

LEAD EVALUATOR TRAINING MATERIALS FROM THE ILAC EVALUATION OF APLAC

(including updates for requirements from both PAC and APLAC)

OLD	NEW	CHANGE
MR011 A guide for APLAC Evaluation Teams for the planning and conduct of evaluations is now MRA-006 A guide for the planning and conduct of evaluations		
2.4.1 Use of Annex V of MR 009 for witnessing reports	Details of witnessed activities now recorded on APAC FMRA-012	New form reference
2.7.1 The policies and procedures of the applicant body for proficiency testing shall be evaluated against the requirements of APLAC MR 001, clause 3.3.	2.7.1 The policies and procedures of the applicant body for proficiency testing shall be evaluated against the requirements of ILAC P9 . Access to and participation levels in proficiency testing programmes should be established	Now refers directly to P9
3.1 (v) In consultation with APLAC MRA Council Chair, select evaluation team members and seek endorsement of team by AB; - check that team members' ABs have not provided consultancy to AB in last 4 years;	3.1 (v) In consultation with APLAC MRA Council Chair, select evaluation team members and seek endorsement of team by AB; - check that team members' ABs have not provided consultancy to AB in last 3 years;	Amended period for team members that may have provided consultancy
3.1 (v) balance of experienced and less experienced evaluators (unless unavoidable, e.g. because of limited evaluator resources, no more than one "provisional" evaluator; use of more than one "provisional" evaluator requires specific approval by the Chair of the APLAC MRA Council);	3.1 (v) balance of experienced and less experienced evaluators , and the inclusion of at least one Provisional Evaluator	Changes with regard to the inclusion of provisional evaluators on the team

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3.2 (viii) Present a verbal report to the APLAC MRA Council, summarising the team's findings and supporting the team's recommendations.	3.2 (viii) If required , present a verbal report to the APLAC MRA Council, summarising the team's findings and supporting the team's recommendations.	Changes to reporting on the outcome of the evaluation to the MRA Council
3.5 (vii) Complete evaluator performance log for each team member (APLAC MR 004, Appendix 3; available in Word format from "members only" area of APLAC web site) and send to Chair of Evaluator Performance Working Group;	3.5 (vii) Complete evaluator performance log for each team member (APAC FMRA-008) and send to Chair of APAC MRA;	Amended form reference and recipient of the team performance evaluations
4. Management Of Observers At Evaluations	Now in a separate document APAC MRA-007	Amended document reference
APLAC MR-002 Mutual Recognition Arrangement / APAC MRA-002 Mutual Recognition Arrangement		
Covered: <ul style="list-style-type: none"> • Principle elements for the arrangement • The arrangement itself which included obligations of the full members 	Document sets out the different levels (5) in the MRA structure based on the activities undertaken by the AB's, and includes the obligations of the APAC full members	

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APLAC MR-001 Procedures for Establishing and Maintaining the APLAC Mutual Recognition Arrangements Amongst Accreditation Bodies / PAC-MLA-002 Policies and Procedures for a Multilateral Recognition Arrangement (MLA) Among Accreditation Bodies APAC MRA-001 Procedures for Establishing and Maintaining Mutual Recognition Amongst APAC Accreditation Bodies		
This document describes the procedures for APLAC to follow in the evaluation and re-evaluation of an accreditation body that accredits: <ul style="list-style-type: none"> • calibration laboratories; • testing laboratories; • medical testing laboratories; • inspection bodies; • reference material producers (RMPs); • proficiency testing providers (PTPs). 	... accreditation bodies that accredit the following types of CAB's that accredits: <ul style="list-style-type: none"> • calibration laboratories; • greenhouse gas validation and verification bodies; • inspection bodies; • management system certification bodies; • medical /clinical testing laboratories; • persons certification bodies; • product certification bodies; • proficiency testing providers (PTPs). • reference material producers (RMPs); • testing laboratories; 	Expanded scope
Evaluation Team Leader (TL): a person responsible for leading an MRA peer evaluation team.	Lead Evaluator: a person accepted by the APAC MRA MC as meeting the requirements given in APAC MRA -004 and the criteria for Peer Evaluator Team Leader as detailed in IAF/ILAC A2 – Annex 1. Evaluation Team Leader (TL): a person responsible for leading an APAC MRA peer evaluation team.	Additional definitions for team members

