2015 IECQ HSPM TRAINING WORKSHOP – Taiwan Region

Hazardous Substances Process Management
- 14th to 16th April 2015 - Taipei, Taiwan

IEC Quality Assessment System For Electronic Components (IECQ)

2015 IECQ Regional Training Workshops

IECQ Hazardous Substance Process Management Training Workshop

IECQ 3-Day HSPM Training Workshop dates and location:

Region/Location: Taipei Taiwan

Dates: Tuesday 14th to Thursday 16th April 2015

Time: 8:45AM until 5:00PM (Registrations from 8:15AM for a 9:00AM [Day1], 8:45AM [Days 2&3] start)

Hosted By: Chinese Taipei Electronic Components Certification Board (CTECCB)

Address: 8F,No. 20, Nan-Hai Road,
Taipei, 10074,
Taiwan

IECQ Tutors: Mr. Hai-yen WANG
Mr. Steven ALLAN

IECQ HSPM Training Workshop Offerings and Fees:

Implementers (Days 1 & 2)

The IECQ HSPM Awareness and Implementation modules are designed to provide management and their staff with

- An understanding of the IECQ QC 080000 HSPM Technical Specification requirements and the IECQ HSPM Scheme,
- The knowledge required to effectively implement an EEC&P HSF System.

A small contribution fee of NTD 11,000 applies for each participant to the workshop. This fee covers participant's attendance at the Day 1 & Day 2 of the workshop and an IECQ Certificate of attendance. Day 1 must be attended before attending Day 2.

Those participants that successfully undertake and pass the Day 2 formal examination designed to demonstrate technical competence will be awarded an IECQ Training Implementation Certificate registered on the IECQ Online Training Certificate System.

Assessors [Internal & External] (Days 1, 2 & 3)

The IECQ HSPM Awareness, Implementation and Assessors modules are designed to provide Internal and External Assessors with

- An understanding of the IECQ QC 080000 HSPM Technical Specification requirements and the IECQ HSPM Scheme,
- The knowledge required to effectively implement an EEC&P HSF System,
- The knowledge to effectively conduct 1st, 2nd and 3rd party assessments to the EEC&P HSF Technical Specification.

A small contribution fee of NTD 13,000 applies for each participant to the workshop. This fee covers participant's attendance at the Days 1st, 2nd & 3rd of the workshop and an IECQ Certificate of attendance. Days 1 & 2 must be attended before attending Day 3.

Those participants that successfully undertake and pass the Day 2 & Day 3 formal examinations designed to demonstrate technical competence be awarded an IECQ Training Internal Assessor Certificate registered on the IECQ Online Training Certificate System.

Lead Assessors [Pre-qualification]

Participants that successfully undertake and pass the Day 2 & Day 3 formal examinations and fulfil the IECQ OD 010 Criteria for Pre-qualification & Lead Assessors will be awarded an IECQ Training Lead Assessor Certificate registered on the IECQ Online Training Certificate System.

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IECQ HSPM Training Workshop Registration:

Please forward registrations to info@iecq.org ; steve.allan@iec-conformity.org ; cteccb@ms18.hinet.net or Tel: 886-2-23911627 Fax: 886-2-23419447 Mrs. Eliz. Lee or Mr. Paul Yang;

The maximum number of attendees is **20 people**. We adopt the first booking first serving.

Company Name:			
Contact Address:			
Contact Person:		Phone:	
Participant	Work Department	Job Title	E-Mail

Please pay the fee as follows:

- **Please pay the fee to CTECCB direct; CTECCB will issue the invoice to the attendee**

The fee must be **paid before April 10, 2015**. CTECCB will be responsible for the wire transfer to IECQ

The IECQ Hazardous Substance Process Management (IECQ HSPM) Training Workshops will be run over 3-days:

- **Day 1 Awareness module** – designed to provide management with an understanding of the QC 080000 HSPM Technical Specification requirements.
- **Day 2 Implementation module** – designed to provide managers and their staff with the knowledge required to effectively implement an EEC&P HSF System.
- **Day 3 Lead Assessor module** – designed to provide Internal and Lead Assessors to effectively conduct 1st, 2nd and 3rd party assessments to the EEC&P HSF Technical Specification.

Awareness Module material includes the following:

Module 1: Understanding the QC 080000 HSPM Technical Specification

- Historic development of the electrical and electronic components industry and the need for the HSF Technical Specification
- QC 080000 HSPM Specification benefits to suppliers and customers
- Overview of QC 080000 IECQ HSPM Technical Specification and Requirements
- Sample QC 080000 IECQ HSPM Technical Specification and Requirements processes
- IS0 9001 and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- RoHS and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- Battery Directive and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- Packaging Directive and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- End of Life Vehicle Directive and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- Japan RoHS Regulations and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- Korea Regulations and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- China Regulation and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- USA California Regulations and its relationship to QC 080000 IECQ HSPM Technical Specification and Requirements
- Process for International registration to QC 080000 IECQ HSPM Technical Specification and Requirements

Course Packet Includes:

- QC 080000 IECQ HSPM Technical Specification [En] + Local Language Version
- Module 1, 2 and 3 presentations
- RoHS Directive 2011/65/EU
- Amended RoHS Directive 2012_50_EU
- Amended RoHS Directive 2012_51_EU
- WEEE Directive 2012/19/EU
- IECQ Rules of Procedures
  - IECQ 01 – Basic Rules
  - IECQ 03-1
  - IECQ 03-5
- QC 080000 IECQ HSPM-based list of fundamental assessment questions

Note: Workshop material and agenda are tentative and subject to change.

