



Assessment Programme Certification Bodies

F4.18

Issue No. 1
Date: April 2026

Review of Office Assessment

Certification Body		Full Name of Certification Body	
Accreditation No.		Certification Body Accreditation No. e.g CB001	
Accreditation Granted on		dd/month/year	
Certification Scheme		e.g Quality Management system	
Accreditation cycle		ordinal number (dd/month/year - dd/month/year)	
Reviews			
Ordinal number or type of assessment Office Assessment	Date reviewed		
	Date of Assessment		
	Reviewers		
	General Notes		
	Risks	Location	
		Personnel	
		Activities	
Remarks			
Accreditation cycle		ordinal number (dd/month/year - dd/month/year)	
Ordinal number or type of assessment Office Assessment	Date reviewed		
	Date of Assessment		
	Reviewers		
	General Notes		
	Risks	Location	
		Personnel	
		Activities	
Remarks			



**Assessment Programme
Certification Bodies
Review of
Witnessing Assessment**

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Certification Body		Full Name of Certification Body	
Accreditation No.		Certification Body Accreditation No. e.g CB001	
Accreditation Granted on		dd/month/year	
Certification Scheme		e.g Quality Management System	
Accreditation cycle		ordinal number (dd/month/year - dd/month/year)	
Reviews			
Witnessing of audit at Name of client organisation - Ordinal number or type of Assessment	Date reviewed		
	Date of Assessment		
	Reviewers		
	General Notes		
	Risks	Location	
		Personnel	
		Activities	
	Remarks		
Accreditation cycle		ordinal number (dd/month/year - dd/month/year)	
Witnessing of audit at Name of client organisation - Ordinal number Assessment	Date reviewed		
	Date of Assessment		
	Reviewers		
	General Notes		
	Risks	Location	
		Personnel	
		Activities	
	Remarks		



**Rationale for
Witnessing Assessment**

Reviewers	initial of reviewers	initial of reviewers
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Updated / Reviewed on	dd/mmm/yyy	dd/mmm/yyy
Factors considered when selecting audits to be witnessed for the cycle yyyy - yyyy	Name of client	Name of client
Scope of application/accreditation		
MSB-QAU overall performance		
The number and type/variations in the business sectors		
Process complexity or legislation etc. which influence the ability of MSB-QAU to demonstrate its ability to meet the intended outcomes of the Management System		
Competence of CB lead auditors/auditors & confidence in the CB's auditor evaluation and approval process		
Feedback from interested parties including complaints about certified organizations		
Results of the CB's internal audits		
Scheme owner requirements		
Changes in CB work patterns – growth of work within a specific region or technical area		
Number of clients within scope of accreditation		
Previous or other office or witnessing assessment results		
Criteria as per A22 & classification of clients as per risk scoring		
Cross Frontier Activities : Countries MSB QAU operates and has key activities		
At least one witnessing activity in the Food Chain category (C+D) each year		
At least one witnessing activity in each of the other clusters		



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Assessment Team

Key :
 TL - Team Leader
 MS - MAURITAS Staff
 MTR - Mentor
 A - Assessor
 TE - Technical Expert

		ordinal number Cycle (dd mmm yyyy - dd mmm yyyy)			
Designation/ Organisation	Competence scope of Assessor/ Technical Expert	Office Assessment		Witnessing Assessments	
		ordinal number or type of Assessment yyyy	Re- Assessment yyyy	ordinal number Assessment yyyy	Re- Assessment yyyy
TL/ MTR					
Technical Experts					
Assessors					



Witnessing Planning

Key:	Critical IAF Code	Witnessing planned	Witnessing done	Both file review & witnessing assessment done
	File review & witnessing planned		File review planned for office assessment	File review done during office assessment

Certification Body Name, Accreditation Scheme Name Accreditation				ordinal number cycle (dd mmm yyyy - dd mmm yyyy)			
Technical Cluster / Cluster	Accreditation Scope Reference / Category	Description of Scopes or Category	Remarks or Subcategory	yyyy	yyyy	yyyy	yyyy

The table above can be adapted to suit the needs for planning

% Sampling , as per MAURITAS A24:

Notes



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Clauses

Key

Done	Planned
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Note 1: Provision has been made in the checklists [F4.11](#) / [F4.16](#) / [F4.17](#) for the assessor to cover the relevant clauses and sub-clauses of Level 3 and Level 4 standards

Note 2: The planning is with respect to clauses to be assessed during office assessment

Clauses of (ISO Standard)	(Ordinal Number) Accreditation Cycle (dd mmm yyyy - dd mmm yyy)	
By Team Leader	(Ordinal Number) and/or any other type of assessment (where relevant) Assessment yyyy	Re-Assessment yyyy
<i>Clause Number & Clause Description</i>		

Clauses of (ISO Standard)	(Ordinal Number) Accreditation Cycle (dd mmm yyyy - dd mmm yyy)	
By Assessor	(Ordinal Number) and/or any other type of assessment (where relevant) Assessment	Re-Assessment
<i>Clause Number & Clause Description</i>		



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Auditors Witnessed

Key:

Planning	
Critical code	competence verified during witnessing
	competence to verified during office assessment

Reviewed & updated on _____ initials & date dd/mmm/year

Certification Body Name / Scheme Accreditation					ordinal number cycle (dd mmm yyyy - dd mmm yyyy)			
Technical Cluster / Cluster	Accreditation Scope Reference (As defined in IAF ID1) / Category	Description of Scopes or Category	Remarks or Subcategory	Auditors	yyyy	yyyy	yyyyyy	yyyy

MAURITAS A24				
% sampling = 0.6 * sqrt (n) for assessments				
% sampling = 0.8 * sqrt (n) for reassessments				

	Name of auditor	Initial/ Abbr.
1		
2		
3		
4		
5		
6		
7		
8		

The tables above can be adapted to suit the needs for planning for witnessing of



Assessment Programme Certification Bodies Trending of Nonconformities

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Date: April 2026

CB name: Trending of nonconformities for **ordinal number** Cycle **yyyy - dd/mmm/yyyy**
Conclusion :

Updated on : 23/03/2026
 Reviewed by : CB / CM

Clauses of ISO/IEC 17021-1: year	Nonconformities for ISO/IEC 17021-1:year			
	1st Assmt/Full Assmt	2nd Assmt	3rd Assmt	Re-Assmt

	Nonconformities for R Documents			
	1st Assmt/Full Assmt	2nd SV	3rd SV	Re-Assmt
MAURITAS R1				
MAURITAS R2				
MAURITAS R4				

Trending Charts x axis: Clause no
 y axis: no. of nonconformities



Assessment Duration

Determination of Duration of Assessment at MSB QAU

Factors to be taken into consideration:	Ordinal number Accreditation Cycle	
	Ordinal number Assessment	Ordinal number Assessment
The number of days for the office assessment will be increased depending on:		
a) complexity of the CB		
b) number of geographical locations of the CB activities		
c) the structure of the quality system		
d) the proposed scope(s) of accreditation		
e) where relevant, the combination of multi-standards for accreditation		
f) effective number of personnel involved within the scope of certification;		
g) confirmed and planned audit schedules and locations;		
h) audit time determination and justification to the client's organization;		
i) number of qualified auditors (internal and external) involved in the relevant certification schemes;		
j) number of certified companies;		
k) assessment/Auditing techniques.		

Duration of Assessment		
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