



SADCA EVALUATION TEAM PERFORMANCE REVIEW & SADCA DECISION-MAKING PROCESS BY THE EVALUATED ACCREDITATION BODY

Evaluated Accreditation Body:

Evaluation Date:

Authorised SADCA representative:
(Name) (Signature)

Date:

Performance of SADCA Evaluation Team

Please provide your comments on the performance of the SADCA evaluation team that conducted the evaluation of your Accreditation Body. We welcome your comments about the team leader, any team member, or the team in general.

1. Was your Accreditation Body adequately briefed before the visit on the evaluation team's preparation needs (supply of documents, arrangement of visit schedule, written agenda)?
 Satisfactory
 Unsatisfactory
Comments:
2. Was the opening meeting conducted effectively with appropriate opportunities for your presentation and clarification of any issues to do with the peer evaluation?
 Satisfactory
 Unsatisfactory
Comments:
3. Did the team conduct the evaluation in a comprehensive and objective manner?
 Satisfactory
 Unsatisfactory
Comments:
4. Were the questions and comments from the team clearly communicated in English?
 Satisfactory
 Unsatisfactory
Comments:



- 5. Was the exit meeting conducted effectively with appropriate opportunities for your comments on the team's findings?
 Satisfactory
 Unsatisfactory
Comments:

- 6. Was the report on the evaluation, in your view, accurately and clearly presented, and in a timely manner (within 30 days of the last day of the evaluation)?
 Satisfactory
 Unsatisfactory
Comments:

- 7. Was the decision-making process followed by SADCA timely?
 Satisfactory
 Unsatisfactory
Comments:

- 8. Was the decision-making process followed by SADCA fair?
 Satisfactory
 Unsatisfactory
Comments:

- 9. Are there any other aspects of the evaluation on which you would wish to comment?
Comments:
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We hope that your experience with the SADCA evaluation team was positive but if there are any issues of concern raised by you, these will be carefully considered by the SADCA MRA Committee to ensure any necessary improvements are made to our evaluation processes.

Thank you for your cooperation.