

**LETTER OF APPOINTMENT FOR APAC EVALUATION TEAMS**

***NOTE:*** *This letter is to be completed by the APAC Secretariat and forwarded to the members of the evaluation team after they have been selected by the Team Leader and accepted by the APAC MRAMC. Each team member is to respond to the APAC Secretariat confirming their availability and freedom from conflict of interest with the accreditation body that is being evaluated.*

14 October 2021

Dear <insert names of recipients>

I am pleased to advise you that the APAC MRA Management Committee (APAC MRAMC) has confirmed your appointment to the team for the following evaluation:

|  |  |
| --- | --- |
| Accreditation body: |  |
| Contact details: |  |

The scope of the evaluation and your assigned role are provided in Annex A. The onsite evaluation is planned for <insert date> in <insert location>. Please note that you would normally be working from the Sunday of a given week (team meeting at the hotel) to the close of business on the following Friday - a total of 6 days, but this will depend on the final evaluation plan agreed between the team and the evaluated accreditation body.

The evaluation is to be conducted in accordance with [APAC MRA policies and procedures](https://www.apac-accreditation.org/publications/mra-series/), including:

* A[PAC](http://www.apec-pac.org/pac-controlled-documents) MRA-001 *Procedures for Establishing and Maintaining Mutual Recognition Amongst APAC Accreditation* Bodies;
* APAC MRA-006 *A Guide for the Planning and Conduct of Evaluations*; and when relevant
* APAC MRA-009 *Performing Remote Evaluations – Requirements and Guidance* and FMRA-021 *Remote Evaluation Checklist and Risk Assessment*.

All team members and the accreditation body being evaluated shall read these documents, including their annexes that detail the process flow, expected time frames, and responsibilities of the persons involved.

The requirements for use in evaluations are those specified in [APAC FMRA-001](https://www.apac-accreditation.org/publications/mra-series/) *Endorsed Normative Documents*. Copies of these documents are to be obtained by relevant team members from their accreditation body or from the IAF ([www.iaf.nu](http://www.iaf.nu)) or ILAC ([www.ilac.org](http://www.ilac.org)) websites.

During the course of the peer evaluation the Team Leader shall periodically update [APAC FMRA-005](https://www.apac-accreditation.org/publications/mra-series/) *APAC Evaluation Control Record (ECR)* and send it to the APAC Secretariat for reporting progress on the peer evaluation.

In accordance with APAC MRA-001 your expenses will be reimbursed by the accreditation body being evaluated.

Please reconfirm in writing by <insert date> your availability and that you have no conflict of interest with the accreditation body that is being evaluated (a return email is sufficient).

This peer evaluation is <insert concurrent/joint/being witnessed by/with APLAC/IAAC/IAF>.

Your Team Leader will contact you in due course to make further arrangements. Please address all questions or comments to the Team Leader in the first instance.

Please note that each evaluation team member is:

1. responsible for arranging their own visas in time to participate in the peer evaluation (if an invitation letter is necessary please contact the evaluated accreditation body immediately for assistance);
2. responsible for arranging any necessary insurance, such as travel and health insurance; and
3. not considered in any way to be an employee or contractor of APAC. APAC bears no liability in relation to your involvement in this peer evaluation.

At the end of the evaluation:

1. the Team Leader will complete and submit an:
	1. [APAC FMRA-008](https://www.apac-accreditation.org/publications/mra-series/) *Peer Evaluator and Technical Expert Performance Monitoring Form* for each team member and return it to the APAC Secretariat (please inform your Team Leader if you wish to be considered for promotion to Lead Evaluator status prior to the evaluation);
	2. evaluation report using the evaluation report template ([IAF-ILAC F1.1-A3\_2020 (March 2020) for use in APAC evaluations](https://www.apac-accreditation.org/publications/mra-series/)), including the accreditation body’s corrective action and response report (corrective actions and summary evidence of effective implementation to Nonconformities and responses to Comments);
	3. [APAC FMRA-012](https://www.apac-accreditation.org/publications/mra-series/) *List of CABs Witnessed and Files Reviewed*;
	4. [APAC FMRA-021](https://www.apac-accreditation.org/publications/mra-series/), if remote evaluation took place; and
2. each Team Member will complete and submit an [APAC FMRA-007](https://www.apac-accreditation.org/publications/mra-series/) *Evaluation Team Leader Performance Monitoring Form* and return it to the APAC Secretariat.

