



REVIEW OF APPLICATION FOR SADCA PEER EVALUATOR

Prepared by:	_____	Date:	____/____/____
	<i>(Name of member of the Evaluator Working Group)</i>		
Reviewed by:	_____	Date:	____/____/____
	<i>(Name of member of the Evaluator Working Group)</i>		

Name of the applicant:	
Application presented by (SADCA member):	
F028 CV Received	
Training in and knowledge of ISO/IEC 17011	
Knowledge of relevant SADCA, IAF and ILAC requirements	
Number of years of experience in an accreditation body, or an organisation with relevant experience with accreditation	
Technical background	
Experience in chairing meetings (For Team Leaders only)	
Additional information	

Evaluation of compliance to SADCA P011 criteria:

Requirements in P011	Complies? (Yes / No)	Evidence
Requirements for candidate for Peer Evaluator Training Course		
5.2.2.1 In order to be approved to participate in SADCA Peer Evaluator Training Courses a candidate shall:		
(a) be an experienced person or assessor within his/her Accreditation Body or organisation, who has relevant working experience with accreditation and has the appropriate technical background in the assigned areas of the evaluation (at least 3 years); <i>Note: Appropriate technical background in the assigned areas may be achieved for example by experience as an assessor or team leader, experience in monitoring and evaluating performance of assessors and team leaders, experience in managing accreditation programs, or reviewing reports and making decisions for the program.</i>		
(b) have sound knowledge of the application ISO/IEC 17011, the appropriate ISO/IEC Standard(s) for the accreditation program, and relevant MRA requirements; <i>Note: Sound knowledge of standards and MRA requirements may be confirmed by, for example, training courses; participation in standardisation committees and relevant SADCA, ILAC and IAF working groups or committees, experience as an assessor or team leader, experience in monitoring and evaluating performance of assessors and team leaders, experience in managing accreditation programs, or reviewing reports and making decisions for the program.</i>		
(c) be able to understand and to express him/herself clearly, in speaking and in writing in English; <i>Note: This may be initially met based on the information provided by the candidate and the AB in form F028. Language skills of non native speakers will be further evaluated during the training course and evaluations.</i>		



(d) have good interpersonal skills; <i>Note: This may be initially met by having experience in assessments of CABs. Personal attributes will be further evaluated during the training course and evaluations.</i>		
(e) follow the instructions given by the team leader. <i>Note: This may be initially met by having experience in assessments of CABs. Personal attributes will be further evaluated during the training course and evaluations.</i>		
Requirements for trainee evaluator		
5.2.2.2 In addition to the requirements established in 5.2.2.1, a trainee evaluator shall have successfully completed the SADCA Peer Evaluator Training Course or an equivalent course offered by ILAC, IAF or a recognised regional cooperation. <i>Note: A candidate shall be considered to have fulfilled this training requirement for 5 years after having successfully completed a Peer Evaluator Training Course.</i>		
Requirements for evaluator		
5.2.2.3 In addition to the requirements established in 5.2.2.1 and 5.2.2.2, an evaluator shall have participated in at least one peer evaluation or pre peer evaluation of an accreditation body and have received a satisfactory evaluation of performance by the team leader.		

Decision

- | | |
|--|--|
| <input type="checkbox"/> (a) Accept application and invite to the next SADCA Peer Evaluator Training Course (to be qualified as a trainee evaluator after the Course)

<input type="checkbox"/> (c) Qualify as an evaluator

<input type="checkbox"/> (e) Request more information from the AB that has presented the application (see below). | <input type="checkbox"/> (b) Qualify as a trainee evaluator

<input type="checkbox"/> (d) Qualify as a Team Leader.

<input type="checkbox"/> (f) Refuse application (see reason below). |
|--|--|

**To be qualified for the evaluation the following types of accreditation activities and standards
(Delete lines as appropriate)**

- Testing laboratories (ISO/IEC 17025)
- Medical laboratories (ISO 15189)
- Calibration laboratories (ISO/IEC 17025)
- Inspection bodies (ISO/IEC 17020)
- Management system certification bodies (ISO/IEC 17021)
 - QMS (ISO 9001) EMS (ISO 14001) FSMS (ISO/IEC 22000)
 - ISMS (ISO 27006, ISO 27001) MDMS (ISO 13485)
- Product certification bodies (ISO/IEC 17065)
- Certification of persons certification bodies (ISO/IEC 17024)
- GHG certification bodies (ISO/IEC 14065)
- Proficiency Testing Providers (ISO/IEC 17043)
- Reference Material Producers (ISO/IEC 17034 and ISO/IEC 17025)
- Other, please specify: _____

Additional Relevant Information on fields of expertise:

He / She has knowledge / experience in the field of

- PT NMI Global GAP GFSI



Others (areas of certification, testing / calibration, inspection, etc): _____

Reason for refusing the application:

Information to be requested:
