

EQUASS Assurance Introduction Training

[Organisation name]

Date

Location

Trainer

Description:

Staff of [organisation] in [country] will receive training in EQUASS Assurance Certification programme and the method of implementing the EQUASS Assurance process. The training will contain: Fundamentals of EQUASS approach, EQUASS Principles, criteria and indicators and practical exercise for self-evaluation.

Objectives:

1. To understand the Principles for Quality
2. To understand the EQUASS Assurance system
3. To understand the 50 criteria for EQUASS Assurance
4. To understand the 100 operational indicators
5. To identify and understand the 4 phases in the EQUASS Assurance programme: application, self-evaluation, planning, external audit
6. To understand the EQUASS Assurance procedures for each phase
7. To understand the methodology of self-evaluation of the EQUASS Assurance and how to fill in the questionnaire for self-evaluation
8. To understand the implementation strategy on EQUASS Assurance

Programme (draft)

09.00- 12:00

1. The EQUASS Approach on Quality *(60 minutes)*
 - a. The EQUASS Assurance certification programme
 - i. Principles
 - ii. Criteria
 - iii. Indicators
2. Coffee break *(15 minutes)*
3. Workshop in small groups: Understanding the EQUASS Principles, criteria and Indicators *(60 minutes)*
4. Discussion and clarifications *(45 minutes)*

12.00 – 13.00 lunch

13.00- 17:00

1. Procedures Implementation strategy (overview) *(45 minutes)*
 - a. Self-evaluation
 - b. Recommendations
 - c. Action plan
 - d. Implementation
 - e. Test audits
 - f. Application
 - g. External audit
2. Self-evaluation for EQUASS Assurance *(45 minutes)*
 - a. Methodology
 - b. Instrument
 - c. Procedure
3. Break *(15 minutes)*
4. Workshop: EQUASS Assurance Self-evaluation (60 minutes)
 - a. Feedback, discussions, questions and clarification *(45 minutes)*
5. Closing session and evaluation *(15 minutes)*