



ARCS
INTERNATIONAL
ASSESSOR REGISTRATION &
CERTIFICATION SCHEME

**INTERNATIONAL ASSESSOR REGISTRATION AND
CERTIFICATION (ARCS) SCHEME**

Assessment Log

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1. INTRODUCTION

The purpose of the Assessment Log is to provide evidence of conformant assessment experience verified by the assessment team members and the assessment sponsor.

2. ASSESSMENT DATE AND DURATION

Date(s) of the assessment	
Duration of assessment (person days)	

3. ASSESSMENT TEAM

Assessment Team Leader	Full name ARCS Registration/Certification Number Hours spent PI (..) AS (..) RE (..) Confirmation by signature	
Co-assessor 1	Full name ARCS Registration/Certification Number Hours spent PI (..) AS (..) RE (..) Confirmation by signature	
Co-assessor 2	Full name ARCS Registration/Certification Number Hours spent PI (..) AS (..) RE (..) Confirmation by signature	
Co-assessor 3	Full name ARCS Registration/Certification Number Hours spent PI (..) AS (..) RE (..) Confirmation by signature	
Co-assessor 4	Full name ARCS Registration/Certification Number Hours spent PI (..) AS (..) RE (..) Confirmation by signature	
Etc.		

Planning (PI) includes kick-off workshops, defining assessment input, plan and schedule, organizational briefings.

Assessment (AS) includes on-site investigations and interviews, document reviews, information consolidation, rating and aggregation.

Reporting (RE) includes preparation of assessment report and record and presentation of the assessment results.

4. ASSESSMENT SCOPE

Organizational unit (e.g. Project ABC, Engineering business unit)	
Assessment Type (e.g. Pre-assessment, Process assessment, Certification, Re-certification, Surveillance)	
Assessment Scope (e.g. Process capability, Organizational process capability, Organizational process maturity)	
Process Assessment Model(s) (e.g. (PAM1) Automotive SPICE Version 3.0 (2015) (PAM2) ISO/IEC 15504-5 Exemplar Process Assessment Model (ORG processes) (2006) (PAM3) ISO/IEC 15504-7 Assessment of Organizational Maturity (Maturity Level 4 and 5 processes) (2008))	
Process Measurement Framework (PMF) (e.g. Process Capability levels and Process Attributes (ref. Automotive SPICE Version 3.0 clause 5)) (e.g. Process measurement framework for the assessment of process capability (ISO/IEC 33020))	
Process Capability Level Model (e.g. ref. ISO/IEC 33020 clause 5.6)	
Organizational Maturity Model (MM) (e.g. ref. PATHFINDER v7.2 Annex A OPMM-2)	
Target Process Quality Level (QL) (where applicable)	

(e.g. (ref. Automotive SPICE Version 3.0 clause 5)	
Target Maturity Level (ML) (where applicable) (e.g. (ref. PATHFINDER v7.2 Annex A OPMM-2)	
Class of assessment (ref. ISO/IEC 33002 clause 4.6)	
Process attribute rating scale (ref. ISO/IEC 33020 clause 5.3)	
Process Attribute rating method (ref. ISO/IEC 33020 clause 5.4)	
Aggregation method (ref. ISO/IEC 33020 clause 5.5)	
Processes and number of process instances assessed (e.g. MAN.1 (3) – 3 instances on MAN.1 assessed)	

5. ASSESSMENT SPONSOR

Full name	
Position	
Company	
Business address	
Email	

I confirm the assessment was performed with the assessment team as listed and that I am satisfied with the assessment conduct.

Date:

Signature of Sponsor:

6. REVISION HISTORY

Version	Section	Change summary
1.0 2018-06-01		Published