

## **APAC TRAINING: REMOTE EVALUATION**

### **Pre-Couse Questionnaire**

**This questionnaire is to be completed by all participants prior to the APAC Training on Remote Evaluation and used by the participants during their discussion of issues at the time of the training.**

#### **Question 1: Use of Remote Evaluations (MRA-009 cl 5.1)**

Remote evaluation may apply to any of the following evaluation activities.

Underline only the correct response(s)

- a) Review of documented information (e.g. accreditation schemes, the AB's management system, policies, procedures, files and records);
- b) Review of competency management (e.g. competency definitions and assessments, training, performance monitoring and reviews, competency approvals, etc.);
- c) Review of quality controls (e.g. internal audits, corrective actions, management reviews, handling feedback and complaints, etc.);
- d) Interviewing personnel;
- e) Witnessing accreditation activities (e.g. assessments, internal meetings, etc.)

#### **Question 2: Use of MRA-009 (cl 1.5)**

The objectives of MRA-009 in using ICT in evaluation activities are to: Underline only the correct response(s)

- a) Provide a consistent methodology for the use of ICT that is sufficiently flexible and non-prescriptive to complement or substitute traditional evaluation techniques;
- b) Allow for the confirmation of AB conformance and competence while maintaining confidence in the evaluation process;
- c) Ensure that adequate controls are in place to avoid any mishandling that could compromise the integrity of the evaluation process, especially at times the on-site evaluations are not practically feasible;
- d) Facilitate additional evaluation activities (e.g. observation of AB technical meetings (e.g. technical advisory committees, assessor forums, management reviews, etc.) that typically would not be available during the traditional evaluation; and
- e) Support the principles of safety and sustainability.

**Question 3: Regulatory Restrictions on Remote Evaluations (MRA-009 cl 1.6)**

Regulatory requirements, stakeholder schemes and programmes, conformity assessment standards and other normative documents, may prescribe limitations on the use of ICT for evaluation purposes and may take precedence over this document.

- A. TRUE, OR**
- B. FALSE**

**Question 4: FOR IAF SCOPES ONLY (MRA-009 cl 2.2)**

In the case of Level 3 scope extensions for testing and calibration, remote evaluation techniques may be used in addition to the on-site or remote witnessing of AB assessments.

- A. TRUE, OR**
- B. FALSE**

**Question 5: Security and Confidentiality (MRA-009 cl 8)**

The use of ICT for evaluation purposes should be mutually agreed upon by the AB and APAC evaluators per information security and data protection measures and the respective local regulations before ICT is used for evaluation purposes. The respective jurisdictions'/regions' data protection and privacy laws should be strictly adhered to.

- A. TRUE, OR**
- B. FALSE**

**Question 6: Role of the APLAC MRA Chair (MRA-009 cl 8.4)**

In the case of non-fulfillment of these measures or lack of agreement on information security and data protection measures, the APAC MRA Chair may NOT be consulted.

- A. TRUE, OR**
- B. FALSE**

**Question 7: PLANNING AND SCEDULING (MRA-009 CL 11)**

For Remote evaluations, additional planning time is NOT necessary.

- A. TRUE, OR**
- B. FALSE**

**Question 8: PLANNING AND SCHEDULING (MRA-009 CL 11.4)**

The following MUST be specified prior to initiating a remote evaluation. Underline only the correct response(s)

- a) agenda
- b) scope of accreditation activities to be evaluated
- c) subcontracted suppliers of IT services
- d) pre-defined documented information made available during the remote evaluation
- e) availability of AB personnel, CAB personnel, and interpreters
- f) private phone numbers of all CAB personnel participating in witness activities
- g) agreed timing of the remote evaluation activities
- h) daily timeframes for conducting the remote evaluation
- i) plan on how to review confidential information unsuitable for electronic transfer
- j) travel itineraries for evaluators witnessing remote activities at CAB sites.

**Question 9: WITNESSING (MRA-009 cl 13)**

Effective witnessing is one of the EASIEST parts of a remote evaluation process

- A. TRUE, OR
- B. FALSE

**Question 10: WITNESSING (MRA-009 cl 13)**

The following are required to be considered in planning remote evaluations. Underline only the correct response(s)

- a) High-speed internet and/or cell signals
- b) Testing of the chosen communication technology
- c) Video presentation skills of the AB during witnessing
- d) Battery life of video devices
- e) Preference for live video streaming
- f) Evaluator proficiency in directing the video imaging during witness activities

**Question 11: Instructions (FMRA-021)**

FMRA-021 is only completed after the remote evaluation is complete and the content of the checklist is approved solely by the Lead Evaluator.

- A. TRUE, OR
- B. FALSE

**Question 12: FMRA-012 cl 11 (Risk)**

FMRA-021 does not provide a risk assessment tool for remote evaluations.

- A. TRUE, OR**
- B. FALSE**

**Question 13: FMRA-021, Section A: Remote evaluation acceptance and approval**

FMRA-021 provides allowance to record the decisions of both the Lead Evaluator and the AB on remote evaluation decisions emanating from Section A – Remote Evaluation Acceptance and Approval.

- A. TRUE, OR**
- B. FALSE**

**Question 14: FMRA-012 (cl 11 Risk)**

FMRA-021 provides allowance to record the details of all remote evaluation considerations emanating from Section B – Remote Evaluation Details

- A. TRUE, OR**
- B. FALSE**