

PREPARATION OF ASSESSMENT REPORTS

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1. **PURPOSE AND SCOPE**

The purpose of this document is to define how assessment reports are to be compiled. The procedure covers all documentation required for submission to the relevant SADCAS Accreditation Approvals Committee (AAC). This document is applicable to SADCAS and SADCAS Assessors/Technical Experts.

2. **RESPONSIBILITY**

The Scheme Coordinators will bear overall responsibility for the preparation of all assessment reports. He/she may delegate this responsibility to a qualified SADCAS Team Leader and the SADCAS administration personnel.

3. **REPORT**

3.1 Assessment reports shall consist of the recommendation of assessment F 61(c), any non-conformities raised F 61(b), witnessing of activities F 60(d), the relevant vertical assessment and applicable checklists. Additional assessor notes may be included.

3.2 Reports shall only contain factual observations and shall be in the relevant applicable language.

3.3 A summary of the assessment report [SADCAS F 61 (c)] shall be provided to the CAB in writing during a closing meeting held at the end of the assessment

3.4 The Team Leader shall avoid making provocative or emotive statements in the report.

3.5 The report shall indicate any weaknesses detected in the competence of the organization to perform activities for which it is accredited/ declared compliant or for which it seeks accreditation status, as well as any weaknesses in the management system of the organization.

3.6 The report shall be carefully compiled in order to avoid any financial or legal commitments or implications.

3.7 The report shall not be used to express gratitude or any other sentiment irrelevant to the assessment.

4. **PROCEDURE**

4.1 Within one week of the assessment the Team Leader shall compile the final report and submit it to the Scheme Coordinators for presentation to the Accreditation Approvals Committee.

- 4.2 This final report shall contain the Team Leader's recommendations with respect to the application for accreditation status. The final report shall also contain a conclusion with respect to the effectiveness of the organization's system, i.e. positive and negative feedback.

Note:

The recommendation for an initial assessment may be:

- Unconditional accreditation status to be granted;
- Accreditation status to be deferred until nonconformities have been corrected;
- Refusal of accreditation compliance status.

The recommendation for a periodic on-site assessment and re- assessment visit may be:

- Unconditional maintenance of accreditation status;
- Conditional maintenance of accreditation status subject to correction of the non-conformities;
- Suspension/reduction/scope extension of accreditation status.

- 4.3 Should it be found that an accredited organization does not fully comply with all the requirements but at the discretion of the Assessment Team is on the verge of recommending suspension of their accreditation status, the Team Leader may recommend that:

- The accredited organization apply in writing for voluntary suspension;
- Conditional maintenance of accreditation subject to the organization's submission to SADCAS of an action plan within two weeks on how the organization plans to address the non-conformities. The clearance of findings will be performed on-site through a follow up visit within 3 months at cost to the organization.

5. REFERENCES

- SADCAS PM 01 - SADCAS Policy Manual
- SADCAS F 61(b) - Conformity assessment bodies' non-conformity, corrective actions and clearance report
- SADCAS F 61(c) - Assessment report
- SADCAS F 60(d) - Witnessing of activity

APPENDIX - AMENDMENT RECORD

Revision status	Change			Approved by	Effective Date
	Page No.	Clause	Description of change		
Issue No. 2	1	-	<u>Footer</u> – Reformatted cover as per new format.	CEO	2014-03-13
	2	-	<u>Contents</u> – Added “Appendix – Amendment Record”	CEO	
	All	-	All pages – Deleted “Issue No. 1” and substituted with “Issue No. 2”	CEO	
Issue No.2			In whole document: <ul style="list-style-type: none"> “Lead Assessor” deleted and substituted with “Team Leader” “Programme Coordinator” deleted and substituted with “Scheme Coordinator” 	CEO	2018-11-15
	3	1	Line 4: “Experts” deleted and substituted with “Technical Experts”	CEO	2018-11-15
		3.2	Added “relevant applicable” between “the” and “language”	CEO	2018-11-15
		3.3	<ul style="list-style-type: none"> New clause added: “A summary of the assessment report [SADCAS F 61 (c)] shall be provided to the CAB in writing during a closing meeting held at the end of the assessment” Subsequent clauses renumbered 	CEO	2018-11-15
		3.5	Line 3: “quality” deleted and substituted with “management”	CEO	2018-11-15
	4	4	Under Note, sentence after bullet 3: “surveillance” deleted and substituted with on-site clearance of findings	CEO	2018-11-15
		4	Bullet 6: added “reduction/ scope extension” between “suspension” and “of accreditation”.	CEO	2018-11-15
		4.3	Paragraph 1, Line 2: <ul style="list-style-type: none"> added “is on the” between “team” and “verge” deleted” on the edge” between “verge” and “of recommending” 	CEO	2018-11-15