 <p><b>Tel: +355 4 22 69097</b>  <b>Fax: +355 4 22 69325</b>  <b>E-Mail: info@dpa.gov.al</b></p>	<p><b>Policy on the assessment team</b></p>	<p><b>Code DA-PO-003</b></p>
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## Policy on the assessment team

### 1. Purpose

This document describes the DPA policy regarding the appointment of the assessment team, information to the conformity assessment body in relation to the composition of the assessment team and the possibility to object. This document also describes the code of conduct.

### 2. References

This policy is based on ISO/IEC 17011 “Requirements for accreditation bodies accrediting conformity assessment bodies”.

### 3. Appointment of the assessment team

**3.1** The assessment team is appointed by DPA based on the scope of accreditation, the accreditation criteria and the competence of assessors.


**3.2** Each assessment team member has to have the appropriate competence for a specific scope of accreditation. Where an assessment team is conducting the assessment, the competencies required are to be held within the assessment team as a whole.

**3.3.** DPA ensures that assessment team acts in impartial and non-discriminatory manner. Assessment team informs DPA, prior to the assessment, about any existing, former or envisaged conflict of interest between themselves or their organization and the CAB to be assessed. Assessment team members declare in advance that there is no conflict of interest with CAB will be assessed and they sign declaration of confidentiality, impartiality and conflict of interest. DA-FO-010.

**3.4.** The size of the assessment team depends on the scope of accreditation.

### 4. Information on the assessment team

**4.1** DPA informs the conformity assessment body (CAB) on the names of the members of the assessment team and any observers, and the organization(s) they belong to, the assignment given to them, sufficiently in advance to provide the CAB the opportunity to lodge an objection to the appointment of any particular team member(s) or observer(s) with supporting justification..

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**4.2** When the objection is reasonable, DPA appoints another team member or another assessment team. DPA provides the CAB with the information on the new appointment. DPA doesn't change the team member(s) when the objection is not reasonable. When the CAB refuses any particular team member(s) more than two consecutively times, DPA refuses the progress with application for accreditation.

**4.3** When DPA does not find domestic assessors, it can engage foreign ones who are proposed by a national accreditation body being signatory to the EA MLA, ILAC MRA or IAF MLA in relevant field. Selection of proposals from them is based on: the availability, the costs, the used language, etc. Before appointment a foreign team member DPA provides him/her with DPA procedures, policies and forms as well as the related Albanian legislation, if any. The foreign assessor has to fulfil the same requirement for independence and impartiality as local ones.

**4.4** DPA uses foreign lead assessors/assessors/experts only when no local ones are available or when the impartiality of local ones is not ensured.

**4.5** The payment of foreign team member will be done according to Law no. 116/2014 "On accreditation of conformity assessment bodies in Republic of Albania".

## **5. The code of conduct**


**5.1** The assessment team member or observer shall be conscious that he/she represents DPA and perform assessment in full compliance with criteria set forth by DPA.

**5.2** Every clarification related to DPA policies and procedures shall be directly addressed to DPA. If any clarification is needed during the assessment visits, it shall be arranged only with the DPA representative and without the presence of representatives of the conformity assessment body.

**5.3** The assessment team member or observer shall communicate in a professional, friendly and controlled manner with the CAB staff as well as with the other part of assessment team.

**5.4** Findings and the non-conformities must be presented in a clear and justified manner.

**5.5** Every misunderstanding with the CAB staff shall be solved in a quiet and reasonable manner. In cases of persisting misunderstanding, the assessor shall explain the DPA procedure of appeals to the CAB.

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**5.6** The assessment team member or observer shall not provide consultancy to the CAB.

**5.7** The assessment team member or observer shall follow the assessment plan and respect the time planned for the assessment visit and manage it according to the assessment plan. If extension of the assessment time is necessary, this can only be happen after getting the approval of CAB staff.

**5.8** The assessment team member shall also keep in mind that the purpose of the assessment visit is to assess the technical competence of CAB. The assessment visit cannot be used to demonstrate the competence of the assessment team.

**5.9** The assessment team member must be very attentive.

**5.10** The assessment team member shall not keep contacts with relevant CAB, for accreditation matters, without the permission in writing by DPA other than those during the assessment visits.

**5.11** The assessment team member shall not accept gifts, commissions, discounts or profits of any other nature by assessed CABs.

**5.12** The assessment team member shall respect all the deadlines defined by DPA for the submission of reports and forms. He/she must keep confidential all the information received through the documentation or the assessment. He/she shall not make copies of document provided by DPA.

**5.13** The assessment team member can provide information about the assessed CAB only with written request of complain or appeal panel or it is requested by legislation.


**5.14** The information obtained during assessment must not be used for personal purposes of the assessment team.

**5.15** Invitations to speak on behalf of or represent DPA shall not be accepted, without prior DPA approval

**5.16** DPA observers shall be appointed form the list of persons nominated to fulfill assessments hours after recommendation according to the procedure DA-PM-002.

**5.17** Observers shall not have the right to assess or to give their opinion/suggestion during assessment visits.

**5.18** Observers shall keep confidential all information received and shall not distribute such information to any other person or organization (including also its organization

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or staff) neither now nor in the future without the written authorization of the DPA and assessed CAB. They do not have the right to use the information for personal purposes.

**5.19** Observers shall not accept invitation to speak on behalf of DPA or represent DPA without the prior DPA approval.

#### **6. Payment of the assessor/experts**

Based on Law no. 116/2014, the payment of assessment team will be performed directly by DPA.

**Date: 20.05.2019**

**General Director**  
**Armond HALEBI**