

**Peer Evaluator Nomination Form**

# *(Please complete this form electronically in MS Word and forward it to the APAC Secretariat (**secretariat@apac-accreditation.org**) with all necessary supporting documentation)*

# *Before completing this form and making an APAC Evaluator nomination please read* [*APAC MRA-004*](https://www.apac-accreditation.org/publications/mra-series/)*.*

# *IN accordance with APAC MRA-004, APAC peer evaluator nominees must fulfill the following criteria:*

# *be a current employee and staff member of the nominating accreditation body (contracted assessors as nominees are not acceptable);*

# *have at least 3 years’ experience as an Assessment Team Leader (or equivalent position e.g. Lead Assessor);*

# *preferably have experience in managing accreditation programmes;*

# *have performed a significant number of assessments (i.e. no less than 10 assessments as a qualified Assessment Team Leader) in the specific Level 3 and/or Level 4 standards;*

# *have a technical background relevant to the scope of recognition as an evaluator;*

# *have a sound knowledge of the application of appropriate ISO or ISO/IEC standard(s) and corresponding IAF/ILAC documents and other APAC application documents, and relevant MRA supplementary requirements;*

# *be able to determine the criticality of the findings;*

# *have good interpersonal skills;*

# *be proficient in the English language, both written and spoken;*

# *able to work effectively in a team environment; and*

# *ability to travel to other APAC economies to undertake evaluation activities.*

# *NOTE The experience criteria under list items b) – c) may be set aside by the APAC MRAMC when the scope or sub-scope is new to the APAC MRA.*

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| **Nominee details** |
| Prefix (e.g. Mr./Mrs./Ms./Dr.): |
| Gender: |
| Family/Surname Name: |
| Given/First Name: |
| Organization: |
| Position within Organization: |
| Economy: |
| Language(s) (for use during evaluations): |
| Email Address: |
| Post-Secondary Education Qualifications; *including technical areas of qualification*: |
| Evidence of ISO/IEC 17011:2017 and Assessment Team Leader and/or Evaluator Training Courses, including dates, length of course, course provider:  |

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| Accreditation Body and Assessment Experience; *including:*1. *positions, their dates/time periods and descriptions; and*
2. *a record of assessment experience (including a list of assessments, types of conformity assessment bodies, the scope of the assessment and the role undertaken in the assessment) to support the scope(s) or sub-scope(s) that are included in this nomination – please provide as an attached list of assessments undertaken.*

**Accreditation Assessment Experience**Please complete the following table, adding additional rows if required or provide a separate attachment with the same information included (e.g. a download from the AB’s information system or personnel records translated into English):

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| Date | Assessed Conformity Assessment Body | Scope / Sub-scope of Assessment(e.g. ISO/IEC 17065, GLOBALG.A.P.) | Specific role in the Assessment (e.g. Team Leader) |
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| Please indicate (☒) which scope(s) and sub-scope(s) that this nominee meets the criteria stated on the first page (e.g. minimum 3-years as a Team leader, 10+ assessment as Assessment Team Leader, etc.). This needs to be supported by the submission of evidence of their actual Assessment Team Leader status and assessment experience for each nominated scope and sub-scope. |

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| **Biobanking - ISO 20387** |[ ]
| **Calibration - ISO/IEC 17025**Please specify areas:  |[ ]
| **Certification - Management systems – ISO/IEC 17021-1** |[ ]
| Anti-bribery management systems (ISO 37001) |[ ]
| Business continuity management systems (ISO 22301) |[ ]
| Energy management systems (ISO 50001) |[ ]
| Environmental management systems (ISO 14001) |[ ]
| Food safety management systems (ISO 22000) |[ ]
| Food Safety System Certification 22000 (FSSC 22000) |[ ]
| Information security management systems (ISO/IEC 27001) |[ ]
| Medical device quality management systems (ISO 13485) |[ ]
| Occupational health and safety management systems (ISO 45001) |[ ]
| Quality management systems (ISO 9001) |[ ]
| Quality and Safety System for Specialty Feed Ingredients (FAMI-QS) |[ ]
| **Certification - Product, Process and Services - ISO/IEC 17065** |[ ]
| GLOBALG.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**Please specify areas: |[ ]
| **Validation and Verification - ISO/IEC 17029** |[ ]
| Environmental information – ISO 14065:2020 |[ ]
| **Validation and Verification Greenhouse Gases - ISO 14065:2013** |[ ]
| ICAO-CORSIA |[ ]
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| Other Relevant Professional Experience (prior to joining accreditation body): |
| Other Relevant Experience (e.g. standards body and committee membership; experience as a trainer in the area of accreditation): |

***Also attach a*** [***APAC FGOV-007***](https://www.apac-accreditation.org/publications/gov-series/) ***Confidentiality Declaration signed by the person being nominated.***

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| **NOMINATING ORGANIZATION DECLARATION**

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| **Nominating Organization:** |  |
| The Nominating Organization hereby declares that:1. the applicant is an employee of the Nominating Organization;
2. the applicant possesses the attributes required of an APAC Evaluator or Technical Expert as specified in [APAC MRA-004](https://www.apac-accreditation.org/publications/mra-series/) *Selection, Qualification and Monitoring of APAC Peer Evaluators*;
3. the applicant will have the Nominating Organization’s support to in order to effectively participate in APAC evaluations, including being generally available to join APAC evaluation teams when requested, and to complete their assigned tasks in a timely manner; and
4. the Nominating Organization will be responsible for the applicant’s ongoing training and maintenance of their evaluator competency in relevant scopes of accreditation, and for all liability and insurance matters (such as travel, health, public and professional liability insurance) when the applicant is involved in APAC evaluation activities.
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| Name of authorised person:(normally the APAC MRA Council Delegate or Alternate) |  |
| Position: |  |
| Signature: |  |
| Date: |  |

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