**FM 019 - Formal Appointment of the IAAC Evaluation Team**

**[Date]**

To **[representative of the AB to be evaluated]**

We would like to confirm the appointment and mandate of the complete IAAC peer evaluation team for the Re-evaluation of the **[AB to be evaluated]**, for the purpose of the maintenance of its recognition for accreditation in the following scopes:

Testing Laboratories, Including Medical/Clinical Laboratories,

Calibration Laboratories,

Biobanking

Inspection Bodies

Proficiency Testing Providers,

Reference Material Producers,

QMS Certification Bodies,

EMS Certification Bodies,

FSMS Certification Bodies,

FSSC 22000 Certification Bodies,ISMS Certification Bodies,

MDMS Certification Bodies

EnMS Energy Management systems

ABMS Anti-Bribery Management Systems

OH&SMS Occupational Health and Safety Management Systems

Product Certification Bodies, including GLOBAL G.A.P.

Persons Certification Bodies,

International Personnel Certification AssociationGreen House Gases Validation/Verification Bodies

Validation/Verification Bodies

**[This is a joint evaluation with: IAF, ILAC, APAC]**

The team members are:

**[Name, Accreditation Body, Country]** as the evaluation team leader, and evaluator for **[Scopes]**. Email:

**[Name, Accreditation Body, Country]**, as a team member, for **[Scopes]**. Email:

**[Name, Accreditation Body, Country]**, as team member for **[Scopes]**. Email:

The role and responsibilities of an Trainee Team Member (TTM) and a Trainee Team Leader (TTL) are described in the PR 004 procedure.

**[AB to be evaluated]** shall inform the MLA Secretary on whether it accepts the evaluation team, within 15 days. If the MLA Secretary does not receive a response the team will be considered to be accepted.

The evaluation will be carried out from **[date]**.

The language in this evaluation will be **[English/Spanish]**.

However this does not exclude that a member of the evaluation team may need a simultaneous interpreter during the evaluation. The AB shall confirm this with the evaluation team members.

As defined in procedure IAAC MD 002, the procedures for reevaluation are essentially the same as for an initial evaluation. Although an application per form FM 001 is not required, the AB shall provide the evaluation team all documents required in form FM 001, item 20, and the FM 003 Peer Evaluation Checklist (translated if required by the team leader), 90 days in advance of the evaluation. For planning of the witnessing, the AB shall also provide the evaluation team with a list of assessments that will take place from about 6 weeks before the proposed on-site evaluation date, or as agreed with the team leader. Failure to meet that deadline may lead to the cancelation of the re-evaluation and other action as found appropriate by the MLA Group (see Annex 4, clause 2.7.1).

As defined in procedure IAAC MD 002, all costs for this evaluation are to be covered by **[AB to be evaluated]**, including transportation, hotels, meals, meetings rooms, translation, if necessary, and any other costs necessary for the evaluation team to perform their tasks.

**[AB to be evaluated]** shall agree with the evaluation team members on how these costs will be covered, taking into consideration that different arrangements may be required for each team member depending on their country and the organization that they work for.

We also request **[AB to be evaluated]** to inform the team members of any visa requirements or any other documentation (such as letters of invitation, vaccinations) needed to enter the country.

Yours Sincerely,

XXXXX, MLA Committee Chair

XXXXX, IAAC MLAC Secretary