for VV Verifier/validator".

5.2 Written examination

5.2.1 The written examination may be one, or a combination of several, of the following examination methods. Questions shall be within the area of competence described in this scheme document.

5.2.2 Multiple choice questions:

Multiple-choice is a form of assessment in which applicants are asked to select the right answer.

5.2.3 Short open questions:

A short open question is a form of assessment in which the applicant is asked to write the answer within a space of two to three lines. Typical questions are to describe the meaning of a concept, the purpose of a requirement or similar.

5.2.4 Long open questions:

A long open question is a form of assessment in which the applicant is asked to write the answer within a space of approximately one A4 page. Typically, the question asks the applicant to elaborate on a certain method, requirement in a standard or similar. The question often asks for examples. The intention of the question is often to check the applicant’s ability to apply knowledge in a practical manner.

5.2.5 Situational judgment test:

A situational judgment test is a form of assessment in which the applicants are presented with a scenario and asked to identify the most appropriate response, or to rank the responses in the order they feel is most effective. After a short description of a typical situation (scenario) there are four to five behavior related answers. Only one is correct.

5.2.6 Verify/Validate text analysis:

After a short description of an organization, some Verify/Validate observations are described. The applicant is asked to identify which ones are nonconformities, if any, and write nonconformity reports with objective evidence. The intention is to test the applicant’s judgment in identifying nonconformities, giving correct references to violation of requirement and express the nonconformities in writing in an understandable and professional manner.

5.2.7 The PCB shall design the written examination by choosing one or more of these question types giving the applicant a sufficient workload.

5.2.8 The written exam can also be carried out through an e-based invigilated/proctored examination: In this case the PCB must guarantee the certainty of the applicant identity and that he works without any aid, except for allowed aids to be specified by the PCB.

5.3 Other examination (practical/ oral/ observational)

5.3.1 To be able to handle appeals or complaints, the PCB must ensure evidence of the examination, for example by video recording or by using two examiners.

5.3.2 For oral examination the applicant is given adequate time to prepare for the exam.

5.3.3 Video conference is acceptable if the results of the examination remain valid. In this case the PCB must guarantee the certainty of the applicant identity and that he works without any aid, except for allowed aids to be specified by the PCB.

5.3.4 The other examination may be one or a combination of the following types:

5.3.5 Case study:

Based on a case description, the applicant shall prepare a presentation to the audience (examiner), as described in the scenario text. Typically, the text scenario describes an opening meeting introducing the purpose of the Verify/Validate with Verify/Validate criteria etc., or a closing meeting where the applicant shall report nonconformities or a situation during the Verify/Validate. Normally the applicant does not receive questions from the examiner.

5.3.6 Role play Verify/Validate:

The applicant receives a case description, explaining the purpose of the role play and defining own role and tasks. After preparation, the applicant meets the other role players (other applicants or examiners) and leads the role play which is normally an Verify/Validate situation. The other participants in the play also have to prepare for their role. The applicant shall try to achieve the objective defined in the case description of the play.

5.3.7 Structured interview:

The applicant receives a description of the area of competence of which the interview will be based and will be given time to prepare for interview. The interview is conducted by an examiner asking questions from a pre- prepared checklist covering the particular interview. The applicant and examiner may discuss the answers and opinions, in order to determine the level of competence of the applicant. Typical areas are planning verifications/validations, preparation of checklists, how to report nonconformities, etc.

5.3.8 Observation / Witnessing:

The applicant carries out typical tasks in an Verify/Validate situation. An observer (the examiner) watches, without any intervention, the applicant in carrying out the tasks. Observation can include all phases of an Verify/Validate, from planning to report.

5.3.9 A validated personal attributes test.

5.4 Failing to pass examination

5.4.1 If the applicant has failed in the written or other examination (practical/ oral/ observational) part of the examination, but passed in the other, the applicant shall take a new examination in the failed part. A different (new) examination test set has to be used in the retake exam.

SECTION 6 - CERTIFICATE AWARD AND RECERTIFICATION

6.1 Certificate award

6.1.1 At the point of certificate award, the requirements to the applicant stated in this document shall be fulfilled. The time within an applicant shall fulfill the requirements for certification after issuing the application, shall be defined by the PCB and cannot exceed three years from the date of examination.

6.1.2 A certificate issued according to this Scheme is valid for up to three years.

6.2 Recertification

6.2.1 Recertification may be performed in the time period of three months prior to expiry to three months after expiry. After this time the certificate may not be recertified, a new examination has to be passed. The new certificate (recertified) is valid for up to three years.

6.2.2 All IPC VV certified verifier/validator shall provide evidence of maintaining their competence periodically by recertification. Each applicant for recertification shall maintain records of professional development undertaken as described in clause 6.3.

