

**2019**

# **SADA PROCEDURE FOR JOINT PEER EVALUATIONS WITH OTHER REGIONAL COOPERATIONS**

**SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY COOPERATION IN  
ACCREDITATION**

*This document outlines the procedures to be followed when conducting joint peer evaluations with other regional cooperations.*

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## 1. PURPOSE

1.1. Wherever appropriate SADCA cooperates with other regional accreditation cooperations, when requested, in the conduct of joint evaluations of Accreditation Bodies. This document outlines the procedure to be followed for the conduct of a joint evaluation with another regional accreditation cooperation body.

## 2. SUBJECT

2.1 From time to time SADCA may be requested by another regional cooperation body (or a national coordination body, hereinafter included in the term “cooperation body”) to **cooperate** in the conduct of a joint Peer evaluation of an accreditation body that is a member of both cooperation bodies or has a contract of cooperation with one of the cooperation bodies while being a member of the other cooperation body. Wherever possible SADCA will cooperate with this request.

## 3 REQUEST FOR COOPERATION

3.1 Any request for cooperation shall be sent to the SADCA MRA Committee Secretariat who shall refer the request to the SADCA MRA Committee members, seeking their endorsement.

3.2 Consultation with the SADCA MRA Committee members shall be by email correspondence if the timing of the request is such that it cannot be dealt with during a meeting of the MRA Committee.

## 4 CONDITIONS OF COOPERATION

4.1 Once the SADCA MRA Committee has endorsed the request the Chair of the Committee (or, if delegated, the Secretariat) shall advise the other cooperation body that SADCA will cooperate in the conduct of the joint evaluation with the following conditions applying:

4.1.1 SADCA provides the Team Leader (TL);

*NOTE: There may be occasions when the other cooperation body has more involvement with the applicant Accreditation Body, in which cases it would be more appropriate for the other cooperation body to provide the Team Leader. In this case, SADCA should provide the deputy team leader, as far as possible.*

4.1.2 As far as possible, SADCA provides at least half of the evaluators for the (proposed) scope of recognition;

4.1.3 The other cooperation body shall provide evaluators with competencies as nominated by the Team Leader; and

4.1.4 A failure by the other cooperation body to provide the names of appropriate evaluators, as agreed with SADCA, at least 3 months prior to the scheduled date of the evaluation will lead to the evaluation reverting to an SADCA-only evaluation.



## 5 PROCEDURE

- 5.1 The SADCA MRA Committee chair will normally appoint the Team Leader. However, when the other cooperation body has more involvement with the applicant accreditation body, the Chair of the SADCA MRA Committee shall agree, in consultation with the AB and the other cooperation body, which cooperation will provide the TL for the joint evaluation. Once the appointment of the TL is confirmed by the appointing Cooperation in accordance with its procedures, the Chair of the appointing Council/Committee shall, in a timely manner, inform the Chair of the other Council/Committee of the appointment.
- 5.2 The evaluation process to be followed by the evaluation team and the AB shall be based primarily on the documented procedures of the regional Cooperation from which the TL has been appointed, unless otherwise mutually agreed between the AB and the TL.
- 5.3 The SADCA MRA Committee Chair shall select the evaluation Team Members (TM) (with acceptance by the AB confirmed to each regional cooperation), ensuring all MRA/MLA scopes to be evaluated are adequately covered.
- 5.4 Once the evaluation team and evaluation dates are agreed between all parties, the TL shall ensure the SADCA Secretariat is notified of the dates of the evaluation, the TMs and their respective assignments. The TL is then responsible for the conduct of the remainder of the evaluation process in accordance with the regional Cooperation's procedures selected.
- 5.5 Should any logistical and/or procedural issues arise during the course of the evaluation that requires input from the SADCA MRA Committee Chair and or the decision-making body of the other region, the TL shall ensure both Chairs are informed. Both Chairs shall work together to achieve a mutually acceptable resolution.
- 5.6 The final evaluation report, in English, shall be submitted to the secretariats of the SADCA MRA Council and decision-making body of the other region upon completion. Where possible, a member of the evaluation team should be present when the report is considered by the respective cooperation's decision-making body.
- 5.7 Throughout the evaluation process, and particularly with some of the post-on-site evaluation administrative processes, there will be different and/or additional functions required by each cooperation to be performed by the TL and TMs. Examples include, but are not necessarily limited to, feedback on evaluator performance by members of the evaluation team and answers to written questions on the evaluation report from members of the SADCA MRA Council prior to decision-making meetings. Every effort should be made to identify these in advance and implement accordingly, but all members of the evaluation team shall cooperate when requested to carry out activities required by either cooperation that would not normally be part of their own cooperation's procedures.
- 5.8 The TL may use the SADCA or the other region forms for the evaluation programme and for the evaluation report. If the TL decides to use the other region's forms, he/she shall ensure, with the assistance and support of SADCA TMs, that all requirements documents called up in the applicable SADCA forms are included.
- 5.9 The SADCA MRA Council and the other regional decision-making body shall make their respective decisions independently and in accordance with their respective procedures. However, if there is a pertinent matter that is discussed/concluded at the decision-making body that first considers the evaluation report and associated recommendation from the team, this should be brought to the attention of the other decision-making body when they consider the evaluation report.



## 6 REVERSION

- 6.1 The SADCA MRA Committee Chair should identify possible “back up” SADCA evaluators who can be used to complete the evaluation team if the evaluation needs to revert to an SADCA-only evaluation.



**ANNEX 1: AMENDMENT RECORD**

Section	Change