**Assessor name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assessor status:  Team Leader,  Technical Assessor**

**OBSERVATION NOTEBOOK**

# All notes should be written with a blue pen

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| **ISRAC Lab. no:** |  |
| **Name of organization:** |  |
| **Organization representative name:** |  |
| **Site type:** |  |
| **Assessment dates:** |  |
| **Extension requested:** |  |

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| **Observation Notebook submitted** | **By paper**  **By Electronic file** |

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| **Signature:** |  |
| **Date:** |  |

**Employees/subjects, who witnessed the assessment:**

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| **Name of Employee/Subject** | **No. of Procedure** | **Name of Test Activity** | **Comments** |
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**Preparation for the assessment:**

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| **Procedure No.** | **Name** | **Applicative document** |
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| **Name and number of Uncertainty evaluation's documents** | **Name and number of Validation's documents** |
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| **Review of procedures and documents:**  **🞏 There are no comments on procedures / documents reviewed**  **🞏 There are some comments on procedures / documents reviewed**  **Reference to comments issued:** |

**Non-conformities are classified by ISRAC into three levels:**

**Minor is assigned to non-conformities when the professional competence of the organization is not questioned but a deviation from procedures or standards is suspected.**

**Major is assigned to non-conformities that disrupt directly the quality of the published results or due to a flaw in the organization’s quality system that might lead to a system failure.**

**Failure to correct the non-conformity within a specified period of time may result in the removal of accreditation**

**For findings classified as Major the CAB has the obligation to suggest appropriate corrective actions as a condition for closing the assessment.**

**Comment – when a finding is not in the scope of accreditation or the assessor chooses to comment on something, it is classified as a comment.**

**Comment: *the classification is given during the assessment by each assessor in its field.***

**If there is disagreement over the classification of the non-conformity than the Team Leader’s opinion rules**

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| Highlights for the Assessment Report Clause and question to be addressed | |
| **ISO/IEC 17025 clause 6.2**  **- Is it your impression that the employees have demonstrated suitable practices?**  **- Is it your impression that employees are familiar with the limitations of the testing/ calibration methods?**  **- What are your comments on group leaders and their technical expertise?** |  |
| **ISO/IEC 17025 clause 6.3**  **Environnemental conditions, accommodation** |  |
| **ISO/IEC 17025 clause 7.2**  **Is it your impression that the organization documents presented are clear and present appropriate testing/ calibration methods?** |  |
| **ISO/IEC 17025 clause 7.2**  **Are the methods validated? Please comment on comprehensiveness and correctness of method validations and on the quality of relevant records?** |  |
| Clause and question to be addressed | Highlights for the Assessment Report |
| **ISO/IEC 17025 clause 7.6**  **Are the uncertainty calculations in place? Please comment on the correctness and comprehensiveness of the uncertainty calculations.**  **Concerning calibration laboratories: if the CMC values presented are realistic and justified? Are they presented fully and correctly in the accreditation schedule?** |  |
| **ISO/IEC 17025 clause 6.4**  **Laboratory equipment, conditions, calibrations, history** |  |
| **ISO/IEC 17025 clause 6.5**  **Traceability - Please comment on traceability imported from higher level calibration laboratories and the dissemination inside the laboratory, when relevant** |  |
| **ISO/IEC 17025 clause 7.11**  **Control of data** |  |
| **ISO/IEC 17025 clause 7.7**  **Assuring the quality of results (PT, ILC any other means)** |  |
| Clause and question to be addressed | Highlights for the Assessment Report |
| **ISO/IEC 17025 clause 8.4**  **- Quality and correctness of technical records.**  **-Correctness and clearness of scope of accreditation** |  |
| **ISO/IEC 17025 clause 7.8**  **Do the testing/ calibration certificates meet the accreditation standard / regulatory requirements?** |  |
| **Implementation of corrective actions from previous visit** |  |
| **Is the activity presented eligible for accreditation?**  **Yes / No Detail:** |  |

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| **Highlights for the next assessment** |
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**Assessment notes and records - Please write as legible as possible**

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