

**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](mailto: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.

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| **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:** |  |  |
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| **Evaluation sites and dates:** | **Sites:** | **Dates:** |
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| **Witnessed assessments:** | **Sites:** | **Dates:** |
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| **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**

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|  | Name | Accreditation Body | APAC MRA Council Member | APAC MRAMC Member | APAC MRA Council Delegate | Lead Evaluator | Recommendation agreement: |
| **ERP Moderator:** |  |  |  |  |  |  |  |
| **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 |
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| **Commenting organization** | **Evaluation Report (ER)** | **Section number** | **Comment / Question** | **Response** |
| ERP |  |  |  |  |
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