|  |  |  |
| --- | --- | --- |
| **Name of Product Certification Body (PCB):** |  | **PCB Accreditation****Number, where applicable:** |
| **Address of PCB:** |  |

|  |  |
| --- | --- |
| **Document review performed by:** ***(Name of Assessment Team)*** |  |
| **Report compiled by:*****(Name of Team Leader/Case Officer)*** |  |

**Detailed remarks to the documentation**:

|  |  |
| --- | --- |
| **Reference to ISO/IEC 17065 and other relevant standards** | **Remarks** |
| **4.0 General Requirements** |  |
| **4.1** **Legal and contractual matters** |  |
| **4.2** **Management of impartiality** |  |
| **4.3** **Liability and financing** |  |
| **5.0 Structural Requirements** |  |
| **5.1** **Organisational structure and top management** |  |
| **5.2** **Mechanism for safeguarding impartiality** |  |
| **6.0 Resource Requirements** |  |
| **6.1** **Certification body personnel** |  |
| **6.2** **Resources for evaluation** |  |
| **7.0 Process Requirements** |  |
| **7.1** **General** |  |
| **7.2** **Application** |  |
| **7.3** **Application Review** |  |
| **7.4 Evaluation** |  |
| **7.5** **Review** |  |
| **7.6 Certification decision** |  |
| **7.7 Certification documentation** |  |
| **7.8 Directory of certified products** |  |
| **7.9** **Surveillance** |  |
| **7.10** **Changes affecting certification** |  |
| **7.11** **Termination, reduction, suspension or withdrawal of certification** |  |
| **7.12** **Records** |  |
| **7.13 Complaints and appeals** |  |
| **8 Management system requirements** |  |
| **8.1 Options** |  |
| **8.2 General management system documentation (Option A)** |  |
| **8.3** **Control of documents (Option A)** |  |
| **8.4** **Control of records (Option A)** |  |
| **8.5 Management Review (Option A)** |  |
| **8.6** **Internal Audits (Option A)** |  |
| **8.7** **Corrective actions (Option A)** |  |
| **8.8 Preventive actions (Option A)** |  |

**Other Remarks:**

**Conclusion: (shall include if any preliminary visit shall take place or any assessment as the case may be)**

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 **Date Signature (Team Leader)**