

	ISO/IEC 17065 Activity Witnessing for Certification of Products, Process and Service	F07/08D
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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				
Date of Assessment and Man-days:				
Purpose of Witnessing	– Initial accreditation / Addition of scope/ Surveillance of CB			
This report covers the following:				
Type of Assessment (Tick box)	Initial:	Follow Up:	Re-assessment:	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Site Visit only		<input type="checkbox"/> Document Review and Site visit	

Profile of the organization being evaluated, where the EAS witness is being performed:

Keys for the assessment findings on each requirement. (Key: C = Comply, NC = Not Comply, NA = Not Applicable)		
Measures	C NC NA	Comment

<p>Effective Planning Preparation and Briefing :-</p> <ul style="list-style-type: none"> • Application for certification (clause 7.2 of ISO 17065) • Application Review (Clause 7.3 of ISO 17065) • Preparation for evaluation including evaluation plan (Cl. 7.3 and scheme specific requirements) • Comments on previous stage or evaluation reports and findings (Cl. 7.4 of ISO 17065) • Review of relevant documentation and records • Review of applicable standards, codes and regulations to the activities witnessed • Ability to plan and control effectively • Ability to obtain expertise knowledge of skills • components and or use of checklists (general or specific to organization) 		
<p>Conducting Opening Meeting :-</p> <p>Did the TL address all of the following?</p> <ul style="list-style-type: none"> • Introduction of audit team, auditee team and EAS team? • Confirmation of defined scope and objectives? • Effective Communication ability? • Management of resources and facilities • Guides? • Presence of consultant / observers • Sample based audit • Confidentiality • Types of Findings and classification including time frame • Requirements of PPE • Complaint and appeal mechanism • Conditions under which the audit can be prematurely terminated • Time and place of exit meeting? • Ask for questions? 		
<p>Skills and Techniques:-</p> <ul style="list-style-type: none"> • Remained in scope? • How are the objectives, impartial? • In a position to create suitable situation? • Knowledge of the environment? • Time Management • Knowledge of applicable standards for the product, service or process witnesses; did the team confirm the specific product specification requirements (for ex- Hygiene, factory layout, employee health checks etc in case of food products) • Knowledge of applicable regulatory requirements including specification, mandatory practices and good practices; 		

<ul style="list-style-type: none"> • Did the audit team check for compliance for regulatory requirements • Knowledge of product, process or service realization steps and critical steps having impact on product/process or service integrity • Analytical bent of mind to interpret test results and evaluate records and reports • Knowledge of applicable product sampling protocols and internal Quality Assurance Plan (if applicable) • Knowledge of product testing procedures if applicable • Knowledge of requirements and suitability of the testing equipments, least counts, calibration and interpreting calibration results • Ability to witnessing the testing if any • Interviewing techniques (Open ended question, questions on-why when what conditions and matters are? ... • Were questions are leading to targets- probing trails • Crosschecking depth of persistence? • Able to listen? • Ethical? • Ready to the condition and ability to predict problems? • Were all findings based on adequate factual evidence and references whenever necessary? • Able to identify non- conformities? • Was the conclusion based on objective proof and grading of findings • How are the ability of decision making and its justifications? 		
<p>Auditor meeting:</p> <ul style="list-style-type: none"> • Team leader capability to lead the team • How is the full scope coverage? • How are the gatherings of constructive comments? • Ability of a discussion and information exchange? • Ability to link findings? Discussions on way of approach for closing meetings 		
<p>Closing Meeting:</p> <ul style="list-style-type: none"> • Was all observation clearly presented and explained without providing solutions • Importance of observations explained properly? • Quality system usefulness in meeting objectives? • Compliance with procedures? 		
<p>Reporting:</p> <ul style="list-style-type: none"> • Was the reporting quality clear and summarizing properly? • Has it addressed all relevant clause requirements of ISO 17065? • Has it addressed all the scheme related specific requirements 		
<p>The relationship/involvement with team:</p> <ul style="list-style-type: none"> • Was team leader relation with audit team acceptable ? • Was audit team relation with AB witness team acceptable / 		

<p>The relationship/involvement with client:</p> <ul style="list-style-type: none"> • Was Audit team relation with auditee acceptable • Ethical • Unbiased 		
<p>Personal Skill: Provide feedback for each member (TL/TM/TE- use separate sheets if required)</p> <ul style="list-style-type: none"> • Openness in mind • Maturity in approach evidenced? • Ability to understand complex operation from a broad view point • Ability to understand product/ process/ service specific requirements 		
<p>General comments:</p> <ul style="list-style-type: none"> • Was the approach systematic during all the activities? • Did the auditor select proper samples and were they representative? • Did the audit team refer to the client's documents? • Was the auditor focused? • Was the auditor appropriate and conductive? • Able to perform under pressure? • Was the Team Leader able to gain confidence and cooperation of the audit team? • Was the team appropriate for the scope under audit? 		
<p>Assessment Summary (Overall comments) <i>Summarize (in about 250 words) on the Evaluation/Inspection and its overall compliance to ISO/IEC 17065:2012 and the Product certification Scheme requirements</i></p>		
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Non-conformities & Concerns	ISO/IEC 17065:2012	Critical NC	Major NC	Minor NC	Concern
	<i>General (Cl. 4)</i>				
	<i>Structural (Cl. 5)</i>				
	<i>Resource (Cl. 6)</i>				
	<i>Process (Cl. 7)</i>				
	<i>Management System (Cl. 8)</i>				
	<i>Remarks</i>				

Assessment Team's Recommendation :

List of Documents Annexed

Annex 1	
Annex 2	
Annex 3	
Annex 4	
Annex 5	

(Add row if more annexures)

Evaluator's name	Date	
Signature		
Assessor name		
Signature	Date	