|  |  |  |  |
| --- | --- | --- | --- |
| **Details of CAB** | | | |
| **Name and Address** |  | | |
| File number |  | |  |
| Case number | | Phase |
| Date of the assessment | Please select | | |
| Accreditation process: | Please select | | |
| Multi-site accreditation | Yes | No | |
| Name of the assessed site |  | | |
| Street |  | | |
| Postcode / Place |  | | |

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| **Details of Assessor** | | | | | | | | | |
|  | **Lead assessor** |  | **System  assessor** (SA) |  | **Technical**  **Assessor** (A) |  | **Technical**  **Expert** (TE) |  | **Observer** |
| Name | | |  | | | | | | |
| Institution | | |  | | | | | | |
| Phone / Fax | | |  | | | | | | |
| E-Mail | | |  | | | | | | |

| **Details of the appraised inspection** | |
| --- | --- |
| One report shall be completed per inspector interviewed. If the inspector is interviewed for several areas of the scope, the results for the individual fields of competence are to be distinguished in the report. | |
| Name of the assessed Inspector |  |
| Project Title |  |
| Project Number |  |
| **Assessed standard / area (TSI sections, standards, etc.):** | |
|  | | |

| **Assessment and evaluation of inspection performance**  If interviewed for more than one inspection programme, please refer to the individual programmes if there are differences! | | **Evaluation[[1]](#endnote-1)** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | | **3** | **S[[2]](#endnote-2)** |
| **Preparation for the inspection** | | | | | | |
| [[3]](#endnote-3)Inspection order and ‑description available and appropriate? |  |  |  | |  |  |
| Inspection list according to inspection procedure applied? |  |  |  | |  |  |
| Documents from the ­applicant available? |  |  |  | |  |  |
| Necessary standards, TSI, procedures etc. available? |  |  |  | |  |  |
| Qualification documents of the inspector available and meaningful? |  |  |  | |  |  |
| Authorization of the inspector to carry out the inspection? |  |  |  | |  |  |
| Other |  |  |  | |  |  |
| **Carrying out the inspection** | | | | | | |
| Submitted documents of the applicant evaluated? |  |  | |  |  |  |
| Proof documents submitted evaluated and accepted? |  |  | |  |  |  |
| Records ­kept of ­inspection steps? |  |  | |  |  |  |
| inspection steps and conclusions competently explained in the interview? |  |  | |  |  |  |
| Knowledge of the underlying TSIs, standards, procedures, etc.? |  |  | |  |  |  |
| Technical queries of the assessor/expert competently answered? |  |  | |  |  |  |
| Other |  |  | |  |  |  |
| **Completion of the inspection** | | | | | | |
| Correct ­conclusions drawn? |  |  |  | |  |  |
| All relevant deviations detected? |  |  |  | |  |  |
| Deviations adequately formulated and weighted? |  |  |  | |  |  |
| Inspection results correctly documented? |  |  |  | |  |  |
| Inspection report with all essential elements?  (usually to be submitted later) |  |  |  | |  |  |
| Other |  |  |  | |  |  |

| **Assessment and evaluation of the competence of the interviewed inspector**  If questioning for several areas of the scope, please refer to the individual competence areas! | | |
| --- | --- | --- |
| Education / professional career  **if applicable, statement on the fulfilment of requirements from specification documents** |  | |
| Training/committee activity/possibly induction/witness audits |  | |
| Assessment of competence based on the survey |  | |
| The lead assessor is entitled to make changes/additions after consultation with the assessor. | |

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| --- | --- | --- | --- | --- |
| Number of deviations | Not critical: |  | To be fulfilled by: |  |
| Critical: |  |  |

|  |
| --- |
| Limitations: |
|  |
| If applicable, focal points for the subsequent appraisal: |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The inspection performance meets the requirements and the competence of the inspector is demonstrated.** | | | | | | **Yes** | **No** |
| Place: |  | Date: | Please select | Signed[[4]](#endnote-4) Assessor *Name:* |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Report reviewed by the case manager:** | | | | | |
| Place: |  | Date: | Please select | Signed *Case manager* |  |

1. Evaluation:   
   **1**: Requirements fulfilled: **No** deviation detected  
   **2**: Requirements partially met: **Non-critical** deviation detected  
   **3**: Requirements not met: **Critical** deviation detected [↑](#endnote-ref-1)
2. S = Focus for the next appraisal, please tick if applicable [↑](#endnote-ref-2)
3. This report was prepared personally by on Please select and is valid without a signature. [↑](#endnote-ref-3)
4. [↑](#endnote-ref-4)