



## **SADCA PEER EVALUATORS DOCUMENTS WORKSHOP REPORT**

**Mission Title:** SADCA Peer Evaluators Documents Workshop

**Date of Mission:** 17 – 18 February 2014

**Name of person who attended Mission and author of Mission Report:**

- Fikile Skosana

**Position:** SADCA Secretariat

**Names of other persons who attended Mission:**

- Ron Josias (SADCA MRA Committee Chair)
- Elsabe Steyn (Regional Coordinator)
- Nonhlanhla Halimana (SADCA Secretariat)
- Yolanda Vinnicombe (Trainee)
- Neville Tayler (Trainee)
- Masego Marobela (Trainee)
- Mike McNerney (Trainee)
- Oswald Chinyamakobvu (Trainee)
- Cyprian Mokhorro (Trainee)

### **1. INTRODUCTION/BACKGROUND**

The SADCA MRA Committee Chair was tasked with ensuring that the peer evaluators are trained on the SADCA MRA Forms and Procedures.

In order to train and familiarize the peer evaluators in the MRA procedures and forms, the MRA Committee requested that a documents training session be convened before the SADCA peer evaluations commence in order to ensure that the peer evaluators are trained in the necessary SADCA documents.

### **2. OBJECTIVES OF MISSION**

The objective of the Documents Workshop was to train the SADCA Peer Evaluators on the necessary MRA procedures and forms that they would be using during peer evaluations.

### **3. DETAILS OF SPECIFIC MEETINGS**

The workshop was held over two days (17 and 18 February 2014) and all the participants attended on both days. The workshop covered the following topics:

- MRA Procedures;
- MRA Forms;
- MRA Publications;
- A report on peer evaluation experiences; and
- Suggested changes for the MRA Forms which are to be presented to the MRA Committee by the Secretariat.

### **4. WAY FORWARD / ACTION PLAN**

The MRA Committee Chair and the Secretariat took the evaluators through the SADCA MRA forms, procedures and

most importantly the M001-01 (SADCA Policies and procedures for a Mutual Recognition Arrangement (MRA) among accreditation bodies).

It was suggested that a refresher course on the ISO/IEC 17011 be held. The Secretariat is to arrange the workshop possibly in conjunction with the AFRAC peer evaluators training session to be held in September 2014.

## **5. OVERALL EVALUATION OF MISSION**

The meeting was beneficial as the peer evaluators got to familiarize themselves with the necessary MRA documents important for performing peer evaluations.

The evaluators were given a feedback from to complete at the end of the workshop and the feedback regarding the workshop relevance was positive.

## **6. BENEFITS OF MISSION**

Peer evaluators who are familiar with the SADCA MRA procedures and forms relevant for peer evaluations.



**Back row:** Mr Ron Josias, Mr Mike McNerney, Mrs Yolanda Vinnicombe, Ms Fikile Skosana,  
**Front row:** Mr Neville Tayler, Dr Elsabe Steyn, Mr Oswald Chinyamakobvu, Mr Cyprian Mokhorro, Mrs Masego Marobela, and Ms Nonhlanhla Halimana