

AFRAC PEER EVALUATION MEETING AGENDAS

Accreditation Body (AB):	
Date:	Date:
Time:	Time:
<p style="text-align: center;"><u>OPENING AGENDA</u></p> <ol style="list-style-type: none"> 1. Opening, introductions, functions and responsibilities of the AFRAC Evaluation team. 2. Attendance Register. 3. Safety, emergency and security procedures for the evaluation & witnessing of assessments. 4. Confidentiality & Impartiality. 5. AB presentation (including functions and responsibilities) 6. Purpose, review of scope and extent of the evaluation. 7. Evaluation criteria – i.e. ISO/IEC 17011 and AFRAC, ILAC & IAF Mandatory requirements 8. Review of the evaluation programme, including confirmation of: <ul style="list-style-type: none"> • scopes to be covered; • allocation of AB representative/s to accompany the team members; • access to documents, records, reports; • working times; • resources and facilities needed by the team. • Witnessing activities incl. any arrangements for travel • Need for interpretation 9. Explanation of methods used to conduct the evaluation, including sampling, witnessings & classification of any findings raised (AFRAC M001). 10. Confirmation of any changes within the AB since last contact with AFRAC (including changes in management structure, personnel and equipment) 11. Explanation / confirmation of any new specific requirements. (e.g. new / revised mandatory requirements / standards / resolutions). 12. Confirm arrangements for closing meeting and any interim meetings. 13. Questions. 14. Close of meeting. 	<p style="text-align: center;"><u>CLOSING AGENDA</u></p> <ol style="list-style-type: none"> 1. Thanks. 2. Attendance Register 3. Waiver (sampling only). 4. Re-affirmation of confidentiality. 5. Reporting sequence. 6. Presentation of detailed finding(s). 7. Discussion on findings & clarifications 8. Presentation of summary report. 9. Conclusion with respect to effectiveness of AB's management system. 10. Explanation of processes to follow (AFRAC 001): <ul style="list-style-type: none"> • Target date for submission of responses to any findings, including corrective action plan • Review of findings by team • Follow-up visit (if applicable) • Final report to AFRAC for MRA Council decision 11. Questions. 12. Close of meeting.