



IECQ PUBLICATION

IEC Quality Assessment System for Electronic Components (IECQ System)

**Standard Training –
Part 5: Standard operational procedures for conducting IECQ HSPM Training**



THIS PUBLICATION IS COPYRIGHT PROTECTED

Copyright © 2010 IEC, Geneva, Switzerland

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either IEC or IEC's member National Committee in the country of the requester.

If you have any questions about IEC copyright or have an enquiry about obtaining additional rights to this publication, please contact the address below or your local IEC member National Committee for further information.

IEC Central Office
3, rue de Varembe
CH-1211 Geneva 20
Switzerland
Email: inmail@iec.ch
Web: www.iec.ch

About the IEC

The International Electrotechnical Commission (IEC) is the leading global organization that prepares and publishes International Standards for all electrical, electronic and related technologies.

About IEC publications

The technical content of IEC publications is kept under constant review by the IEC. Please make sure that you have the latest edition, a corrigenda or an amendment might have been published.

- Catalogue of IEC publications: www.iec.ch/searchpub

The IEC on-line Catalogue enables you to search by a variety of criteria (reference number, text, technical committee,...). It also gives information on projects, withdrawn and replaced publications.

- IEC Just Published: www.iec.ch/online_news/justpub

Stay up to date on all new IEC publications. Just Published details twice a month all new publications released. Available on-line and also by email.

- Electropedia: www.electropedia.org

The world's leading online dictionary of electronic and electrical terms containing more than 20 000 terms and definitions in English and French, with equivalent terms in additional languages. Also known as the International Electrotechnical Vocabulary online.

- Customer Service Centre: www.iec.ch/webstore/custserv

If you wish to give us your feedback on this publication or need further assistance, please visit the Customer Service Centre FAQ or contact us:

Email: csc@iec.ch
Tel.: +41 22 919 02 11
Fax: +41 22 919 03 00



IECQ 04-5

Edition 1.0 2010-07

IECQ PUBLICATION

IEC Quality Assessment System for Electronic Components (IECQ Scheme)

**Standard Training –
Part 5: Standard operational procedures for conducting IECQ HSPM Training**

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

PRICE CODE

ZZ

CONTENTS

FOREWORD.....	3
INTRODUCTION.....	4
1 IECQ HSPM Training Courses.....	5
2 IECQ Standard Training Material.....	5
3 Changes to IECQ Standard Training Material.....	5
4 Examination.....	5
5 IECQ Training Certificate.....	6
6 Printing.....	7
7 Class evaluation by attending students.....	7
8 Copyright.....	7

INTERNATIONAL ELECTROTECHNICAL COMMISSION

Standard Training –**Part 5: Standard operational procedures for conducting
IECQ HSPM Training**

FOREWORD

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

The IECQ has undertaken a major revision of its system and scheme documentation, which now utilize the following document structure.

IECQ 01, *IEC Quality Assessment System for Electronic Components (IECQ System) – Basic Rules*

IECQ 02, *IECQ System – General Requirements for the Acceptance of IECQ Certification Bodies into the IECQ System*

IECQ 03 – IECQ Rules of Procedure

IECQ 03-1, *Rules of Procedure – Part 1: General Requirements for all IECQ Schemes*

IECQ 03-2, *Rules of Procedure – Part 2: IECQ Approved Process Scheme*

IECQ 03-3, *Rules of Procedure – Part 3: IECQ Approved Component Products, Related Materials & Assemblies Scheme*

IECQ 03-4, *Rules of Procedure – Part 4: IECQ ECMP Scheme – Avionics Assessment Program Requirements*

IECQ 03-5, *Rules of Procedure – Part 5: IECQ HSPM Scheme – Hazardous Substance Process Management Requirements*

IECQ 03-6, *Rules of Procedure – Part 6: IECQ ITL Scheme – Independent Testing Laboratory Assessment Program Requirements*

IECQ 04 – IECQ Standard Training

IECQ 04-1, *Standard Training – Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance*

IECQ 04-4, *Standard Training – Part 4: Standard operational procedures for conducting IECQ ECMP Training*

IECQ 04-5, *Standard Training – Part 5: Standard operational procedures for conducting IECQ HSPM Training*

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

Document	Report on Approval
IECQ MC/201/CA	IECQ MC/206/DL

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 Hazardous Substance Process Management (HSPM). 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 HSPM 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 Managing Secretary via e-mail.

Address:

IECQ Secretariat c/o IEC
3, rue de Varembe
PO Box 131
CH-1211 Geneva 20
Switzerland

Contact Details:

Tel: +41 22 919 0215
e-mail: melinda.steinberg@iecq.org
<http://www.iecq.org>

Standard Training –

Part 5: Standard operational procedures for conducting IECQ HSPM Training

1 IECQ HSPM Training Courses

IECQ HSPM Training Courses consists of:

- Introduction – Day 1 Module
- Implementers – Day 2 Module
- Assessors – Day 3 Module

Day 1 course must be taken prior to sitting for Day 2, and Day 2 must be taken prior to sitting for Day 3.

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 localised training programs and used by the Training Body at their discretion. However, the Training Body is responsible for ensuring that at a minimum the Training attendees are provided instruction 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 HSPM QC 080000 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

A formal examination is not required for those attending the Day 1 Module only.

In order for an attendee to demonstrate technical competence and be authorized to receive an IECQ HSPM Implementer and/or Assessor Certificate, Days 2 and 3 Training Modules require

the attendees 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 a student's comprehension of the material presented on Days 1 and 2, Implementer and on Days 1, 2 and 3 Assessor;
- c) each exam shall be of a minimum 2 hours duration;
- d) be of written format with a combination of true & false, multiple choice and essay type questions.

The following requirements must be met:

- 1) section 1 – true & 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 Days 1 and 2 that demonstrates the students comprehension of the IECQ HSPM Implementation under the technical requirements of IECQ QC 080000 and IECQ 03-5;
- 3) there shall be one exam that covers Days 1, 2 and 3 that demonstrates the students comprehension of the IECQ HSPM Assessment Process under the technical requirements of IECQ 03-1, IECQ 03-5 and IECQ QC 080000;
- 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 approved as part of the RABQSA certification of the Training Body;
- 5) exams shall be revised by the Training Body from time to time but not less than once every 12 months. Each revision shall be approved as part of the RABQSA certification of the Training Body.

NOTE Exams should include some questions related to the various statutory, regulatory and/or EU Directives.

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.

- 2-day course:
IECQ HSPM Implementation Certificate
- 3-day course and no IECQ OD 010 Criteria
IECQ HSPM Implementation Certificate
- 3-day course and IECQ OD 010 Criteria for Pre-qualification & Assessors:
IECQ HSPM Internal Assessor Certificate
- 3-day course and IECQ OD 010 Criteria for Pre-qualification & Lead Assessors:
IECQ HSPM 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 HSPM 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.

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

3, rue de Varembé
PO Box 131
CH-1211 Geneva 20
Switzerland

Tel: + 41 22 919 02 11
Fax: + 41 22 919 03 00
info@iec.ch
www.iec.ch