

**Assessment Report templates  
for the European Schemes**

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Page 1 of 3

# Assessment Report templates for the European Schemes

## 1. Purpose

This document provides instructions concerning Assessment Report templates to be used for assessments of the members and participants of the European Certification Schemes.

## 2. Definitions

CB: Certification Body  
TL: Testing Laboratory  
NCR: Non-Conformity Report  
PAO: Peer Assessment Officer (EEPCA)

## 3. Instructions

### 3.1 General

- Whenever feasible, assessments of the CBs and TLs of the European Certification Schemes will be carried out jointly with the assessments for the IECEE-CB Scheme
- The complete Assessment Report for the European Schemes shall consist of an ECS Assessment Report addressing the specific European elements of the assessment and, in an Appendix, the general elements, usually given in a corresponding IECEE Assessment Report.
- The format of the ECS Assessment Reports is specified in OD ECS 074 (for a CB) and OD ECS 075 (for a TL).
- The PAAG number of the ECS Assessment Report shall be identical to the PAC number of the corresponding IECEE report, if any.
- The PAAG number for an ECS Assessment Report without a corresponding IECEE report is issued by the EEPCA Secretariat.
- The ECS Assessment Report shall be submitted by the Lead Assessor to the PAO and the EEPCA Secretariat in Word format.
- The EEPCA Secretariat shall transform the Word document into a PDF document and publish the Assessment Report on the EEPCA website.

### 3.2 Assessments in conjunction with IECEE

For assessments conducted in conjunction with IECEE, the complete Assessment Report for the European Schemes shall consist of the following two parts:

1. The ECS Assessment Report: - OD ECS 074 for CBs (formerly OD ECS 2004-1)  
- OD ECS 075 for TLs (formerly OD ECS 2005-1)
2. An Appendix consisting of the IECEE Assessment Report.

### 3.3 Non-Conformity Reports

NCRs may be:

- of a general nature, in which case they are in principle included in the IECEE Assessment Report, making reference to clauses of general requirements;
- of a specific nature, referring to ECS requirements; in which case they shall be attached to the ECS Assessment Report. In the case of more than one NCR, the NCR templates of OD ECS 074 and OD ECS 075 shall be copied as many times as needed.

Assessment Reports and NCRs are also used by assessment teams for preparation and execution of the next following assessment. The final implementation of corrective and preventive action following NCRs, as reported by the assessed body, shall be verified during the next following assessment, in particular when such implementation was not verified on site before.

### 3.4 Assessments for the European Schemes only

In case of an assessment carried out independently from any IECEE assessment, the complete Assessment Report for the European Schemes shall consist of the following two parts:

1. The ECS Assessment Report: - OD ECS 074 for CBs (formerly OD ECS 2004-1)  
- OD ECS 075 for TLs (formerly OD ECS 2005-1)
2. An Appendix consisting of an Assessment Report based on the latest edition of the appropriate IECEE Assessment Report template: - OD-CB2004 for CBs  
- OD-CB2005 for TLs

The IECEE Assessment Report templates can be downloaded at the following address:

[http://www.iecee.ch/Operational\\_documents/od-cb\\_index.html](http://www.iecee.ch/Operational_documents/od-cb_index.html)