This form shall be completed by the team leader in order to evaluate the performances of a technical assessor, expert or a junior quality assessor

**Instructions et definitions according to OLAS P004 :**

* **Excellent:** an assessor who “ …possesses the maximum number of qualities required to correspond, almost perfectly, to the ideal representation of his nature, his function or to manifest a very clear superiority over other things or persons of the same type.”,
* **Good:** an assessor who  “… responds positively to what is expected of him, in terms of its nature, function, effectiveness, etc... “
* **Fair:** an assessor who “ ...can pass..........; which, without being good, is acceptable, admissible..."
* **Poor:** an assessor who “ … does not achieve the desired or necessary quantity or quality. Otherwise, deficient...…… “.

For a « fair » or « poor » evaluation, an additional explanation or justification is requested.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the assessor / expert | Click here to enter text. | | ☐ Technical assessor  ☐ Technical expert  ☐ Junior quality assessor |
| Accreditation standard(s) | Choose standard | Assessed CAB | Click here to enter text. |
| Technical domain assessed by the assessor/technical expert | Click here to enter text. | Identification n° of the CAB | Click here to enter text. |
| Type of assessment | initial | extension | surveillance |
| additional | renewal |  |
| Date (s) of assessment | Click or tap to enter a date. | | |
| Form completed by: | Click here to enter text. | | |

# Preparation of assessment and audit report redaction

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contribution au plan d’audit | excellent | good | fair | poor | not observed  n.a. for experts |
| Team work | excellent | good | fair | poor | not observed |
| Communication skills | excellent | good | fair | poor | not observed |
| In-time transmission of own part of the assessment report | excellent | good | fair | poor | not observed |
| Comment | Please enter additional information/justification, if the evaluation is « fair » or « poor » | | | | |

# On site observation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Preparation of assessment | excellent | good | fair | | poor | not observed |
| Understanding of the OLAS procedures and documentation | excellent | good | fair | | poor | not observed |
| Technical assessment capability and knowledge | excellent | good | fair | | poor | not observed  n.a. for experts |
| Knowledge of the accreditation standard | excellent | good | fair | | poor | not observed  n.a. for experts |
| Registration of findings on OLAS documentation forms | excellent | good | fair | | poor | not observed |
| Assessment atmosphère | excellent | good | fair | | poor | not observed |
| Conflict management ability | excellent | good | fair | | poor | not observed |
| Technical knowledge/ expertise (*assessor/ technical expert*) | excellent | good | fair | | poor | non observed  n.a. for a junior QA |
| Understanding of assessed domain (*junior quality assessor*) | excellent | good | fair | | poor | not observed |
| Knowledge of the language used during the assessment | excellent | good | fair | | poor | not observed |
| Redaction/justification of identified findings | excellent | good | fair | | poor | not observed |
| Relevance of the noted findings | excellent | good | fair | | poor | not observed |
| Relevance and basis for conclusions | excellent | good | fair | | poor | not observed |
| Ability to carry out the assessment in the projected time | excellent | good | fair | | poor | not observed |
| The following aspects should have been more considered | Compliance with OLAS procedures and appendices  Use of the OLAS logo  Compliance with the EA, IAF or ILAC documents  Skills of the personnel  Results of proficiency testings (assessor/ technical expert)  Adequacy of measurement uncertainties (assessor/ technical expert) | | | Control of the traceability to the SI measurement standards, reference materials or measurement equipment (assessor/ technical expert )  Corrective actions for the last assessment and in-time realization  Other, please specify   : Click here to enter text. | | |
| Personnel characteristics | Strengths  (*please choose max 3 of them*)  Please choose  Please choose  Please choose | | | Weak points  (*please choose max 3 of them*)  Please choose  Please choose  Please choose | | |
| Comment | Please enter additional information/justification, if the evaluation is « fair » or « poor » | | | | | |