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SKILL EXAMINER FREQUENTLY ASKED QUESTIONS

1. I am certified as a Skill Examiner. Now what?

You will now be listed on the RABQSA register of certified Skill Examiners. Based on the scheme(s) for which you have been approved and the region in which you reside, we will contact you as candidates requiring Skill Examination apply. Prior to conducting any Skill Examinations, please ensure that you have read and understand all of the materials that have been provided to you.

2. Once I am certified as a Skill Examiner, am I approved forever?

No, you will be required to recertify every 4 years. In order to maintain your Skill Examiner certification, you will need to maintain your lead auditor certification, continue to demonstrate the Skill Examiner competencies, and complete any training/knowledge examinations required.

3. Am I guaranteed a certain number of Skill Examinations?

No, the amount of Skill Examinations you undertake will be determined by a number of factors, such as the number of applications received, geographic region, and the scheme for which you have been certified.

4. Who needs these Skill Examinations?

Skill Examinations are currently required in each of the four competency-based schemes that have been accredited to ISO/IEC 17024: Environmental, Food Safety, Occupational Health and Safety, and Quality.

5. Can I promote my status as an approved Skill Examiner?

Absolutely! You can use the title "RABQSA-Certified (SCHEME) Skill Examiner" or similar wording. Any other wording would need to be approved by RABQSA prior to being used.

6. What would be grounds for withdrawal of my approval?

Grounds for withdrawal could include, but are not limited to:

- Falsification of any nature.*
- Violation of the Code of Conduct.*
- Violation of the terms of the Certification Agreement.*
- Failure to declare a conflict of interest.*

7. Can I schedule a Skill Examination with the candidate directly?

Yes, provided RABQSA is made aware of all arrangements prior to the Skill Examination being conducted.

8. How do I know if a situation constitutes a potential conflict of interest?

There are obvious potential conflicts of interest, such as being employed by the same organization. Others may not be as obvious, such as membership in the same community organization. The best thing to do is to err on the side of caution: if there is any potential for a conflict of interest, either actual or perceived, contact RABQSA and we can assess the situation.

9. If a potential conflict of interest is identified, who is responsible for reporting it to RABQSA?

It is your responsibility as a Skill Examiner to immediately report the potential conflict of interest to RABQSA, who will in turn make a determination on whether the Skill Examination can be conducted.

10. Can I conduct a Skill Examination for more than one candidate at one time?

No, the Skill Examination must be limited to one candidate.

11. What activities do I need to observe in order to conduct a complete examination?

You must observe the candidate conducting a closing meeting. You must also observe sufficient audit activity to be able to make a fair determination of the candidate's competence in all skills that are required to be examined. Generally, this can be done on the last day of an audit, but it is not restricted to the last day.

If the candidate is applying for certification as a lead or business improvement auditor, he/she must demonstrate lead auditing skills by leading a team of at least himself/herself and one other auditor. Solo team member audits cannot be used for lead auditor/business improvement auditor grades.

12. What types of audit are acceptable?

Audits relevant to the candidate's scheme of application will meet the Skill Examination requirement. For environmental, for example, a compliance audit would meet the requirement. An occupational health and safety audit could be used for an OHS candidate, but not for a quality management systems candidate. Internal audits are acceptable, provided the candidate is able to demonstrate all required skills during the audit.

13. Can I participate in the candidate's audit?

No, you cannot take an active role in the audit. You must act solely as an observer of the candidate's skill.

14. I am certified for conducting Skill Examinations in one scheme. Can I conduct Skill Examinations for a candidate in another scheme?

No, the Skill Examinations you conduct need to be restricted to the scope as stated in your Agreement.

15. What is it that I am examining – skill? Technical knowledge?

You are examining a candidate's skill within a given system (e.g., quality management system, food safety management system). You are not examining his/her knowledge of the technical aspects of the audited organization. However, if significant concerns are raised regarding the candidate's technical knowledge based on objective evidence, you should submit this information and evidence to RABQSA for action.

16. Do I need to document evidence for every competency relevant to the grade of certification being examined, or is a C/NYC sufficient?

In order to ensure the examinations are valid, fair, and reliable (requirements of ISO/IEC 17024), we need to have the evidence of competent or not-yet-competent determinations recorded. Several of the items will appear to be fairly simple (e.g., observed candidate thank interviewee for assistance) to record, however, we need to ensure they are recorded.

17. What's the process for getting paid for a completed Skill Examination?

Once the Skill Examination is completed, submit an invoice (RABQSA template [insert hyperlink](#)) and any receipts to RABQSA. Please refer to Information for RABQSA-Certified Skill Examiners ([insert hyperlink](#)) and RABQSA Skill Examiner Invoicing Guidelines ([insert hyperlink](#)) for additional details.

18. Can I charge fees above the stated RABQSA amount?

You can charge for travel-related expenses. Please refer to the document RABQSA Skill Examiner Invoicing Guidelines (insert hyperlink) for complete details.

19. Am I restricted to providing examinations in my geographic region?

Not at all. If there are specific regions to which you travel semi-regularly, please let us know and we will add that information to your details.

20. Will there be on-going training/knowledge examination required to maintain approval as a Skill Examiner?

Yes. We will monitor the Skill Examinations closely, and from there determine what additional training and/or knowledge examinations may be required. We will provide advance notice of the required activity, including any costs that may be involved.

21. What about oversight of the process? Will I be involved?

Skill Examinations are subject to two levels of oversight. RABQSA oversight will be conducted on several Skill Examinations conducted throughout each year. Our accreditation body, Joint Accreditation System of Australia and New Zealand (JAS-ANZ), will also be conducting oversight as part of the maintenance of our accreditation. Both oversight activities are intended to confirm the process is working effectively. In each case, we will provide both the candidate and the Skill Examiner sufficient notice of the oversight.

22. Will I get feedback about my performance as a Skill Examiner?

Yes. We will compile any comments received from candidates and provide you with the feedback periodically (e.g., quarterly, yearly). The comments will be provided to you without specific candidate details.

If you have any questions that are not answered above, please contact us at info@rabqsa.com.