

TITLE Policy: Criteria for the Appointment, Reappointment of FAA Accreditation Panel (FAP) and Assessor Development Programme	Division/Unit	Accreditation Development Unit
	Document No.	FAA-ADU-POL-04CAP.2.1
	Issue No	2
	Effective Date	29 April 2019

1. Appointment of FAP

- 1.1. The Internal Review Committee (IRC) and/or Leadership Committee (LC) shall review and approve or reject all potential FAP members.
- 1.2. The tenure of each FAP member is two (2) years from the date of approval by the IRC and/or LC.
- 1.3. Potential FAP members shall meet the following **MINIMUM** criteria prior to their official approval:
 - 1.3.1. Shall have at least five (5) years of experience in his/her related fields.
 - 1.3.2. Shall have a qualification equivalent to an academic degree and/or professional certification in related fields.
 - 1.3.3. Shall hold or has held a managerial position in his/her present or past organisations.
 - 1.3.4. Shall meet other criteria set by the FAA, if any.

2. Reappointment of FAP

- 2.1. The IRC and/or LC shall review and approve or reject the reappointment of FAP members.
- 2.2. The tenure of reappointment of FAP member is for two (2) years from the date of approval by the IRC and/or LC.
- 2.3. The FAP shall meet the following criteria prior to their official reappointment:
 - 2.3.1. Shall receive weightage average score of 3.00 and above in FAP evaluation.
 - 2.3.2. Have been assigned a learning programme for accreditation at least once within two (2) years, unless there has been no request for the service of the FAP member by FAA to evaluate learning programmes due to his/her field/area of expertise.
 - 2.3.3. Shall meet other criteria set by the FAA, if any.

3. Assessor Development Programme

- 3.1. Assessor Certification Programme (ACP)
 - 3.1.1. The ACP is mandatory to all new FAP member.
 - 3.1.2. The FAP shall attend, complete and pass the ACP before being officially certified as an FAP member.
 - 3.1.3. Only certified FAP members can be assigned learning programmes for evaluation.
 - 3.1.4. The FAP member shall reattempt and pass the ACP, if he/she has withdrawn for more than two (2) years from the date of appointment/reappointment and requested to be reappointed as an FAP member.

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3.2. Refresher Programme (RP)

3.2.1. The RP is only mandatory for the FAP member if he/she:

3.2.1.1. Has not met the criteria set in item 2.3.

3.2.1.2. Has withdrawn within two (2) years from the last date of appointment/reappointment and requested to be reappointed as an FAP member.

3.2.1.3. Has been requested by IRC and/or LC and/or FAA Accreditation Council (FAC), if any.

4. Notwithstanding items 2.3 and 3.2 above, the IRC and/or LC may reappoint the FAP as deemed appropriate, taking into account the urgency and importance of the assignment.

5. In addition, the FAP members are encouraged to attend any other relevant workshops or training programmes conducted by FAA from time to time to keep themselves up-to-date with FAA requirements.

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DOCUMENT CONTROL REQUEST FORM

Document Title	Criteria for the Appointment, Reappointment of FAA Accreditation Panel (FAP) and Assessor Development Programme	Request No	
Division Owner	Accreditation Development Unit	Submission Date	
Type of Request	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision <input type="checkbox"/> Merge <input type="checkbox"/> Obsolete		
Document Type	Policy		
Current Version No.	FAA-ACD-POL-04CAF1.0 - FAA-ADU-POL-02-CAP.2.0		
Total Page No.	2		

REASON FOR REQUEST: ~~NEW/REVISION/MERGE/OBSOLETE~~
 Revision of policy which includes the new criteria on Reappointment of FAP and Assessor Development Programme.

DIVISION LEVEL	NAME & DESIGNATION	SIGNATURE	DATE
PREPARED BY	Mohd Muzammir Bakri / Associate, ADU	<i>[Signature]</i>	12/4/2019
VERIFIED BY	Dr Eddy Chong Siong Choy / Chief Technical Officer	<i>[Signature]</i>	19/4/19

DOCUMENT REVIEW	NAME & DESIGNATION	1 st Date	2 nd Date	3 rd Date	4 th Date	5 th Date	Signature
REVIEW TEAM	Muhamad Shukri Abdullah / Associate Director, ADU	12/4					<i>[Signature]</i>
	Lim Chin Yung / Manager, Risk Management & QA	22/4					<i>[Signature]</i>

REVIEWED BY QUALITY MANAGEMENT REPRESENTATIVE
 The document control request is needed and shall it forward to QA for the effectiveness of the quality management system.

Decision: Approved Required more information

Khairul Nizam Md Som
 Khairul Nizam Md Som
 Name & Signature of Quality Management Representative

Date: 29 APR 2019

- Pls submit to FAC or LC for discussion/information.