



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

Suite # 114, Level 1, Master Mind IV, Royal Palms, Aarey Colony,
Goregaon East, Mumbai – 400065. India.
Tel/Fax: 91-22-28794410, 28794411, 28794412
E-Mail: info@accab.org Website: www.accab.org

**PERFORMANCE CRITERIA EVALUATION SHEET
LEAD ASSESSOR/ASSESSOR & TECHNICAL EXPERT**

Job Title: Lead Assessor / Assessor			
Core Task(s)	Knowledge & Performance Criteria	Proficiency	Evaluation Remark (For ACCAB Use)
Knowledge of Technical Area	Validated Knowledge of the Accreditation Standards	Synthesize	
Knowledge of Assessment Techniques	Validated Knowledge of Assessment Techniques/Standards/Criteria	Analyse	
Knowledge of ACCAB Accreditation Procedures	Work according to Accreditation Procedures / Schedules / Guidelines	Analyse	
Conduct Assessment	Liaise with client – arrange details Review previous Assessment Report (as applicable) , Confidentiality Agreement Follow Assessor duties & Code of Conduct Follow assessment agenda Collecting objective evidence Compiling assessment report Presenting audit findings Discuss non-conformances / corrective action	Judge Judge Judge Judge Judge Analyse Apply Analyse Apply	
Audit Team Leader (as applicable)	Manage & control the Assessment Team Brief members & arrange & conduct meetings Correlate the assessment findings	Apply Apply	
	Monitor closure of NCR's Ensure a closeout date is established	Apply Apply	
	Send Assessment report to ACCAB Head Office Ensure assessment report package is complete	Apply Apply	
	Record assessment on to an Assessment Log Ensure assessment log is countersigned	Apply Apply	
	Submit Assessor Review Report (annually)	Apply	
I confirm having read and understood the ACCAB Assessor / Lead Assessor performance Criteria. I further confirm that I will make myself available for assessor up gradation training programs (free of cost & can be delivered in person or by distance) arranged by ACCAB from time to time and I am committed to my Continuous Professional Development (CPD).			
Name of the Lead Assessor /Assessor :		Signature & Date	



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

Suite # 114, Level 1, Master Mind IV, Royal Palms, Aarey Colony,

Goregaon East, Mumbai – 400065. India.

Tel/Fax: 91-22-28794410, 28794411, 28794412

E-Mail: info@accab.org Website: www.accab.org

Job Title: Technical Expert

Core Task(s)	Knowledge & Performance Criteria	Proficiency	Evaluation Remark (For ACCAB Use)
Technical knowledge	Knowledge of technical area in which selected for accreditation assessment	Synthesize	
Technical functions	Expert knowledge to comprehend the technological context of the assessment.	Judge	
Legal aspects	Expert knowledge to competently understand specific terminology & technical characteristics of the processes /methodologies activities products or services of the organization being assessed	Judge	
Client aspects	Awareness of legal requirements applicable to the organization being assessed Sufficient to identify a breach of regulation	Apply	
Assessment functions	Introduction with client – carry identification Confidentiality arrangements Follow duties & code of conduct	Apply Apply Apply	
Assessment closure	Examination of processes methodologies activities & products or services Check objective evidence & question personnel Make adequate notes of objective evidence from activities process documents	Judge Apply Analyse Understand	
Assessment revisit	Assist in presentation of assessment findings Compile summary for assessment team leader Advise & clarify issues on NCR’s raised Assist in NCR closeout (as applicable) for majors involving another visit to client	Understand Understand	
I confirm having read and understood the ACCAB Technical Expert / Assessor / Lead Assessor performance Criteria.			
Name of the Technical Expert :		Signature & Date :	