|  |  |
| --- | --- |
| **Finding n°: initials + x/y** | |
| **Accreditation standard:** |  |

**Comment:** concerns a provision which requires further definition or detail.

**Non-conformity:** gap detected in the organization of the laboratory or body resulting from a requirement from the frame of reference which has not been dealt with or partially dealt with, but which does not have a direct impact on the reliability of results or decisions

**Major non-conformity:** significant gap detected in the organization of the laboratory or body presenting a serious risk to the reliability of results or decisions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TECHNICAL OR QUALITY ASSESSOR | Finding: | - comment | | - non-conformity | - major non-conformity |
| Paragraph cited: | § | | | |
| This non-conformity relates to: | - application | | - documentation |  |
| Description: | | | | |
|  | | | | |
| Motivation of the classification of the finding: *please describe the context associated with the finding* | | | | |
|  | | | | |
| Date: | | Assessor: | | Signature: |
|  | | | | | |
| assessed entity | Assessed entity approval: | | - yes | | - no |
| Remarks of the assessed entity: | | | | |
| Date: | | Assessed: | | Signature: |

|  |
| --- |
| **Corrective action sheet for finding n°: initials + x/y** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| assessed entity | Analysis of the extent of the finding: | | | | |
|  | | | | |
| Analysis of the cause (e.g. root cause analysis) of the finding: | | | | |
|  | | | | |
| Corrective action: | | | | |
|  | | | | |
| Deadline for application (cannot exceed three months after the date of the assessment): | | |  | |
| Date: | Assessed: | | | |
|  | | | | | |
| QUALITY OR TECHNICAL ASSESSOR | Is the suggested corrective action appropriate? | | - yes | | - no |
| Remarks: | | | | |
| Date: | Assessor: | | | |
|  | | | | | |

**Remark: The recommended corrective action should be submitted by organizations to the appropriate Team Leader or Technical Assessor within 15 working days following the assessment.**