## SADCA PEER EVALUATION MEETING AGENDAS

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### OPENING AGENDA

1. Opening, introductions, functions and responsibilities of the SADCA Evaluation team.

2. Attendance Register.

3. Safety, emergency and security procedures for the evaluation & witnessing of assessments.


5. AB presentation (including functions and responsibilities)

6. Purpose, review of scope and extent of the evaluation.

7. Evaluation criteria – i.e. ISO/IEC 17011 and SADCA, ILAC & IAF Mandatory requirements

8. Review of the evaluation programme, including confirmation of:
   - scopes to be covered;
   - allocation of AB representative/s to accompany the team members;
   - access to documents, records, reports;
   - working times;
   - resources and facilities needed by the team.
   - Witnessing activities incl. any arrangements for travel
   - Need for interpretation

9. Explanation of methods used to conduct the evaluation, including sampling, witnessings & classification of any findings raised (SADCA M001).

10. Confirmation of any changes within the AB since last contact with SADCA (including changes in management structure, personnel and equipment)

11. Explanation / confirmation of any new specific requirements. (e.g. new / revised mandatory requirements / standards / resolutions).

12. Confirm arrangements for closing meeting and any interim meetings.


### CLOSING AGENDA

1. Thanks.

2. Attendance Register

3. Waiver (sampling only).

4. Re-affirmation of confidentiality.

5. Reporting sequence.

6. Presentation of detailed finding(s).

7. Discussion on findings & clarifications

8. Presentation of summary report.

9. Conclusion with respect to effectiveness of AB’s management system.

10. Explanation of processes to follow (SADCA 001):
   - Target date for submission of responses to any findings, including corrective action plan
   - Review of findings by team
   - Follow-up visit (if applicable)
   - Final report to SADCA for MRA Council decision

11. Questions.

12. Close of meeting.