



ISO/IEC 17020:2012 Training for Indoor Air Quality (IAQ) Inspection Bodies *(83110)*

In Hong Kong, a voluntary Indoor Air Quality (IAQ) Certificate Scheme for Offices and Public Places was implemented in order to improve the IAQ and enhance the public awareness. For quality assurance purposes, only accredited IAQ Certificate Issuing Body (CIB) is allowed to issue IAQ certificates with a Hong Kong Inspection Body Accreditation Scheme (HKIAS) accreditation mark. During operation, an accredited IAQ CIB needs to fulfill a series of requirements of the ISO/IEC 17020, HKIAS, Hong Kong Accreditation Services (HKAS) and other related standards and guidelines. Those requirements may credit difficulties to IAQ CIB to demonstrate the compliance. Therefore, this 6-hour-long course offers a comprehensive training that IAQ CIBs need to know for managing their operation.

Topics To Be Covered

- Overview of ISO/IEC 17020:2012 requirements
- Establishment & implementation
 - Resource requirements
 - Process requirements
 - Management of inspection process
- Implementation & maintenance
 - Internal audit procedure and documentation
 - Management review
 - Corrective and preventive actions
- Establishment of inspection process management system
 - Quality control of inspection
 - Document control
 - Common deficiencies
- HKAS requirements
- HKIAS accreditation requirements

Learning Outcomes

- Understand the implementation requirements in accordance with ISO/IEC 17020:2012; and
- Understand the latest HKAS and HKIAS requirements.

Who Should Attend

- This course is designed for those who are interested in IAQ inspection industry and all current IAQ CIB personnel.

Tutor

- **Ir C K Cheung** Lead Assessor (Inspection) for ISO/IEC 17020
BSc, MSc, DIC, MEng, MHKIE, RPE

Date, Time & Venue

- 6 hours – 19 June 2015 (Friday), 9:00 – 16:00.
- Venue – Rm 202C, 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong (close to Kowloon Tong MTR Station Exit C1).

Medium of Instruction

- Cantonese with supplemented with English.

Course Fee

- HK\$1,080 (Subject to a maximum discount of 20%)*
 - * Early Bird Discount – 5% if you register 3 weeks before the commencement of course.
 - Group Discount – 2 to 3 applicants from the same organisation: 5%; 4 or more: 20%.
 - BEC Membership Discount – Council Member: 10%; Corporate or General or Affiliate Member: 5%.

Certification

- A Certificate of Attendance is awarded to each attendee who successfully completes the course (100% attendance is required).

Application Deadline

- Enrolment deadline is 5 working days before the course commencement date. Late enrolment will be accommodated subject to seat availability.

Application Form

- Click [here](#) to download the Application Form.

Terms & Conditions

- Duly completed application form accompanied by payment will be considered for admission;
- Course fee is non-refundable, non-transferable and should be received by BEC IEE no later than 5 working days before the commencement of the course;
- Admission is made on a first-come-first-served basis;
- Successful applicants will be notified no later than 3 working days before the commencement of the course;
- Unsuccessful applicants will be given refund of course fees if they have already paid;
- The course will be cancelled with full refund when the typhoon signal no.8 or above, or black storm warning is hoisted 3 hours before the course commences;
- An official e-receipt will be distributed through email to the participant upon the completion of the course;
- BEC reserves the right not to conduct the course if the applications are below the required minimum number of participants, and course fees received will be refunded. All decisions made by BEC on matters related to the courses are final;
- Personal data including contact information will be used by BEC for its communications and direct marketing purpose, including newsletters and promotions of events, training courses and other activities. If you do not wish to receive any further promotional materials from BEC, please send an email to us at unsubscribe@bec.org.hk; and
- Information provided will be kept strictly confidential and will not be sold, reused, rented, loaned, or otherwise disclosed to third party.

About Business Environment Council Limited 商界環保協會有限公司 (“BEC”)

Business Environment Council Limited 商界環保協會有限公司 (“BEC”) is an independent, charitable membership organisation, established by the business sector in Hong Kong. Since its establishment in 1992, BEC has been at the forefront of promoting environmental excellence by advocating the uptake of clean technologies and practices which reduce waste, conserve resources, prevent pollution and improve corporate environmental and social responsibility. BEC offers sustainable solutions and professional services covering advisory, research, assessment, training and award programs for government, business and the community, thus enabling environmental protection and contributing to the transition to a low carbon economy.

For more information in BEC, please visit www.bec.org.hk.

About BEC Institute of Environmental Education (“BEC IEE”)

BEC IEE, a division of BEC, provides a platform for business managers and decision makers, to advance their knowledge and develop the expertise necessary for environmental decision-making. BEC IEE also facilitates professional development by promoting quality environmental education through various environmental education programmes.

For further enquiries or assistance, please contact BEC IEE at beciee@bec.org.hk

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