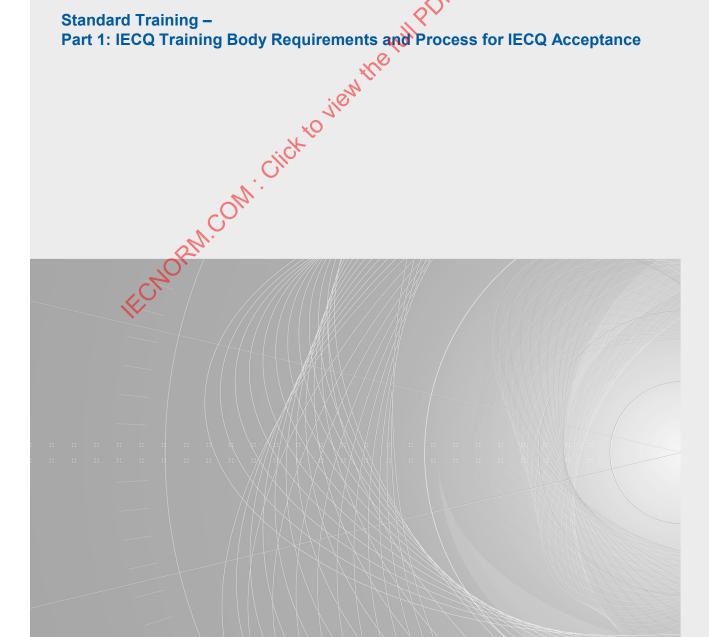# IECQ PUBLICATION

IEC Quality Assessment System for Electronic Components (IECQ System)

**Standard Training –
Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance**

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IECQ 04-1

Edition 1.0   2010-07

IECQ PUBLICATION

IEC Quality Assessment System for Electronic Components (IECQ Scheme)

**Standard Training –
Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance**

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

PRICE CODE **ZZ**

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INTERNATIONAL ELECTROTECHNICAL COMMISSION
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Standard Training –

Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance

FOREWORD

This publication has been prepared by the Management Committee (MC) of the IECQ.

The IECQ has undertaken a major revision of its system and scheme documentation, which now utilize the following document structure.

IECQ 01, *IEC Quality Assessment System for Electronic Components (IECQ System) – Basic Rules*

IECQ 02, *IECQ System – General Requirements for the Acceptance of IECQ Certification Bodies into the IECQ System*

IECQ 03 – **IECQ Rules of Procedure**

IECQ 03-1, *Rules of Procedure – Part 1: General Requirements for all IECQ Schemes*

IECQ 03-2, *Rules of Procedure – Part 2: IECQ Approved Process Scheme*

IECQ 03-3, *Rules of Procedure – Part 3: IECQ Approved Component Products, Related Materials & Assemblies Scheme*

IECQ 03-4, *Rules of Procedure – Part 4: IECQ ECMP Scheme – Avionics Assessment Program Requirements*

IECQ 03-5, *Rules of Procedure – Part 5: IECQ HSPM Scheme – Hazardous Substance Process Management Requirements*

IECQ 03-6, *Rules of Procedure – Part 6: IECQ ITL Scheme – Independent Testing Laboratory Assessment Program Requirements*

IECQ 04 – **IECQ Standard Training**

IECQ 04-1, *Standard Training – Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance*

IECQ 04-4, *Standard Training – Part 4: Standard operational procedures for conducting IECQ ECMP Training*

IECQ 04-5, *Standard Training – Part 5: Standard operational procedures for conducting IECQ HSPM Training*

The text of this publication is based on the following documents:

Document	Report on Approval
IECQ MC/200/CA	IECQ MC/206/DL

Full information on the approval by the MC of this publication can be found in the report indicated in the above table.

INTRODUCTION

Taking into account the object of the International Electrotechnical Commission (IEC) as given in Article 2 of the Statutes, the particular object of the IECQ System, operated in conformity with the Statutes and under the authority of the IEC, is to facilitate international trade in electronic components of assessed quality, by providing a global framework for independent assessment and certification.

The object is achieved by the implementation of quality assessment procedures in such a manner that organizations, processes, and components certified as conforming to the requirements of an applicable standard or specification, are acceptable to all participants.

The IECQ System provides manufacturers with a "supply chain verification tool" for seeking assurance that electronic components, assemblies, processes and related materials conform to declared technical standards and specifications.

