



Quality Management System – Quality Procedure Manual	
Document	NSSA-QP –016 , Assessment – Accreditation – Certification Process Procedure (For Assessment Center)

1. SUMMARY

1.1. The purpose of this procedure is to describe about the application and accreditation process for the assesment and accreditation for the assessment center in order to achieve the accreditation center by NSSA.

2. REVISION AND APPROVAL

Created By & Date	Revision No	Effective Date	Description of Changes	Prepared By	Approved By
QR- 1.6.18	00	1.7.18	NIL	QR	DIRECTOR
QR-20-09-18	01	20-09-18	Improvement and follow QMS	QR	DIRECTOR

3. Terms and Definitions

- 3.1. ACC - Assessment & Certification Committee
- 3.2. AC - Assessment Center
- 3.3. NSSA - Natiional Skills Standards Authority

4. APPLICATION & ASSESSMENT PROCEDURE

4.1. Application Process

4.1.1. An organization which intends to serve as an accredited Assessment Center by NSSA, they have to submit by using the form *NSSA-QF-018- Assessment Centre application Form* with required associated documents to ACC.

4.2. **Conformity for Application**



Quality Management System – Quality Procedure Manual	
Document	NSSA-QP –016 , Assessment – Accreditation – Certification Process Procedure (For Assessment Center)

4.2.1. After reviewed NSSA-QF-018 form and associated required documents, ACC informs and arranges to the inspection team for inspection processes.

4.2.2. ACC requests about inspection processes to NSSA for an approval.

4.3. Compose of inspection team

4.3.1. Each inspection team shall form up with minimum of three persons. One person shall be a member of ACC and two persons from the occupational experts which relevant to that sector and/or an instructor from a training center.

4.4. Inspection process

4.4.1. Inspection team shall prepare the instruments and other necessary things for inspection. Inspection team inspects by using inspection check list. (Ref: NSSA-QF-017- Accreditation of Assessment Center Inspection Check List)

4.5. Physical structure

4.5.1. Location and Area

- The location of the Assessment Center shall be accessible by public transportation and identifiable from side of the road.
- Assessment area shall have an ample workplace for the candidates (minimum area).

4.5.2. Lighting and Ventilation

- The assessment room or laboratories should be equipped with sufficient lighting.
- In the absence of an air conditioning unit, all rooms must equip and utilize with blowers and fans when natural ventilation is insufficient because of the physical layout.

4.5.3. Auxiliary Room

The auxiliary room will be marked with “accepted” if the following conditions/ requirements are met:



Quality Management System – Quality Procedure Manual	
Document	NSSA-QP –016 , Assessment – Accreditation – Certification Process Procedure (For Assessment Center)

- Storeroom is provided for the safekeeping of the tools;
- Separate storage bins and racks are provided for critical materials,
- Assessment room for skills should be able to accommodate at least 8 to 10 candidates/batch; but it will vary which depends upon the size of the accredited assessment center.
- Chairs, tables and required stationaries
- Clean and functional comfort rooms should be available and located at a convenient part of the building (separate for male and female).

4.5.4. Assessment Equipment, Hand tools, Supplies, materials

- Equipment, hand tools, supplies, materials shall be in accordance with the list indicated in the Assessment Plans of the Program applied for.

4.5.5. Safety Provision

Accepted” shall be indicated in the appropriate column if the following are met:

- Medicine cabinet with first aid kit and other medical paraphernalia shall be freely available at all times;
- Open floor spaces are maintained entrances and exits;
- Work stations, tool panels and equipment are appropriately grouped to provide ease of movement;
- Functioning fire extinguishers are located in conspicuous and highly accessible locations places;
- Equipment are laid out according to sequence of operations to allow maximum use of resources;
- Color coded buttons are installed and located at strategic locations in cases of emergency.

5. Administrative



Quality Management System – Quality Procedure Manual	
Document	NSSA-QP –016 , Assessment – Accreditation – Certification Process Procedure (For Assessment Center)

5.1. Documentary Requirements

- Incorporated Company's Registration or equivalent
- Business Permission from YCDC
- Other Registered documents from company
- Building lay out/Floor plan

6. Communication Facilities

- Telephone
- Fax machine (if applicable)
- Computer with peripherals
- Internet connection (if applicable)

7. Staff Complement

- Manager
- Cashier
- Computer Operator/Data Encoder
- Liaison Staff

8. Approval and Accreditation Process

- 8.1. Inspection team submits the inspection reports to ACC.(Ref; photos, inspection checklist, "QF-016)
- 8.2. Then, ACC reviews and determines the report in order to make a decision whether acceptable or not.
- 8.3. After reviewed, ACC forwards that report to the technical office in NSSA. It is to be announced from an approval for that proposed assessment center.



Quality Management System – Quality Procedure Manual	
Document	NSSA-QP –016 , Assessment – Accreditation – Certification Process Procedure (For Assessment Center)

8.4. Once approved, NSSA announces the result to that approved assessment center and then, award the certificate.

8.5. If in case of unapproved by NSSA, the proposed center shall conduct the required actions as suggested by an ACC's inspection team. After taken action, the proposed center has to re-apply again and has to follow the beginning of this procedure.

9. Onsite Verification

9.1. When ACC conducts the assessment to the candidate at the assessment center, one verifier from ACC has to involve at the assessor team. When they check the assessment center, they have to use the form "NSSA-QF-030 Onsite Verifier Check List". So that to monitor the assessment activities to meet the NSSA's guidelines and requirements.

9.2. During this process, the assigned verifier has to used the the following documents as reference,

- i. Assessment program proposal of assessment center
- ii. Checklist and document are used by inspection team during inspection

10. MID -Term inspection to AC

10.1. NSSA shall inform to ACC in ample time about mid-term inspection processes for the AC. The validation period of AC permission is two years. Thus, mid-term inspection shall conduct after completing one year.

10.2. Then, ACC will arrange and inform with inspection team in order to processes the inspection tasks for the accredited assessment center.

11. Announcement of extension for accreditation

11.1. ACC informs to the approved assessment center before 3 months of expiring their approved permission certificate. The extension period will be valid for two years. ACC informs to NSSA too.



Quality Management System – Quality Procedure Manual	
Document	NSSA-QP –016 , Assessment – Accreditation – Certification Process Procedure (For Assessment Center)

11.2. NSSA shall approve for the re-inspection and for the re-validation of their permission.

12. extension for accreditation

- 12.1. The approved assessment center has to re-apply by using the “NSSA-QF -019 - Assessment center extension application form” to ACC for their re-accreditation.
- 12.2. ACC has to conduct the inspection by using QF-032 – Inspection check list form. It is for the extension of certification, so that to review the expiring assessment center, in order to determine for re-accreditation.
- 12.3. After the process of clause 11.2, the processes will be needed to follow as per clause 8 to 11.

13. Related document

- 13.1. NSSA-QF-031 Onsite Verifier Check List
- 13.2. NSSA-QF-030 – Renewal Inspection check list form (For extension)
- 13.3. NSSA-QF-017- Accreditation Of Assessment center Inspection Check List
- 13.4. NSSA – QF-028 Assessment Task Expert Group Form
- 13.5. NSSA – QF – 016 Report of the Expert Group for Accreditation of Assessment Centers



Quality Management System – Quality Procedure Manual	
Document	NSSA-QP –016 , Assessment – Accreditation – Certification Process Procedure (For Assessment Center)

ASSESSMENT, ACCREDITATION, CERTIFICATION PROCESS FLOW CHART

