

Procedure for  
the Periodic Reporting  
on the Status of  
the Scheme in  
Spain

TEDAE QC 9104-005

Edition 4

Date: 06/05/2023

## Summary

This document:

- Outlines the operating procedure that applies to the preparation of reports containing essential information regarding the status of the Scheme in Spain, which are considered as “deliverables” to be submitted to various interested parties who request them (TEDAE, ECOT, RMS, CCT), with the purpose of unifying criteria and results in a way that leads to a single report that is valid for these interested parties.

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the Scheme in  
Spain

TEDAE QC 9104-005

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Procedure for  
the Periodic Reporting  
on the Status of  
the Scheme in  
Spain

TEDAE QC 9104-005

Edition 4

Date: 06/05/2023

### Revision Index

edition	revision	date	notes
1		01/JUN/2011	First edition
2		15/SEP/2016	New edition due to complete document revision
3		14/JUL/2020	Periodic revision
4		05/JUNE/2023	Review for the transition to the new standards

### Distribution Index

- Regional Management Structure (RMS).
- TEDAE Quality Committee (CCT).
- ~~TEDAE CBMC Work Group.~~
- TEDAE AAB.

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## Content

1	Purpose and Scope of Application .....	4
2	Standards for Reference .....	4
3	Terms & Definitions .....	4
4	Periodicity and Content .....	4
5	Data Collection and Completion.....	5
6	Records.....	5
	ANNEX 1: Content of the Periodic Report on the Status of the Scheme .....	6

## 1 Purpose and Scope of Application

- 1.1 Outline the operating procedure that applies to the preparation of report containing essential information regarding the status of the Scheme in Spain, which is considered as a “deliverable” to be submitted to various interested parties who request it (TEDAE, ECOT, RMS, CCT), with the purpose of unifying criteria and results in a way that leads to a single report that is valid for these interested parties.
- 1.2 The latest monthly report shall be used for the report requests made by any interested party.

## 2 Standards for Reference

- 2.1 In addition to the reference documentation contained in standards EN9104-002, the following shall be considered to be standards for reference:
  - 2.1.1 Series 9104 standards.
  - 2.1.2 The resolutions contained in the “IAQG Resolutions Log.”
  - 2.1.3 The “Supplemental Rules” edited by the IAQG.
  - 2.1.4 ECOT Procedures.
  - 2.1.5 The Procedures, Notifications and Resolutions of the TEDAE RMS.

## 3 Terms & Definitions

- 3.1 For the purposes of this procedure, in addition to the terms & definitions included or referenced in the following standards and procedures: ISO 9000, ISO 17000, ISO 19011 and series 9104 standards, the following shall apply:
- 3.2 RMS, ~~CBMC Work Group~~ and AAB.

Within the scope of this document, any reference to the RMS, ~~the CBMC Work Group~~ and the AAB shall be understood as referring to TEDAE’s RMS, ~~CBMC Work Group~~ and AAB.

## 4 Periodicity and Content

- 4.1 The Spanish Scheme Status Report shall be issued monthly, preferably on the first week of the month following the one corresponding to the report. Considering that most of the data must be obtained from the OASIS Database, and that this database is live and constantly experiencing changes, with the purpose of maintaining the homogeneousness of this data, it shall be extracted on the same date, and this date shall be specified in the report.
- 4.2 The report shall be edited by the RMS President or a person appointed by him/her, and distributed to the industrial members of the RMS.
- 4.3 Report Format
  - 4.3.1 The report shall be formatted as per Form 551 of the EAQG ~~OPMT “Other Party Management Team”~~, revision E of November, 2022 and adapted for the TEDAE RMS.
- 4.4 Report Content

The content of the report, which is mostly of a descriptive statistical nature, shall be the following:

1. RMS
  - Structure and Organization
  - RMS Meetings
  - AAB (Members and Meetings)

- TPAB (Members and Meetings)
  - OP Assessors (Members and Meetings)
  - 2. National Oversight Status.
  - 3. Status of the Oversight of the **RMS** by the **ECOT** for the previous year. **(When it applies)**.
  - 4. Status of the Oversight of the **RMS** by the **ECOT** for the current year.
  - 5. Status of the International Oversight on behalf of the **ECOT** for the current year.
  - 6. ICOP Scheme documents edited by the Spanish **RMS**.
  - 7. Approved Accreditation Body and Certification Bodies.
  - 8. Approved Training Providers
  - 9. Training Plan
  - 10. Development of future requirements
  - 11. Summary of EAQG member participation
  - 12. Miscellaneous
  - 13. Annual Performance Review
- 4.5 The latest available report shall be used when reporting information to the **ECOT**.