Following the APAC MRA Council ballot on the results of the evaluation, the evaluated accreditation body will complete a [APAC FMRA-006](https://www.apac-accreditation.org/publications/mra-series/) *Peer Evaluation Feedback Form* and send it to the APAC Secretary.

Congratulations on your appointment and I look forward to hearing from you soon.

Kind regards

Graeme Drake

APAC Secretary

Cc: <insert accreditation body contact>

**Annex A – Peer evaluation scope and team roles**

| **Scope of evaluation:** <delete those listings that are not applicable> | **Initial evaluation** | **Re-evaluation** | **Title** | **Given name** | **Family Name** | **AB** | **Role** <delete those listings that are not applicable> | **Contact email** |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Biobanking**(ISO 20387) |  |  |  |  |  |  | Team Leader |  |  |
| **Calibration** (ISO/IEC 17025) |  |  |  |  |  |  | Deputy Team Leader |  |  |
| **Certification – Management systems** |  |  |  |  |  |  | Evaluator |  |  |
| Anti-bribery management systems(ISO 37001 – ISO/IEC 17021-1)  |  |  |  |  |  |  |  |  |  |
| Business continuity management systems(ISO 22301 – ISO/IEC 17021-1 and 6) |  |  |  |  |  |  | Provisional Evaluator |  |  |
| Energy management systems (ISO 50001 - ISO 50003) |  |  |  |  |  |  | Technical expert |  |  |
| Environmental management systems (ISO 14001 - ISO/IEC 17021-1 and 2) |  |  |  |  |  |  | Observer |  |  |
| FAMI-QS(ISO/IEC 17021-1) |  |  |  |  |  |  |  |  |  |
| Food safety management systems (ISO 22000 – ISO TS 22003) |  |  |  |  |  |  |  |  |  |
| Food Safety Scheme Certification 22000 (FSSC) |  |  |  |  |  |  |  |  |  |
| Information security management systems (ISO/IEC 27001 – ISO/IEC 27006) |  |  |  |  |  |  |  |  |  |
| Medical device quality management systems (ISO 13483 – ISO/IEC 17021-1) |  |  |  |  |  |  |  |  |  |
| Occupational health and safety management systems (ISO 45001 – ISO/IEC 17021-1 and 10) |  |  |  |  |  |  |  |  |  |
| Quality management systems (ISO 9001 – ISO/IEC 17021-1 and 3) |  |  |  |  |  |  |  |  |  |
| **Certification – Product, process and services**(ISO/IEC 17065) |  |  |  |  |  |  |  |  |  |
| Global G.A.P IFA CPCCs |  |  |  |  |  |  |  |  |  |
| **Certification – Persons**(ISO/IEC 17024) |  |  |  |  |  |  |  |  |  |
| IPC |  |  |  |  |  |  |  |  |  |
| **Inspection**(ISO/IEC 17020) |  |  |  |  |  |  |  |  |  |
| **Medical testing**(ISO 15189) |  |  |  |  |  |  |  |  |  |
| **Proficiency Testing Providers**(ISO/IEC 17043) |  |  |  |  |  |  |  |  |  |
| **Reference Material Producers**(ISO 17034) |  |  |  |  |  |  |  |  |  |
| **Testing**(ISO/IEC 17025) |  |  |  |  |  |  |  |  |  |
| **Validation/Verification**(ISO/IEC 17029) |  |  |  |  |  |  |  |  |  |
| Environmental information (ISO 14065:2020) |  |  |  |  |  |  |  |  |  |
| **GHG Validation/Verification**(ISO 14065:2013) |  |  |  |  |  |  |  |  |  |
| ICAO-CORSIA |  |  |  |  |  |  |  |  |  |