



STANDARDS ASSOCIATION OF ZIMBABWE

AUDITEE FEEDBACK ON SAZ'S AUDIT/ INSPECTION TEAM PERFORMANCE

The SAZ's Quality Assurance Department would like to serve you better. We therefore would appreciate to hear from you about our auditing/inspection team's performance. Please complete the form and return it to:

Manager – Marketing
P O Box 2259
Harare
Tel: 263-4 885511/2/882017/19
Fax: 263-4 88202-
Email: marketing@saz.org.zw

PART A: GENERAL INFORMATION

Name of organization audited/inspected: _____

Address of site audited/inspected: _____

SAZ QA Ref. No: _____

Certification Scheme audited/inspected:
(tick as appropriate)

SAZS ISO 9001 Quality Management System

<input type="checkbox"/>
<input type="checkbox"/>

SAZS ISO 14001 Environmental Management System

QA F/66

SAZS 18001 Occupational Health & Safety Management System

SAZS 126 Food Hygiene Management System

Product Certification Scheme

SAZ Audit/Inspection Team Members:

PART B: EVALUATION OF AUDIT/INSPECTION TEAM**Key:** *E = Excellent* *S = Satisfactory* *NS = Non Satisfactory* *NE = Not Evaluated*

How do you rate the audit/inspection team's performance in the following attributes?

Criteria	Rating	Comments <i>(including suggestions for improvement)</i>
1. Conduct of opening meeting		
▪ Timeous start of meeting		
▪ Clarity of objective of audit/inspection		
▪ Communication		
2. Conduct of audit/inspection		
▪ Did auditor remain unbiased?		
▪ Ability to listen		
▪ Nonconformities based on objective evidence		
3. Conduct of closing meeting		
▪ Report presentation		
▪ Clarity & conciseness of report		
▪ Conclusions based on objective evidence		
▪ Handling of questions		

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Criteria	Rating	Comments <i>(including suggestions for improvement)</i>
4. Professional conduct		
5. Courteous		

General comments & suggestions:

Evaluator's Name: _____

Position: _____

Email address: _____

Signature: _____

Date: _____

SAZ improving the quality and competitiveness of Zimbabwe products!