

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 - (MS):
 - QMS Certification Bodies (QMS)
 - EMS Certification Bodies (EMS)
 - FSMS Certification Bodies (FSMS)

Team Leader (TL): _____

Team member(s) (TM): _____

Observers / Trainee Evaluators: _____

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 non-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 scopes 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

ISO/IEC 17011:2017 Clause	Requirements	TL	TM	TM	TM
4.	General Requirements				
4.1	Legal entity				
4.2	Accreditation agreement				
4.3	Use of accreditation symbols and other claims of accreditation				
4.4	Impartiality requirements				
4.5	Financing and liability				
4.6	Establishing accreditation schemes				
5.	Structural Requirements				
6.	Resource Requirements				
6.1	Competence of personnel				
6.2	Personnel involved in the accreditation process				
6.3	Personnel records				
6.4	Outsourcing				
7.	Process Requirements				
7.1	Accreditation requirements				
7.2	Application for accreditation				
7.3	Resource review				
7.4	Preparation for assessment				
7.5	Review of documented information				
7.6	Assessment				
7.7	Accreditation decision-making				
7.8	Accreditation information				
7.9	Accreditation cycle				
7.10	Extending accreditation				
7.11	Suspending, withdrawing or reducing accreditation				
7.12	Complaints				
7.13	Appeals				
7.14	Records on conformity assessment bodies				

ISO/IEC 17011:2017 Clause	Requirements	TL	TM	TM	TM
8.	Information Requirements				
8.1	Confidential information				
8.2	Publicly available information				
9.	Management System Requirements				
9.1	General				
9.2	Management system				
9.3	Document control				
9.4	Records control				
9.5	Nonconformities and corrective actions				
9.6	Improvements				
9.7	Internal audits				
9.8	Management reviews				

AFRAC M002 Clauses	Requirements	TL	TM	TM	TM
2.2	Compliance with AFRAC M001, ISO/IEC 17011, relevant standards and ILAC/IAF mandatory documents and mandatory sector specific documents				
2.3	Responsibilities of AFRAC signatories				

IAF/ILAC A2 Clauses	Requirements	TL	TM	TM	TM
2.2.1.1	Have demonstrated experience in the assessment of its CABs with at least one accreditation in each of the scopes applied for. Self -declarations for IAF level 4/5 scopes.				
2.2.1.2	Have demonstrated experience in operating an AB and access to technical expertise.				
2.2.1.3	Routes for traceability (see ILAC P10)				
2.2.1.4	PT Requirements (see ILAC P9)				
2.2.1.5	Abide by regional & international Arrangements				
2.2.1.6	Evidence of promoting the Arrangement				
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				
2.2.2	Notification of Changes				

ILAC Designation	IAF/ILAC Documents	TL	TM	TM	TM
ILAC P8	Supplemental requirements for use of symbols and claims of accreditation				
ILAC P9	ILAC Policy for participation in proficiency testing activities				
ILAC P10	Policy on Measurement Traceability				
ILAC P13	Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers				
ILAC P14	ILAC policy for uncertainty in calibration				
ILAC P15	Application of ISO/IEC 17020:2012 for the accreditation of inspection bodies				
ILAC R 7	Rules for the Use of ILAC MRA Mark				

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 ID3	Informative Document for Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations				
IAF ID4	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 ID9	Transition Planning Guidance for ISO 9001:2015				
IAF ID10	Transition Planning Guidance for ISO 14001:2015				
IAF ID11	Information on the Transition of Management System Accreditation to ISO/IEC 17021-1: 2015 from ISO/IEC 17021: 2011				
IAF ID12	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				