



**Hong Kong Association for  
Testing, Inspection and Certification Ltd.  
Professional Certification Scheme for Testing Personnel**

**PCSTP02  
APPROVAL OF TRAINING ORGANIZATIONS AND  
TRAINING COURSES**

First Issue  
Issued by Hong Kong Association for  
Testing, Inspection and Certification Limited

Secretariat  
G.P.O. Box 471, HONG KONG

This document is the property of HONG KONG Association of Testing, Inspection and Certification Limited. It shall not be reproduced in whole or in part without the written approval of the Chairperson of HKTIC.



## **Table of Content**

Section	Section Title	Page
	Introduction	1
1	Definitions and Abbreviations	3
2	Approval Procedures	6
3	Premises and Facilities of Training Organizations/Establishments	9
4	Quality Management System of Training Organizations/Establishments	10
5	Examination	11
6	The Obligation of Approved Training Organizations	14



## INTRODUCTION

Hong Kong Association for Testing, Inspection and Certification Limited was first founded by a group of testing laboratories, inspection companies and certification bodies that recognized the growing importance of product testing, inspection and certification services in supporting further social and economic development in Hong Kong. In 1981, the Association was officially incorporated as an independent and non-profit making organization. Its primary objectives are:

1. to enhance the standard and quality of testing, calibration, inspection and certification for the furtherance of international trade and consumer satisfaction;
2. to ensure and promote the credibility of the services provided by members by establishing and maintaining a code of professional conduct;
3. to consider, investigate and inquire into all matters relating to the activities of testing, calibration, inspection and certification;
4. to collect and disseminate information relating to the activities of testing, calibration, inspection and certification or otherwise likely to be of interest to members and others;
5. to maintain a dialogue with the government and other bodies and organizations on all matters concerning the activities of standards, testing, calibration, inspection and certification; and
6. to coordinate the activities and promote co-operation among members.

The Association is managed by the General Committee which is elected by the members.

Determined to avert the lack of recognition of professional status of testing and certification personnel, a Professional Certification Scheme for Testing Personnel (PCSTP) was established in July 2011. Certification Criteria were established for the following six disciplines:

1. chemical testing
2. construction material testing
3. electrical products testing



4. microbiological testing
5. textiles and garments testing
6. toys and hardlines testing

The scheme is developed under HKTIC (hereafter named as Certification Body) and managed by the Certification Board, which is responsible for the granting, reviewing and revising the personnel certification titles and requirements in accordance with to the prevailing demand of the testing industries served by the scheme. The Certification Board, in turn, may appoint specialist Working Committees as it deems necessary to oversee specific parts of the scheme.

The Certification Board will be supported by the Programme Secretariat (PS) established under HKTIC and is responsible for the daily operation of the scheme.

Certificate of Achievement (satisfactory results in examination) in approved training courses is an alternative path to be certified for testing personnel. This document outlines the criteria of Training Organizations and courses to be approved. The procedures and regulations in this document will be amended from time to time and the organizations approved or have applied for approval will be notified of the changes. Training Organizations can refer to PCSTP04 “Syllabus of Training Courses for the Professional Certification Scheme of Testing Personnel” for detail requirements.



## 1 DEFINITIONS AND ABBREVIATIONS

- 1.1 **Appeal:** request by applicant, candidate or certified person for reconsideration of any adverse decision made by the certification body related to her/his desired certification status
- 1.2 **Authorised Qualifying Body (AQB):** an organisation reviewed and approved by the Certification Board to conduct and administer Certification Scheme examinations strictly in accordance with published requirements
- 1.3 **Approved Training Organisation (ATO):** An organisation assessed and approved to provide validated training courses specified by Certification Body for personnel intending to fulfill the competence requirements
- 1.4 **Candidate:** applicant who has fulfilled specified prerequisites and formally submitted application to join the certification process
- 1.5 **Certification process:** all activities by which a certification body establishes that a person fulfils specified competence requirements, including application, evaluation, decision on certification, surveillance and recertification, use of certificates and logos/marks
- 1.6 **Certification scheme:** specific certification requirements related to specified categories of people to which the same particular standards and rules, and the same procedures apply
- 1.7 **Certification system:** set of procedures and resources for carrying out the certification process as per certification scheme leading to the issue of a certificate of competence including maintenance demonstrated ability to apply knowledge and/or skills, and where relevant demonstrated personal attributes, as defined in the certification scheme
- 1.8 **Complaint:** conformity assessment request, other than appeal, by any organization or individual to a certification body, for corrective action relating to the activities of that body or to those of any of its customers
- 1.9 **Evaluation:** process that assesses a person's fulfillment of the requirements of the



