

EVALUATION SUMMARY REPORT AND RECOMMENDATIONS TO THE MRA COUNCIL

<Date of Report>

1. TASK FORCE GROUP (TFG) COMPOSITION

Name of TFG Member(s)	Accreditation Body	Country	Designation

2. ACCREDITATION BODY EVALUATED AND DATE OF EVALUATION

AB Name:

Place:

Dates of Evaluation:

3. NATURE AND SCOPE(S) OF THE EVALUATION

Nature of Evaluation (tick)	Pre-Peer Evaluation	Initial Evaluation	Re-evaluation	Extension of Scope	Other (Specify)

	Scope	(Tick)	Scope	(Tick)
Scope(s) of Recognition Applied For	<i>Calibration</i>		<i>Certification Management System:</i>	
	<i>Testing</i>		<i>QMS</i>	
	<i>Medical Testing</i>		<i>EMS</i>	
	<i>Inspection</i>		<i>FSMS</i>	
	<i>Specify other:</i>			

4. EVALUATION TEAM MEMBERS AND SCOPES

Name	Accreditation Body	Country	Designation	Scope(s)

5. REVIEW OF THE EVALUATION PROCESS AND FINAL REPORT

5.1 The Final Report of <AB> was submitted to the Task Force Group on: <Date>.....

The TFG agreed with the AFRAC Secretariat to complete the review of the Final Report by: <Date>.....

Other Comments on the Final Report:

5.2 Witnessed Assessments

The Team witnessed <Number> assessments in total.

AFRAC MRA Scope	Type & Field of Assessment	Number of Days

TFG Comments on Witnessed Assessments:

TFG comments on:

- *Is the number of witnessed assessments adequate and in line with AFRAC M001?*
- *If not adequate, could the team provide satisfactory justification?*
- *Is the information supplied sufficient to support a decision?*

5.3 Compliance to Requirements

TFG comments on:

- *Were the relevant AFRAC and IAF/ILAC procedures were followed?*
- *Were the appropriate normative documents applied?*

5.4 Final Report Format

TFG comments on:

- *Did the report follows the format as prescribed in IAF/ILAC A3?*
- *Did the report contain sufficient general background information on the AB and its operations?*
- *Was the content of the report adequate and accurate?*
- *Does the report contain sufficient information to support a decision?*
- *Are the conclusions and recommendations supported by the report?*

5.5 Findings

The Team raised <Number> Non-Conformities (NCs), <Number> Concerns and <Number> Comments

TFG to identify the findings which the TFG, AB and Team do not agree upon.

Finding Number (e.g. NC #1)	Team's Response	ABs Response	TFGs Comments

--	--	--	--

TFG comments on:

- Are the findings appropriately classified, clear and concise?
- Is the proposed/implemented corrective action(s) appropriate to the findings?
- Were the findings appropriately closed?

5.6 Interaction with Team and/or AB

TFG comments on:

- Were there any issues raised by the TFG that require a response from the Team?
- If so, TFG to summarise the reasons for the required interaction such as a request for additional information, questions, clarifications etc.

6. RECOMMENDATION(S) TO THE MRA COUNCIL

6.1 Recommendation of the AFRAC Evaluation Team:

- Summarise the recommendation from the Team.

6.2 Recommendation and Justification of the TFG:

- TFG can opt to recommend in line with the Team, in such a case no further justification is required.
- TFG can in addition to the Team's recommendations, propose the following conditions for example:
 - That the AB would need to address certain issues first, and provide evidence of having addressed those issues whether in writing, or through an additional visit <the conditions must be clear>.
- TFG can disagree with the Team's recommendations, and in such a case, justification is required.

Examples of justifications:

 - Findings not cleared due to inadequate responses
 - Findings not cleared due to lack of evidence of implementation of corrective action
 - On-going changes in the structure or management of the AB.
 - Evaluation process not appropriate to make a decision due to:
 - Lack of witnessing;
 - Not covering the Scope;
 - Improper Sampling;
 - Inadequate classification of findings etc.
 - Report not fit for decision making.

The TFG recommends the following:

Select and complete the appropriate recommendation:

1. The AB maintains its AFRAC MRA Signatory status in the field(s) of.....
2. The AB is accepted as a member of the AFRAC MRA in the field(s) of.....
3. The AB maintains its AFRAC MRA Signatory status in the field(s) of....., subject to the following conditions:
4. Decision is deferred due to:
5. AB is suspended as an AFRAC MRA Signatory in the field(s) of..... for a period of due to the following reasons:.....
Description of the conditions on which the decision may be withdrawn and/or reviewed:
.....
.....