

**APAC MRA Council: Evaluation Control Record (ECR)**

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| (To be completed electronically and circulated among the Team Leader, the MRA MC Chair & the APAC Secretariat)

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| **Colour Key:** To be completed as indicated |
|  | **MRA MC Chair** |  | **Evaluation Team Leader** |  | **APAC Secretariat** |  |
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| **AB Name:** |  |  |
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| **Evaluation Type:** |  |  | **Month Due:** |  |  | **MRA Council review and eBallot:** |  |  |
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| **MRA Scope:** | **Current (re-evaluation)** | **Requested (initial / extensions)** |  | **Additional Comments:** |  |
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| **Team Leader / Lead Evaluator Appointment** |
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|  | **Name** | **AB** | **MRA MC Approve** | **Secretariat (insert dates)** |  |
| **(Date)** | **Evaluation Schedule** | **Evaluator List** | **Appointment Letter** |
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| **Changes:** |
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|  | **Date** | **Description of & Reason for Change** | **MRA MC Chair** |  | **Secretariat (insert dates)** |  |
| **(Initial)** | **(Date)** |  | **Evaluation Schedule** | **Evaluator List** | **Appointment Letter** |
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| **Evaluation Dates and Evaluation Team Appointment**  |
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|  | **Confirmed Dates** | **Comment / Reasons (if not on or before month due)** |  |
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|  | **Evaluation Team Member Name** | **AB** | **APAC Qualification** | **Role** | **Evaluation Scope** |  |
| (**LE / Eval / Prov Eval)** |
|  |  | LE | Team Leader |  |
|  |  |  | Team Member |  |
|  |  |  | Team Member |  |
|  |  |  | Team Member |  |
|  |  |  | Team Member |  |
|  |  |  | Team Member |  |
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|  | **MRA MC Chair Approval (confirmed dates & team) & Comment** | **Secretariat** |  |
| **(Initial)** | **(Date)** | **(Comments)** | **Evaluation Schedule** | **Evaluator List** | **Appointment Letters** |
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| **Changes:** |
|  |
|  | **Date** | **Description of & Reason for Change** | **MRA MC Chair** | **Secretariat** |  |
| **(including full details of additional or replacement TMs and/or change of dates)** | **(Initial)** | **(Date)** | **Evaluation Schedule** | **Evaluator List** | **Appointment Letters** |
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| **Evaluation Activities** |
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|  | **Date** | **Note any significant departures from APAC MRA-001 in the evaluation process** | **MRA MC Chair** | **Comment** |  |
| **(Initial)** | **(Date)** |
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| **Post On-Site Evaluation Reporting Activities** |
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|  | **Activity** | **Date** | **Target** |  |
| Draft report to AB |  | +2 months |
| Corrective Action & Response Report from AB |  | +1 month |
| Evaluation Team Reply |  | +1 month |
| Final Report and Letter of Recommendation to: AB |  | +1 month |
|  APAC Secretariat (see below) |  |
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| **Reporting to the APAC Secretariat (Team Leader Report Checklist)** |
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| The following information for each evaluation and follow-up visit must be sent by the team leader to the APAC Secretariat electronically (as Word documents). Signed originals are to be scanned and sent as electronic copy:1. Final report (using the report template given in IAF/ILAC-A3), including the accreditation body’s corrective action and response report (corrective actions and summary evidence of effective implementation to Nonconformities, action plans to Concerns and responses to Comments); 2. A letter detailing the evaluation team’s recommendation to the APAC MRA Council;3. Any information and documentation provided to support the corrective action and response report;4. APAC MRA Evaluator & Technical Expert Performance Logs (APAC FMRA-008) for each team member. |
|  | **Document(s)** | **Electronic Copy (MS Word)(1)** | **Scanned Copy(1)(2)** |  |
|  | 1. Final Report |  |  |  |
|  | 2. Letter of Recommendation |  |  |  |
|  | 3. Supporting Information |  | Not required |  |
|  | 4. Evaluator & Technical Expert Performance Logs |  | Not required |  |
|  | Return this completed form to the Secretariat |  | Not required |  |
| (1) Note date sent to Secretariat(2) The scanned copy of the final report must be accompanied by the scanned copies of the signed Declarations of Confidentiality (APAC FGOV-007)  |