



## PERFORMANCE LOG FOR SADCA TEAM LEADER

**CONFIDENTIAL**

### To be completed by Team Members

With the objective of continual improvement of the SADCA peer evaluation as an important part of the MRA, the SADCA evaluation team members are requested to review the performance of the team leader for their evaluation team.

The team members must send this completed form to the SADCA Secretariat within one month of the decision-making process.

The SADCA MRA Committee will review these performance logs, and implement any necessary corrective measures as needed. When evaluators from ILAC, IAF or another regional cooperation are used, SADCA may forward these reviews to the appropriate representative.

**Team Leader:** ..... **Employer:** .....  
 (Name) (AB Member)

**Evaluated AB:** ..... **Evaluation Dates:** .....

**Team Member completing this report:** .....  
 (Name)

Please score each of the performance categories according to the following scale:

|                       |              |           |                    |
|-----------------------|--------------|-----------|--------------------|
| 1 = Strongly Disagree | 2 = Disagree | 3 = Agree | 4 = Strongly Agree |
|-----------------------|--------------|-----------|--------------------|

|  |  |
|--|--|
| a) Showed adequate preparation (prepared questions; had adequate familiarity with documents and previous evaluation reports)     |  |
| b) Showed adequate management, communication and support of team members prior to, during and after the evaluation, as necessary |  |
| c) Showed adequate understanding of the SADCA evaluation procedures (SADCA M001)   |  |
| d) Showed adequate understanding of ISO/IEC 17011 & all other mandatory SADCA, ILAC/IAF requirements                             |  |
| e) Findings were clearly and correctly written and the conclusions agreed with the classification of findings in IAF/ILAC A3     |  |
| f) Demonstrated adequate written and/or spoken communication in English  |  |
| g) Demonstrated open mindedness  |  |

**Comments:**

1. *Please provide supporting information for categories 1 & 2, and comments for the overall performance of this team leader*

.....  
 .....  
 .....

2. *Please suggest any key areas of improvement for future evaluations*

.....  
 .....  
 .....

Date of Completion of this form: ..... Signature of Team Member: .....