6.2.3 For each re-certification period, IPC VV Verifier/validator shall submit documentary evidence either of having performed a minimum of three complete VV verifications/validations with at least 3 Verify/Validate days on-site during the last three years. All verifications/validations shall be conducted in accordance with the principles and practices described in ISO 14066.

6.3 Professional Development

6.3.1 Each IPC VV Verifier/validator and IPC VV Lead Verifier/validator shall, during the three-year recertification period, undertake at least 48 class hours of professional development. The development may be participation in courses or seminars, self-study or other acceptable means of professional development, and be documented to the PCB's satisfaction prior to recertification.

SECTION 7- COMMON REQUIREMENTS FOR IPC CERTIFICATION SCHEMES

7.1 Reference is made to the document IPC-PL-14-05 "Common requirements for IPC Certification Schemes". This document contains additional, mandatory requirements to the present certification scheme.

7.2 PCB's shall apply a documented procedure regarding the suspension, recall or cancelation of the issued certifications.

7.3 PCB's shall retain the right to suspend and withdraw certificates of certified VV Professionals who do not continue to comply with certification criteria.

7.4 PCBs may suspend, recall or cancel certification for anyone from the following reasons, without limited only to them:

a. Failure to provide to PCB required evidence required by the certification scheme
b. Wrong usage of permissions, certificates, PCB's logo
c. Libel of PCB and IPC schemes
d. Acting contrary to PCB and IPC Code of Conduct
e. Nonpayment of certification fee

7.5 Notices of withdrawal or suspension of certification should be published by the PCB in the relevant registry of certified professionals, whenever applicable.

APPENDIX 1- INFORMATIVE

Requirements to IPC

greenhouse gas (GHG)

Verifier/validator

c

Knowledge and skills for GHG Verification/validation Verifier/validator certification:

a. Knowledge of Verification/validation criteria and/or normative documents of GHG, such as ISO 14064-1, ISO14064-2, ISO14064-3,ISO14065

b. Meeting the requirements of Verifier/validator competence of ISO10466, ISO14065 and ISO14064-3

c. Policies related to climate change

d. Knowledge about the trading of carbon emission rights

e. Knowledge and methods of quantitative accounting of greenhouse gas emissions

f. Greenhouse gas emission reduction technology and control measures

g. Laws and regulations related to greenhouse gas Verification/validation

h. Implementation procedure for GHG Verification/validation

About IPC

IPC was established as a non-for-profit organization, in 1995, by the name "International Verifier/validator and Training Certification Association (IATCA)". To adapt to the market need for certification of professionals in a variety of categories, the role and name was changed in Chicago Annual General Meeting (2003) to "International Personnel Certification Association (IPC)". IPC's main activity is to develop certification schemes for professionals. Although the focus of IPC is personnel certification, recognition of training providers and training courses are also part of our activities.

IPC's objective is to promote the interests of our members (personnel certification bodies and other related interest parties) and serve the needs of the society for competence of professionals. IPC is also a "Scheme owner", which means that IPC develops and owns Certification Schemes (normative documents used for accreditation/certification purposes). These schemes are specifying rules and frame requirements for competence, on which the personnel certification body, member of IPC, may elaborate.

Vision

To be the prime provider of personnel certification schemes and achieve recognition of IPC brand certificates worldwide.

Mission

To provide recognition to individuals who, having demonstrated competence to IPC approved schemes, can improve the performance of organizations. IPC develops certification schemes to provide recognition for personnel in a range of fields and disciplines; the implementation of those certification schemes through its member bodies; and the evaluation of scheme implementation through accreditation to ISO/IEC17024 and IPC criteria in order to establish confidence in the equivalence of IPC certifications. IPC members also evaluate training providers and training courses and recognize courses fulfilling the requirements of IPC certification schemes.

Values

Transparent: Be open to its members regarding IPC proceedings including minutes from Annual General Meeting and Board of Directors meetings

Informative: Provide information and news to its members and interested parties regarding personnel certification on the website and the "IPC in Touch" newsletter

Inclusive: Create an "IPC family" with all members, sharing knowledge and acting like a team

Competent: Elect Directors and administration that are competent within certification and areas of proficiency certified and attract new competent certification bodies as our members

Brave: Have an offensive market approach, profiling IPC certification, through its member bodies

Ambitious: Utilize its competence to achieve international recognition

Reliable: Abide with its own rules and be predictable in its operation. Operate in a truthful manner

Fair: Treat all members and applicants for certification in a fairly manner and safeguard its impartiality.

14071 Peyton Dr #2701, Chino Hills, CA 91709, USA

Tel: +1(562)6501941

Email: secretary@ipcaweb.org

Web: www.ipcaweb.org