



FORMAL APPOINTMENT OF THE SADCA EVALUATION TEAM

[Date]

To [Evaluation team and representative of the AB to be evaluated]

We would like to confirm the appointment and mandate of the complete SADCA peer evaluation team for the initial evaluation of [the Accreditation Body, Country], for the purpose of its recognition for accreditation in the following scopes:

- Testing Laboratories,
- Medical Laboratories,
- Calibration Laboratories,
- QMS Certification Bodies,
- EMS Certification Bodies,
- FSMS Certification Bodies
- Inspection Bodies.

[This is a joint evaluation with: IAF, ILAC, AFRAC or ARAC]

The team members are:

[Name, Accreditation Body, Country] as the evaluation team leader, and evaluator for [Scopes].
Email:

[Name, Accreditation Body, Country], as a team member, for [Scopes]. Email:

[Name, Accreditation Body, Country], as team member for [Scopes]. Email:

The evaluation will be carried out [from/by date].

The languages in this evaluation will be [English/other].

Please inform the SADCA secretariat should you wish to object to the appointment of any of the team members. Objections must be submitted in writing within 10 working days of receipt of this notification and be supported with clear and valid reasons. Should the SADCA Secretariat not receive any objections within this timeperiod, it will be understood that [the AB to be evaluated] accepts the appointment of the team members.

We request [the AB to be evaluated] to please send to the team (with a copy to the SADCA Secretariat) the MRA application **F001**, and documents as required in **Form F 001**, as soon as possible, so the evaluation team may start the document review.

As defined in procedure **SADCA M001**, all costs for this evaluation are to be covered by [AB to be evaluated], including transportation, hotels, meals, meetings rooms, and any other costs necessary for the evaluation team to perform their tasks.



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Approval by: MRA Committee
Application Date: Immediate

[AB to be evaluated] shall agree with the evaluation team members on how these costs will be covered, taking into consideration that different arrangements may be required for each team member depending on their country and the organisation that they work for.

We also request **[the AB to be evaluated]** to inform the team members of any VISA requirements or any other documentation (such as letters of invitation, vaccinations) needed to enter the country.

Yours Sincerely,

Ron Josias
MRA Committee Chair