## 5 Data Collection and Completion

- 5.1 The information to be presented shall be the one obtained from the OASIS Database, complemented by the one obtained from the other identified sources. In the event of a discrepancy in this information, the discrepancy must be eliminated by adequately updating the source.
- 5.2 The procedure to record the information in the report is outlined in Annex 1 hereto.

## 6 Records

- 6.1 The Periodic Reports on the Status of the Scheme in Spain shall be considered to be records, and the **RMS President** shall be responsible for keeping them on file.

## ANNEX 1: Content of the Periodic Report on the Status of the Scheme



**Certification Oversight Team**

### **RMS ICOP Scheme Report 2023**

**Date:**

**Prepared by:**

**On behalf of: SPANISH RMS**

**Notes for completion:**

- 1) Items in brackets { } indicate suggested content for completion. Brackets may be deleted when completed.
- 2) Tables may be extended or reduced to contain actual content.
- 3) Changes or updates to content are to be shown in **red**.

**Date:** report date.

**Prepared by:** Name and surnames of the person who prepares the Report

**On behalf of:** TEDAE / Spanish **RMS**

# 1 RMS

## RMS - Structure and Organization/Meetings

Must include information related to the TEDAE **RMS**. Information is to be requested from the **RMS President** to verify whether there have been changes since the latest report in relation to the content of the following Tables.

RMS		Spanish RMS				
Item	Name	Company	Member <small>(IAGG / EAGG / NAA / AB / CB / TP)</small>	Role	Voting Member <small>(Yes / No)</small>	Active* <small>(Yes / No)</small>
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
<b>RMS Summary Status</b>		<b>Participants</b> <small>(total number)</small>			<b>Voting Members</b> <small>(number)</small>	<b>Active Participants</b> <small>(number)</small>

\* Active Participation means having attended at least 50% of the planned events over the last 12 months

**Notes:**

- For the CB representative, the identification of the person who is appointed as of the date of the report shall be entered.
- Any participant who has attended at least 2 out of the last 4 **RMS meetings**, or who has delegated his/her participation in writing, shall be identified as an Active Participant. The minutes of those **RMS meetings** must be consulted for this purpose.

RMS Meetings		Date <small>(dd / mm / yyyy)</small>	Location	Completed or Cancelled
	1			
	2			
	3			
	4			
	5			
	1			
	2			
	3			
	4			
	5			

**Notes:**

The meetings planned/held by the **RMS** during the year of the report, as well as those planned for the following year, must be entered. The source of information for the dates of the meetings are the **RMS** minutes, and for the planned dates, the last meeting of each year (where the dates are established) or the latest meeting (in case there has been any modification).



## AAB – Participants and Meetings

Must include information corresponding to the TEDAE **RMS** AAB. Information must be requested to the Head of the AAB to verify whether there have been changes in regard to the following Tables since the latest report.

AAB		{Name}				
Ref.	Name	Company	Member (IAGG / EAGG / NAIA)	Role	Voting member (Yes / No)	Active*? (Yes / No)
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
<b>AAB Summary Status</b>		<b>Participants</b> <small>(total number)</small>			<b>Voting Members</b> <small>(number)</small>	<b>Active Participants</b> <small>(number)</small>
		{add number}			{add number}	{add number}
<i>* Active Participation means having attended at least 50% of the planned events over the last 12 months</i>						
<b>Notes:</b>						

AAB Meetings		Date <small>(dd / mm / yyyy)</small>	Location	Completed or Cancelled
202Y	1			
	2			
	3			
	4			
	5			
<b>Notes:</b>				

Keeping in mind that the work of the AAB is performed as part of a virtual process via e-mail messages and that face-to-face meetings only take place under special circumstances:

- a) In the ‘participants’ table, an active member shall be deemed to be one who has participated in at least two authentication/re-authentication processes within the previous twelve months.
- b) Unless a face-to-face AAB event has been held in the current year, which is to be recorded, the meetings table is to be left blank, stating the following in the notes:

**Notes:** Most of the AAB work is performed by electronic/virtual process based on e-mail communications. Face to face meetings are only under special circumstances or once a year. AAB issues discussed during the **RMS** meetings.