scheme leading to the decision on certification

- 1.10 **Examination:** mechanism that is part of the evaluation, which measures a candidate's competence by one or more means such as written, oral, practical and observational
- 1.11 **Examiner:** person with relevant technical and personal qualifications, competent to evaluate the candidate applying for certification by either setting the examination questions and/or score an examination or be a professional interviewer as defined below
- 1.12 **Professional Interviewer:** person with relevant technical and personal qualifications, competent to conduct a professional assessment by interview in evaluation of candidate applying for certification
- 1.13 **Qualification:** demonstration of personal attributes, education, training and/or work experience
- 1.14 **Scope of certification:** the activities for which a person has been certified
- 1.15 **Scope of approval:** The location(s) of the Training Establishments and the training capacity for which the Training Organization is granted approval
- 1.16 **Suspension:** certification held in abeyance by HKTIC
- 1.17 **Termination:** withdrawal of certification
- 1.18 **Test category:** a name used to represent a branch of testing, calibration or other laboratory activity for which HKTIC provides certification under PCSTP
- 1.19 **Trainer:** person with relevant technical and personal qualifications, competent to conduct training courses for addressing the competence requirements of the certification scheme of testing personnel
- 1.20 **Training Establishment:** The training locations of the approved organizations which are included in the scope of approval
- 1.21 **Training Organization:** the company or other body approved under this Scheme.



Such approval may include one or more Training Establishments

1.22 **Voluntary termination:** termination requested in writing by a certified person

1.23 **PCSTP:** Professional Certification Scheme of Testing Personnel

1.24 **HKTIC:** Hong Kong Association for Testing, Inspection and Certification Limited

1.25 **TIC:** testing, inspection and certification

For any other terms not listed above, the relevant definitions in ISO/IEC 17000 and the International Vocabulary of Basic and General Terms in Metrology apply.



## 2 APPROVAL PROCEDURES

- 2.1 Assessment for approval shall be carried out by the Certification Body in accordance with this document, and shall comprise a review of the application documentation and an onsite audit of Training Establishments, if deemed necessary. Given that there were some well established training courses that have been organized prior to the launch of this scheme, the Certification Board may review, grant exemption and approval to these training courses and training organizations.
- 2.2 Approval of each Training Organization shall be granted for a specific scope. Where a Training Organisation has more than one Training Establishment, assessment shall be made and approval granted on an Establishment by Establishment basis. This may also require separate assessment of some aspects of the Training Organization where this is remote from the Establishment(s).
- 2.3 The assessment team
- 2.3.1 As a minimum, the Assessment Team shall be composed of a Team Leader who shall be a member of the Certification Board. The Board may also nominate other independent professional and/or academia to the Team where their presence is considered necessary because of the size of the Training Organization or the nature of the training provided.
- 2.4 Application for approval
- 2.4.1 Training Organizations wishing to gain approval shall submit to the Certification Body a proposal which shall be accompanied by the following documentation:
- (a) general description of the functions, organization and management of the Training Organization, including Training Establishments to be covered;
  - (b) outline training programmes (course profiles) for the scope of approval sought; and
  - (c) summary of qualifications of training staff members involved.
- 2.5 Documentation review
- 2.5.1 The Team Leader will review the documentation. In need of further evidence, the





Lead Auditor will inform the Programme Officer who is responsible for communication with the Training Organizations for clarification. The application will not be processed until all required documents are submitted.

## 2.6 Audit visit(s)

- 2.6.1 The arrangements for the audit visit, if deemed necessary, will be made by the Programme Officer in consultation with the Team Leader and all interested parties.
- 2.6.2 The Team Leader, in consultation with any other Team members, will review the application and prepare for the visit before the audit commences. At the end of the audit they will agree on the terms of the report and its conclusions. Any observations shall be documented and disclosed to the applicant on conclusion of the audit, and a time scale for their resolution agreed.
- 2.6.3 The applicant shall make all relevant facilities available to the Audit Team, and provide access to a senior manager responsible for training when required.

