## Assessment plan

|  |  |
| --- | --- |
| **Name of the CAB** |  |

**Assessment criteria and objectives**

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| --- | --- |
| **Accreditation standard :** |  |
| **Type of assessment :** | initial  renewal  surveillance  extension  additional |

*The above table is to be repeated for each accreditation standard concerned, cf. mission order.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Notified body:** |  | yes  no | **Directive(s) / regulation(s) assessed:** |  |

**Assessment scope, team, sites and dates**

| Name of the assessor | Function\* | Assessed activities | Site | Date | Flexible scope of accreditation? | Modifications of the scope (extensions, flexibility) | Findings to be closed and any other follow-up actions |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | yes |  |  |
|  |  |  |  |  | yes |  |  |
|  |  |  |  |  | yes |  |  |
|  |  |  |  |  | yes |  |  |
|  |  |  |  |  | yes |  |  |
|  |  |  |  |  | yes |  |  |
|  |  |  |  |  | yes |  |  |
| TL = Team leader, TA = Technical Assessor, Expert = E, JA = Junior Assessor | | | | | | | |

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| For initial assessments : date of documentary review by the team leader |  |

**Schedule**

*Plan intermediate closing meetings if not all assessors are present at the final closing meeting.*

| Date and time : | | Reference section: | Names of assessors: | Persons encountered: |
| --- | --- | --- | --- | --- |
|  |  | Opening meeting  - Presentation of assessors and participants,  - Confirmation of rules of confidentiality ,  - The audit objectives and criteria for accreditation,  - Review of the scope of accreditation,  - Approval of the audit plan,  - Evolution since last assessment (organisation, MQS, equipment,…) | Form *F003G - Attendance list* to be completed | |
|  |  |  | Team leader | Quality manager |
|  |  |  | Technical assessor | Technical manager and technicians |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | If necessary, exchange of point of views of audit team members | Audit team | / |
| Lunch Break | | | | |
|  |  | If necessary, exchange of point of views of audit team members | Audit team | / |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Set up of possible findings,  Preparation of the closing meeting | Audit team | / |
|  |  | Closing meeting  - Presentation of findings and signature/approval of findings,  - Presentation and comments with regard to the summary audit report,  - Fix final date for reception of corrective actions (max. 15 work days),  - Define changes to be realized to the scope of accreditation (if applicable)  - Inform CAB of next steps with regard to accreditation procedure. | Form *F003G - Attendance list* to be completed | |

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| Remark : Planning of the different phases of the management system audit and technical audit is likely to adjustments depending on constraints of the planning of the body which will be specified during the opening meeting |