Accreditation extension: assessment

RAAD VOOR ACCREDITATIE

Client	RvA	When	Explanation
	Application		
	Plan assessment		
	Confirm assessment		The client receives an assessment specification, which contains an estimate of the number of hours required for the assessment.
Check draft scope			Before the assessment can be undertaken the client must check the draft scope in order to establish the exact extent of the assessment.
Any objection against team members		Within five working days after notification of team composition	
	Send assessment plan		Only for an on-site assessment. The assessment plan contains the schedule and all information about the assessment.
	Perform assessment		Non-conformities are established during the assessment. A Non-Conformity Form (NCF) is generated for each Non-conformity. These NCFs are left with the client during the final meeting. In the event of a document-based assessment the non-conformities are sent with the provisional report
	Send provisional report		The client is given ten working days to respond to the content of the report and propose changes. The client receives an invoice for the assessment based on the actual number of hours spent.
	Non-conformities / No non-conformities		
	Confirm follow-up assessment		
Send CARs		As stated in the provisional report	Corrective actions have to be recorded in a Corrective Actions Report (CAR) for each Non-Conformity.
	Perform follow-up assessment	Within two months after receiving CARs	The follow-up assessment can be undertaken on the basis of documentation or on-site.
	Report non-conformities closed/open		The RvA takes a decision no later than twelve months after the application is complete. Non-conformities therefore have to be closed nine months after this date. If a non-conformity cannot be closed on time the RvA can make a negative decision.
	Extension decision		The client receives an invoice for the follow-up assessment based on the actual number of hours spent.

No rights can be derived from this chart. The precise rules are laid down in the policy rules.