Implementation Module material includes the following:

Module 2: Effectively Implementing the Technical Requirements of the IECQ HSPM QC 080000 Specification

- **The Process Approach for implementing an QC 080000 IECQ HSPM HSF Management Systems**
- **Clause by clause review of Technical Requirements of IECQ HSPM QC 080000 Specification**
- **An In-depth understanding of the IECQ HSPM Implementation Process, including:**
  - ✓ **Roles and Responsibilities for the manufacturer's management team**
  - ✓ **Design/Develop documentation system requirements**
  - ✓ **Customer and Supplier documentation and implementation requirements**
  - ✓ **How the IECQ Rules of Procedure apply to evaluating compliance with QC 080000 IECQ HSPM**
  - ✓ **QC 080000 IECQ HSPM HSF Technical Specification Process Approval Guidance (IECQ 03-5)**
  - ✓ **Tips, suggestions, what to look for, how and why**

Course Material Includes:

- Module 1 materials received on day 1
- Module 2 material received on day 2
  - Sample forms and check list
    - ✓ *Random Assessment*
    - ✓ *Self Declaration of Compliance*
    - ✓ *Banned Substance Material List*
    - ✓ *Certificate of Chemical Analysis*
    - ✓ *Corrective & Preventive Action Request Form*
    - ✓ *IECQ HSPM Requirements Matrix by Department*
    - ✓ *Nonconformance Report*
    - ✓ *Report on Banned or Restricted Substances*
    - ✓ *Shipping Inventory Record Form*
    - ✓ *Process Risk Assessment Record*

Note: Workshop material and agenda are tentative and subject to change.

Lead Assessor Module material includes the following:

Module 3: 1st, 2nd and 3rd Party Assessments of QC 080000 IECQ HSPM

- The Process Approach for Management Systems
- QC 080000 IECQ HSPM Assessment Program (IECQ 03-5)
- IECQ Rules of Procedure for evaluating compliance with QC 080000 IECQ HSPM
- Overview of QC 080000 IECQ HSPM Assessment Process
- Roles and Responsibilities for the 1st, 2nd and 3rd Party Lead Assessors
- Conducting the Initial Documentation Review
- Completing the On-Site Verification Assessment
- Tips, suggestions, what to look for

Course Packet Includes:

- Module 1 material received on day 1
- Module 2 material received on day 2
- Module 3 material received on day 3
  - Sample forms and check list
    - Assessment Report
    - Audit Trail Form
    - Certificate of Chemical Analysis
    - IECQ HSPM Matrix by Department
    - Nonconformance Report
    - Process Implementation Planning Matrix
    - Self Declaration of Compliance
    - Stage-1 Document Review Report
    - Stage-1 Documentation Review Summary
    - Stage-2 Checklist for Organization Approval

Note: Workshop material and agenda are tentative and subject to change.

A workshop agenda is provided on the following pages.

IECQ Hazardous Substance Process Management Training Workshop

The following agenda serves as a guide for the course structure. Blocks of time may be allocated differently than you see here at instructors' discretion.

AGENDA
Day one

9:00 AM	Workshop Assembly and Welcome
9:15 AM	Module 1: Understanding the QC 080000 IECQ HSPM
10:30 AM	Morning Break
10:45 AM	Continuation Module 1
12:00 NOON	Lunch
1:00 PM	Continuation Module 1
2:30 PM	Afternoon Break
2:45 PM	Continuation Module 1/Clause Exercise
4:45 PM	Question and Answer Period
5:00 PM	End of Day One

Day two

8:45 AM	Workshop Assembly, Questions/Comments from Day One
9:00 AM	Module 2: Implementation and Assessing to the QC 080000 IECQ HSPM
10:30 AM	Morning Break
10:45 AM	Continuation Module 2 and Introduction to Case Study/Identification of Implementation Teams
12:00 NOON	Lunch
1:00 PM	Module 2/Case Study
2:30 PM	Afternoon Break
2:45 PM	Question and Answer Period
3:00 PM	Final Exam
5:00 PM	End of Day Two

Day three

8:45 AM	Workshop Assembly, Questions/Comments from Day Two
9:00 AM	Module 3 1st, 2nd and 3rd Party Assessments of QC 080000 IECQ HSPM
10:30 AM	Morning Break
10:45 AM	Continuation Module 3
12:00 NOON	Lunch
1:00 PM	Continuation Module 3
2:15 PM	Workshop Summary/Question and Answer Period/Evaluations
2:45 PM	Afternoon Break
3:00 PM	Final Exam
5:00 PM	End of Exam and Workshop