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## **IAS Lead Assessor Course**

### **Chapter 5 – Assessment Reports**

1

## **Course Outline**



1. Introduction
2. Background and Principles of 17025
3. 17025 Technical Requirements
4. 17025 Management System Requirements
5. Accreditation and Assessment Basics
6. Planning and Conduct of Assessments
7. Meetings and Interviews
8. Writing Assessment Findings
- 9. Writing Assessment Reports**
10. Addressing and Closing out Findings
11. Final Exam

2

# Presenting the Report



- Present the findings, if any, that have been raised and ensure that they are fully understood by the CAB. Note a disclaimer that there might be unrecorded findings in areas that were not discovered during this assessment.
- Explain the significance of categories of findings
- Present the requirements for CAB responses to findings
- Confirm the desired scope of accreditation.
- Advise the CAB on the methods to dispute any findings contained in the report, or appeal any accreditation decisions made by ABC, by referring to "AB06 Disputes and Appeals Procedure" of the **Assessor Tool Kit**.

3

# Writing the Report



- Solely the responsibility of the assessor (or lead assessor).
- Only the assessor (or the lead assessor) MUST sign the report.
- Only the assessor (or the lead assessor) declares the non-conformances.
- Good lead assessors get consensus.

4

## Contents of the Report



The report must:

- Be a factual description of the audit activities covered, and
- Provide a fair and accurate picture of the quality system audited.

5

## Structure and Format of the Report



Reports normally contain:

- AF05 Assessment Report Form
- AF01 Assessment Schedule
- AF06 Attendance list
- AF02 (or AF03) – Requested Scope of Accreditation
- AF08 Assessment Findings

6

## Submit a copy of the report to the AB



The AB Staff will then spend the next 30 or 90 days collecting evidence from the CAB about their responses to findings.

The AB copy also contains all assessor notes and completed checklists

7

## Responses to Findings



Appropriate evidence of implementation (e.g., updated documentation, samples of records, purchase orders, photographs, etc.) must be provided to the AB within 30 or 90 days, as appropriate.

Implementation of actions to respond to Critical Non-Conformances may be subject to on-site verification by the AB. Assessor confirmation of corrective action for all written findings is reviewed at the subsequent regularly scheduled re-assessment.

8

## Decision on Responses



The Lead Assessor and the Technical Assessors may be asked by AB staff to examine the responses from the CAB to see if they are fit for the purpose.

If they are, the AB Staff will then be able to forward the acceptance of these responses through the AB decision-making process with a recommendation for accreditation.

9

## Team Debriefing



After the conclusion of the assessment activity, gather the team together to discuss how it went and look for areas to improve.

10

## Exercise 7 – Writing the Report



You are part of the re-assessment team that has completed the re-assessment of MOTIVA CAB Inc. Your team has assessed the CAB and have written findings from the previous exercises. You are now required to write a complete report using “AF05-Assessment Report Form” in the **Assessor Tool Kit**.

11

## Exercise 7 – Writing the Report



Use the findings created in Exercise 6 as well as the desired scope of accreditation shown in the Sample Assessment Package.

12

## Exercise 7 – Writing the Report



You are to accomplish the following:

- Create a re-assessment report during a closing meeting to the CAB manager and staff.
- Use “AF05-Assessment Report Form” in the **Assessor Tool Kit** to prepare the report
- Ensure that each finding contains all three required components within the text of the finding. See Section 8.3 – Composition of Findings, above.