



# IECQ PUBLICATION

## IEC Quality Assessment System for Electronic Components (IECQ System)

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### Standard Training – Part 3-2: Standard operational procedures for conducting IECQ AC-AQP Training



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**Standard Training –  
Part 3-2: Standard operational procedures for conducting  
IECQ AC-AQP Training**

INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

PRICE CODE **ZZ**

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## INTERNATIONAL ELECTROTECHNICAL COMMISSION

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**Standard Training –  
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## FOREWORD

This publication has been prepared by the Management Committee (MC) of the IECQ.

The IECQ WG08 has created this document in support of the training material that has been developed for the IECQ AC-AQP Programme. This document sets out the consistent approach to the implementation, delivering, outcome and on-going analyses of the appropriateness of the IECQ AC-AQP Programme training material developed by IECQ WG08.

The text of this publication is based on the following documents:

Document	Report on Approval
WG08-007A-CA	IECQ MC/311/CA

Full information on the approval by the MC of this publication can be found in the report indicated in the above table.

## INTRODUCTION

Technically competent personnel are an integral part of the IECQ Approved Component (AC) Automotive Qualification Programme (AQP). In support, IECQ facilitate standardized training via both

- The provision of IECQ qualified Training Bodies, and
- IECQ Standard Training Course Material

This document sets out the requirements for IECQ endorsed Training Bodies when delivering IECQ AC-AQP Training.

The requirements of IECQ 04-1, *Standard Training – Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance* shall apply except where varied within this document.

Further information concerning these procedures or any other aspect of the IECQ System, may be obtained by contacting the IECQ Secretariat as follows:

Address:

IECQ Secretariat c/o IEC Sydney Office  
The Executive Centre  
Australia Square, Level 33  
264 George Street,  
Sydney, NSW 2000  
Australia

Contact details:

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[www.iecq.org](http://www.iecq.org)

## **Standard Training – Part 3-2: Standard operational procedures for conducting IECQ AC-AQP Training**

### **1 IECQ AC-AQP Training Courses and Qualification of Training Bodies**

IECQ AC-AQP Training Courses consists of:

- Introduction/Implementers – Day 1 Module
- Assessors – Day 2 Module

Day 1 course must be taken prior to sitting for Day 2.

The requirements of IECQ 04-1 concerning the qualification for endorsement of an IECQ Training Body apply except for the following additional provision:

- a) the process detail in IECQ 04-1 may be used; or
- b) Training Bodies may be evaluated for their ability to comply with this part 3-2 by IECQ WG08, in which case the requirements of Subclause 4.3.1 c) of IECQ 04-1 do not apply.

In all cases applications for Training Body endorsement shall be via the IECQ Secretariat.

### **2 IECQ Standard Training Material**

IECQ Training Bodies are required, as a minimum, to use the IECQ Standard Training Material available from the IECQ Secretariat.

IECQ Standard Training Material is document numbered and version controlled by the IECQ Secretariat.

Additional and/or supporting material may be added in support of localized training programmes and used by the Training Body at its discretion. However, the Training Body is responsible for ensuring that at a minimum the Training attendees are provided instructions and copies of the IECQ Standard Training Material. Any supporting material provided by the Training Body is the sole responsibility of the Training Body including any commercial arrangements with owners of the supporting material.

### **3 Changes to IECQ Standard Training Material**

IECQ Standard Training Material and instructions have been developed to serve as the standard/recognized IECQ AC-AQP Training Material and is subject to IECQ Document Control System with changes to the content of slides (other than inclusion of the Training Body logo and information) not permitted by the Training Body.

Should the Training Body consider the need for any such changes these shall be brought to the attention of the IECQ Secretariat for submission to the IECQ Technical Committee responsible for the Training Material content, assembly and instruction manual.

Where the Training Body requires additional slides to suit a specific audience or class, such additional slides may be used as a supplement to the IECQ slides, but shall not be used in the IECQ slide template without the prior approval from the IECQ Secretariat.