## 2.7 Reporting

- 2.7.1 The Team Leader, in consultation with any other Team members, shall produce a report for approval by the Certification Board within three weeks. Wherever possible, reports are to be submitted to the applicant within six weeks of the audit or confirmation of receipt of the application.
- 2.7.2 The applicant shall have right of appeal to the Appeal Board if dissatisfied. The decision of the Appeal Board shall be final.

## 2.8 Approval

- 2.8.1 If the Certification Board recommends approval of the Training Organization and/or establishments, the approved training courses and training establishment/organizations will be posted on the Scheme website [www.hktic.org.hk](http://www.hktic.org.hk).
- 2.8.2 The Training Organization shall be approved following successful assessment, for a specific scope of training defined by:



- (a) location of approved training establishments; and
- (b) capacity such as availability of space and resources for training at each training establishment.

## 2.9 Maintenance of approval

- 2.9.1 The Approved Training Organization will send to the Certification Body report of evaluation of performance of the training courses. The Certification Board will review the submitted evaluation report and decide re-approval of the Training Organizations and related training courses once every three years.



### **3 PREMISES AND FACILITIES OF TRAINING ORGANIZATIONS/ESTABLISHMENTS**

- 3.1 Training shall be carried out in a designated area separate from any other operation within the organization. It shall contain a lecture room, officer(s) and laboratory, where necessary.
- 3.2 The training area shall be constructed in accordance with good building practice and shall be maintained in good condition.
- 3.3 The minimum headroom should preferably be 2.5m.
- 3.4 The temperature of the training room should be maintained within the range of 18 - 25°C and sufficient illumination should be provided.
- 3.5 All exit doors, fire exits and escape route in case of fire alarm shall be clearly marked.
- 3.6 First aid facilities shall be designated in case of injury or illness.
- 3.7 The training establishment shall be kept in a clean and tidy condition, and gangways shall be kept clear of obstructions.
- 3.8 The training area and all equipment and facilities therein shall conform to Code of Practice as stipulated by Fire Services Department.



## **4 QUALITY MANAGEMENT SYSTEM OF TRAINING ORGANIZATIONS/ESTABLISHMENTS**

- 4.1 The Training Organization and each Training Establishment shall be managed by a competent person having qualifications and experience commensurate with the training activities.
- 4.2 The Training Organization shall implement and maintain a quality management system embracing the following aspects to support the training activities:
- (a) Control of documents and records
  - (b) Resource provision
  - (c) Training, assessment and qualification of Training Organization personnel
  - (d) Assessment and qualification of training processes
  - (e) Training course planning
  - (f) Selection of subcontractors including contract trainers
  - (g) Monitoring and measurement of course performance
  - (h) Mechanism for appeal
- 4.3 These features of a quality management system need only apply to the particular activities of the Training Organization.
- 4.4 Training programme
- 4.4.1 Course materials addressing the following aspects should be prepared:
- (a) the content of each session together with start and finish times including scheduled breaks;
  - (b) course notes for students;
  - (c) course notes for tutors;
  - (d) any supplementary materials;
  - (e) modes of assessment;
  - (f) examination papers and a copy of the specimen paper (where appropriate);
  - (g) proposed Certificates of Successful Completion and Certificates of Attendance;
  - (h) trainer competence/qualification information;
  - (i) ratio of practical/lecture/course work/home study; and
  - (j) training aid and facilities.
- 4.4.2 Student attendance shall be recorded for all courses.



## 5 EXAMINATION

5.1 There shall be a system by which candidate's replies to examination questions are periodically reviewed in order to detect those questions which consistently elicit incorrect answers from candidates.

### 5.2 Security

5.2.1 Examination materials, including questions and information on candidates, require handling with a high degree of security, confidentiality, integrity and impartiality. If data at the Training Organizations are computerized, a documented procedure shall cover, as a minimum, general security, authorization for access, and measures to prevent loss of hard copy and/or computerized data.

