

## ISSUE 12 – ENSURING AB DOCUMENTS ARE RECEIVED ON TIME

### APAC Lead Evaluator Training Objectives:

Examine appropriate approaches in ensuring Set A and B documents are received by the evaluation team at least 3 months before the planned date of the evaluation.

### ILAC Finding: NC-01 of AB#2 and APAC Response

ITEM	CONSIDERATION
DM NC #1	The documents related to this peer-evaluation were not sent to the evaluation team respecting the requirements. Requirement: IAF/ILAC A2 and APLAC MR 011: "3.2 Not Less Than 3 Months Prior to Scheduled Date of Evaluation"
Date	Response from the Region
2018/04/19	Agreed. The evaluation documents were not fully received not less than three months prior to the evaluation. This issue will be discussed at the June 2018 MRA Council meeting by the MRA Council Chair stressing the importance that evaluation documentation is sent to the team leader and team within the time frames specified in IAF/ILAC A2 and APLAC MR 011.
Date	Reaction from the IAF / ILAC evaluation team
2018/05/15	The corrective action is accepted, evidence to be confirmed
Date	
2018/08/06	At the 40 <sup>th</sup> MRA Council meeting the MRA Council Chair stressed the need for the timely submission of Evaluation Documentation to the evaluation team. An extract from the draft minutes is detailed below: <i>"If the required evaluation documentation is not provided to the evaluation team by the due date it jeopardises the evaluation. If the evaluation is not undertaken and falls outside the time frame of the APLAC and ILAC MRA, its recognition will need to be withdrawn. The timely receipt of evaluation documentation is crucial."</i>
Date	Reaction from the IAF / ILAC evaluation team
2018-10-26	Evidence accepted, finding <b>closed</b>

### IAF/ILAC A2:2014, no clause (refers to ISO/IEC 17011:2004 generically) and APLAC MR 011, 3.2 (used during ILAC evaluation)

#### 3.2 Not Less Than 3 Months Prior to Scheduled Date of Evaluation

- (i) Obtain copies of set A and set B documents (APLAC MR 003, Appendix 2) from AB; obtain written confirmation from the AB as to how these and other documents and records obtained during the evaluation are to be disposed of at the end of the evaluation so as to ensure confidentiality of the information;

### IAF/ILAC A2:2018, 3.1.3 and APAC MR 006:2019, 3.2 (current versions)

#### IAF/ILAC A2:2018

#### 3.1 Preparation and Planning

- 3.1.3 The AB shall send all documents to the evaluation team, at least 3 months in advance of a visit to allow for preparation and for requesting additional information.

APAC MR 006:2019,

**3. CHECKLIST FOR APAC TEAM LEADERS – RE-EVALUATIONS**

**3.2 Not Less Than 3 Months Prior to Scheduled Date of Evaluation**

- (i) Obtain copies of Set A and Set B documents (see APAC FMRA-002) from AB; obtain written confirmation from the AB as to how these and other documents and records obtained during the evaluation are to be disposed of at the end of the evaluation to ensure confidentiality of the information;

**Acceptable / Possible solutions**

We were reminded of this requirement at the 2018 MRA meeting but would not hurt to confirm we all understand the same thing here.