



Procedure

Code: P07

Assessment Process Procedure

Version: 02

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Written by: Esaïe AMANI Date: 15/10/2019	Verify by: Marcel GBAGUIDI Date: 16/10/2019	Approved by: Marcel GBAGUIDI Date: 17/10/2019
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1. Purpose and scope

This procedure defines the provisions relating to the organization of assessments of accredited organizations or candidate for accreditation conformities assessment bodies.

It applies to all assessments (initial, follow-up, extraordinary, consecutive and renewal).

2. References

- ISO/IEC 17011, Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies
- C01- Accreditation Rules
- C07-Recusals, complaints, and appeals

3. Distribution list

All services concerned.

4. Effective date and review

This document is applicable from the date mentioned on the cover page. It will be updated as necessary.

5. Summary of changes

Version 00: creation.

Version 01: consideration of monitoring deviations.

Version 02: revision to some sections and update of the table of modifications.

6. Terms and definitions

CAB: The applicant or accredited conformity assessment bodies.

QA: Quality Assessor

TA: Technical Assessor

TE: Technical Expert

TL: Team Leader

QTSO: Quality and Technical Senior Officer

JAO: Junior Accreditation Officer

Mail/letter: it can be electronic (e-mail) or in hard copy

7. Process description

7.1. Organization assessments

See the flow chart below.

ORGANIZATION PROCESS FOR ASSESSMENTS

Responsibility	Process	Documents et comments
SOAC + CAB	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin-bottom: 10px;"> - Agreement - Consecutive assessment programme - Decision following an earlier assessment etc. </div>	F13P06- Consecutive assessment Programme
SOAC	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Proposal to the CAB of a team of assessors </div>	Mail (letter) F01P07-Proposal for a team of assessors
CAB	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">Accepted ?</div> <div style="border: 1px solid black; padding: 5px; margin-left: 10px;">No</div> </div>	C07-Recusals, complaints, and appeals
SOAC	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> Yes </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> Entrustment of assessors </div>	Mail (letter)
QA + TA/TE	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> On-site assessment </div>	G01P07- Guide for conducting assessments
QA + TA/TE + QTSO/JAO	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> Follow-up of the clearance of nonconformities </div>	G01P07- Guide for conducting assessments
TL	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> Drafting and submission of assessment report </div>	G02P07-Guide for drafting assessment reports F03P07- Assessment report
QTSO/JAO	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">Compliant?</div> <div style="border: 1px solid black; padding: 5px; margin-left: 10px;">No</div> </div>	F04P07 - Pre-review assessment report
QTSO/JAO	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> Yes </div> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center;"> Report accepted by SOAC </div>	The report and other relevant documents will be submitted to the accreditation committee for consideration.

8. Related documents

Refer to F02P01-Current QMS Control list

9. Table of modifications

No.	Source	Modification in brief (Relevant changes)
P07.00- 2 April 2019		
Creation		
P07.01- 22 July 2019		
Consideration of monitoring discrepancies		
P07.02- 12 October 2019		
1	§ 2	The references have been revised in line with the wording of the standards
2	§ 6	Update of the definitions and the word “abbreviation” has been replaced by “Terms” (title) and
3	§ 7	Technical update
4	§ 8	This section has been revised : the words “related forms” (title) have been replaced by “related documents” (title)