



**Team Leader/Assessor/
Technical Expert Monitoring
Checklist – Certification Bodies**

Issue No. 1
Revision No. 5
Date: March 2025

F1.27

USE BLOCK CAPITALS	Name of Team Leader / Assessor / Technical Expert <i>(delete as appropriate)</i> monitored			
	Type of assessment: (Initial / Assessment / Extension / Re-Assessment)		Date/s	
	Name of Certification Body		CB No.	
	Accreditation scheme			
	IAF code/Food Chain Category assessed			
	Name of organization (in case of a Witnessing Assessment)			
	Assessment Team			
S/N	Topics	Satisfactory/ Unsatisfactory/ Not Applicable	Remarks	
A.	General			
1	All documentation/information required for the assessment taken to the visit?			
2	Were all items pertaining to the management system on the assessment plan covered?			



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3	Assessment technique applied is appropriate		
4	Interviewing skills/Communication skills		
5	Note taking and report writing skills		
6	Knowledge of the practices and processes of the conformity assessment body business environment		
7	Knowledge of general regulatory requirements related to the conformity assessment activities (<i>if applicable</i>)		



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8	Time management – were time slots on the assessment plan respected?		
9	Assessor / Technical Expert applying requirements over and above MAURITAS set criteria?		
10	Were assessor meetings carried out to clear any issues pertaining to areas already covered?		
11	Code of conduct respected?		
12	Overall strengths/weaknesses of Team Leader/Assessor/Technical Expert?		
13	Comparison with previous monitoring? Improvement observed, if applicable?		



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B. Relevant to Team Leaders / Assessors only			
1	For Team Leaders, was briefing meeting carried out satisfactorily prior to opening meeting?		
2	For Team leaders, full coverage of items of the agendas opening meeting and closing meeting addressed?		
3	Was review of the CAB's documents carried out prior to the assessment?		
4	Knowledge and interpretation of MAURITAS requirements: -R1 & R2 for Team leaders -R4 for Technical Assessors		
5	Knowledge of general management system principles and tools		



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6	Knowledge of accreditation and accreditation scheme requirements and relevant mandatory, guidance and application documents		
7	Knowledge of conformity assessment scheme requirements, other procedures and methods used by the conformity assessment body		
8	Knowledge of risk-based assessment principles		
9	Identification, reporting and grading of nonconformities		
10	For Team leaders, assessment of management skills, control and interaction with other team members		
11	Evaluation of corrective actions submitted by CBs at previous visit		



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C. Additional requirements when monitoring Assessor / Technical Expert for Food Safety Management System			
1	Ability to apply the knowledge of the requirements of ISO/IEC 17021-1 and ISO 22003-1		
2	Ability to apply the knowledge of ISO 22000 or other FSMS certification standards		
3	Ability to apply the following in relation to food safety management systems: -HACCP principles -food safety management including PRPs -legal framework		
4	Ability to apply the knowledge of: -current principles of HACCP -identification of food safety hazards -control measures -products, processes and practices -related legal requirements		



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D. Additional requirements for monitoring Assessor / Technical Expert for Information Security Management System			
1	ISMS related terminology and principles including ISO/IEC 27000		
2	Audit techniques included in ISO/IEC 27007 and ISO/IEC TS 27008		
3	ISO/IEC 17021-1 and ISO/IEC 27006-1 as well as ISO/IEC 27001		
4	General legal and regulatory requirements related to ISMSs		
5	Generic ISMS related technology including -information security technologies and practices -information and communication technology -risk assessment and risk management, such as ISO/IEC 27005		
6.	CAB's client process and operation associated with ISMS		



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E.	RECOMMENDATION	Yes	No
1.	The TL / Assessor / Technical Expert (<i>delete as appropriate</i>) has demonstrated satisfactory performance in the conduct of the assessment / witnessing assessment (<i>delete as appropriate</i>).		
2.	The TL / Assessor / Technical Expert (<i>delete as appropriate</i>) requires corrective action.		

Additional Comments (to include strengths and weaknesses of Team Leader / Assessor / Technical Expert, comparison with previous monitoring, whether MAURITAS A2 is still being met, feedback from CBs, assessment reports, etc ...):

Name of Mentor: _____ **Signature:** _____ **Date:** _____

F.	FEEDBACK FROM ASSESSMENT TEAM MEMBERS / FEEDBACK FROM TEAM LEADER

Name of Assessment Team Member(s) / Team Leader: _____ **Signature:** _____

