

**Peer Evaluator and Technical Expert Performance Monitoring Form**

# *(Please complete this form electronically in MS Word and forward it to the*

# *APAC Secretary,* [*secretariat@apac-accreditation.org*](mailto:secretariat@apac-accreditation.org)*, within one month after the on-site evaluation)*

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| ***CONFIDENTIAL*** | | | | | | | | | | | |
| Evaluator / Expert: | |  | | | | Employer: | |  | | | |
|  | | (Name) | | | |  | | (APAC Member) | | | |
| Evaluated AB: | |  | | | | | | | | | |
| Evaluation Dates: | |  | | | | Team Leader: | |  | | | |
|  |  |  | |  | |  | | (Name) | | | |
|  | | | | | | | | | | | |
| For each of the performance categories below please enter a score using the following scale (for scores of 1 or 2 please detail specifics in the Comments section): | | | | | | | | | | | |
|  | 1 = Poor | | 2 = Weak | | 3 = Satisfactory | | 4 = Good | | 5 = Exceptional | |  |
| ***NOTE:*** *For consistency purposes, the following definitions shall be considered while scoring an evaluator’s performance:*  *Poor = Did not meet a majority of APAC’s expectations. Removal from the list of APAC evaluators may need to be considered.*  *Weak = Does not meet all of APAC’s expectations. Significant areas for improvement were identified and communicated to the evaluator. Performance needs to improve to meet APAC’s expectations.*  *Satisfactory = Meets, but does not exceed, APAC’s minimum expectations. Areas for improvement could be identified.*  *Good = Exceeds APAC’s minimum expectations, but minor areas for improvement could be identified.*  *Exceptional = Sets the standard that all evaluators should follow; little room for improvement. This score would only be applied to the very best.* | | | | | | | | | | | |
|  | **General** | | | | | | | | |  |  |
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| (a) | Evaluator’s overall performance | | | | | | | | |  |  |
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| (b) | Evaluator’s understanding of APAC MRA-001, ISO/IEC 17011 & other MRA requirements | | | | | | | | |  |  |
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| (c) | Evaluator’s understanding of the relevant ISO, IAF & ILAC accreditation criteria  (e.g. ISO/IEC 17020, 17021, 17024, 17025, 17043, 17065, ISO 15189, 17034, IAF/ILAC-A Series etc) | | | | | | | | |  |  |
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| (d) | Evaluator’s preparation for the visit | | | | | | | | |  |  |
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|  | **Ability to Collect and Verify Information** | | | | | | | | |  |  |
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| (e) | Ability to obtain and assess objective evidence | | | | | | | | |  |  |
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| (f) | Appropriate sampling methodology | | | | | | | | |  |  |
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| (g) | The analysis and classification of the evaluation findings were made accordingly to the agreed methodology | | | | | | | | |  |  |
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| (h) | Ability to report the findings of the evaluation | | | | | | | | |  |  |
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| (i) | Ability to apply APAC MRA policies and procedures | | | | | | | | |  |  |
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| (j) | Ability to perform the peer evaluation process in a timely manner and without deviating due to distractions | | | | | | | | |  |  |
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|  | **Personal Attributes** | | | | | | | | |  |  |
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| (k) | Ethical  Establishes and maintains an objective, impartial and ethical behaviour, and professional attitude both personally and in the group | | | | | | | | |  |  |
|  | | | | | | | | | | | |
| (l) | Open mindedness  Willingness to consider alternate ideas or views. To react with sensitivity to the conventions and culture of the country or region in which the peer evaluation is performed | | | | | | | | |  |  |
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| (m) | Diplomatic  Tactful in dealing with people and effectively handles stressful situations | | | | | | | | |  |  |
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| (n) | Observant  Constantly aware of physical surrounding and activities (visual and listening ability). To evaluate constantly the effects on the peer evaluation process | | | | | | | | |  |  |