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	Provisional Evaluator: a person accepted by the APAC MRA MC as meeting the requirements given in APAC MRA-004 and the criteria for Candidate Peer Evaluation Team Member as detailed in AIF/ILAC A2-Annex 1	Additional definitions for team members

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8.1.3 The evaluation team may include a Trainee Peer Evaluator. The Trainee Peer Evaluator cannot conduct evaluation works independently and shall be closely supervised by the Team Leader or other qualified team member. (PAC-MLA-002)		No longer have Trainee Peer Evaluators
8.1.4 No team shall be comprised of more than one Team Member currently being qualified under the Alternative Arrangement (refer to Clause 4.3.4 of PAC-MLA-005 for details on Alternative Arrangement). (PAC-MLA-002)		No longer referenced is the option to have contracted evaluators where the AB is not able to provide one from their own organisation
8.2.1 The MLA MC shall appoint prospective individuals to participate on each evaluation (initial, extension of MLA scope and re-evaluation)... (PAC-MLA-002)	10.3 Once the APAC MRA MC has selected the Team Leader and Deputy Team Leader (where applicable), the Team Leader in consultation with the Deputy Team Leader then selects the Team Members.	The team leader selects the team members and informs the APAC MRA MC who approves their selection

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	Provisional Lead Evaluator: a evaluator accepted by the APAC MRA MC as meeting the requirements given in APAC MRA 004 and the criteria for Evaluation Team Leader as detailed in IAF/ILAC A2 Annex 1, who has undertaken at least two peer evaluations as an Evaluator and received a positive recommendation from a Lead Evaluator.	Additional definitions for team members for ex APLAC. This definition already existed under PAC (Trainee Team Leader) Removed 07-05-2019
4.8 The applicant body shall pay for economy class airfare unless other arrangements are agreed in advance.	6.1.1 Peer evaluation teams shall be provided with flexible economy tickets for itineraries requiring up to 7 hours continuous flying time, and premium	Amended travel options for evaluators

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8.3.2 Peer evaluation team members shall be provided with flexible economy class airline tickets for itineraries requiring up to six hours continuous flying time, and premium economy class (or business class if premium is not available) airline tickets for itineraries requiring more than six hours consecutive flying time. (PAC-MLA-002)	economy class airline tickets for more than 7 hours continuous flying time.	
4.3 The evaluation team may consist of evaluators and technical experts. When an evaluator or technical expert from outside the APLAC region is included on the team, the APLAC Board of Management shall determine whether APLAC itself should pay for inter-country travel costs.	6.3 When an evaluator or technical expert from outside the APAC region is included on the team, the applicant should pay for inter-country travel costs.	Amended travel cost requirements for evaluators outside the region

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	<p>10.1.3 A Deputy Team Leader may also be appointed as appropriate to assist with the management of the evaluation, and in the coverage of a large scope of recognition or one that is also covered by IAF and ILAC recognition. For example, a Team Leader may be selected to ensure adequate coverage of one of the ILAC or IAF areas of recognition and the Deputy Team Leader can assist with coverage of the other.</p>	<p>Amendments to composition of the team – now includes deputy team leader as an option</p>