### TPAB – Participants and Meetings

Taking into account that there is no TPAB in the current TEDAE RMS structure, these tables are to be left blank.

<b>TPAB:</b>	{Name}			
<b>Participants:</b>	<b>Name:</b>	<b>Company:</b>	<b>Role:</b>	<b>Active Participant*</b>
<b>Summary:</b>	<b>Participants: {No.}</b>	<b>Voting Members: {No.}</b>		<b>Active Participants: {No.}</b>

\* Active Participation means having attended at least 50% of the planned events over the last 12 months

Notes:

TPAB Meetings:	Date:	Location:	Planned or Completed:
<b>This Year:</b>	1	{dd/mm/yy}	
	2		
	3		
	4		
<b>Next Year:</b>	1	{dd/mm/yy}	
	2		
	3		
	4		

Notes:

### OP Assessors – Participants and Meetings

Must include information corresponding to the OP Assessors of the Spanish RMS. Information is to be requested from the person in charge of Oversight to verify whether there have been changes in regard to the content of following Tables since the latest report.

OP Assessors								
Ref	Name	Company	Member (IAQG / EAQG / NAIA)	Form A (dd / mm / yyyy)	Approved (dd / mm / yyyy)	Re-Approved (dd / mm / yyyy)	Expiry Date (dd / mm / yyyy)	Active*? (Yes / No)
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
OP Assessor Summary Status	Active Participants		Active EAQG Member Companies		Other Member Companies			
	{add number}		{add number}		{add number}			
<i>* An active OP Assessor is one that has conducted at least one oversight in the last 12 calendar months</i>								
Notes:								

OP Assessors Meetings		Date (dd / mm / yyyy)	Location	Completed or Cancelled
202Y:	1			
	2			
	3			
	4			
	5			
Notes:				

- Any OP Assessors who have performed at least one oversight during the last 12 months shall be identified as Active (Y).
- An I, E and/or N is to be used to specify whether the entry belongs to an IAQG, EQAG and/or TEDAE member.

The meetings planned/held by the OP Assessors for the year of the report and those planned for the following year are to be specified. The source of information shall be the meeting minutes for held meetings, and the documentation informing the existence of a planned event for planned meetings. The information must be confirmed with the person in charge of Oversight and the **RMS President**.

## 2. National Oversight Status

Must include information corresponding to the Oversight performed over the following organizations:

- The Certification Bodies accredited within the Spanish scheme.
- ENAC.
- AAB.
- **RMS.**

Information is to be requested from the person in charge of Oversight to verify whether there have been changes in the content of the following Table since the latest report.

Entity subject to Oversight <small>(CB / AB / RMS internal / AAB / TPAB / TP – if applicable)</small>	OP Assessor <small>(Name)</small>	Office or Witness <small>(OA or WA)</small>	Audit Date(s)		Number of NC		AQMS Standard <small>(B1ex or NA)</small>
			Planned <small>(dd / mm / yyyy)</small>	Actual <small>(dd / mm / yyyy)</small>	Raised <small>(number)</small>	Closed <small>(number)</small>	
{add CB Name 1}		OA WA					
{add CB Name 2}		OA WA					
{add CB Name 3}		OA WA					
{add CB Name 4}		OA WA					
{add CB Name 5}		OA					
{add CB Name 6}							
{add CB Name 7}		OA WA					
{add CB Name 8}		OA WA					
{add CB Name 9}		OA WA					
{add CB Name 10}		OA WA					
{add AB Name}		OA WA					NA {CB OA or WA}
RMS Internal Audit							
AAB <i>(if applicable)</i>							
TPAB <i>(if applicable)</i>							
{add TP Name} <i>(if applicable)</i>							{A? – B1XX}
<i>Note: It is acceptable to cut and paste the agreed Oversight WG National Oversight Plan in Excel.</i>							
<b>Notes:</b>							

With the purpose of making it easier to complete this table, it is acceptable to embed in the report the Excel file corresponding to the oversight activities in Spain, updated to the date of the “Master Template,” instead of filling out the table.

## 3. ECOT – TEDAE RMS oversight – Status (for the year prior to the report). (When it applies).

Must include information corresponding to the oversight of the TEDAE RMS for the year prior to that of the report. Information is to be requested from the person in charge of Oversight to verify whether there have been changes in the content of the following Table since the latest report.

Entity subject to Oversight: <small>(Our RMS)</small>	Date of Oversight <small>(dd / mm / yyyy)</small>	Oversight Team			Number of NC		Date Closed <small>(dd / mm / yyyy)</small>
		Role <small>(Lead OP Assessor / Assessor / ...)</small>	Name <small>(Name)</small>	Country <small>(Country of SMS or RMS or CG)</small>	Raised <small>(number)</small>	Closed <small>(number)</small>	
<b>Notes:</b>							

#### 4. **ECOT– TEDAE RMS oversight – Status (year of the report)**

Must include information corresponding to the oversight of the TEDAE **RMS** for the year of the report. Information is to be requested from the person in charge of Oversight to verify whether there have been changes in the content of the following Table since the latest report.

Entity subject to Oversight: <small>(Our RMS)</small>	Date of Oversight <small>(dd / mm / aaaa)</small>	Oversight Team			Number of NC		Date Closed <small>(dd / mm / aaaa)</small>
		Role <small>(Lead OP Assessor / Assessor / ...)</small>	Name <small>(Name)</small>	Country <small>(Country of SMS or RMS or CG)</small>	Raised <small>(number)</small>	Closed <small>(number)</small>	
Notes:							

#### 5. Oversight on Behalf of the **ECOT** – Status (year of the report)

Must include information corresponding to the Oversight of the TEDAE **RMS** on behalf of the **ECOT** for the year of the report. Information is to be requested from the person in charge of Oversight to verify whether there have been changes in the content of the following Table since the latest report.

Oversight Team		SMS / RMS subject to Oversight <small>(Country or Region of the SMS or RMS)</small>	Date(s) of Oversight <small>(dd / mm / aaaa)</small>	Number of NC		Date Closed <small>(dd / mm / aaaa)</small>
Role <small>(Lead OP Assessor / Assessor / ...)</small>	Name <small>(Name)</small>			Raised <small>(number)</small>	Closed <small>(number)</small>	
Notes:						

#### 6. ICOP scheme documents edited by the TEDAE **RMS**.

Must include information corresponding to current documents (Procedures, Guides and Forms) edited by the TEDAE **RMS** along with the date of their edition. Information is to be requested from the **RMS Presidente** to verify whether there have been changes in the content of the following Table since the latest report.

Id.	Document Title / Name	Document Issue / Revision	Document Issue / Revision Date <small>(dd / mm / aaaa)</small>
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
Notes:			

## 7. Approved Accreditation Body and Certification Bodies.

Must include information related to Spanish ICOP Scheme approved Accreditation Body and Certification Bodies. Information is to be requested from the **RMS President** to verify whether there have been changes in the content of the following Table since the latest report.

AB	AB Name		AB Status: <small>(Applicant / Approved / Suspended / Withdrawn)</small>			
CBs	CB Name	Standard <small>(9100 / 9110 / 9120)</small>	CB Status <small>(Applicant / Accredited / Suspended / Withdrawn)</small>			
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
CB Summary Status		Date: <small>(dd / mm / yyyy)</small>	Applicant: <small>(number)</small>	Accredited: <small>(number)</small>	Suspended: <small>(number)</small>	Withdrawn: <small>(number)</small>
			0	6	0	0
Notes:						

### Accreditation Body

ENAC is to be specified as the approved Accreditation Body. It must be verified whether it is identified as such in the OASIS Database.

### Certification Bodies

The accredited/approved Certification Bodies for the Scheme must be specified, while completing the information related to the AQMS standards for which they are accredited. For this purpose, the **RMS President** must use information from the ENAC Accreditation Bodies and the Technical Annexes found in ENAC's website. It must be verified that they are identified as such in the OASIS Database.

## 8. Approved Training Providers

Taking into account that there are no Approved Training Providers in the current structure of the TEDAE **RMS**, these tables are to be left blank.

Training Providers Summary			
Total of 9104-3 Courses Approved	9100 <small>(number)</small>	9110 <small>(number)</small>	9120 <small>(number)</small>
A1. Foundation Course			
A2. Standard Auditor Course			
A3. & A4. Industry Specific Course			N/A
A5. Self-Study Examination	N/A	N/A	

Approved Training Providers Detail				Status <small>(Approved / Suspended / Withdrawn)</small>
Name	Approved Training Courses <small>(Title)</small>	Date <small>(dd / mm / yyyy)</small>	9100 <small>(dd / mm / yyyy)</small>	9110 <small>(dd / mm / yyyy)</small>
				Approved 9120 <small>(dd / mm / yyyy)</small>

Name	Approved Training Courses <small>(Title)</small>	Date <small>(dd / mm / yyyy)</small>	9100 <small>(dd / mm / yyyy)</small>	9110 <small>(dd / mm / yyyy)</small>	Approved 9120 <small>(dd / mm / yyyy)</small>

Notes:

## 9. Training Plan

Must include information related to the Training Plan **and organized conferences**. Information is to be requested from several members of the **RMS** to verify whether there have been changes in the content of the following Table since the latest report.

Training Delivered <small>(List any details of training delivered to RMS participants and CP Assessors)</small>				
Itm.	Training Title / Content	Group of Participants <small>(e.g. RMS, CP Assessor, ...)</small>	Actual Date <small>(dd / mm / yyyy)</small>	Location
01				
02				
03				
04				
05				

Training Planned <small>(List any details of training that may be required for RMS participants and CP Assessors)</small>				
Itm.	Training Title / Content	Group of Participants <small>(e.g. RMS, CP Assessor, ...)</small>	Planned Date <small>(dd / mm / yyyy)</small>	Location
01				
02				
03				
04				
05				

**Conferences:**

Conference <small>(Name / Title)</small>		Location	Date of Event <small>(dd / mm / yyyy)</small>	Active Participant*
Ref.	Participant Name	Company	Role	(Yes / No)
01				
02				
03				
04				
05				
06				
07				
08				
<b>Participants</b> <small>(total number)</small>				<b>Active Participants</b> <small>(number)</small>

\* Active Participation means involvement in the development or delivery of a conference at least once in the last three years

**Note:**

**10. Development of future requirements**

Must include information regarding the participants who are actively involved in the development of future requirements for the ICOP process as part of initiatives backed by the ECOT. This section must only take into account the development of series 9104 standards and the participation in specific development projects of the ICOT and ECOT. The development of series 9100 standards and the 9101 standard is not considered to be part of this activity and must not be included. Information is to be requested from several members of the RMS to verify whether there have been changes in the content of the following Table since the latest report.

The following members and their companies have been actively involved in the development of future requirements for the ICOP process in initiatives endorsed by the ECOT:

Note: Only the development of 9104 series standards and participation in specific ICOT and ECOT development projects such as tactical objectives will be considered for this section. Development of 9100 series and 9101 standards are not considered part of this activity and should not be included.

Ref.	Initiative Title	Name	Company:	Role	Active Participant*
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
		<b>Participants</b> <small>(total number)</small>			<b>Active Participants</b> <small>(number)</small>

\* Active Participation means having actively participated in the team undertaking the initiative within the last 36 months.

**Note:**



### 11. Summary of EAQG member participation

Must include information related to the participants involved in **RMS** supporting activities:

- a) **RMS** management and maintenance, as per section 1 (**RMS** /AAB/TPAB) of this Annex.
- b) Oversight Activities, as per section 1 (active OP Assessors) and sections 2 through 5 Oversight of this Annex.
- c) Development and Communication of the ICOP scheme sections 9 (Conferences) and 10 (Development) of this Annex.

Information is to be requested from persons in various positions within the **RMS** to verify whether there have been changes in the following Table since the latest report.

The following Member companies have been actively involved supporting the RMS or ECOT over the last 12 months

<i>Management and Maintenance of the RMS or ECOT (Item 1 RMS and / or AAB and / or TPAB)</i>		
EAQG Member Company Name	EAQG Member Company Name	NAIA Member Company Name

<i>Oversight Activities (Item 1 Active OP Assessors and Items 2 to 4 Oversight Status)</i>		
EAQG Member Company Name	EAQG Member Company Name	NAIA Member Company Name

<i>ICOP Development and Communication (Delivered item 8 Training and/or Conferences and item 9 Development)</i>		
EAQG Member Company Name	EAQG Member Company Name	NAIA Member Company Name

### 12. Miscellaneous

Must include information that is not contained in the reporting form, and about which it is considered to be necessary to inform the **ECOT**. This information is to be requested from the members of the **RMS**. The format of this information is not defined and will depend on the type of information.

List Details of anything requiring to be reported to the ECOT not already contained in this report
▪ ...
▪ ...
▪ ...
▪ ...
▪ ...

### 13. Annual Performance Review

The summary for the year is to be presented to the **ECOT**.

#### Appeals and Complaints

Contains the appeals and complaints received by the **RMS**. Information is to be requested from the persons in charge of the AAB and Oversight, and from the **RMS President**, to verify whether there have been changes in the content of the following Table since the latest report.

Appeals and Complaints					
Item	Appeals (Summary Description)	Entity subject of Appeal	Appeal Ref. <small>(e.g. OASIS ticket, ...)</small>	Date Raised <small>(dd / mm / yyyy)</small>	Date Closed <small>(dd / mm / yyyy)</small>
01	NONE	N/A	N/A		
02					
03					
Item	Complaints (Summary Description)	Entity subject of Complaint	Complaint Ref. <small>(e.g. OASIS ticket, ...)</small>	Date Raised <small>(dd / mm / yyyy)</small>	Date Closed <small>(dd / mm / yyyy)</small>
01	NONE	N/A	N/A		
02					
03					

### Oversight Metrics

Contains metrics for the oversight process. Information is to be requested from the person in charge of Oversight to verify whether there have been changes in the content of the following Table since the latest report.

Oversight Metrics (from section 2):	Number Planned	Number Completed	Number of NC's Raised
AB Office Oversight Assessments Planned			
AB Witness Oversight Assessments Planned			
CB Office Oversight Assessments Planned			
CB Witness Oversight Assessments Planned			
AAB Office Oversight Assessments Planned (if applicable)			
TPAB Office Oversight Assessments Planned (if applicable)			
Training Course Witness Oversight Assessments Completed (if applicable)			
All Oversight Assessments			

### Analysis of the Non-Conformity Reports of the Oversight Process

Must include information related to the no. of non-conformities raised within the scope of the oversight process, specifying the body to which they apply. The non-conformities must be classified as per the requirements of the ECOT Oversight WG, **such as:**

- ~~A: Completion of 9101 Forms~~
- ~~B: Deployment of an Effective Audit Process~~
- ~~C: CB Personnel Competence~~
- ~~D: Certificate Errors~~
- ~~E: OASIS Data Entry~~
- ~~F: Implementation of Resolutions~~
- ~~G: CB's QMS~~
- ~~H: Transfers/Withdrawals~~
- ~~I: Incorrect Structure~~
- ~~J: Records~~
- ~~K: Complaints/Feedbacks~~
- ~~L: Auditor Competence~~
- ~~M: Right of Access~~

Information is to be requested from the person in charge of Oversight to verify whether there have been changes in the content of the following Table since the latest report.

<i>Analysis of NC reports raised during oversight from Form 557</i>				
Ref.	Nonconformity Topic	Subject Entity (e.g. RMS, AAB, AB, AB, ...)	NC raised (number)	NC raised (% of total)
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

**Notes:**

Summary of the main Non-Conformities of the Oversight Process

Contains the categories whose % in relation to the other categories amounts to 20% or greater. Data from the table in the section above is to be used for this purpose.

<i>Summary of Top 20% of NC reports raised during oversight</i>			
Ref.	Nonconformity Topic:	NC raised (number)	NC raised (% of total)
01			
02			
03			
04			
05			

**Notes:**

Supplemental Oversight Summary

Must include information related to the Supplemental Oversight. Information is to be requested from the members of the **RMS and the RMS President** to verify whether there have been changes in the content of the following Table since the latest report.

<i>Supplemental Oversight Summary</i>		
Ref.	Entity Conducting Supplemental Oversight	Entity Subject to Supplemental Oversight
01		
02		
03		
04		
05		

<i>Supplemental Oversight NC Summary</i>			
Ref.	Nonconformity Topic	NC raised (number)	Supplemental NC raised (% of total)
01			
02			
03			
04			
05			

**Notes:**

Examples of “Good Practices” observed during the oversight process.

(Self explanatory)

Examples of Effective Corrective Actions of the oversight process

(Self explanatory)

Recommendations related to potential improvements to the ICOP scheme process

(Self explanatory)

Summary comment (including any additional action).

(Self explanatory)