

	<b>Procedure</b>	Code: P07
	Assessment Process Procedure	Version: 02

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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**

## ORGANIZATION PROCESS FOR ASSESSMENTS

Responsibility	Process	Documents et comments
SOAC + CAB	<div style="border: 1px solid black; border-radius: 10px; 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; width: 100px; height: 100px; margin: 0 auto; position: relative;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);">Accepted</div> </div> <div style="margin-left: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">No</div> </div> </div>	C07-Recusals, complaints, and appeals
SOAC	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           Entrustment of assessors         </div>	Mail (letter)
QA + TA/TE	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           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;">           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;">           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; width: 100px; height: 100px; margin: 0 auto; position: relative;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);">Compliant</div> </div> <div style="margin-left: 10px;"> <div style="border: 1px solid black; padding: 2px 5px;">No</div> </div> </div>	F04P07 - Pre-review assessment report
QTSO/JAO	<div style="border: 1px solid black; border-radius: 10px; 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- 15 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)