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9.1 Once the evaluation team is confirmed, the MLA MC shall appoint an Ad-hoc review group (AHR-G) to analyse the report in detail, and to discuss with the evaluation team any points requiring further clarification. (PAC-MLA-002)	<p>APPOINTMENT OF AN EVALUATION REVIEW PANEL</p> <p>11.1 Once the evaluation team is confirmed, the APAC MRA MC shall appoint an ad-hoc Evaluation Review Panel (ERP) for the particular evaluation.</p> <p>11.2 The ERP shall be at least three members drawn from the APAC MRA Council Members (Delegates or Alternates) and Evaluators. The ERP shall consist of at least one APAC MRA MC member and one Lead Evaluator). ERP members should preferably come from different economies to ensure that different views and cultures are involved. The APAC MRA Council Chair shall appoint one of the ERP members as the Moderator.</p>	<p>New evaluation report review process for what was APLAC; amended group name for PAC</p> <p>Updated in July 2019 – green highlighted text</p>
	Section 13 now includes details with regard to suspension and withdrawal of recognition, with reference to following the procedures given in IAF/ILAC A2.	<p>Additional information for suspensions and withdrawals.</p> <p>PAC-MLA-002 already referenced IAF/ILAC A2</p>
13.1 The evaluation team leader shall review the information and documentation provided by the applicant body (referenced in section 12.2(a)) within 90 days of receipt.	16.1 The document review shall be conducted in accordance with IAF/ILAC-A2 and this document.	

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	18.2.2 (e) The potential appointment of a Deputy Team Leader;	
17.3 The evaluation team shall do an evaluation of the operational procedures and practices of the applicant body at its offices, and at conformity assessment bodies undergoing assessment/re-assessment and surveillance, placing emphasis on the issues described in Section 2 of APLAC MR 011.	<p>20.3.1 The on-site evaluation shall be conducted in accordance with IAF/ILAC A-2 and this document.</p> <p>20.3.2 The evaluation team shall evaluate the operational procedures and practices of the applicant body at its offices, and at conformity assessment bodies undergoing assessment/re-assessment.</p> <p>Note: Additional guidance on the conduct of evaluations can be found in APAC MRA-006.</p>	New references.
	20.6.6 If the applicant does not accept any of the findings or refuses to take any actions required by the Team Leader, the Team Leader shall seek input from the Chair of APAC MRA MC. If the evaluation team, the applicant, and the Chair of APAC MRA MC cannot reach an agreement, the matter shall be referred to the APAC MRA Council for a decision. The Chair of the APAC MRA Council may choose to appoint a three-member group independent of the APAC MRA MC to deal with any disagreements, or to refer the matter to the appropriate APAC or ILAC/IAF committee, as appropriate.	Expanded options for dealing with evaluation findings.

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	<p>22.3 Evidence of implementation of any corrective action shall be provided by the evaluated body. The level of verification required to assess the effectiveness of the corrective action taken may vary depending on the significance of the findings. For example, in certain circumstances the Team Leader may consider it appropriate to accept remote evaluation of the corrective action taken. In other circumstances, depending on the severity of the nonconformity, the Team Leader may consider it appropriate to conduct a follow-up visit for on-site verification of the corrective action taken.</p>	<p>Clarification of what is required to support actions taken by the AB, to the TL.</p>
	<p>REVIEW BY THE EVALUATION REVIEW PANEL</p> <p>24.1 The task of the APAC ERP is to review the evaluation, planning and execution and to consider the scope, breadth and depth of the evaluation. The ERP shall review all reports and shall decide and formally record its decision on two aspects of the report and any recommendations made by the Evaluation Team: etc.</p>	<p>Documenting the process to be followed by the Evaluation Review Panel which is new to APLAC members – also See Annex E</p>

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	<p>REVIEW AND DECISION-MAKING BY THE MRA COUNCIL</p> <p>25.1 The APAC Secretariat shall submit the final evaluation report together with the ERP Summary Report to the APAC MRA Council for a 14 day comment period.</p> <p>25.2 At the end of the comment period any comments received shall be forwarded to the ERP Moderator and Team Leader for consideration. Within 7 days of receiving the comments the Final Evaluation Report and/or Evaluation Review Summary Report shall be sent to the Secretary for the MRA Council ballot.</p> <p>25.3 The MRA Council ballot shall close 30 days after initial issue by the APAC Secretariat.</p>	<p>Updated decision making process for both APLAC and PAC</p> <p>Comment period included after the June 2019 MRA meeting</p>