



# IECRE OPERATIONAL DOCUMENT

**IEC System for Certification to Standards relating to Equipment for use in  
Renewable Energy applications (IECRE System)**

**Training Program applicable to RETL assessors under the wind energy sector of  
IECRE**



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**Training Program applicable to RETL assessors under the wind energy sector  
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INTERNATIONAL  
ELECTROTECHNICAL  
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PRICE CODE

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## **1 Introduction**

The qualification of Renewable Energy Test Labs (RETLs) within the wind energy sector under the IECRE scheme (IECRE WE sector) is carried out by peer assessments. Peer assessors are recruited from the group of wind energy RETLs, lead assessors from the stakeholder group test labs under the wind energy sector (SG 551) respectively. The OD on hand shall ensure comparable assessments by qualifying existing assessors and future assessors for the task of assessment.

## **2 Purpose**

The OD on hand shall enable a uniform approach for qualifying peer and lead assessors for the assessment of Renewable Energy Test Labs (RETL) in the wind energy sector of IECRE scheme in order to maintain a continuous high level of consistency, fairness and equitability in RETL assessments.

## **3 Objectives**

The objectives of training programme are:

- to welcome and include new peer assessors
- to welcome and include new (potential) lead assessors
- to minimize assessment costs by enhancing efficiency
- to guarantee high quality of assessments
- to guarantee impartiality of assessors
- to make sure that peer and lead assessors meet the qualification criteria
- to provide practical information on administrative items to the assessors
- to guarantee uniform, comparable and consistent assessments

## **4 Validity**

The application of this OD is valid for all peer and lead assessors for RETL assessments, who will participate in assessments as of the validity date of this OD.

Assessor trainings have to be undertaken according to the programme defined in this procedure as per section 5 of this OD.

The assessor training programme is open to all SG 551 members. In case of high number of applicants, the organizer may limit the number of participants in consensus with SG 551 to those who have upcoming assessments in the near future.

## **5 Training**

### **5.1 Organisational Items**

The training will be organized and hosted by one of the SG 551 members or by a qualified technical organisation agreed upon within SG 551.

Any costs of the training or travel costs will be borne by the participants.

Each training should consist in presentations and workshops according to the content outlined below. All written materials shall be made available to participants no less than 2 weeks before the training course and will be in the English Language. Invitations to the training should be sent around at least 8 weeks prior to the actual training date.

Presentations may be held by experienced assessors (peer and lead) as well as IEC staff, e.g. from central office or from the IECRE scheme. If new competence areas are to be introduced

at the training, a senior expert, preferably having taken part in the project or maintenance team of the respective IEC standard, should give a presentation.

It should be the aim to hold at least one training per year. This may vary over the years as it depends on the number of upcoming assessments and qualified assessors.

Trainings may be held as trainings with personal attendance or as web based trainings (or a combination of both) whatever is most appropriate.

Each participant shall receive a participation certificate as per section 6.

## **5.2 Content of Training**

Each training should cover the following topics:

- Background on IEC and IECRE (structure, history, philosophy)
- Structure of the sectors including the OMC's (stakeholder groups, workgroups)
- General IEC requirements for assessments and assessors
- General approach to IECRE assessments (Differences between ISO 17025 accreditation audits, MEASNET Assessments and IECRE assessments)
- Structure of IECRE documents (ODs, ADs, etc.)
- General Assessment Business Agreement (GABA)
- Confidentiality (Peer assessor, client, etc)
- Role of the peer assessor as part of the assessment process
- Specific training for each competence area based on ODs and technical standards (may have a special focus on several competence areas as per upcoming assessments)
- Field or witness assessments, i.e. by witnessing on- or off-site testing activities

## **6 Participation Certificates**

The participation certificate shall comprise in the following content:

- Name and organisation of the participant
- Date, time and location of training
- Content of the training
- List of speakers
- IECRE logo according to rules for use of logo
- Signature of IECRE secretary

The certificate shall carry the IECRE logo and the name of the organising organisation.

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