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| (o) | Adaptability  Able to understand and adapt to different situations. Know where to look and when to ask | | | | | | | | |  |  |
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| (p) | Tenacity  Persistent, focused, oriented towards objectives. Does not change the subject until exhausting the point | | | | | | | | |  |  |
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| (q) | Decisiveness  Firm, able to make objective decisions based on analysed information | | | | | | | | |  |  |
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| (r) | Self-reliance  Acts and functions independently | | | | | | | | |  |  |
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| (s) | Communications  Able to clearly express in speech and writing, maintain communication in an efficient manner | | | | | | | | |  |  |
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|  | **Recommendations for promotion** | | | | | | | | |  |  |
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| It is important for the operation of the APAC MRA to keep the list of APAC evaluators at all levels current and continually renewing. The Team Leader is asked to consider each Team Member and answer the following questions: | | | | | | | | | |  |  |
| If the evaluator is a **Provisional Evaluator**, do you recommend appointment as an APAC **Evaluator**? (Please state either ‘Yes’, ‘No’, or ‘n/a’ (not applicable)) | | | | | | | | | |  |  |
|  | | | | | | | | | |  |  |
| If the evaluator is an **Evaluator**, did they demonstrate the ability to be a **Lead Evaluator**?  Lead Evaluator (i.e. Team Leader) requirements are prescribed in [IAF/ILAC-A2:01/2018 Annex 1](https://www.iaf.nu/upFiles/IAFILACA2012018.pdf) and are included below for convenience (Please state either ‘Yes’ or ‘n/a’ (not applicable)) | | | | | | | | | |  |  |
| *1.5.3 Peer evaluator team leader*  *1.5.3.1 … the team leader shall be able to manage an evaluation, lead an evaluation team in an efficient and effective way, plan and control the contribution of the individual team members and report clearly and succinctly the results of the evaluation.*  *1.5.3.2 A team leader shall be able to discuss the objectives and impact of accreditation services with the management and staff of an AB, based on his/her knowledge of the accreditation body’s services, the (business and regulatory) context thereof and the associated risks.*  *1.5.3.3 The team leader shall be able to understand issues raised by the other members in the team on the accreditation fields which are outside his/her area of expertise.*  *1.5.3.4 Based on his/her interpersonal skills a team leader shall be able to optimize the performance of an evaluation team taking into account the strengths and weaknesses of the individual team members.*  *1.5.3.5 The team leader shall be able to take decisions on the classification of findings and on the closing of findings based on the recommendation of the team members.*  *1.5.3.6 The team leader shall be able to chair meetings and to reach consensus on delicate points.*  *1.5.3.7 The team leader shall be able to report to the decision making committee, and to present a recommendation, taking into account the findings of all team members, in conformity with the Arrangement requirements.* | | | | | | | | | |  |  |

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| **Comments**: (As appropriate, please relate comments to each relevant category above. Attach extra pages if needed.) | | | | |
| List two of the evaluator’s / expert’s key strengths: | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Suggest two areas of improvement for future evaluations: | | | | |
| 1. |  | | | |
| 2. |  | | | |
| Any additional comments: | | | | |
|  | | | | |
| Team Leader: | |  | Date: |  |
|  | | (Name or Signature) |  | (Completion of this form) |

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| **For APAC MRA MC use only:** | | | | | | | | | |
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| **Scores Entered in Database:** | |  |  | | | | | | |
|  | | YES |  | | | | | | |
| **Provisional Evaluator to Evaluator?** | |  |  |  |  |  |  | | |
|  | | YES |  | NO |  | N/A |  | | |
|  | | | | | | | | | |
| **Evaluator to Lead Evaluator?** | |  |  |  |  |  |  | | |
|  | | YES |  | NO |  | N/A |  | | |
| **Reviewed Completed By:** |  | | |  | |  | | |  |
|  | DATE | | |  | NAME (APAC MRA MC Chair) | | |  | |
| **Comments / Actions:** | | | | | | | | | |
| APAC MRA MC Chair to forward completed form to APAC Secretariat | | | | | | | | | |