

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
<b>MR011</b> A guide for APLAC Evaluation Teams for the planning and conduct of evaluations is now <b>MRA-006</b> A guide for the planning and conduct of evaluations		
2.4.1 Use of Annex V of MR 009 for witnessing reports	Details of witnessed activities now recorded on APAC <b>FMRA-012</b>	New form reference
2.7.1 The policies and procedures of the applicant body for proficiency testing shall be evaluated against the requirements of APLAC MR 001, clause 3.3.	2.7.1 The policies and procedures of the applicant body for proficiency testing shall be evaluated against the requirements of <b>ILAC P9</b> . Access to and participation levels in proficiency testing programmes should be established	Now refers directly to P9
3.1 (v) In consultation with APLAC MRA Council Chair, select evaluation team members and seek endorsement of team by AB; - check that team members' ABs have not provided consultancy to AB in last 4 years;	3.1 (v) In consultation with APLAC MRA Council Chair, select evaluation team members and seek endorsement of team by AB; - check that team members' ABs have not provided consultancy to AB in last <b>3</b> years;	Amended period for team members that may have provided consultancy

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
3.1 (v) balance of experienced and less experienced evaluators (unless unavoidable, e.g. because of limited evaluator resources, no more than one “provisional” evaluator; use of more than one “provisional” evaluator requires specific approval by the Chair of the APLAC MRA Council);	3.1 (v) balance of experienced and less experienced evaluators , and the inclusion of at least one Provisional Evaluator	Changes with regard to the inclusion of provisional evaluators on the team
3.2 (viii) Present a verbal report to the APLAC MRA Council, summarising the team’s findings and supporting the team’s recommendations.	3.2 (viii) If required, present a verbal report to the APLAC MRA Council, summarising the team’s findings and supporting the team’s recommendations.	Changes to reporting on the outcome of the evaluation to the MRA Council
3.5 (vii) Complete evaluator performance log for each team member (APLAC MR 004, Appendix 3; available in Word format from “members only” area of APLAC web site) and send to Chair of Evaluator Performance Working Group;	3.5 (vii) Complete evaluator performance log for each team member (APAC FMRA-008) and send to Chair of APAC MRA;	Amended form reference and recipient of the team performance evaluations
4. Management Of Observers At Evaluations	Now in a separate document APAC MRA-007	Amended document reference
APLAC MR-002 Mutual Recognition Arrangement / APAC MRA-002 Mutual Recognition Arrangement		

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
<p>Covered:</p> <ul style="list-style-type: none"> <li>• Principle elements for the arrangement</li> <li>• The arrangement itself which included obligations of the full members</li> </ul>	<p>Document sets out the different levels (5) in the MRA structure based on the activities undertaken by the AB's, and includes the obligations of the APAC full members</p>	
<p><b>APLAC MR-001</b> Procedures for Establishing and Maintaining the APLAC Mutual Recognition Arrangements Amongst Accreditation Bodies / <b>APAC MRA-001</b> Procedures for Establishing and Maintaining Mutual Recognition Amongst APAC Accreditation Bodies</p>		
<p>This document describes the procedures for APLAC to follow in the evaluation and re-evaluation of an accreditation body that accredits:</p> <ul style="list-style-type: none"> <li>• calibration laboratories;</li> <li>• testing laboratories;</li> <li>• medical testing laboratories;</li> <li>• inspection bodies;</li> <li>• reference material producers (RMPs);</li> <li>• proficiency testing providers (PTPs).</li> </ul>	<p>... accreditation bodies that accredit the following types of CAB's that accredits:</p> <ul style="list-style-type: none"> <li>• calibration laboratories;</li> <li>• greenhouse gas validation and verification bodies;</li> <li>• inspection bodies;</li> <li>• management system certification bodies;</li> <li>• medical /clinical testing laboratories;</li> <li>• persons certification bodies;</li> <li>• product certification bodies;</li> <li>• proficiency testing providers (PTPs).</li> <li>• reference material producers (RMPs);</li> <li>• testing laboratories;</li> </ul>	<p>Expanded scope</p>

