

AFRAC EVALUATION PLAN TEMPLATE

Name of the Accreditation Body: _____

EVALUATION RE-EVALUATION FOLLOW UP VISIT

EXTENSION OF SCOPE / SUB-SCOPE: <Provide details of the scope extension applied for>

EVALUATION SCOPE

- Accreditation of calibration laboratories
 Accreditation of testing laboratories
 Accreditation of medical laboratories
 Accreditation of inspection bodies
 Accreditation of management system certification bodies QMS EMS FSMS

Team Leader (TL): _____

Team member(s) (TM): _____

Observers: _____

Evaluation date(s): _____

References:

ISO/IEC 17011
AFRAC M001, M002
IAF/ILAC: A 2, A 3, A 4, A 5
ILAC: P 5, P 8, P 9, P 10, P 13, P 14, P 15, R 7
IAF MD 1, MD 2, MD 3, MD 4, MD 5; MD 7, MD 10, MD 12, MD 15, MD 16, MD 17, MD 19, MD 20, ML 2, ML 4
Conformity Assessment standards ISO/IEC 17025, ISO 15189, ISO/IEC 17020, ISO/IEC 17021 -1, 2, ISO/IEC 17021-3 and ISO/TS 22003
Applicable AFRAC, ILAC & IAF Resolutions

(Delete none applicable references as appropriate.)

- The objective of this peer evaluation is to verify that <name of AB> complies with AFRAC, IAF and ILAC requirements in the fields of <add scopes>.
- This evaluation will be conducted in accordance with the evaluation plan with each team member having responsibility for their assigned evaluation criteria.
- Outstanding issues from the document review and previous evaluation will be followed-up with the planned evaluation of the relevant criteria.
- The evaluation team will meet at <state venue> on the day before the evaluation and regularly throughout the evaluation, to review progress and consider any necessary changes to the evaluation plan. The evaluation team will also meet in the evenings to discuss the day's results and begin development of the report and evaluation findings.
- The evaluation plan includes a column for each team member with their assigned evaluation criteria and timing however some flexibility may be required.

- <AB name> is requested to:
 - Provide an office (and other relevant administrative support) for the evaluation team to meet, discuss and to prepare the report during the evaluation.
 - Provide a brief introductory presentation about the organization: please limit this briefing to no more than 30 minutes.
 - Provide the evaluation team with a short tour of the premises before the commencement of the evaluation.
 - Lunch and other breaks to be taken at times to suit staff and cultural norms. Whilst the evaluation is being undertaken in the <AB> office, it is preferably that lunch is taken in the <AB> office.
 - Arrange for the staff with direct responsibility for the areas subject to evaluation to be available for discussions at the approximate times listed in this evaluation plan.
 - Arrange for interpreters as needed for the office evaluation, as well as for assessments to be witnessed by the evaluators.

Key: L – Lead responsibility to evaluate requirements & write up findings
C – Contribute with relevant information
NA – Not applicable

17011 & A 5 Clause	Requirements	TL	TM	TM	TM
4.1	Legal responsibility				
M.4.1.1	Government body				
M.4.1.2	Owned by a larger body				
4.2	Structure				
M.4.2.2.1	Decisions not subject to approval by another				
4.3	Impartiality				
M.4.3.6.1	Consultancy & CAB services prohibited				
ILAC P 13	Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers				
M.4.3.7.1	AB & CAB entities owned by same body				
4.4	Confidentiality				
4.5	Liability and financing				
4.6	Accreditation activity				
5.1	Management general				
5.2	Management system				
5.3	Document control				
5.4	Records				
5.5	NCs and corrective actions				
5.6	Preventive actions				
5.7	Internal audits				
5.8	Management reviews				
5.9	Complaints				
M.5.9.1	Decisions by people not directly involved				
M.5.9.2	Decisions communicated to complainant				
6.1	Personnel associated with AB				
6.2	Personnel involved in accreditation process				
6.3	Monitoring				
M.6.3.1.1	Monitoring experts is included				
6.4	Personnel records				
7.1	Accreditation criteria & information				
7.2	Application for accreditation				
7.3	Resource review				
7.4	Subcontracting the assessment				
7.5	Preparation for assessment				
M.7.5.7.1	Inspection body accreditation				
N.7.5.7.1	Key activities defined				
M.7.5.7.3	Management system certification				
M.7.5.8.1	Inspection body accreditation				
M.7.5.9.1	Content of assessment plan				
7.6	Document & record review				
M.7.6.1.1	Assessment team records results of document and records review				

17011 & A 5 Clause	Requirements	TL	TM	TM	TM
7.7	On-site assessment				
M.7.7.3.1	Inspection body accreditation				
N.7.7.3.1	Inspection body assessment witnessing				
7.8	Analysis of findings and assessment report				
M.7.8.3.1	Comments on competence/conformity adequate				
M.7.8.3.2	Explanation required for differences in report on findings and final report				
7.9	Decision-making & granting accreditation				
M.7.9.4.1	Effective data of accreditation				
7.10	Appeals				
7.11	Reassessment and surveillance				
M.7.11.2.1	Certification body accreditation				
7.12	Extending accreditation				
7.13	Suspending, withdrawing or reducing accreditation				
IAF MD 7	IAF Mandatory Document for Harmonization of Sanctions to be applied to CABs				
7.14	Records on CABs				
7.15	Proficiency testing & other comparisons for labs				
M.7.15.2.1	Involvement of another body such as NMI				
M.7.15.2.2	PT list covers scope but not exhaustive or fixed				
M.7.15.3.1	ILAC P9 – PT minimum requirements				
8.1	Obligations of the CAB See IAF/ILAC JGA 2007 Sydney Resolution 7				
8.2	Obligations of the AB				
ILAC P 10	Policy on Measurement Traceability				
8.3	Reference to accreditation & use of symbols				
M 8.3.1.1	Clear indication of activity				
M 8.3.2.1	Certification body accreditation				
ILAC P 8	Supplemental requirements for use of symbols and claims of accreditation				
IAF ML 2	Use of the IAF MLA Mark				
ILAC R 7	Rules for the Use of ILAC MRA Mark				

