



## SADCA PEER EVALUATION MEETING AGENDAS

<b>Accreditation Body (AB):</b>	
<b>Date:</b>	<b>Date:</b>
<b>Time:</b>	<b>Time:</b>
<p style="text-align: center;"><b><u>OPENING AGENDA</u></b></p> <ol style="list-style-type: none"> <li>1. Opening, introductions, functions and responsibilities of the SADCA Evaluation team.</li> <li>2. Attendance Register.</li> <li>3. Safety, emergency and security procedures for the evaluation &amp; witnessing of assessments.</li> <li>4. Confidentiality &amp; Impartiality.</li> <li>5. AB presentation (including functions and responsibilities)</li> <li>6. Purpose, review of scope and extent of the evaluation.</li> <li>7. Evaluation criteria – i.e. ISO/IEC 17011 and SADCA, ILAC &amp; IAF Mandatory requirements</li> <li>8. Review of the evaluation programme, including confirmation of: <ul style="list-style-type: none"> <li>• scopes to be covered;</li> <li>• allocation of AB representative/s to accompany the team members;</li> <li>• access to documents, records, reports;</li> <li>• working times;</li> <li>• resources and facilities needed by the team.</li> <li>• Witnessing activities incl. any arrangements for travel</li> <li>• Need for interpretation</li> </ul> </li> <li>9. Explanation of methods used to conduct the evaluation, including sampling, witnessings &amp; classification of any findings raised (SADCA M001).</li> <li>10. Confirmation of any changes within the AB since last contact with SADCA (including changes in management structure, personnel and equipment)</li> <li>11. Explanation / confirmation of any new specific requirements. (e.g. new / revised mandatory requirements / standards / resolutions).</li> <li>12. Confirm arrangements for closing meeting and any interim meetings.</li> <li>13. Questions.</li> <li>14. Close of meeting.</li> </ol>	<p style="text-align: center;"><b><u>CLOSING AGENDA</u></b></p> <ol style="list-style-type: none"> <li>1. Thanks.</li> <li>2. Attendance Register</li> <li>3. Waiver (sampling only).</li> <li>4. Re-affirmation of confidentiality.</li> <li>5. Reporting sequence.</li> <li>6. Presentation of detailed finding(s).</li> <li>7. Discussion on findings &amp; clarifications</li> <li>8. Presentation of summary report.</li> <li>9. Conclusion with respect to effectiveness of AB's management system.</li> <li>10. Explanation of processes to follow (SADCA 001): <ul style="list-style-type: none"> <li>• Target date for submission of responses to any findings, including corrective action plan</li> <li>• Review of findings by team</li> <li>• Follow-up visit (if applicable)</li> <li>• Final report to SADCA for MRA Council decision</li> </ul> </li> <li>11. Questions.</li> <li>12. Close of meeting.</li> </ol>