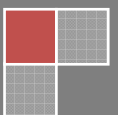


2013

**SADCA PROCEDURE FOR PRE-PEER
EVALUATION VISITS
SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document describes the procedures for pre-peer evaluation visits.

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1. PURPOSE

1.1 This procedure describes the procedure for the performance of pre-peer evaluation visits.

2. PRE-PEER EVALUATION VISITS

2.1 SADCA aims to carry out activities aimed at the training and capacity building of its Members, and one of these activities includes pre-peer evaluation visits.

2.2. An Accreditation Body (AB) can only receive one pre-peer evaluation visit for each scope of the SADCA MRA.

2.3 The AB is responsible for covering all costs of the pre-peer evaluation, including transportation, meals and all other expenses incurred by peer evaluators.

2.4 Pre-peer evaluation visits are carried out with the following purposes:

2.4.1 To provide the AB that receives a pre-peer evaluation an opportunity to submit its accreditation system for an evaluation process that applies the same requirements and competences used in a peer evaluation for the SADCA MRA.

2.4.2 To provide the AB an opportunity to identify findings in its accreditation system through an independent peer evaluation process.

2.4.3 To provide the SADCA MRA Committee opportunities to train peer evaluators.

2.5 A pre-peer evaluation visit is not part of the evaluation process used under the SADCA MRA, however the pre-peer evaluation team shall use the same requirements applicable to peer evaluation as defined in SADCA's Policies and Procedures for a Mutual Recognition Arrangement among Accreditation Bodies.

2.6 The peer evaluation team shall use the same evaluation techniques and procedures when planning and conducting the pre-peer evaluation visit described in SADCA's Policies and Procedures for a Mutual Recognition Arrangement among Accreditation Bodies as far as possible. Section 3 contains a flowchart for the pre-peer evaluation process.

2.7 The pre-peer evaluation team shall normally be composed of two Team Members, one of whom will be the Team Leader, Lead Evaluators, Evaluators and Trainee Evaluators may be appointed as Team Leaders or Team Members.

2.8 The pre-peer evaluation team shall act in an impartial manner and shall not provide consultancy to the AB that is undergoing a pre-peer evaluations.

2.9 The tasks of the pre-peer evaluation team are to carry out the pre-peer evaluation visit and provide a report to the AB identifying the findings.

Note: The AB does not need to provide the team or SADCA any response to the findings and the pre-peer evaluation team does not need to review any action taken by the AB.

2.10 The pre-peer evaluation report shall be provided to the AB at the end of the pre-peer evaluation visit. The report shall at least contain:

2.10.1 The name of the AB;

2.10.2 A clear indication that the report is confidential;

2.10.3 The date(s) and scope of the pre-peer evaluation'

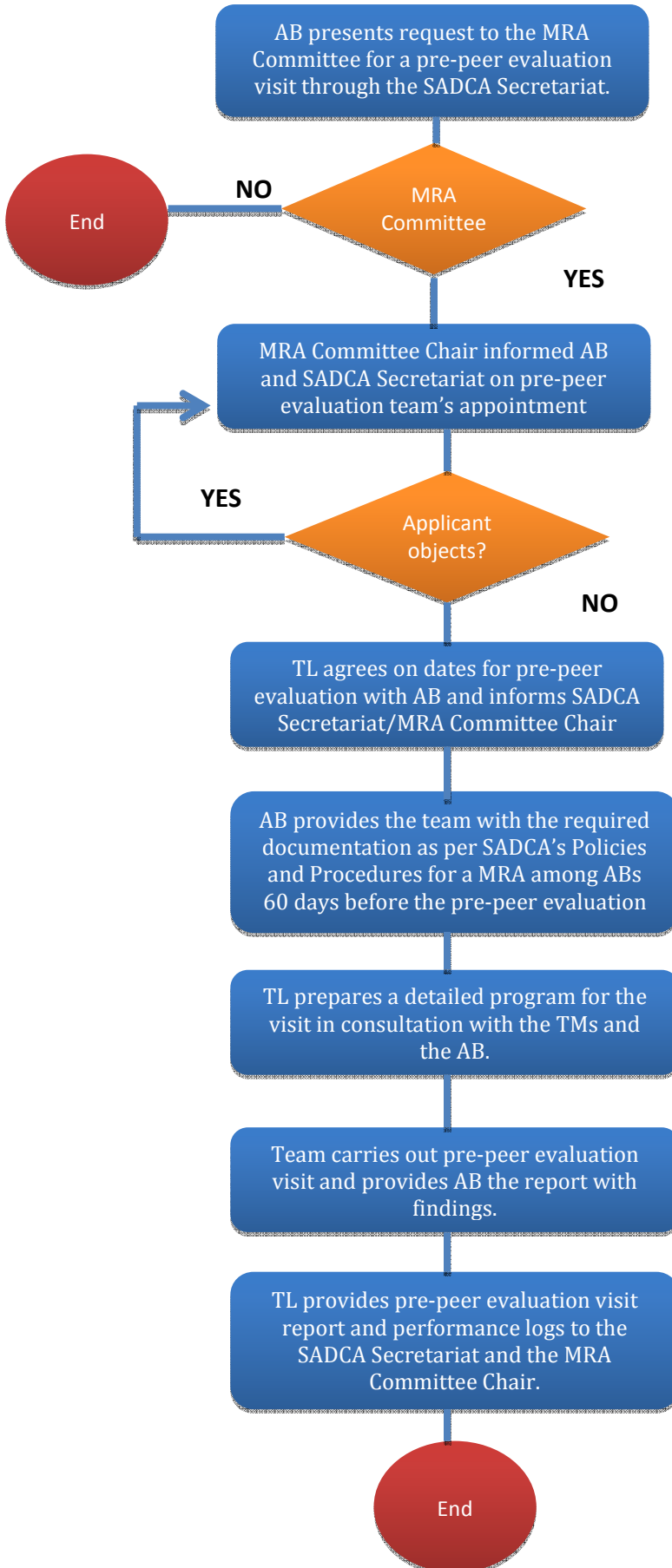
2.10.4 The names, affiliation and scope of expertise of each team member;

2.10.5 The evaluation criteria used;



- 2.10.6 The activities carried out by the pre-peer evaluation team, including number and type of assessments witnessed and any other organisations visited.
 - 2.10.7 AB personnel interviewed;
 - 2.10.8 A summary of the AB's strengths;
 - 2.10.9 A report of the findings;
 - 2.10.10 The date of issue;
 - 2.10.11 An annex with the list of findings.
- 2.11 The Team Leader shall provide an electronic copy of the report to the Chair of the MRA Committee and the SADCA Secretariat.
- 2.12 According to the SADCA Procedure for the Selection, Training, Qualification and Monitoring the Performance of SADCA Peer Evaluators, the Team Leader shall issue a performance log using the relevant form for each team member. Each Team member shall issue a performance log for the Team Leader using the relevant form. These reports shall be sent to the SADCA MRA Secretariat.

3. FLOWCHART FOR PRE-PEER EVALUATION PROCEDURES



AB completes F007 to request a pre-peer evaluation.

The MRA Committee Chair selects the team using the Peer Evaluators list maintained by the MRA Committee.

The pre-peer evaluation shall be done within SADCA's timelines, and problems to meet the deadline shall be communicated to the MRA Committee Chairperson and the SADCA Secretariat.

The team shall review the documentation in preparation for the pre-peer evaluation visit. It is not necessary to issue a document review report.

The program should include witnessing of at least one assessment for each CAB standard in the scope of the pre-peer evaluation.

The TL and TM shall issue performance logs and send them to the SADCA Secretariat.