

ASSESSMENT CYCLE MATRIX FOR ISO/IEC 17021-1:2015				
Organization Name				
Area/ Field of Operation:	ISO 9001 <input type="checkbox"/>	ISO 14001 <input type="checkbox"/>	ISO 18001 <input type="checkbox"/>	HACCP <input type="checkbox"/> ISO 22000 <input type="checkbox"/>
Other (Specify):				
SADCAS Accreditation No.				
Team Leader				

Dates													Total No NCs/ Cycle		
	Types of assessment (Initial, Periodic on-site assessment, Re-assessment, Extension, Re-instatement, ...)														
Extent of assessment: F: Full assessment of the clause P: Partial assessment of clause N: Not assessed	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor
5. GENERAL REQUIREMENTS															
5.1 Legal & contractual matters															
5.2 Management of Impartiality															
5.3 Liability & Financing															
6. STRUCTURAL REQUIREMENTS															
6.1 Organizational structure & top management															

Dates																Total No NCs/ Cycle
	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	
Types of assessment (Initial, Periodic on-site assessment, Re-assessment, Extension, Re-instatement, ...)																
Extent of assessment: F: Full assessment of the clause P: Partial assessment of clause N: Not assessed																
6.2 Operational Control																
7. RESOURCE REQUIREMENTS																
7.1 Competence of personnel																
7.2 Personnel involved in the certification activities																
7.3 Use of individual external auditors & external TE																
7.4 Personnel records																
7.5 Outsourcing																
8. INFORMATION REQUIREMENTS																
8.1 Public information																
8.2 Certification documents																
8.3 Reference to certification and use of marks																
8.4 Confidentiality																
8.5 Information exchange between CB & clients																

Dates																Total No NCs/ Cycle
	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	
Types of assessment (Initial, Periodic on-site assessment, Re-assessment, Extension, Re-instatement, ...)																
Extent of assessment: F: Full assessment of the clause P: Partial assessment of clause N: Not assessed																
9. PROCESS REQUIREMENTS																
9.1 Pre-certification Activities																
9.2 Planning Audits																
9.3 Initial Certification																
9.4 Conducting Audits																
9.5 Certification Decision																
9.6 Maintaining Certification																
9.7 Appeals																
9.8 Complaints																
9.9 Client Records																
10. MANAGEMENT SYSTEM REQUIREMENTS																
10.2 Option A: General Management System Requirements																
10.2.1 General																
10.2.3 Management System Manual																

Dates																Total No NCs/ Cycle
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10.2.3 Control of Documents																
10.2.4 Control of Records																
10.2.5 Management Review																
10.2.6 Internal Audits																
10.2.7 Corrective Actions																
10.3 Option B: General Management System as per ISO 9001																
10.3.1 General																
10.3.2 Scope																
10.3.3 Customer Focus																
10.3.4 Management Review																
SADCAS REQUIREMENTS																
SADCAS TR 01: Parts 1 & 2																
SADCAS TR 03																
OTHER (<i>specify</i>):																
OTHER (<i>specify</i>):																
OTHER (<i>specify</i>):																

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OTHER (<i>specify</i>):																
IAF MD REQUIREMENTS																
MD1																
MD2																
MD3																
MD4																
MD5																
MD7																
MD10																
MD11																
MD12																
MD15																
MD17																
MD19																
ISO TS COMPETENCE REQUIREMENTS																
ISO/IEC TS 17021-2																

Dates																Total No NCs/ Cycle
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ISO/IEC TC 17021-3																
ISO/TS 22003																
OTHER (<i>specify</i>):																
OTHER (<i>specify</i>):																
OTHER (<i>specify</i>):																
OTHER (<i>specify</i>):																

REVIEW ACTIVITY <i>(select one)</i>	File Review	Witnessing	REVIEW ACTIVITY <i>(select one)</i>	File Review	Witnessing
Date of file review/witnessing:	_____		Date of file review/witnessing:	_____	
Assessor conducting review activity:	_____		Assessor conducting review activity:	_____	
Management System/scheme:	_____		Management System/scheme:	_____	
Scope description/code:	_____		Scope description/code:	_____	
Auditor(s):	_____		Auditor(s):	_____	
Client:	_____		Client:	_____	
Location (site address):	_____		Location (site address):	_____	
REVIEW ACTIVITY <i>(select one)</i>	File Review	Witnessing	REVIEW ACTIVITY <i>(select one)</i>	File Review	Witnessing
Date of file review/witnessing:	_____		Date of file review/witnessing:	_____	
Assessor conducting review activity:	_____		Assessor conducting review activity:	_____	
Management System/scheme:	_____		Management System/scheme:	_____	
Scope description/code:	_____		Scope description/code:	_____	
Auditor(s):	_____		Auditor(s):	_____	
Client:	_____		Client:	_____	
Location (site address):	_____		Location (site address):	_____	

