Logo, company name

Description automatically generated

**APAC Evaluation Control Record (ECR)**

The form is to be completed and used by the APAC MRAMC Chair, Evaluation Team Leader and APAC Secretariat to monitor and record the control of the evaluation.

The following colour coding is used to denote the person responsible for completing each section of the for:

|  |  |  |
| --- | --- | --- |
| APAC MRAMC Chair | Evaluation Team Leader | APAC Secretariat |

**Part A Evaluation Overview**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **AB Name:** |  | | | | | |
|  |  | | | | | |
| **Evaluation type:**  (e.g. initial, re-evaluation, extension, follow-up) |  | | **Month Due:** |  | **MRA Council ballot due:** |  |
|  |  | |  |  |  |  |
| **Evaluation scope:** | Re-evaluation: |  | | | | |
|  | Initial/extensions: |  | | | | |
|  |  | | | | | |
| **Additional comments:**  (e.g. follow-up from past evaluations, APAC correspondence or complaints, significant changes to the AB or its personnel) |  | | | | | |

**Part B Evaluation Team Appointment and Dates**

**Team Leader appointment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | **Secretariat (insert date)** | | |
| **Name** | **AB** | **MRAMC approval date** | **Evaluator Schedule** | **Evaluator List** | **Notification** |
|  |  |  |  |  |  |

**Changes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Description of & Reason for Change** | **MRAMC Chair** | | **Secretariat (insert dates)** | | |
| **(Initial)** | **(Date)** | **Evaluation Schedule** | **Evaluator List** | **Notification** |
|  |  |  |  |  |  |  |

**Evaluation dates**

|  |  |
| --- | --- |
| **Confirmed Dates** | **Comment / Reasons** (e.g., if not on or before month due, changes, etc.) |
|  |  |

**Evaluation team**

| **Scope of evaluation:** <delete those listings that are not applicable> | **Initial evaluation** | **Re-evaluation** | **Remote**  **Y/N** | **Prefix** | **Given name** | **Family Name** | **AB** | **Role** <delete those listings that are not applicable> | **Contact email** | **FGOV-007**  **confirmed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Biobanking**  (ISO 20387) |  |  |  |  |  |  |  | Team Leader |  |  |
| **Calibration**  (ISO/IEC 17025) |  |  |  |  |  |  |  | Deputy Team Leader |  |  |
| **Certification – Management systems**  (ISO/IEC 17021-1) |  |  |  |  |  |  |  | Evaluator |  |  |
| Anti-Bribery Management Systems (ABMS)  ISO/IEC TS 17021-9 and ISO 37001 |  |  |  |  |  |  |  | Provisional Evaluator |  |  |
| Artificial Intelligence Management Systems (AIMS)  ISO/IEC 42006 and ISO/IEC 42001 |  |  |  |  |  |  |  |  |  |  |
| Asset Management Management Systems (AMMS) ISO/IEC TS 17021-5 and ISO 55001 |  |  |  |  |  |  |  | Technical expert |  |  |
| Business Continuity Management Systems (BCMS) ISO/IEC TS 17021-6 and ISO 22301 |  |  |  |  |  |  |  | Observer |  |  |
| Compliance Management Systems (CMS)  ISO/IEC 17021-13 and ISO 37301 |  |  |  |  |  |  |  |  |  |  |
| Educational Organizations Management Systems (EdMS) ISO/TS 21030 and ISO 21001 |  |  |  |  |  |  |  |  |  |  |
| Energy Management Systems (EnMS)  ISO 50003 - ISO 50001 |  |  |  |  |  |  |  |  |  |  |
| Environmental Management Systems (EMS)  ISO/IEC 17021-2 and ISO 14001 |  |  |  |  |  |  |  |  |  |  |
| Facility Management Management Systems (FMMS) ISO/IEC 17021-11 and ISO 41001 |  |  |  |  |  |  |  |  |  |  |
| Food Safety management Systems (FSMS)  ISO 22003-1 and ISO 22000 |  |  |  |  |  |  |  |  |  |  |
| FSSC 22000  ISO 22003-1 and FSSC 22000 |  |  |  |  |  |  |  |  |  |  |
| Healthcare Organization Management Systems (HOMS) ISO/IEC 17021-15 and ISO 7101 |  |  |  |  |  |  |  |  |  |  |
| Information Security Management Systems  (ISMS) ISO/IEC 27006 and ISO/IEC 27001 |  |  |  |  |  |  |  |  |  |  |
| Information Technology Service Management Systems (ITSMS)  ISO/IEC 20006 and ISO/IEC 20000-1 |  |  |  |  |  |  |  |  |  |  |
| International Aerospace Quality Group Industry Controlled Other Party Certification Scheme (IAOG ICOP) |  |  |  |  |  |  |  |  |  |  |
| Medical Device Quality Management Systems (MDQMS) ISO 13485 |  |  |  |  |  |  |  |  |  |  |
| Occupational Health and Safety Management Systems (OHSMS)  ISO/IEC 17021-10 and ISO 45001 |  |  |  |  |  |  |  |  |  |  |
| Quality and Safety System for Specialty Feed Ingredients (FAMI-QS)  ISO 22003-1 |  |  |  |  |  |  |  |  |  |  |
| Quality Management Systems (QMS)  ISO/IEC 17021-3 and ISO 9001 |  |  |  |  |  |  |  |  |  |  |
| Social Management Systems (SMS)  FSSC 24000 |  |  |  |  |  |  |  |  |  |  |
| **Certification – Persons**  (ISO/IEC 17024) |  |  |  |  |  |  |  |  |  |  |
| IPC |  |  |  |  |  |  |  |  |  |  |
| **Certification – Product, process and services**  (ISO/IEC 17065) |  |  |  |  |  |  |  |  |  |  |
| BRC Global Standards (BRCGS) |  |  |  |  |  |  |  |  |  |  |
| GlobalG.A.P Integrated Farm Assurance (IFA) |  |  |  |  |  |  |  |  |  |  |
| GlobalG.A.P. Produce Handling Assurance (PHA) |  |  |  |  |  |  |  |  |  |  |
| Integrated Featured Standards (IFS) |  |  |  |  |  |  |  |  |  |  |
| **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, ISO 14066, ISO 14064-3) |  |  |  |  |  |  |  |  |  |  |
| GHG organizations (ISO 14064-1) |  |  |  |  |  |  |  |  |  |  |
| GHG projects (ISO 14064-2) |  |  |  |  |  |  |  |  |  |  |
| Carbon footprint of products (ISO 14067) |  |  |  |  |  |  |  |  |  |  |
| ICAO CORSIA |  |  |  |  |  |  |  |  |  |  |

