



# ACCREDITATION CYCLE AUDIT PLAN FOR TESTING LABORATORIES

Registration No.:
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Name of accredited organisation:

Accreditation cycle:

Number of staff:

expert/ assessor	Technical field	1st annual surveillance		2 <sup>nd</sup> annual surveillance		3rd annual surveillance	
		Laboratory tests	Site tests	Laboratory tests	Site tests	Laboratory tests	Site tests

Reported changes

Findings of previous site assessment:

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Registration No.:

## CRITERIA APPLIED IN PLANNING SURVEILLANCE PROCEDURES

1. Consideration of highest risk factors
2. Consideration of 3-year Proficiency work plan and consideration of proficiency tests completed with non-acceptable results
3. Consideration of scopes with the most severe findings / largest number of findings in the accreditation procedure
4. Consideration of problems discovered in the largest number in document review in the accreditation procedure
5. Consideration of largest number of tests (since the previous assessment)
6. Consideration of complexity (complex nature of the method)
7. Consideration of the number of sites
8. Observation of a representative number of staff with special attention when key people leave the given area or 30% of those active in the given scope has changed
9. Consideration of areas affected by reported changes in measurement devices/equipment
10. If complaint was submitted against the accredited organisation in some technical field
11. If there is flexible scope, it is to be assessed in every surveillance