## 4 Examination

In order for an attendee to demonstrate technical competence and be authorized to receive an IECQ AC-AQP Implementer and/or Assessor Certificate, Days 1 and 2 Training Modules require the attendee to undertake a formal examination administered by the Training Body that satisfies the following general requirements:

- a) conducted on the same day as the Training;
- b) demonstrates the student's comprehension of the material presented on Day 1 Implementer and on Days 1 and 2 Assessor;
- c) each exam shall be of a minimum 2 hours duration;
- d) be of written format with a combination of true and false, multiple choice and essay type questions.

The following requirements must be met:

- 1) section 1 – true and false with a value of 20 % of the total score,  
     section 2 – fill in, multiple choice and identifying non-conformances with a value of 60 % of the total score,  
     section 3 – 2 essay questions with a value of 20 % of the total score;
- 2) there shall be one exam that covers Day 1 that demonstrates the student's comprehension of the IECQ AC-AQP implementation under the technical requirements of IECQ 03-3 and IECQ 03-3-2;
- 3) there shall be one exam that covers Days 1 and 2 that demonstrates the student's comprehension of the IECQ AC-AQP Assessment Process under the technical requirements of IECQ 03-3 and IECQ 03-3-2;
- 4) these two exams shall be created by the Training Body providing the course, the implementation exam shall be different from the assessment exam, must have a defined answers key and all must be able to demonstrate the student's comprehension;
- 5) exams shall be revised by the Training Body from time to time but not less than once every 12 months. Copies of exams shall be provided to the IECQ Secretariat.

The Training Body is required to provide results to the student in not more than 30 days following the examination.

Records of the examination shall be retained by the Training Body for a period of not less than 6 years.

## 5 IECQ Training Certificate

At the completion of the Training and successful examination in accordance with these Rules of Procedure, the IECQ Training Body shall issue an IECQ Certificate to students qualifying for the following types of certificates.

- 1-day course:  
IECQ AC-AQP Implementation Certificate
- 2-day course and IECQ OD 010 Criteria for Pre-qualification and Assessors and IECQ 03-2 criteria:  
IECQ AC-AQP Assessor Certificate
- 2-day course and IECQ OD 010 Criteria for Pre-qualification and Lead Assessors and IECQ 03-2 criteria:  
IECQ AC-AQP Lead Assessor Certificate

All certificates shall be entered, issued and printed directly from the IECQ On-Line Training Certificate System. Refer to IECQ OD 016 for guidance on the System.

## 6 Printing

Printing of IECQ Standard Training Material is permitted for the purpose of providing copies to attendees, using the following guidelines:

- a) for ease of reading, there should be no more than 2 slides per A4 size paper;
- b) while A4 is the preferred paper size, alternative sizes may be used on the basis it provides similar readability;
- c) printed slides should be in colour;
- d) The printed slides shall only be issued as a complete set for each day. No partial printing. However, those attending Day 1 Module shall only receive copies of Day 1 material and those attending Days 1 and 2 Modules shall only receive copies of Days 1 and 2 material.

Electronic copies of the training material, is not permitted except as specifically authorized in the work/assembly instruction for each module.

## 7 Class evaluation by attending students

Training Bodies shall ensure at the end of each day of training that each student completes and turns into the Trainer(s) a complete class evaluation form. Training Bodies shall compile the results of the surveys within 30 days of a training class and send summary reports to the IECQ Secretariat at least once per quarter. Information received from these reports shall be used to evaluate the overall perception of the quality of the material and the instruction by the IECQ Technical Committee responsible for the Training Material.

## 8 Copyright

The IECQ AC-AQP Standard Training Material is subjected to copyright provisions. Any questions concerning copyright should be directed to the IECQ endorsed Training Body and/or the IECQ Secretariat, see [www.iecq.org](http://www.iecq.org).

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