This form shall be completed by the team leader in order to evaluate the performances of a technical assessor, expert or a junior quality assessor

**Instructions et definitions according to OLAS P004 :**

* **Excellent:** an assessor who “ …possesses the maximum number of qualities required to correspond, almost perfectly, to the ideal representation of his nature, his function or to manifest a very clear superiority over other things or persons of the same type.”,
* **Good:** an assessor who  “… responds positively to what is expected of him, in terms of its nature, function, effectiveness, etc... “
* **Fair:** an assessor who “ ...can pass..........; which, without being good, is acceptable, admissible..."
* **Poor:** an assessor who “ … does not achieve the desired or necessary quantity or quality. Otherwise, deficient...…… “.

For a « fair » or « poor » evaluation, an additional explanation or justification is requested.

|  |  |  |
| --- | --- | --- |
| Name of the assessor / expert | Click here to enter text. | ☐ Technical assessor☐ Technical expert ☐ Junior quality assessor |
| Accreditation standard(s) | Choose standard | Assessed CAB | Click here to enter text. |
| Technical domain assessed by the assessor/technical expert | Click here to enter text. | Identification n° of the CAB | Click here to enter text. |
| Type of assessment | [ ]  initial | [ ]  extension | [ ]  surveillance |
| [ ]  additional | [ ]  renewal |  |
| Date (s) of assessment | Click or tap to enter a date. |
| Form completed by: | Click here to enter text. |

# Preparation of assessment and audit report redaction

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contribution au plan d’audit | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ] not observed[ ] n.a. for experts |
| Team work | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Communication skills | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| In-time transmission of own part of the assessment report | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Comment | Please enter additional information/justification, if the evaluation is « fair » or « poor » |

# On site observation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preparation of assessment | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Understanding of the OLAS procedures and documentation | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Technical assessment capability and knowledge | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ] not observed[ ] n.a. for experts |
| Knowledge of the accreditation standard | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ] not observed[ ] n.a. for experts |
| Registration of findings on OLAS documentation forms | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Assessment atmosphère  | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Conflict management ability | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Technical knowledge/ expertise (*assessor/ technical expert*) | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ] non observed [ ] n.a. for a junior QA |
| Understanding of assessed domain (*junior quality assessor*) | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Knowledge of the language used during the assessment | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Redaction/justification of identified findings | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Relevance of the noted findings  | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Relevance and basis for conclusions | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| Ability to carry out the assessment in the projected time | [ ]  excellent | [ ]  good | [ ]  fair | [ ]  poor | [ ]  not observed  |
| The following aspects should have been more considered | [ ]  Compliance with OLAS procedures and appendices[ ]  Use of the OLAS logo [ ]  Compliance with the EA, IAF or ILAC documents[ ]  Skills of the personnel[ ]  Results of proficiency testings (assessor/ technical expert)[ ]  Adequacy of measurement uncertainties (assessor/ technical expert) | [ ]  Control of the traceability to the SI measurement standards, reference materials or measurement equipment (assessor/ technical expert )[ ]  Corrective actions for the last assessment and in-time realization[ ]  Other, please specify : Click here to enter text. |
| Personnel characteristics | Strengths(*please choose max 3 of them*)Please choosePlease choosePlease choose | Weak points(*please choose max 3 of them*)Please choosePlease choosePlease choose |
| Comment | Please enter additional information/justification, if the evaluation is « fair » or « poor » |