

<b>Prepared By: Quality Manager</b>	<b>Assessment Team Policy</b>	<b>Doc. No. : IOAS/ATP/01</b>
<b>Approved By: CEO</b>		<b>Rev. No. : 03 / 20.08.2010</b>

## **Assessment Team Policy**

### **1. Purpose**

This document describes the policy of Accreditation Committee regarding the creation of the assessment team, information of the conformity assessment body in relation to the composition of the team and the possibility to disagree.

### **2. References**

This policy is based in the paragraph 7.5.4 of the standard ISO 17011 “General requirements for accreditation bodies which accredit conformity assessment bodies”.

### **3. Creation of the assessment group**

**3.1** The assessment team is created by the Accreditation Committee based on the request to be accredited submitted by the interested organization, assessment criteria and the list of qualified and trained assessors.

**3.2** The assessment team must be competent on the tasks assigned and not have conflict of interests with the body which is being assessed.

**3.3** The size of the assessment team depends from the fields for which accreditation is requested.

### **4. Information to the organization**

**4.1** The Accreditation Committee informs the organization which is being assessed, about the composition of the assessment team.

**4.2** The organization which is being assessed is entitled to refuse one member or the entire assessment team. Reasons should be provided for such refusals.

**4.3** In cases of refusals or unavailability of DA assessors, the organization is entitled to propose assessors. Their compatibility is assessed from the General Directorate of Accreditation.