

Certification Liaison Engineer Assessment Report

Name of CLE:..... CLE Appointment No.:.....

Company for whom CLE works:.....

Date of Audit:.....

Current CLE Scope of operation:

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Audit Summary

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Assessor

Name Signature:

Date Company:

Verified by (optional use by Internal quality Representative or External Quality assessment body)

Name Signature:

Date Company:

BABT Use only

Noted by..... Signature:

Date



CLE Audit		CLE no:			
No	Section	Description	Yes	No	N/A
Quality System					
01	A.1.1	Does the manufacturer operate an Engineering Change Process			
Record the number and revision level of all Engineering Change procedures and all proforma change documents used within the CLE authorisation process:					
02	A.1.2	Are all documents required to maintain the Engineering Change process (including Procedures) under issue control?			
03	A.1.3	Have all issues of Engineering Change procedures and documents including the CLE Authorisation been agreed by BABT?			
04	A.1.4	Has the CLE process been audited within the last 12 months?			
05	A.1.5	Has an Audit report been sent to BABT in a timely manner			
06	A.1.5	Have all corrective actions from the previous Audit been cleared in a satisfactory manner			
Source Data for CLE					
07	A.2.1	Does the CLE have access to copies of all BABT Certificates within his/her scope			
08	A.2.2	Does the CLE have access to copies of all standards listed on BABT Certificates within his/her scope			
09	A.2.3	Does the CLE have access to TCFs (or equivalent) for all products for which a D of C is relevant			
Comments:					

Note: Do not use shaded areas.

CLE Audit		CLE no:			
No	Section	Description	Yes	No	N/A
CLE Qualification					
10	A.3.1	Has the current job description of the CLE been presented to BABT			
11	A.3.2	Has the current organisation structure within which the CLE operates been agreed by BABT			
12	A.3.3	Can the CLE demonstrate an understanding of significant aspects of the standards listed in the BABT certificates within their scope			
13	A.3.4	Has the CLE demonstrated a clear understanding of the design and functionality of products within their scope			
CLE Scope					
14	A.4.1	Are there adequate agreements in place where the CLE is not a member of the design authority of a product			
15	A.4.2	Are there adequate agreements in place where the CLE is not a member of the Manufacturing organisation for a product			
16	A.4.3	Are there adequate agreements in place where a D of C is required but the CLE is not a member of the organisation making the declaration.			
17	A.4.4	Does the CLE maintain an adequate list of products upon which they are active			
Comments:					

Note: Do not use shaded areas.

CLE Audit		CLE no:			
No	Section	Description	Yes	No	N/A
Engineering Changes					
18	A.5.1	Have all Engineering Change requests for products with BABT Certificates been submitted to either BABT or a CLE			
19	A.5.2	Have all Engineering Change requests for products requiring a D of C been submitted to the appropriate body			
20	A.5.3	Have all Engineering Change requests for products without BABT Certificate or a D of C been submitted to the appropriate body			
21	A.5.4	Has the CLE records of all reviews of changes presented to him/her			
22	A.5.5	Do the records demonstrate the CLE decision with appropriate justification			
23	A.5.6	Has the CLE only authorised changes within his/her scope of action or after appropriate authorisation			
24	A.5.7	Are records of the Engineering Changes with CLE justifications retained for 2 years			
Comments:					