



## Version Control

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## References

- [1] intacs™ Procedure Certification of Assessors, [intacs06-004E]
- [2] intacs™ Procedure Registration of Training Providers, [intacs06-002E]

## 1 Purpose of this Document

This concept defines requirements for EE Types. EE are required for gaining and maintaining assessor qualification as defined in [1]. There are 6 types of EE:

- Type 1:** (AT) **EE-Assessment** (participating in ISO/IEC 15504 or ISO/IEC 330xx-compliant assessments as Teammember) (AT = Assessment Teammember)
- Type 2:** (AL) **EE-Assessment** (Leading in an ISO/IEC 15504 or ISO/IEC 330xx-compliant assessment) (AL = Assessment Leading)
- Type 3:** (IP) **EE-Internal (participation in a company-internal event)** (IP = Internal Passive)
- Type 4:** (EP) **EE-Passive-External** (participation in an external event) (EP = External Passive)
- Type 5:** (AC) **EE-Active contribution** (AC = Active Contribution)
- Type 6:** (CT) **intacs Assessor Training Course trainer** (observed or stand alone) PAM relevant (CT = Course Trainer)

With the formal release of this procedure on July 1<sup>st</sup>, 2018, all certifications are PAM-related. For being certified (become) or renewal of the assessor license, the necessary evidences shall be provided using the relevant PAM for gathering the experience evidences.

In case of missing some of the PAM specific evidences required based on the changes (PAM specific qualification), every Assessor fulfilling the “old” requirements will be certified or a limited period (Validity for assessor card) and will be granted an extension period to provide the specific / changed evidence within 12 months after application for registration.

## 2 Criteria for Experience Evidence Types

### 2.1 Type 1 – (AT) EE-Assessment Teammember

A single EE-Assessment can be gathered by acting as an assessment team member or co-assessor in ISO/IEC 15504 or ISO/IEC 330xx-compliant assessments. For one single EE of Type 1 the following criteria must be met:

- at least 50 hours of assessment activities (including preparation, execution, reporting)
- at least 3 process groups must have been in the assessment scope
- the assessment team leader must have been either an intacs™ certified Principal Assessor, or an intacs™ certified Competent Assessor for the corresponding PAM
- the latest version of the intacs™ Assessment Logs template shall be used

- the intacs™ Assessment Logs shall be fully filled in

## 2.2 Type 2 – (AL) EE-Assessment Leading

A single EE-Assessment can be gathered by acting as an assessment team leader (responsible assessor) in ISO/IEC 15504 or ISO/IEC 330xx- compliant assessments. For one single EE of Type 2 the following criteria must be met:

- at least 50 hours of assessment activities (including preparation, execution, reporting)
- at least 3 process groups must have been in the assessment scope
- the assessment team leader must have been either an intacs™ certified Principal Assessor, or an intacs™ certified Competent Assessor for the corresponding PAM
- the latest version of the intacs™ Assessment Logs template shall be used
- the intacs™ Assessment Logs shall be fully filled in
- In case of assessments performed by only one assessor a maximum of 50% of these logs is accepted as EE2 evidence.

## 2.3 Type 3 – (IP) EE-Internal Passive

EE-Internal Passive can be gathered by participating in a company-internal event with a strong relation to SPICE, which is to be announced and accepted by the intacs™ Advisory Board or certification body in upfront. For one single EE of Type 3 the following criteria must be met:

- it shall be proved that the participant's attendance must have a minimum duration of 6 hours
  - 6 hours define the overall duration, including welcome and other administrative activities
  - the duration of content related parts should be at minimum 66% (4 hours)
- the event / training has to be performed / delivered by a certified intacs™-certified Assessor.
- the participant has to prove his/her participation and role by a signed confirmation or certificate of training, including a detailed agenda and minutes of the event
- the event is to be announced to and accepted by intacs™ or certification body prior to the event taking place

Only one event per year (3 per certification period of 3 years) will be accepted.

## 2.4 Type 4 – (EP) EE - External Passive

EE-External Passive can be gathered by participating in events that are recognized by intacs™.

A non-exhaustive list of a number of intacs™-accepted events is maintained on [www.intacs.info](http://www.intacs.info). Recommendations are welcome to be submitted to intacs™ and are decided on by the intacs™ Advisory Board.

