**FM 010 - Review of Application for IAAC Peer Evaluator**

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| **Prepared by:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of member of the Peer Evaluator Management Subcommittee - PEMS) | Date: |  \_\_\_\_/\_\_\_\_/\_\_\_\_ |

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| **Reviewed by:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of member of the Peer Evaluator Management Subcommittee - PEMS) | Date: |  \_\_\_\_/\_\_\_\_/\_\_\_\_ |

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| **Name of the applicant**:  |  |
| **Application presented by (IAAC member)**:  |  |

## Evaluation of compliance to IAAC PR 004 criteria:

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| **Requirements in PR 004** | **Complies? (Yes/No)** | **Evidence** |
| **Requirements for candidate for Peer Evaluator Training Course** |  |  |
| **5.2.2.1** In order to be approved to participate in IAAC Peer Evaluator Training Courses a **candidate** shall: |  |  |
| 1. be an experienced person or assessor within his/her Accreditation Body or organization, who has relevant working experience with accreditation and has the appropriate technical background in the assigned areas of the evaluation (at least 3 years);

*Note: Appropriate technical background in the assigned areas may be achieved for example by experience as an assessor or lead assessor, experience in monitoring and evaluating performance of assessors and lead assessors, experience in managing accreditation programs, or reviewing reports and making decisions for the program.* |  |  |
| 1. have sound knowledge of the application ISO/IEC 17011, the appropriate ISO/IEC Standard(s) for the accreditation program, and relevant MLA requirements;

*Note: Sound knowledge of standards and MLA requirements may be confirmed by, for example, training courses; participation in standardization committees and relevant IAAC, ILAC and IAF working groups or committees, experience as experience as a lead assessor (at least one assessment) or assessor (at least three assessments),, experience in monitoring and evaluating performance of assessors and lead assessors, experience in managing accreditation programs, or reviewing reports and making decisions for the program.* |  |  |
| 1. be able to understand and to express him/herself clearly, in speaking and in writing in English and/or Spanish;

*Note: This may be initially met based on the information provided by the candidate and the AB in form FM 006. Language skills of non native speakers will be further evaluated during the training course and evaluations.* |  |  |
| 1. have good interpersonal skills;

*Note: This may be initially met by having experience in assessments of CABs. Personal attributes will be further evaluated during the training course and evaluations.* |  |  |
| 1. follow the instructions given by the team leader.

*Note: This may be initially met by having experience in assessments of CABs. Personal attributes will be further evaluated during the training course and evaluations.* |  |  |
| **Requirements for trainee evaluator** |  |  |
| **5.2.2.2** In addition to the requirements established in 5.2.2.1, **a trainee evaluator** shall have successfully completed the IAAC Peer Evaluator Training Course or an equivalent course offered by ILAC, IAF or a recognized regional cooperation.*Note: A candidate shall be considered to have fulfilled this training requirement for 5 years after having successfully completed a Peer Evaluator Training Course.* |  |  |
| **Requirements for evaluator** |  |  |
| **5.2.2.3** In addition to the requirements established in 5.2.2.1 and 5.2.2.2, **an evaluator** shall have participated in at least one peer evaluation or pre peer evaluation of an accreditation body and have received a satisfactory evaluation of performance by the team leader. |  |  |

**Decision**

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| [ ]  (a) Accept application and invite to the next IAAC Peer Evaluator Training Course (to be qualified as a trainee evaluator after the Course) | [ ]  (b) Qualify as a trainee evaluator |
| [ ]  (c) Qualify as an evaluator | [ ]  (d) Qualify as a lead evaluator. |
| [ ]  (e) Request more information from the AB that has presented the application (see below). | [ ]  (f) Refuse application (see reason below). |

## To be qualified for the evaluation the following types of accreditation activities and standards

(Delete lines as appropriate)

[ ]  Testing laboratories (ISO/IEC 17025)

[ ]  Clinical/Medical laboratories (ISO 15189)

[ ]  Calibration laboratories (ISO/IEC 17025)

[ ]  Biobanking (ISO 20387)

[ ]  Reference Material Producers (ISO 17034)

[ ]  Proficiency Testing Providers (ISO/IEC 17043)

[ ]  Inspection bodies (ISO/IEC 17020)

[ ]  Management system certification bodies (ISO/IEC 17021-1)

 [ ]  QMS (ISO 9001) [ ]  ISMS (ISO/IEC 27001)

 [ ]  EMS (ISO 14001) [ ]  MDMS (ISO 13485)

 [ ]  FSMS (ISO 22000) [ ]  FSSC 22000

 [ ]  EnMS (ISO 50001) [ ]  OH&SMS (ISO 45001)

 [ ]  ABMS (ISO 37001)

[ ]  Product certification bodies (ISO/IEC 17065) [ ]  Global G.A.P.

[ ]  Persons Certification Bodies(ISO/IEC 17024) [ ]  IPC

[ ]  Green House Gases Validation / Verification Bodies (ISO 14065)

[ ]  Validation / Verification Bodies (ISO/IEC 17029)

**Additional Relevant Information on fields of expertise:**

The assessor has knowledge / experience in

[ ]  PT [ ]  NMI [ ]  GFSI [ ]  WADA ISL [ ]  ISO 22870 [ ]  ISO 15195

Others (areas of conformity assessment): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for refusing the application:**

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**Information to be requested:**

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