Technically competent personnel are an integral part of the IECQ System. In support, IECQ facilitate standardized training via both

- The provision of IECQ qualified Training Bodies, and

- IECQ Standard Training Course Material

These Rules of Procedure set out the application, acceptance and maintenance process for bodies seeking to be accepted and maintain acceptance for their training services as an IECQ Training Body (IECQ TB). This document is to be used in conjunction with the IECQ Basic Rules, IECQ 01 and IECQ 04-5, *Standard Training – Part 5: Standard operational procedures for conducting IECQ HSPM Training*.

Further information concerning these procedures or any other aspect of the IECQ System, may be obtained by contacting the IECQ Managing Secretary via e-mail.

Address:

IECQ Secretariat c/o IEC
3, rue de Varembé
PO Box 131
CH-1211 Geneva 20
Switzerland

Contact Details:

Tel: +41 22 919 0215
e-mail: melinda.steinberg@iecq.org
http://www.iecq.org

Standard Training –

**Part 1: IECQ Training Body Requirements and Process
for IECQ Acceptance**

1   Scope

This document addresses all phases required for an organization to achieve IECQ recognition for a provider of training services as an IECQ Training Body (TB) and the on-going surveillance required to maintain IECQ recognition status.

2   Normative references

The following publications contain provisions, which, through reference in this text, constitute provisions of these Rules. At the time of publication, the editions indicated were valid. The IECQ Management Committee shall decide the timetable for the introduction of revised editions of the publications.

IECQ 01, *IEC Quality Assessment System for Electronic Components (IECQ System) – Basic Rules*

IECQ OD 010, *Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment)*

IECQ 04-5, *Standard Training – Part 5: Standard operational procedures for conducting IECQ HSPM Training*

ISO 9001, *Quality management systems – Requirements*

3   Terms and definitions

For the purpose of this document, the definitions contained in IECQ 01 and the below apply:

3.1   IECQ Training Body (IECQ TB)
a body which has been accepted according to the IECQ Rules and which conducts IECQ Training and issues IECQ Training Certificates

3.2   IECQ Training Body Certificate of Acceptance
a document issued under these Rules indicating that adequate confidence is provided that a duly identified Training Body has been found to operate procedures that provide confidence that the IECQ activities undertaken complies with IECQ rules and requirements

3.3   TPECS
a RABQSA acronym for "Training Provider & Examiner Certification Scheme"

4   Acceptance of IECQ Training Bodies (IECQ TB)

4.1   Description

An IECQ Training Body (IECQ TB) is an organization accepted according to the IECQ Rules as a provider of training services in support of the IECQ System which provides IECQ recognized training and the subsequent issuing of IECQ Training Certificates issued in

accordance with IECQ Standard Training Rules of Procedure and supporting IECQ Operational Documents.

A candidate training body is accepted as an IECQ TB and allowed to operate under the IECQ System following satisfactory certification by RABQSA and acceptance by IECQ Conformity Assessment Bodies Committee (IECQ CABC) / IECQ Management Committee (IECQ MC).

4.2   Responsibilities

Only training bodies that have been accepted as IECQ Training Bodies are permitted to issue IECQ Training Certificates.

The IECQ Training Body shall be responsible for obtaining and maintaining RABQSA certification.

The overall responsibility of the IECQ Training Body is to provide IECQ recognized training to support IECQ System.

The IECQ Training Body is responsible for the development and maintenance of its training service.

4.3   Acceptance of training bodies

4.3.1   Conditions for acceptance

A training body shall be accepted as an IECQ TB by the IECQ MC and given the right to issue IECQ Training Certificates, under the following conditions:

a) the training body shall be recognized by a National Authorized Institution (NAI) of an IECQ System participating country, approved by the IECQ Conformity Assessment Bodies Committee (IECQ CABC) and accepted by the IECQ Management Committee (IECQ MC);
b) the training body shall maintain a quality management system compliant with ISO 9001 or equivalent.
c) the competence of the training body to comply with these Rules shall be demonstrated by RABQSA certification.

4.4   Application to become an IECQ Training Body

The candidate training body, via an IECQ National Authorized Institution (NAI) of the IECQ System, shall make an application for acceptance to operate as an IECQ Training Body under the applicable IECQ System as defined by their application.

Contact RABQSA Coordinator Certification Services, Ms. Cindy McHenry at the following e-mail address to obtain a TPECS application package: cmchenry@rabqsa.com.

The application package shall be submitted to RABQSA.

4.5   Acceptance by IECQ CABC/MC

4.5.1   Notification to IECQ Secretariat

IECQ Secretariat shall receive notification from RABQSA of certification of a candidate training body.

The IECQ Secretariat will circulate this notification to the IECQ CABC/MC for acceptance.