ASSESSMENT CYCLE MATRIX – ISO/IEC 17020:2012

Organization Name					
SADCAS Accreditation No.					
Team Leader					

Dates																
Types of assessment (Initial, Periodic on-site assessment, Re-assessment, Extension, Re-instatement, …)																**Total No NCs/ Cycle**
Extent of assessment: **F**: Full assessment of the clause **P**: Partial assessment of clause **N**: Not assessed	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	
4. General requirements																
4.1 Impartiality & independence																
4.2 Confidentiality																
5. Structural requirements																
5.1 Administrative requirements																
5.2 Organization & management																
6. Resources requirements																
6.1 Personnel																
6.2 Facilities & equipment																
6.3 Subcontracting																
7. Process Requirements																
7.1 Inspection methods & procedures																
7.2 Handling inspection items and samples																

Dates																
Types of assessment (Initial, Periodic on-site assessment, Re-assessment, Extension, Re-instatement, …)																**Total No NCs/ Cycle**
Extent of assessment: **F**: Full assessment of the clause **P**: Partial assessment of clause **N**: Not assessed	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	Extent: F/P/N	Major	Minor	
7.3 Inspection records																
7.4 Inspection reports & inspection certificates																
7.5 Complaints and appeals																
7.6 Complaints & appeals process																
8. Management system requirements																
8.1 Options																
8.2 Management system documentation (Option A)																
8.3 Control of documents (Option A)																
8.4 Control of records (Option A)																
8.5 Management review (Option A)																
8.6 Internal audits (Option A)																
8.7 Corrective actions (Option A)																
8.8 Preventive actions (Option A)																
Annex A – Independence requirements for inspection bodies																
A.1 Requirements for inspection bodies (Type A)																
A.2 Requirements for inspection bodies (Type B)																
A.3 Requirements for inspection bodies (Type C)																
SADCAS Publications																

INITIAL ASSESSMENT					
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		

FIRST SURVEILLANCE

VERTICAL ASSESSMENTS		WITNESSING		RECOMMENDATIONS/COMMENTS	ISSUES FOR FOLLOW-UP
Name	Registration	Name	Registration		

VERTICAL ASSESSMENTS		WITNESSING		RECOMMENDATIONS/COMMENTS	ISSUES FOR FOLLOW-UP
Name	Registration	Name	Registration		

VERTICAL ASSESSMENTS		WITNESSING		RECOMMENDATIONS/COMMENTS	ISSUES FOR FOLLOW-UP
Name	Registration	Name	Registration		

SECOND SURVEILLANCE					
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		

THIRD SURVEILLANCE					
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		

FOURTH SURVEILLANCE					
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		

RE - ASSESSMENT					
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		
VERTICAL ASSESSMENTS		**WITNESSING**		**RECOMMENDATIONS/COMMENTS**	**ISSUES FOR FOLLOW-UP**
Name	Registration	Name	Registration		

REVIEW OF PERFORMANCE OVER THE ACCREDITATION CYCLE

TREND ANALYSIS: Based on the number of findings raised over the Accreditation Cycle

Total Findings Per Clause (vertical axis, with values 2, 1, 0 marked near the bottom)

	4.1	4.2	5.1	5.2	6.1	6.2	6.3	7.1	7.2	7.3	7.4	7.5	7.6	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8

ISO/IEC 17020:2012 Clause Numbers

RECOMMENDATIONS/COMMENTS:

Signed by: _____   **Name**: _____   **Date**: _____