For one single EE of Type 4 the following criteria must be met:

- it shall be proved that the participant's attendance must have a minimum duration of 6 net hours (i.e. without breaks)
  - 6 hours define the overall duration, including welcome and other administrative activities
  - the duration of content related parts should be at minimum 66% (4 hours)
- the event must be accepted by intacs™ or certification body

- the participant has to prove his/her attendance by signed confirmation or copy of fee paid receipt

Only one EE Type 4 per event is granted (e.g. 3 days spent at a 5 day's conference counts as 1 EE Type 4).

The events accepted for getting an experience evidence are published regularly in an article at [www.intacs.info](http://www.intacs.info). If you are not sure, or your event is not listed, contact the intacs™ advisory board by opening a ticket to clarify the acceptance (in upfront of the event).

## 2.5 Type 5 – (AC) EE-Active Contribution

EE-Active can be gathered by active contributions that clearly relate to SPICE or organizational process improvement. In this context, the following alternative objectives are defined for a single EE of Type 5:

1. Contributing to the community's comprehension of existing knowledge in a professional industry environment, according to the purpose of the intacs™ association. This community must be an open community, i.e. the contribution shall be openly accessible (e.g. website publication).
2. Expanding the knowledge, i.e. new contributions, in a professional industry environment, according to the purpose of the intacs™ association. Such contributions shall therefore include something new, innovative, and of value. Hence, the contributor must have exposed herself/himself to potential critique, i.e. she/he must have been in a position of having to discuss and defend her/his contribution. Furthermore, the contributions shall be made openly accessible to the community.
3. Supporting the worldwide promotion of ISO/IEC 15504 or ISO/IEC 330xx-compliant PRMs and PAMs.

The following list (not exhaustive) shows examples of intacs™-accepted events and sources of EE type 4 that satisfy the first two objectives. Recommendations are welcome to be submitted to intacs™ and are decided on by the intacs™ Advisory Board.

List of examples:

Publication of a refereed article in a professional journal (minimum length of 8000 characters excluding the abstract, list of references, and acknowledgements)
Publication of a technical text book
Publication of a relevant white paper (minimum length of 8000 characters excluding the abstract, list of references, and acknowledgements)
Participation associations or SIGS that develop new PAMs, or develop further given PAMs, or contributing to such associations and SIGs; this includes change requests accepted by the corresponding association or board
Active participation in a program committee of an event recognized by intacs™, proven by signed document of conference chair. A program committee is defined here as having the task of refereeing submitted papers and providing written reviews to the authors.
Delivering a refereed presentation and talk at an event recognized by intacs™ ; keynotes do not count.

List of examples:

Active participation of at least a full year in a relevant association or board, including e.g.

- intacs™ Advisory Board
- intacs™ working groups
- VDA AK 13
- AutoSIG
- ISO
- IEC
- Recognized national bodies

Delivery of an intacs™ Provisional or Competent course by an accredited training provider. For each course one EE4 is granted.

## 2.6 Type 6 – (CT) intacs Assessor Training Course Trainer

EE-Training can be gathered by providing a training course (observed / stand-alone).

As evidence the training information (course / duration / trainer) have to be provided by an registered training provider.

## 3 Rules for EE Approval

### 3.1 EE 1 / EE 2 (AT/AL)

The intacs™ Assessment Log shall be used (the recent template at the time of the assessment conduct) and completely filled in, including all required signatures.

### 3.2 EE 3, EE 4 (IP/EP)

Written confirmation of the event organizer or speaker, respectively, providing evidence that the applicant has actually attended.

### 3.3 EE 5 (AC)

One of the following:

- Written confirmation by the accredited training provider
- Written confirmation by the board or body chair
- Written confirmation by the conference/event chair
- Confirmation by the intacs™ Advisory Board in the case of supporting the worldwide

promotion of ISO/IEC 15504 or ISO/IEC 330xx-compliant PRMs and PAMs

## **3.4EE 6 (CT)**

Written confirmation by registered trainings provider that the training was performed by the named trainer.

In Case of observed training, in addition providing the observation report.

## **4 intacs™-recognized Events**

Events accepted are published regularly at the intacs.info page in a specific article.