**MRAMC approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Secretariat (insert date)** | | |
| **MRAMC approval date** | **Comments** | **Evaluator Schedule** | **Evaluator List** | **Appointment Letter** |
|  |  |  |  |  |

**Changes**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Description of & Reason for Change** | **MRAMC Chair** | | **Secretariat (insert dates)** | | |
| **(Initial)** | **(Date)** | **Evaluation Schedule** | **Evaluator List** | **Notification** |
|  |  |  |  |  |  |  |

**Part C Evaluation process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Note any significant departures from APAC MRA-001 in the evaluation process** | **MRAMC Chair** | | **Comment** |
| **(Initial)** | **(Date)** |
|  |  |  |  |  |
|  |  |  |  |  |

**Part D Post Evaluation Activity Reporting**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Date** | **Target after evaluation** |
| **Closing meeting including submission of summary report and findings to AB** |  | Closing meeting |
| **Draft Evaluation Report to AB** |  | 2-months |
| **Corrective actions and responses from AB on findings, including review by Evaluation Team** |  | + 1 month for re-evaluation  + 3 months for initial evaluations / scope extensions |
| **Submit APAC FMRA-008s Evaluator & Technical Expert Performance Monitoring Forms for each Team Member and APAC FMRA-007s from each Team Member on the performance of the Team Leader** |  | +2 weeks |
| **Final Draft Evaluation Report to ERP and AB** |  | +1 month |
| **ERP Summary Report and TL responses to any queries** |  | +1 month |
| **MRA Council ballot** |  | +1 month |
| **Secretariat announces ballot results** |  | +1 week |
|  |  |  |
| **Team Leader Document Checklist**  The following information for each evaluation and follow-up visit must be sent by the Team Leader to the APAC Secretariat electronically (as MSWord documents).   1. [Evaluation Report](https://www.apac-accreditation.org/publications/mra-series/) (using the report template given in IAF/ILAC-A3), as an electronic copy (MS Word), including the summary of the applicant body’s corrective actions in response to nonconformities and commentary in response to comments, and the team’s reply; 2. [APAC FMRA-021](https://www.apac-accreditation.org/publications/mra-series/), if remote evaluation took place; 3. [APAC FMRA-008s](https://www.apac-accreditation.org/publications/mra-series/) Evaluator & Technical Expert Performance Monitoring Forms for each Team Member; 4. [APAC FMRA-007s](https://www.apac-accreditation.org/publications/mra-series/) from each Team Member on the performance of the Team Leader; and 5. Updated and completed APAC FMRA-005 Evaluation Control Record (ECR) (this document). |  |  |