MD 002 Clauses	Requirements	TL	TM	TM	TM
2.1	Compliance with ISO/IEC 17011				
2.2	Compliance with IAF and ILAC mandatory documents and mandatory sector specific documents				
2.3	Contribute to AFRAC ILAC IAF MLA				
2.4	Participation in AFRAC and other regional groups' PT				

A2 Clauses	Requirements	TL	TM	TM	TM
2.2.1.1	Have demonstrated experience and have accredited at least one CAB. (for applicants for the MRA) .				
2.2.1.2	Have demonstrated experience and access to expertise.				
2.2.1.3	Routes for traceability (see ILAC P10)				
2.2.1.4	PT Requirements (see ILAC P9)				
2.2.1.5	Applicable regional & int'l agreements (AFRAC M 001 , ILAC P5, IAF ML 4)				
2.2.1.6	Program to promote MRA				
2.2.1.7	Contribute fair share to peer evaluations				
2.2.1.8	Cross frontier policy according to IAF documents or taking into account ILAC G 21				

A3 Clauses	Key Performance Indicators	TL	TM	TM	TM
1	Access to expertise				
2	Scope of accreditation body, extension and accreditation criteria				
3	Competence of AB staff, assessors, experts and committees				
4	Assessment and assessment team				
5	Impartiality				
6	Dealing with NCs, corrective action and decision-making				
7	Internal audits & management reviews				
8	Proficiency testing				
9	Calibration, traceability & reference materials				
10	Surveillance & reassessment				
11	Supporting Services				

IAF/ILAC Designation	IAF/ILAC Documents	TL	TM	TM	TM
P15	Application of ISO/IEC 17020				

IAF Designation	IAF Documents	TL	TM	TM	TM
IAF MD 1	Certification of Multiple Sites based on Sampling				
IAF MD 2	Transfer of Accredited Certification of Management Systems				
IAF MD 3	Advanced Surveillance & Recertification Procedures				
IAF MD 4	Computer Assisted Auditing Techniques for Accredited Certification of Management Systems				
IAF MD 5	Duration of QMS & EMS Audits				
IAF MD 7	IAF Mandatory Document for Harmonization of Sanctions to be applied to CABs				
IAF MD 10	Assessment of Certification Body Management of Competence in Accordance with ISO/IEC 17021: 2011				
IAF MD 11	Application of ISO/IEC 17021 for Audits of Integrated Management Systems (IMS)				
IAF MD 12	Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple				

	Countries				
IAF MD15	IAF Mandatory Document for the Collection of Data to Provide Indicators of Management System Certification Bodies' Performance				
IAF MD16	Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies				
IAF MD 17	Witnessing Activities for the Accreditation of Management Systems Certification Bodies <i>(Application from 07 January 2018)</i>				
IAF MD 19	IAF Mandatory Document For The Audit and Certification of a Management System operated by a Multi-Site Organization (where application of site sampling is not appropriate) <i>(application from 31 March 2018)</i>				
IAF MD 20	Generic Competence for AB Assessors: Application to ISO/IEC 17011 <i>(application from 25 May 2018)</i>				
IAF ML 2	Use of the IAF MLA Mark				
IAF ML 4	Part 4, - Text of the IAF MLA				
IAF ML 5	Procedure for IAF Listing of Foreign Critical Locations (FCLs) / Foreign Premises (FPs)				
IAF ID1	- IAF Informative Document for QMS and EMS Scopes of Accreditation				
IAF ID 3	Informative Document for Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations				
IAF ID 4	Market Surveillance Visits to Certified Organizations				
IAF ID8	IAF Informative Document for the Transition of Food Safety Management System Accreditation to ISO/TS 22003:2013 from ISO/TS 22003:2007				
IAF ID 9	Transition Planning Guidance for ISO 9001:2015				
IAF ID 10	Transition Planning Guidance for ISO 14001:2015				
IAF ID 11	Information on the Transition of Management System Accreditation to ISO/IEC 17021-1: 2015 from ISO/IEC 17021: 2011				
IAF ID 12	Principles on Remote Assessment				

Schedule of activities during the evaluation.

This schedule shall include: place, time, and details of activities such as, evaluation of requirements, witness of meetings, witness of assessments, evaluation team meetings, visit to the NMI, travelling, names of staff from the AB that will be involved in the activities. Etc., The draft program may include the names of the CABs, however the final program shall not include CAB names and shall refer to assessments witnessed only as Witness 1, 2, 3, etc. together with an indication of the MLA scope and field of activity.

Date	TL	TM	TM	TM
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				