



ISO/IEC 17024
Activity Witnessing Form for
Certification of Persons

F07/08C

Name of Certification Body	
Name of Organization being audited	
Physical Address	
Field of operation	
Assessor/s, Technical Experts & Observers	
Name of person(s) observed	
Role in the audit:	
Date of Evaluation	
Date(s) of audit & Duration (Man-days)	
IAF Code	
Scope	
Standard against which the audit carried out	
Audit Type	

This report covers the following:

Assessment Type (tick box)	Initial	Follow up	Re-certification	Other
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Details of Witnessed Activity

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Applicable standard and scheme requirements and other referenced documentation

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Comments on competency of the evaluator – is it in accordance with standard and scheme requirements?

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8. Describe how the evaluator confirmed TPC compliance to the following standard requirements to ensure:

9.3	Examination Process	
9.3.1	Competence is established in accordance with scheme requirements and using different means	

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9.3.2	Consistent application/conformance of examination administration process according to CB procedures	
	Are Competence requirements defined for personnel involved in the certification process?	
6.1.4	Are Personnel duties & responsibilities defined (& up to date); personnel acknowledge their assigned duties?	
6.1.5	Are Personnel records maintained (including training, experience, competence, conflict of interest etc?)	
6.1.6	Is there personnel commitment to confidentiality & impartiality?	
6.1.7	Do Personnel declare any potential conflict of interest if relevant?	

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Requirements for examiners

	Has the Certification Body established competence requirements for examiners which includes: Understanding of relevant certification scheme; application of examination procedures, relevant field competence?	
	What is the process of examiner performance monitoring (on-site observation, reviews, reports, feedback sources)?	
	Are there records of measures taken to ensure confidentiality and impartiality of examination process?	

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Outsourcing/other resources

6.3.1	Does the CB have enforceable agreements covering confidentiality and conflict of interest?	
6.3.2	Are records demonstrating competence & monitoring requirements of bodies performing outsourced work in place?	
	Is there an up to date list of bodies conducting outsourced work?	
6.4	Are there adequate physical and environmental resources available to carry out certification activities?	

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Records and information requirements (outside of personnel involved in certification activities)

	Are records available to demonstrate the (re) certification process is effective (application forms, Assessment reports, examination records etc.)?	
	Does the CB have appropriate means of identification of records, retention and handling?	

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Security measures

(What evidence supports the measures taken to ensure no security breaches were introduced during the certification process & associated activities)

7.4.2	Is safe handling of examination materials specific to the nature of material used and location etc.?	
7.4.3	How does the CB ensure safe examination practices in order to prevent fraudulent activities?	

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8. Certification Schemes

How does the CB ensure the following requirements as per clause 8 of the standard are met? Provide details on:

	There is a certification scheme for each category of certification	
	<p>The relevant certification scheme contains the following elements:</p> <ul style="list-style-type: none"> i) Scope ii) Job description iii) Competence requirements iv) Abilities v) Prerequisites vi) Code of conduct 	

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8.3	<p>The relevant certification scheme includes the following process requirement:</p> <ul style="list-style-type: none"> i) Criteria for initial certification and recertification ii) Assessment methods for initial certification and recertification iii) Surveillance methods and requirements iv) Criteria for suspending and withdrawing of certification v) Criteria for changing the scope or level of certification 	
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8.4	<p>Does the CB address through documents and by demonstration that, in the development and review of the certification scheme, the following are included:</p> <ul style="list-style-type: none"> i) Appropriate expert involvement ii) The use of an appropriate structure that fairly represents the interest of all parties concerned and no pre-dominating interest exists: iii) Identification and alignment of prerequisites with competence requirements iv) Identification and alignment of the assessment mechanisms with competence requirements v) A job analysis that is conducted and updated to identify the treats to successful performance, competence requirements for each task, prerequisite identification, confirm assessment mechanisms and examination content, and identify the recertification requirements and interval. 	
8.5	Does the CB ensure that the certification scheme is reviewed and validation an on-going and systematic basis?	
8.6	When the CB is not the scheme owner for the certification scheme it implements, does the CB ensure the requirements discussed in Section are met?	

Certification Process		
Application process		
9.1.1	Is the Certification process is in accordance with the relevant certification scheme?	
9.1.2	Are applicant agreements in place to provide: applicant details, scope of desired certification, provide necessary information, scheme prerequisites, declaration of special needs?	
9.1.3	How does the CB demonstrate that the applicant complies with requirements of the relevant scheme?	
Assessment process		
	Is there documented confirmation of candidate competence available?	
	Is evidence provided by CB to demonstrate that method(s) for assessing candidates is fair and valid?	
	How does the CB demonstrate through reports, data or records the equivalence of work performed by another body to the certification scheme requirements?	
Examination process		
	Examination basis (written, oral, practical, observational or any other objective means) is evident	
	How does the CB address criteria (accommodation and environmental) for monitoring of how examinations are performed?	
	is technical equipment verified and/or calibrated (records to be available)?!	
	Does the CB provide competence records for persons operating such equipment?	
Decision on Certification		
	How does the CB address Information gathered during the certification process is available & sufficient to show certification traceability?	
9.4.4	Is the certification decision recorded and made by impartial personnel of the organization?	

9.4.5	How does the CB Demonstrate that certification decisions are made by a person with sufficient Knowledge and experience?	
Suspending, withdrawing or scope reduction		
9.5.4	What enforceable arrangements and records are in place between CB and certified persons should the certification be withdrawn?	
Recertification process		
9.6.2	How does the CB prove and ensure on-going competence of persons undergoing recertification?	
9.6.5	What considerations for recertification of persons in place to include: on-site assessment, professional development, structured interviews, work experience records, checks on physical compatibility?	
Use of Certificate Logo's and Marks		
9.7.2	Does the CB address the need/requirement for certified person to sign an agreement for: compliance with relevant provisions; claims, misleading and unauthorized statements etc.?	

Additional / General Comments This space may also be used to expand on comments in specific sections

Large empty rectangular area for additional or general comments.

Assessor Signature		Date	
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