



**AFRICA STANDARDS AND CERTIFICATIONS**  
**Quality Procedure**

No.	QP09
Revision No.	1
Date	29-01-2021

**Procedure for Evaluation**

**1.0 Purpose**

The purpose of this document is to describe a procedure for planning and conducting the evaluation of product, preparation of reports, and submitting the reports.

**2.0 Scope**

This procedure covers evaluation planning, conducting evaluation, and reporting the results of evaluations, as listed below;

- Evaluation planning
- Conducting the evaluation
- Periodic evaluation
- Re-evaluation before expiry of present certificate.

**3.0 Responsibility**

**3.1 Certification Manager** is responsible for planning the evaluation and ensuring that the evaluation reports are received timely in the office. He is also responsible for review of the evaluation reports.

**3.2 Evaluators (Evaluation personnel)** are responsible for conducting evaluation against the specific requirements, and preparation and submission of evaluation reports.

**4.0 Description of Activity**

**4.1 Introduction**

The objective is to provide consistent service delivery. Evaluators (evaluation personnel) are responsible for ensuring the objectives of their assigned evaluations are fully met. The various activities needed to be carried out are as below.

**4.2 Evaluation planning**

**4.2.1** Upon receipt of contract for the product certification, planning is done, and evaluation checklist is prepared based on the following:

- Specific requirements identified and need to be verified based on the study of the relevant national / international standard, against which product needs certification,
- Specific requirements identified and need to be verified based on the study of the relevant EU directives, against which product needs certification,
- Applicable legal requirements (Country specific, if country specific requirements are not there, then follow international legal requirements) related to the product under the certification,
- Health and safety requirements considering their intended applications,

**4.2.2** After completion of the checklist, the same is reviewed for adequacy and incorporation of all critical points in the checklist to ensure 100 % evaluation of the product considering all the relevant requirements.

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4.2.3 Client is informed of the tentative date of the evaluation and this date is agreed with the client.

4.2.4 Upon confirmation of the date with the client, Certification Manager selects the evaluator considering the expertise in the relevant field, and then evaluation program is sent to the client.

4.2.5 As agreed with the client, evaluator visits the client place for conducting the evaluation.

**4.3 Conducting Evaluation**

4.3.1 Evaluation is conducted as per the schedule.

4.3.2 Opening meeting is conducted with the representatives of the client before commencement of the evaluation. The objective of the evaluation is stated and introduction of the evaluation team is given during the meeting. Also, the client's representative gives introduction and the concerned person of the client is identified for escorting evaluator(s) during evaluation.

4.3.3 Evaluation is conducted after completion of the meeting. During evaluation, evaluation team checks the performance of the product with respect to the following:

- Compliance of the product with respect to the relevant test standard(s) by evaluating the design and performance records of the product maintained by client.
- Compliance of the products with respect to the relevant EU directives by evaluating the design and performance records of the product maintained by client.
- Evaluating the calibration records of the instruments used for the inspection and testing of the products.
- Evaluation of product with respect to the health and safety aspects.
- Evaluation of mechanical, electronic and electrical functions of the product and its harmony with respect to each other.
- Dimensions and weight-related requirements of the product.

4.3.4 Based on the above evaluation, details of observations are recorded in the evaluation checklist and relevant papers. All the observations are clearly recorded in the evaluation records for drawing the conclusion of the product certification. At the end of evaluation, the evaluation team identifies the observations (opportunities for improvement) as well as nonconformity with respect to the relevant requirements, if any.

**4.4 Review of evaluation records**

4.4.1 Certification Manager reviews the filled evaluation checklist / records and supportive documents submitted by evaluators (evaluation personnel).

4.4.2 If required, he may consult the Managing Director and technical experts for such review.

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4.4.3 Based on review of evaluation records, decision is taken for issue of certificate for the product, subject to closure of the nonconformities / observations issued during the evaluation.

**4.5 Periodic evaluation**

4.5.1 Certification Manager plans and conducts the periodic evaluation of the certified product by assigning the evaluators (evaluation personnel).

4.5.2 During periodic evaluation, the planning etc. are done as per the details given in clause no. 4.2

4.5.3 Results of periodic evaluations are reviewed as per the details given in the clause no. 4.4; and based on successful completion of the evaluation, the continuation of the certification is informed to the client.

**4.6 Re-certification (Re-evaluation)**

4.6.1 Certification Manager plans and conducts re-certification before expiry of the product certification.

4.6.2 During re-certification, the planning for evaluation etc. are done as per the details given in clause no. 4.2.

4.6.3 Results of re-certification are reviewed as per the details given in clause no. 4.4; and based on successful completion of the evaluation, a new certificate is issued to the client as per renewal requirements.

**5.0 Reference**

5.1 Evaluation guidelines

**6.0 Enclosure Nil**

**7.0 Formats / Exhibits**

7.1 ===== Evaluation planning (e-mail communication, etc.)

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