

**Evaluation Review Panel (ERP) Summary Report**

*This summary report template is based on IAF/ILAC A2 01-2018,*

*Annex 3 Content of the Evaluation Summary Report on a Single Accreditation Body.*

This ERP Summary Report is to be completed by the ERP Moderator with the assistance of the ERP Member, and returned to the APAC Secretariat (secretariat@apac-accreditation.org). All ERP Members should read the relevant sections of [APAC MRA-001](https://www.apac-accreditation.org/publications/mra-series/) related to the review of an Evaluation Report, including Annex E, and [APAC FMRA-013](https://www.apac-accreditation.org/publications/mra-series/) *Evaluation Report Review Checklist*. Questions and responses between the ERP and Team Leader should be recorded in Annex A of this form.

|  |  |
| --- | --- |
| **Evaluation details** |  |
| **Evaluated Applicant or Signatory:** |  |
| **Title and date of the full evaluation report:** |  |
| **Scope of the evaluation:** |  |
| **Evaluation Team:** | **Name:** | **Scopes:** |
| **Team Leader:** |  |  |
| **Team Members and scopes:** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Evaluation sites and dates:** | **Sites:** | **Dates:** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Witnessed assessments:** | **Sites:** | **Dates:** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Aspects of the Evaluation Report for ERP review and comment** |
| 1. **Applicant or Signatory’s offices:**
 |  |
| 1. **Number of personnel:**
 |  |
| 1. **Accreditation programs:**
 |  |
| 1. **Number of bodies accredited:**
 |  |
| 1. **Organization structure:**
 |  |
| 1. **Decision making process:**
 |  |
| 1. **Relationships (e.g., government, other bodies, international organizations):**
 |  |
| 1. **Findings of the evaluation team (non-conformities and comments):**
 |  |
| 1. **Are the findings appropriately classified, clear and concise?**
 |  |
| 1. **Statements of closeout of nonconformities:**
 |  |
| 1. **Are the proposed/ implemented corrective action appropriate to the findings?**
 |  |
| 1. **Were the findings appropriately closed?**
 |  |
| 1. **Unresolved issues:**
 |  |
| 1. **Evaluation Team Conclusions:**
 |  |
| 1. **Does the report contain sufficient information to support a decision?**
 |  |
| 1. **Are the conclusions and recommendations supported by the report?**
 |  |
| 1. **Were APAC MRA procedures followed?**
 |  |
| 1. **Were the appropriate normative documents applied?**
 |  |
| 1. **Were there any issues raised by the ERP that required a response from the team?**
 |  |

**Evaluation Review Panel Recommendation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Name | Accreditation Body | APAC MRA Council Member | APAC MRAMC Member | APAC MRA Council Delegate | Lead Evaluator | Recommendation agreement: |
| **ERP Moderator:** |  |  |[ ] [x] [ ] [ ] [ ]
| **ERP Panel Member:** |  |  |[ ] [ ] [ ] [ ] [ ]
| **ERP recommendation to the APAC MRA Council:** | *Complete and delete parts of the recommendation which are not relevant:*The Evaluation Review Panel (ERP) has reviewed the Final Evaluation Report on <insert acronym of AB> and confirms the report and its recommendations:1. satisfactorily record the closure of the evaluation findings; and
2. are considered acceptable for APAC MRA Council ballot.

The Evaluation Team recommends that <insert acronym of AB>:1. be granted signatory status for the following APAC MRA scope(s): <insert scopes>;
2. maintain its signatory status for the following APAC MRA scope(s): <insert scopes>;
3. be suspended as a signatory for the following APAC MRA scope(s): <insert scopes>.

The Evaluation Team recommends that: 1. the next re-evaluation of <insert acronym of AB> is undertaken by <insert month and year> (i.e. within the normal 4-year period);
2. the next re-evaluation of <insert acronym of AB> be undertaken by <insert month and year for a shorter period> because <provide the relevant reasons>;
3. a follow up visit should be undertaken by <insert month and year> for <insert scopes> in order to check implementation of actions to address the following findings:

<list the findings and provide any additional reasons>*.* |
| **Date submitted to APAC Secretary:** |  |

**ANNEX A**

**Questions and responses between the ERP and Team Leader**

| 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- |
| **Commenting organization** | **Evaluation Report (ER)** | **Section number** | **Comment / Question** | **Response** |
| ERP |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |