

PERFORMANCE LOG FOR AFRAC TEAM LEADER

CONFIDENTIAL

To be completed by Team Members

With the objective of continual improvement of the AFRAC peer evaluation as an important part of the MRA, the AFRAC evaluation team members are requested to review the performance of the team leader for their evaluation team.

The team members shall send this completed form to the AFRAC Secretariat within one month of the decision-making process.

The AFRAC MRA Evaluator Working Group (EWG) shall review these performance logs, and shall report the result at least annually to the AFRAC MRA Committee. When evaluators from ILAC, IAF or another regional cooperation are used, AFRAC may forward these reviews to the appropriate representative.

Team Leader: **Employer:**
(Name) (AB Member)

Evaluated AB: **Evaluation Dates:**

Team Member completing this report:
(Name)

Please score each of the performance categories according to the following scale:

1 = Strongly Disagree	2 = Disagree	3 = Agree	4 = Strongly Agree
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a)	Showed adequate preparation (prepared questions; had adequate familiarity with documents and previous evaluation reports)	
b)	Showed adequate management, communication and support of team members prior to, during and after the evaluation, as necessary	
c)	Showed adequate understanding of the AFRAC evaluation procedures (AFRAC M001)	
d)	Showed adequate understanding of ISO/IEC 17011 & all other mandatory AFRAC, ILAC/IAF requirements	
e)	Findings were clearly and correctly written and the conclusions agreed with the classification of findings in IAF/ILAC A3	
f)	Demonstrated adequate written and/or spoken communication in English	
g)	Demonstrated open mindedness	

Comments:

1. *Please provide supporting information for categories 1 & 2, and positive comments on the overall performance of this team leader*

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2. *Please suggest any key areas of improvement for future evaluations*

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Date of Completion of this form: Signature of Team Member: