

**International Ergonomics Association  
Professional Standards and Education Committee**

**Guidelines for Process of Endorsing a Certification Body  
Version 3, December 2016**

This document describes the process that takes place when a federated society applies for IEA endorsement of a certification system for ergonomists.

Preparation

1. The PSE Certification Sub-Committee Chair does a preliminary check of the submitted documents to ensure that there is adequate information for assessing the application and informs the PSE Chair and IEA President that the application has been received.
2. The PSE Certification Sub-Committee Chair appoints a Review Group, after consultation with PSE Chair and IEA President, containing at least two other members of the Certification Sub-Committee and one member of the IEA Board. No appointees should have any potential conflict of interest.
3. The Chair will give the proposing body information on mechanisms and likely timescales and notify them of the assessment fee. This fee must be paid to the Treasurer of the IEA before the process can begin; the IEA will send receipt of payment.
4. The Chair sends out the application forms and documentation received from the proposing body to the Review Group and agrees on target dates for the review.

Review Procedures

5. The Chair allocates responsibilities to the Review Group members for: review of the documentation, consultation with the Federated Society personnel, drafting of comments and recommendations.
6. The Review Group members assess the application as follows:
  - i) give detailed consideration to the manner in which process and standards satisfy the Criteria for IEA endorsement of certifying bodies (see IEA document of this name).
  - i) consider whether the IEA Core Competency standards have been adequately integrated into the qualifying criteria for certification.
  - ii) independently complete the "Compliance Checklist" for endorsement of certifying bodies (see IEA document)
7. The Chair communicates with the applying body to clarify any outstanding issues and to explain processes as necessary.
8. The Chair summarises the results of the three reviews by the members of the Review Group to make a report on the acceptability or otherwise of the application. The members of the Review Group may comment on the summary report. Any disputes must be reported to the PSE Chair and the IEA President.

Report

9. The Chair is responsible for finalising the report on the endorsement review process.
10. The report should include an overview of the findings, comments, recommendations, justification, and any possible request for revision.

11. The report is distributed to the IEA Executive Committee, who confer (in person or by email) to ratify the decision.
12. The Certification Sub-committee Chair sends the decision and any recommendations to the applying body, and gives the body four months to notify any intention to respond formally.
13. The IEA Executive Committee considers any response from the proposing body and then communicates the final decision to the body.