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| **Name of Product Certification Body** |  |
| **Assessment type** | **Preliminary Visit Initial Assessment Assessment**  **Re-assessment Other(s), specify: ………………………………** |
| **Name of Assessment Team members** |  |
| **Schemes & scopes to be assessed** |  |
| **Date(s) of assessment** |  |

**Please use ticks (✓) to fill in:**

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| **Assessment Forms/Documents for Product Certification Bodies** | **TL** | | **A** | | | | | | **TE** | **MS** | **MTR** | **OBS** |
| **WE** | **OA** | **Scheme 1:** | | **Scheme 2:** | | **Scheme 3:** | |
| **WE** | **OA** | **WE** | **OA** | **WE** | **OA** |
| Quality Manual |  |  |  |  |  |  |  |  |  |  |  |  |
| Relevant Procedures for Management Req. |  |  |  |  |  |  |  |  |  |  | *(If TL mentored)* |  |
| Complaints, Internal Audit & Management Review reports |  |  |  |  |  |  |  |  |  |  | *(If TL mentored)* |  |
| Product certification scheme, list of alerts or suspicions of frauds & report(s) of scheme owners performed |  |  |  |  |  |  |  |  |  |  |  |  |
| Relevant Procedures for Technical Req. |  |  |  |  |  |  |  |  |  |  | *(If A/TE mentored)* |  |
| Preliminary Visit findings /previous Accreditation Report |  |  |  |  |  |  |  |  |  |  |  |  |
| Previous Audit Report |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation Plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Assessment Plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Accredited scope |  |  |  |  |  |  |  |  |  |  |  |  |
| Scope for extension  *(if applicable)* |  |  |  |  |  |  |  |  |  |  |  |  |
| **Acknowledge Receipt** |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Assessment Forms/Documents for Product Certification Bodies** | **TL** | | **A** | | | | | | **TE** | **MS** | **MTR** | **OBS** |
| **WE** | **OA** | **Scheme 1:** | | **Scheme 2:** | | **Scheme 3:** | |
| **WE** | **OA** | **WE** | **OA** | **WE** | **OA** |
| Declaration of Impartiality **F1.23** |  |  |  |  |  |  |  |  |  |  |  |  |
| Declaration of Confidentiality **F1.02** |  |  |  |  |  |  |  |  |  |  |  |  |
| Attendance Sheet **F1.03** |  |  |  |  |  |  |  |  |  |  |  |  |
| Agenda Opening Meeting **F1.01** |  |  |  |  |  |  |  |  |  |  | *(If TL mentored)* |  |
| Agenda Closing Meeting **F1.04** |  |  |  |  |  |  |  |  |  |  | *(If TL mentored)* |  |
| Team Leader / Assessor / Technical Expert Monitoring Checklist **F1.31** |  |  |  |  |  |  |  |  |  |  |  |  |
| Briefing meeting with Assessors/ Technical Experts **F1.15** |  |  |  |  |  |  |  |  |  |  | *(If TL mentored)* |  |
| Preliminary Visit Findings Form **F1.20** |  |  |  |  |  |  |  |  |  |  |  |  |
| Feedback from assessment **F1.21** |  |  |  |  |  |  |  |  |  |  |  |  |
| MAURITAS Regulations (R1, R2 and R4) |  |  |  |  |  |  |  |  |  |  |  |  |
| Finance Form **F2.16** | *(if external)* | |  |  |  |  |  |  |  |  |  |  |
| Witnessing Assessment Report for Product Certification **F5.07** |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-Conformity report ISO/IEC 17065 **F5.05** |  |  |  |  |  |  |  |  |  |  |  |  |
| Recommendation Report for ISO/IEC 17065 **F5.06** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Acknowledge Receipt** |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Assessment Forms/Documents for Product Certification Bodies** | **TL** | | **A** | | | | | | **TE** | **MS** | **MTR** | **OBS** |
| **WE** | **OA** | **Scheme 1:** | | **Scheme 2:** | | **Scheme 3:** | |
| **WE** | **OA** | **WE** | **OA** | **WE** | **OA** |
| Previous Non-Conformity reports **F5.05** |  |  |  |  |  |  |  |  |  |  |  |  |
| ISO/IEC 17065 cross reference matrix-cum- document review report for Management requirement  **F5.02** |  |  |  |  |  |  |  |  |  |  |  |  |
| ISO/IEC 17065 cross reference matrix-cum- document review report for Technical requirement  **F5.03** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Acknowledge Receipt** |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | Shaded areas represent the forms that need to be provided in the assessor’s pack during a full assessment for the respective assessor | | | | |
| **TL** – Team Leader | | **A** – Assessor | **TE** – Technical Expert | **MS** – MAURITAS Staff |

**WA** – Witness Evaluation **OA** – Office Assessment **MTR** – Mentor **OBS** – Observer