5.2.2 Secure lockable storage facilities shall be provided for all examination material including questions, answers and techniques. These must be located in an area to which candidates do not have unsupervised access. A secure facility for the retention of candidates' records and results shall also be provided.

5.2.3 Where examination material is stored at a location not under the constant supervision of staff of the Training Organization, e.g. at a site remote from any permanently established and staffed training centre, the Training Organization shall notify the Certification Body management of the location and measures in place to safeguard the security and confidentiality of examination material.

5.2.4 The Certification Body reserves the right to audit such storage facilities and to direct that specific measures be in place to safeguard security and confidentiality.

### 5.3 Examination regulations

5.3.1 The Training Organization will have a system for ensuring that candidates satisfy all the following examination requirements:

- (a) Candidates shall be prohibited from using red ink or correction fluid when completing examination papers. Candidates will be required to initial beside any corrections they may make on examination papers. In the event that a candidate does use red ink, the Training Organization should take effective steps to ensure that the responsible examiner's remarks and annotations are made in a manner



that will not result in confusion.

- (b) Mobile phones and other electronic communications devices are a potential source of cheating and may disturb other candidates if they should be activated during examinations. Consequently mobile phones and any other electronic communications devices shall be barred from written and practical examination facilities.

#### 5.4 Consistency of Certification Scheme examinations

5.4.1 The Training Organization is to make every effort to ensure that its standard of examination(s) is consistent and at all times complies with requirements.

5.4.2 The examination system shall include a mechanism for the periodic double scrutiny or moderation of random samples of candidates' examination papers. The procedure for double scrutiny should be such that the first examiner is unable to forecast when double scrutiny will occur.

5.4.3 Any significant difference between the initial marks awarded and those awarded by the second examiner or moderator shall be investigated and appropriate action taken within the Training Organization system to restore consistency.

5.4.4 When double scrutiny or moderation takes place, it is to be recorded on the candidate's records and on the examination result notice.

5.4.5 The double scrutiny or moderation must take place before the candidate is informed of examination results.

5.5 The Training Organization is to ensure that a candidate is not given the same examination paper in any subsequent examination he may take. This will include re-examination.

#### 5.6 Grading of examinations

5.6.1 Marking schedules for all possible solutions are to be produced for all narrative answer questions and are to include key points and marks for answers. These shall be prepared by the trainer.

5.6.2 The conduct of practical examinations is to be defined by written procedures which



shall include assessment and marking schedules for all possible solutions, observation of the candidate for compliance with safety notes and notices, and selection and correct usage of test equipment. Practical examination marking schedules shall be prepared by the trainer.

5.6.3 All examination marking is to be carried out using red ink.

5.6.4 Examination results shall be notified to the candidates not later than a defined period from the date of the examination.

5.7 Control of inspection, measuring and test equipment

5.7.1 The Training Organization shall ensure that all test and measuring equipment are verified and checked for its suitability for intended use.



## 6 THE OBLIGATION OF APPROVED TRAINING ORGANIZATIONS

6.1 Approved Training Organizations shall comply with the guidelines set in this document.

6.2 Approved Training Organizations are required to sign a contract with the Certification Body defining:

6.2.1 title of the training courses;

6.2.2 estimated frequency of provision of the courses;

6.2.3 duration of the courses;

6.2.4 course fees;

6.2.5 administrative charge as defined by the Certification Body, and

6.2.6 an agreement to abide by the regulations as stipulated in this document.

6.3 The Certification Body has the right to use the examination questions set for the approved training courses.

主辦機構

Organised by



香港測驗認證協會有限公司

**Hong Kong Association for Testing, Inspection and  
Certification Ltd.**

"Any opinions, findings, conclusions or recommendations expressed in this material/event (or by members of the Project team) do not reflect the views of the Government of the Hong Kong Special Administrative Region, Trade and Industry Department or the Vetting Committee for the SME Development Fund."

"在此刊物上／活動內（或項目小組成員）表達的任何意見、研究成果、結論或建議，並不代表香港特別行政區政府、工業貿易署及中小企業發展支援基金評審委員會的觀點。"

「中小企業發展支援基金」撥款資助

Funded by SME Development Fund



工業貿易署

Trade and Industry Department