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**iNTACS™**

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**International Assessor  
Certification Scheme**

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# Concept Experience Evidence

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## References

- [1] iNTACS™ Procedure Certification of Assessors, iNTACS06-004E

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## 1. Purpose of this Document

In order to reflect the requirements for maintaining experience for gaining and renewal of assessor qualification levels as defined in document reference [1] the concept of Experience Evidence (EE) is introduced. This concept should make certification procedures for iNTACS™-accredited Certification Bodies more efficient.

There are 4 types of EE:

**Type 1: EE-Assessment** – participating in ISO/IEC 15504 compliant assessments) **(AS)**

**Type 2: EE-Passive-Internal** (Participation in internal event) **(IP)**

**Type 3: EE-Passive-External** (Participation in external event) **(EP)**

**Type 4: EE-Active** (active contribution) **(AC)**

See document reference [1] for workflows time periods in which EE has to be provided for maintaining assessor qualification levels and statuses.

## 2. Criteria for Experience Evidence Types

### 2.1. Type 1 – EE-Assessment (AS)

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

- Participation in, as a co-assessor or assessment team leader, at least 40 assessment hours (e.g. including interview, document review, results preparation, reporting) excluding planning activities in at least 1 ISO/IEC 15504 conformant assessment including processes from at least 3 different process groups counts as EE of Type 1.
- To be evidenced by Assessment Logs signed by the Assessment Sponsor or senior management of employer.

### 2.2. Type 2 – EE-Passive-Internal (IP)

EE-Passive-Internal can be gathered by participating in an internal SPICE event. Internal here means it is organized and performed by the employer of the participant. For one unit of EE of Type 2 the following criteria must be met:

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- The participant's attendance must have a minimum duration of 6 hours
- The event / training has to be performed / delivered by a certified iNTACS™ Competent or Principal Assessor.
- The organizing organization must be a corporate partner of iNTACS™
- The participant has to prove his/her participation by a signed confirmation or certificate of training
- The event is announced to iNTACS™ prior to the event taking place

### 2.3. Type 3 – EE-Passive-External (EP)

EE-Passive-External can be gathered by participating in events which are recognized by iNTACS.

A 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 piece of EE of Type 3 the following criteria must be met:

- The event must be accepted by iNTACS™
- The participant has to prove his/her attendance for at least one day by signed confirmation or copy of fee paid receipt

Examples of valid events:

- Gate4Spice
- Conquest
- EuroSPI
- SPICE DAYS
- Software & System Quality conferences ([www.sqs-conferences.com](http://www.sqs-conferences.com))
- IEEE, ACM conferences, symposiums, workshops relating to ISO/IEC 15504, an iNTACS™-accepted Process Reference Model, an iNTACS™-accepted Process Assessment Model

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

### 2.4. Type 4 – EE-Active (AC)

EE-Active can be gathered by active contributions that clearly relate to SPICE or organizational process improvement.

Further, any one of the following criteria satisfies the requirements for one unit of EE Type 4:

- Preparation and moderation of a Gate4Spice Meeting, including documentation of results
- Publication of an article in a professional journal (minimum length 5 pages excluding the abstract, list of references, and acknowledgements)
- Publication of a technical text book
- Active participation in a program committee of an event recognized by iNTACS™. Participation has to be evidenced by signed information by program chair. Being listing in a committee list (for example on a website) is not sufficient.

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- Panel talk member at an event recognized by iNTACS™
- Delivering a presentation and talk at an event recognized by iNTACS™; key notes do not count. For examples see Section 2.3.
- Contribution to associations for developing or advancing ISO/IEC 15504, Process Reference Models or Process Assessment Models.

Examples:

- iNTACS™ Advisory Board
  - HIS AK
  - VDA AK 13
  - AutoSIG
  - ISO
  - IEC
- Delivery of an iNTACS™ provisional or competent course

A list of a number of iNTACS™-accepted events and associations including the above mentioned 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.

## 3. Rules for EE Approval

### 3.1. Signatures

#### 3.1.1. Applicant Sponsor

This signature is accepted from

- assigned manager of the employer
- 2 assigned manager from other organizations having a business relation
- 2 principal assessors, one being employed by a different organization
- any combination from assigned manager of a business relation and principal assessor

#### 3.1.2. Assessment Sponsor (Assessment Log)

The signature is accepted from

- assigned manager from the assessed organization (not equal to employer)
- assigned manager from the assessed organization (equal to employer) and competent assessor

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- assigned corporate coordinator and competent assessor or assigned manager from the assessed organization.

### 3.2. Assessment Hours

Only on-site hours are accepted for EE Type 1.

As on-site hours the following counts:

- document reviews
- interviews
- writing up an assessment report
- reporting presentations

Excluded are:

- assessment planning activities
- assembling an assessment record
- organizational unit briefings