# KEBS CB GUIDELINE DOCUMENT (CER/GD/05)

## Title:
CURRICULUM FOR INDUCTION OF SCHEME MANAGERS
(CERTIFICATION OFFICERS)

### AUTHORIZATION:
This Certification Procedure is issued under the authority of:

<table>
<thead>
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<th>NAME:</th>
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<tbody>
<tr>
<td>TITLE/POSITION:</td>
<td>HEAD OF DEPARTMENT, CERTIFICATION</td>
</tr>
<tr>
<td>SIGNATURE:</td>
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<td>DATE:</td>
<td>2023-05-10</td>
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### DOCUMENTATION CONTROL
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<tr>
<th>ISSUED BY:</th>
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<tbody>
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<td>ISSUE DATE:</td>
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0.1 Table of Contents

0.2 Record of changes

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<td>1</td>
<td>24-05-2023</td>
<td>General revision to align to the requirements of ISO 17021-1, ISO 17024, ISO 22003-1 and IMS</td>
<td>S. Ombok</td>
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This guide seeks to provide guidance on the curriculum that is to be followed to provide training and induction to all scheme managers/certification officers deployed to the Kenya Bureau of Standards Certification body (KEBS CB).

2. **SCOPE**
   The guide applies to all officers that are supposed to perform work offering certification services in the different schemes at the KEBS CB.

3. **TERMINOLOGY**
   For the purposes of this document the following definitions apply

   **3.1 Scheme Manager**
   This is the person in charge of certification to a specific management system or a certification officer acting in the same position.

   **IMS** Integrated Management System (CB automated system)

4. **References**
   CER/OP/12

5. **Principle Responsibility**
   The HOD – Certification shall ensure that all aspects of the curriculum are covered during the induction period.

6. **Assumption**
   It is assumed that the Scheme Manager or Certification Officer that is deployed to the CB meets all the requisite competence requirements as set out in the job description with regard to education, training and experience and possesses the necessary registration as an auditor in the scheme that he/she has been deployed to manage. Where this is not the case, urgent effort is made by the respective supervisor for the officer to acquire the necessary knowledge and skills even as they go through the induction process. This may be done in liaison with the National Quality Institute (NQI) and/or Human Resource department as necessary.

7. **Induction duration**
   The induction duration for staffs deployed to CB shall be a maximum of 3 months from the date of deployment, not unless with authority from HOD-CB.
The inductee shall be responsible for completion of induction on time and surrender original copy of duly filled induction form to the HOD immediately after end of the 3 months.

8. **Legally Enforceable Agreement**

All KEBS-CB staff, Examiners and Certification Decision Committee members shall sign legally enforceable agreement as detailed in CER-F-52.

9. **Curriculum for induction**

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| 1  | Introduction to CB activities | This should preferably be done by the Head of the CB and shall include the  
|    |        | • history and structure of the CB,  
|    |        | • The certification services offered,  
|    |        | • a brief description of the purpose of each scheme and how many firms have been certified per scheme.  
|    |        | • Induction to MS Teams, IMS, and Entropy system |
| 2  | Training implementation ISO/IEC 17021 & or 17024 | This should be done for 2 full days and shall include an interpretation of the requirements of the standard, with practical examples on how to implement them  
|    |        | This part of the induction should also introduce the officer to other conformity assessment documents e.g. ISO/TS 22003, ISO 27006 |
| 3  | Certification procedure including conduct of audits | Together with the requirements in ISO/IEC 17021, The officer should also be taken through the process of certification as described in CER/OP/01 and the auditor guide |
| 4  | Important support processes for the certification procedures and related documents | These processes include:  
|    |        | i) Establishment of audit programmes on IMS system  
|    |        | ii) How to deal with multi-site organizations (ref. IAF MD 1)  
|    |        | iii) Determination of audit time (ref. IAF MD5 and CER/F/13) on IMS system  
|    |        | iii) Costing of services including preparation of proposals and quotations on the IMS system  
|    |        | iv) Appointment of auditors – which should be done by gaining an understanding of CER/OP/03 on IMS system  
|    |        | v) Registration of persons, welders, auditors, NDT persons, etc. on IMS system |
| 5  | Relevant accreditation requirements including | The trainer should always check on the RVA website ([www.rva.nl](http://www.rva.nl)) |
6 The CB Management system

This should preferably be done by the management representative of the CB and include all the management system elements i.e. internal audits, control of documents, control of records, corrective and preventive action, management review, handling of complaints (ref. CER/OP/02). It will also include introduction to all other documents of the CB including the quality manual, forms, guides and policies.

8. Appendices

None