Existing accreditation: surveillance assessment

RAAD VOOR ACCREDITATIE

Client	RvA	When	Explanation
	Plan assessment		The client recieves part A. Part A is part of the final assessment report. All information from the client is kept up to date in part A during the period of the accreditation.
Check part A			The client must check that part A is up to date.
	Confirm assessment		The client receives an assessment specification, which contains an estimate of the number of hours required for the assessment.
Any objection against team members		Within five working days after notification of team composition	
Supply of up-to-date documentation		Twenty working days before assessment	
	Send assessment plan		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.
	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		Within twenty working days (depending on the nature of the non-conformity)	For a category A non-conformity, a cause and extent analysis and an action plan containing measures have to be provided to the RvA.
		Within three months after establishing non-conformity	For a category B non-conformity, corrective actions have to be set out 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		
	Decision surveillance assessment		The client receives an invoice for the follow-up assessment based on the actual number of hours spent.