

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

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6. Presentation of inspection findings <ul style="list-style-type: none"> <li>• inspection findings and non-compliance raised clearly presented and explained</li> </ul>				
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"> <li>• ethical, versatile</li> </ul>				
<ul style="list-style-type: none"> <li>• open minded, mature</li> </ul>				
<ul style="list-style-type: none"> <li>• diplomatic, observant</li> </ul>				
<ul style="list-style-type: none"> <li>• decisive, self-reliant</li> </ul>				

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