

This Appendix is a binding document of EFESC

EFESC Verification System

The EFESC Verification System is an important element of EFESC's quality assurance. (Lead) Verifiers ensure good quality of assessments through assessor verifications. They are also important hubs of information. (Lead) Verifiers disseminate information from EFESC level into Assessment Centres and to National Agencies and also bring issues of general importance arising out of assessments on the ground to the attention of the Standard Committee.

Specification for the Role of EFESC Verifier

Verifier Role

Verifiers support the quality of assessments delivered by Assessors, to ensure EFESC qualifications are delivered in line with regulatory requirements, while providing Assessors and Centres with guidance, support and current industry expertise.

Responsible and Reporting

Verifiers are responsible to and report to Lead Verifier(s) in connection with schemes as designated and notified by National Agency.

In partner countries where the number of Assessors is low it may be sufficient to only appoint a single Verifier. He or she then functions as Lead Verifier in EFESC meetings and workshops (see below).

Verifier Tasks

- Undertaking verification visits with Assessors, ensuring that the qualifications are being delivered, implemented and interpreted to the required EFESC standards
- Confirming that Assessors fulfil the current criteria for being approved by EFESC, including occupational competencies and CPD (Continuing Professional Development), through technical evaluation and verification.

- Completing a written report of each verification visit using current EFESC documentation, providing copies to the Assessor, Assessment Centre and National Agency, providing feedback as required
- Verification reports to be made available for inspection as required by EFESC.
- Carrying out 'Technical Evaluations' of prospective or existing Assessors.
- Assisting in the organisation of regular Technical Update, Standard Setting and/or Assessor Training events in collaboration with the Lead Verifiers and the National Agency and/or EFESC Quality Assurance team.
- Participating in the Appeals procedure and investigations as required.

Verifier Competencies

A Verifier

- Understands the auditing process (technical and procedural issues)
- Has occupational competence, i.e. practical competence in chainsaw work, and understands the relevant industries
- Has minimum ECC3 (ECC4 is advised)
- Has experience in assessing and/or auditing
- Has good social skills (co-operation, conflict resolution, self-reflection etc.)

Verifier Recruitment

Verifiers are appointed by the Lead Verifier and approved by the National Agency. If there is only one Verifier he or she is appointed by the National Agency. Fulfilment of criteria is regularly checked during NA audits by EFESC.

Specification for the Role of EFESC Lead Verifier

Lead Verifier Role

Lead Verifiers are appointed by National Agencies (NA) so that the NA can ensure that:

- The EFESC Quality Assurance policies are met, through provision of support and guidance to local Assessment Centres, Verifiers and Assessors.
- All theoretical and practical assessments, undertaken within EFESC Assessment Centres are fair, consistent, valid, and meet the requirements of the Qualification Standards.

It is possible that a Lead Verifier (LV) can also be a Verifier. If there is more than one LV in a country (i.e. a Committee of Lead Verifiers) then one representative for EFESC Meetings should be nominated as contact person for the Standard Committee.¹

Each National Agency ensures to have one LV as a minimum.

Lead Verifier Tasks

- Appointing Verifiers in accordance with the National Agency
- Support, co-ordination and monitoring of the Verifier Team activities, including Training and Development
- Auditing of the Assessment and Verification process for National Agencies, in accordance with the EFESC Handbook criteria
- Provision of Audit Reports including constructive feedback to the Verifiers, Assessment Centres, National Agencies and EFESC Accreditation Committee, as required
- Support and guidance to EFESC, National Agencies and Assessment Centres on Verification and Quality Assurance issues, Verifier and Assessor approval and development of Qualification Standards as required.
- Attendance of EFESC Standard Committee meetings and reporting back to the National Agencies

Lead Verifier Competencies

A Lead Verifier:

- Should be able to read and communicate in English (or a translator available)
- Has occupational competence, i.e. practical competence in chainsaw work, and understands the relevant industries
- Has minimum ECC3, or ECC4 if level is offered by National Agency.

¹¹ It is possible that more than one Verifier/ Lead Verifier attend meetings of the Standard Committee (SC).

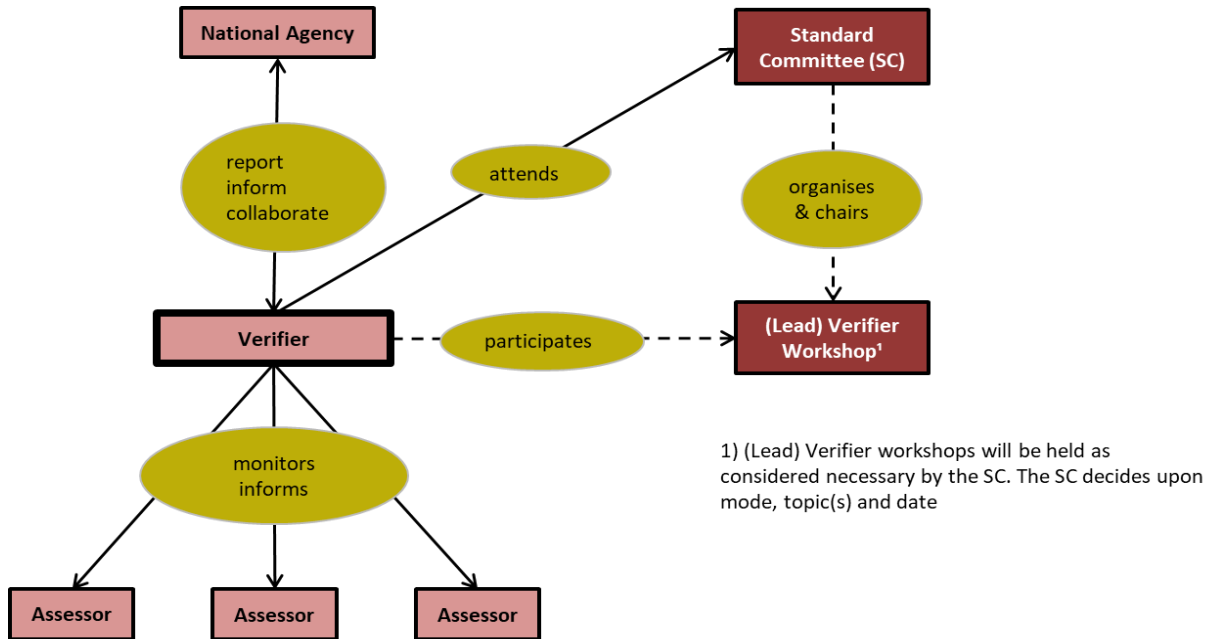
- Has significant (industrial) experience as an assessor, practical verification/auditing and quality assurance experience
- Knows and understands what is written in the EFESC Handbook
- Knows and understands the administrative system and procedures (external and internal)
- Understands the auditing process (technical and procedural issues)
- Has good communication and social skills (co-operation, conflict resolution, self-reflection etc.) and methodological skills
- Has good moderating skills required to hold team meeting to coordinate standard setting, coordinate and moderate training sessions and other updates and developments for National Agencies, Assessment Centres, Verifiers and Assessors
- Is willing to keep up to date with personal skills, developments in the industry and any training required to fulfil the role of an EFESC Lead Verifier

Lead Verifier Recruitment

LVs are nominated by the National Agency. The National Agency appoints the LV. Fulfilment of criteria is regularly checked during NA audits by EFESC.

EFESC Verification Scheme

Verifier Version



Lead Verifier Version

