



# NAAB Organization Matrix Policy

ISO/IEC 17011:2017

North American Assessment Bureau (NAAB) organization policy is as shown below:

Position	Responsibilities	Experience & Training	Competence
<b>President</b>	Oversight of Assessor certificates and Assessor Info documentation.  Also functions as a Lead Assessor.	<b>Appropriate ISO</b> Management Systems Assessor course	<b>7</b> complete management system Assessors and  <b>35</b> Assessor days, including  3 complete Assessors and  <b>15</b> days as Lead Assessor leading a team of at least 1 other person.
<b>Compliance (Manager Assessment Services)</b>	Compliance is responsible for ensuring all ISO processes are being followed.	<b>Appropriate ISO</b> Management Systems Lead Assessor courses.  Expected to have taken training in all ISO Standards the company accredits.	<b>7</b> complete management system Assessors and  <b>35</b> Assessor days, including  3 complete Assessors and  <b>15</b> days as Lead Assessor leading a team of at least 1 other person.
<b>Senior Lead Assessor</b>	Oversees all Assessors' work to ensure they are following the Management Systems Certification Scheme	<b>Appropriate ISO</b> Management Systems Lead Assessor courses.  Expected to have taken training in all ISO Standards the company accredits.	<b>7</b> complete management system Assessors and  <b>35</b> Assessor days, including  3 complete Assessors and  <b>15</b> days as Lead Assessor leading a team of at least 1 other person.
<b>Lead Assessor</b>	Assessors who lead Assessors and Assessor teams.  Assessors who Assessor as a sole Assessor.	<b>Appropriate ISO</b> Management Systems Lead Assessor course	<b>7</b> complete management system Assessors and  <b>35</b> Assessor days, including  3 complete Assessors and  <b>15</b> days as Lead Assessor leading a team of at least 1 other person.



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<b>Associate Assessor &amp; Assessor Coordinator (AC)</b>	Assessors who Assessor as a member of an Assessor team.  Or Assessors that provide the Assessor coordination tasks.	Those who attended an Assessor course and have work experience but have no Assessor experience.	Can take direction.  Can inspect Objective Evidence to ensure the required information is available.
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Signed:

Position: President

Date: January 2, 2019