

Assessment Record No. ....

---

**Assessor Identification**

Name .....  
Role / No. of assessors .....  
Assessor-ID .....

---

**Assessment Context**

Date .....  
Organizational unit .....  
Method .....  
Process Assessment Model .....  
Process Reference Model .....  
Processes assessed .....  
.....  
.....  
Total duration (in days) .....  
Number of hours for  
    Planning .....  
    Assessment .....  
    Reporting .....

---

**Sponsor**

Name ..... Position .....  
Company ..... Email .....  
Phone ..... Fax .....  
Address .....

Comments:

Signature of Sponsor

Date