



International Ergonomics Association

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International Ergonomics Association Accreditation of Certifying Bodies

Certifying Body Compliance with Accreditation Criteria

Compliance Checklist

The purpose of this checklist is to aid certifying bodies, wishing to apply for IEA accreditation, in the preparation of accreditation application document. Reviewers of the application (appointed by the Professional Standards and Education Committee of the IEA) will use the checklist to ascertain if the contents of the accreditation application document are in compliance with IEA accreditation criteria, as itemized in the checklist. The two IEA basic documents cited in the checklist are the 5th and 6th basic documents listed above.

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|---|--|---|---|---|---|
| <ul style="list-style-type: none">• All-Ukrainian Ergonomics Association• Asociación Española De Ergonomia• Asociación de Ergonomia Argentina• Association of Canadian Ergonomists• Belgian Ergonomics Society• Brazilian Ergonomics Association | <ul style="list-style-type: none">• Chinese Ergonomics Society• Croatian Ergonomics Society• Czech ergonomic Society• Ergonomics Society (U.K.)• Ergonomics Society of Australia• Ergonomics Society of Federal Republic of Yugoslavia• Ergonomics Society of Korea• Ergonomics Society of South Africa | <ul style="list-style-type: none">• Ergonomics Society of Taiwan• Gesellschaft für Arbeitswissenschaft• Hellenic Ergonomics Society• Hong Kong Ergonomics Society• Human Factors and Ergonomics Society (U.S.A.)• Hungarian Ergonomics Society• Italian Society of Ergonomics | <ul style="list-style-type: none">• Inter-Regional Ergonomics Association• Iranian Ergonomics Society• Irish Ergonomics Society• Israeli Ergonomics Society• Japan Ergonomics Society• Nederlandse Vereniging Voor Ergonomie• New Zealand Ergonomics Society• Nordic Ergonomic Society | <ul style="list-style-type: none">• Österreichische arbeitsgemeinschaft für Ergonomie• Polish Ergonomics Society• Associação Portuguesa de Ergonomia• Slovak Ergonomics Association• Sociedad Chilena de Ergonomia• Sociedad Columbiana de Ergonomia | <ul style="list-style-type: none">• Sociedad de Ergonomistas de Mexico• Società Italiana di Ergonomia• Société d'Ergonomie de Langue Française• South East Asia Ergonomics Society• Swiss Society for Ergonomics• Turkish Ergonomics Society• FEES• Human Ergology Society• ULAERGO |
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Certifying Body Applicant:

Reviewer:

Date(s) of Review:

Degree of Compliance with Accreditation Criterion			Accreditation Criterion	Comments	Section (or pages) of Reference Document
Fully Complies	Partially Complies	Does Not Comply			
<i>IEA Reference Document</i>			<i>Minimum Criteria for the Process of Certification of an Ergonomist, Version 4, October 2001</i>		
			1. Expected standards of ergonomics practice are clearly defined by the certifying body.		
			2. The certification process must apply a range of effective measures to determine the applicant's competence as an ergonomist.		
			3. Evaluation of applications for certification should be carried out by qualified assessors.		
			4. The certification process should familiarize applicants with a Code of Conduct for professional ergonomists.		
<i>IEA Reference Document</i>			<i>Criteria for IEA Endorsement of Certifying Bodies, Version 4, October 2001</i>		
			1. The certifying body should be acceptable to any relevant Federated Society.		
			2. The certifying body should be national or international in scope.		
			3. The certifying body should be separate and independent from any educational body or institution.		
			4. The certifying body should have a governing body comprising certified ergonomists, reflecting a range of impartial ergonomic interests.		
			5. The certifying body should be responsible for formulation of policy matters relating to operation of the certifying body.		
			6. The certifying body should have the financial resources to conduct the certification procedure efficiently.		
			7. The certifying body should be operated for no profit.		
			8. The certifying body should be explicit about its legal status.		
			9. The certifying body should be staffed by personnel knowledgeable about ergonomics.		
			10. Eligibility criteria used by the certifying body should be defined clearly, and should include specific reference to qualifications, supervised experience, and professional experience of the applicant, plus any other evidence required for the certification process.		

			11. Eligibility criteria used by the certifying body should not be dependent on whether the applicant is a member of a relevant Ergonomics Society.		
			12. Eligibility criteria used by the certifying body should be non-discriminatory in terms of gender, ethnicity, religion, or physical status.		
			13. Eligibility criteria used by the certifying body should be related to contemporary ergonomics theory and practice.		
			14. Eligibility criteria used by the certifying body should refer to requirements for recency of an individual's practice.		
			15. The procedural information provided by the certifying body to applicants should include literature clearly outlining the formal procedures to be followed by the applicant in seeking certification.		
			16. The procedural information provided by the certifying body to applicants should include the deadlines for applying for certification in any year.		
			17. The procedural information provided by the certifying body to applicants should include information on all fees relevant to the process.		
			18. The procedural information provided by the certifying body to applicants should include the process used by the certifying body in evaluating the suitability of the applicant for certification.		
			19. The procedural information provided by the certifying body to applicants should include the standards of competency to be applied in all aspects of the review.		
			20. The processes followed by the certifying body should be properly documented.		
			21. The processes followed by the certifying body should include statements and rules relating to the current process of certification and policies relating to the granting of certification.		
			22. The processes followed by the certifying body should be reviewed regularly to ensure their currency in relation to ergonomics practice.		
			23. The processes followed by the certifying body should include a documented appeal mechanism.		
			24. Where an examination forms part of the review, the standards expected should be relevant to current practice and should be clearly defined.		

			25. Where an examination forms part of the review, mechanisms should exist to ensure confidentiality of the examination and its outcomes.		
			26. Where an examination forms part of the review, the form of evaluation should be a valid test of the competencies assessed.		
			27. Where an examination forms part of the review, methods used by the certifying body to test the reliability of the assessment should be described.		
			28. When appointing certification personnel, the certifying body must have access to a pool of qualified and competent certification personnel to carry out certification and recertification reviews.		
			29. When appointing certification personnel, the certifying personnel must be competent in the areas in which they will make evaluations.		
			30. When appointing certification personnel, up-to-date information on relevant qualifications, training and experience of certifying personnel should be maintained.		
			31. When appointing certification personnel, clear guidelines relating to duties and responsibilities of certifying personnel will be provided by the certifying body.		
			32. The certifying body should have established processes for giving adequate feedback about deficiencies to applications who have not attained certification.		
			33. The certifying body should keep a record of all policies and regulations relating to its process.		
			34. The certifying body should keep a confidential record of details of each certification procedure followed for individual applicants.		
			35. The certifying body should publish an annual report, including reference to numbers of applicants and outcomes of the process.		
			36. The certifying body should maintain an up-to-date, publicly accessible, register of ergonomists who have been certified.		
			37. The certifying body should publish its financial statements annually.		
			38. The certifying body must have an established re-certification process that should define the period of currency for any certification awarded.		

Summary Comments and Recommendations of Reviewer: