

APPENDIX 7

GLP-R008
Issue 2, 13-Apr-16

GOOD LABORATORY PRACTICE COMPLIANCE PROGRAMME DEPARTMENT OF STANDARDS MALAYSIA

*LEAD INSPECTOR / INSPECTOR/ TRAINEE INSPECTOR EVALUATION REPORT

Name of evaluated inspector: _____

Date of inspection: _____ Type of inspection: _____

Role in the inspection: _____

Name of test facility: _____

Classification of Evaluation:

A = Acceptable, B = Needs Improvement, NA = Not applicable

EVALUATION

Criteria	A	B	NA	Comment
1. Effective planning, preparation and briefing				
2. Punctuality <ul style="list-style-type: none"> • the inspector was on time 				
3. Conduct of starting conference:				
<ul style="list-style-type: none"> • introduction 				
<ul style="list-style-type: none"> • scope and objectives 				
<ul style="list-style-type: none"> • reconfirm the standard 				
<ul style="list-style-type: none"> • assures the maintenance & undertaking of confidentiality 				
<ul style="list-style-type: none"> • clarifies the inspection plan 				
<ul style="list-style-type: none"> • provides the opportunity for everyone to ask questions 				
<ul style="list-style-type: none"> • responds effectively to questions and remarks 				
4. Audit skills:				
<ul style="list-style-type: none"> • remained in scope 				
<ul style="list-style-type: none"> • objective 				
<ul style="list-style-type: none"> • conclusions based on objective evidence 				
<ul style="list-style-type: none"> • alert 				
<ul style="list-style-type: none"> • act ethically 				
<ul style="list-style-type: none"> • good time management 				
<ul style="list-style-type: none"> • ability to understand operation in a broad perceptive 				
5. Conduct of exit conference:				
<ul style="list-style-type: none"> • inspection findings clearly presented and explained 				
<ul style="list-style-type: none"> • category and significant of non-compliance explained 				
<ul style="list-style-type: none"> • confirmation of the scope of studies 				

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6. Presentation of inspection findings <ul style="list-style-type: none"> • inspection findings and non-compliance raised clearly presented and explained 				
7. Knowledge of inspection criteria / requirements (GLP CP Manual & OECD Principles of GLP)				
8. Compliance with inspection procedure (GLP CP Manual & OECD Series No.3)				
9. Appearance				
10. Oral communication skills				
11. Clear and concise reporting				
12. Relationship with team				
13. Relationship with customer				
14. Personal attributes:				
<ul style="list-style-type: none"> • ethical, versatile 				
<ul style="list-style-type: none"> • open minded, mature 				
<ul style="list-style-type: none"> • diplomatic, observant 				
<ul style="list-style-type: none"> • decisive, self-reliant 				

Report by evaluator

Result of evaluation: Satisfactory / Unsatisfactory *

Summary comments:

Name:

Signature:

Date:

Acknowledgement by evaluatee

Name :

Signature:

Date:

(Lead Inspector/Inspector/Trainee Inspector*)

Reviewed by GLP Manager

Result of review: Satisfactory / Unsatisfactory *

Comments:

Name:

Signature:

Date:

Approval by Director of Accreditation

Approved / Not Approved*

Comments:

Signature:

Date:

Note: * Delete whichever not applicable