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
<b>Evaluation Team Leader (TL):</b> a person responsible for leading an MRA peer evaluation team.	<b>Lead Evaluator:</b> a person accepted by the APAC MRA MC as meeting the requirements given in APAC MRA -004 and the criteria for Peer Evaluator Team Leader as detailed in IAF/ILAC A2 – Annex 1.  <b>Evaluation Team Leader (TL):</b> a person responsible for leading an APAC MRA peer evaluation team.	Additional definitions for team members
	<b>Provisional Evaluator:</b> a person accepted by the APAC MRA MC as meeting the requirements given in APAC MRA-004 and the criteria for Candidate Peer Evaluation Team Member as detailed in AIF/ILAC A2-Annex 1	Additional definitions for team members
	<b>Provisional Lead Evaluator:</b> a evaluator accepted by the APAC MRA MC as meeting the requirements given in APAC MRA-004 and the criteria for Evaluation Team Leader as detailed in AIF/ILAC A2- Annex 1, who has undertaken at least two peer evaluations as an Evaluator and received a positive recommendation from a Lead Evaluator.	Additional definitions for team members

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
4.8 The applicant body shall pay for economy class airfare unless other arrangements are agreed in advance.	6.1.1 Peer evaluation teams shall be provided with flexible economy tickets for itineraries requiring up to 7 hours continuous flying time, and premium economy class airline tickets for more than 7 hours continuous flying time.	Amended travel options for evaluators
4.3 The evaluation team may consist of evaluators and technical experts. When an evaluator or technical expert from outside the APLAC region is included on the team, the APLAC Board of Management shall determine whether APLAC itself should pay for inter-country travel costs.	6.3 When an evaluator or technical expert from outside the APAC region is included on the team, the applicant should pay for inter-country travel costs.	Amended travel cost requirements for evaluators outside the region
	10.1.3 A Deputy Team Leader may also be appointed as appropriate to assist with the management of the evaluation, and in the coverage of a large scope of recognition or one that is also covered by IAF and ILAC recognition. For example, a Team Leader may be selected to ensure adequate coverage of one of the ILAC or IAF areas of recognition and the Deputy Team Leader can assist with coverage of the other.	Amendments to composition of the team – now includes deputy team leader as an option

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
	<p><b>APPOINTMENT OF AN EVALUATION REVIEW PANEL</b></p> <p>11.1 Once the evaluation team is confirmed, the APAC MRA MC shall appoint an ad-hoc Evaluation Review Panel (ERP) for the particular evaluation.</p> <p>11.2 The ERP shall be formed from APAC MRA Council Members and shall comprise at least one APAC MRA MC member, one delegate from an APAC MRA signatory, and one Evaluator not involved in the evaluation that is the subject of the report. At least one Lead Evaluator shall be part of the ERP. The nominated APAC MRA MC member shall act as a Moderator and lead the ERP on completing the evaluation report review.</p>	New evaluation report review process
	Section 13 now includes details with regard to suspension and withdrawal of recognition, with reference to following the procedures given in IAF/ILAC A2.	Additional information for suspensions and withdrawals

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
13.1 The evaluation team leader shall review the information and documentation provided by the applicant body (referenced in section 12.2(a)) within 90 days of receipt.	16.1 The document review shall be conducted in accordance with IAF/ILAC-A2 and this document.	
	18.2.2 (e) The potential appointment of a Deputy Team Leader;	
17.3 The evaluation team shall do an evaluation of the operational procedures and practices of the applicant body at its offices, and at conformity assessment bodies undergoing assessment/re-assessment and surveillance, placing emphasis on the issues described in Section 2 of APLAC MR 011.	<p>20.3.1 The on-site evaluation shall be conducted in accordance with IAF/ILAC A-2 and this document.</p> <p>20.3.2 The evaluation team shall evaluate the operational procedures and practices of the applicant body at its offices, and at conformity assessment bodies undergoing assessment/re-assessment.</p> <p>Note: Additional guidance on the conduct of evaluations can be found in APAC MRA-006.</p>	New references.

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
	<p>20.6.6 If the applicant does not accept any of the findings or refuses to take any actions required by the Team Leader, the Team Leader shall seek input from the Chair of APAC MRA MC. If the evaluation team, the applicant, and the Chair of APAC MRA MC cannot reach an agreement, the matter shall be referred to the APAC MRA Council for a decision. The Chair of the APAC MRA Council may choose to appoint a three-member group independent of the APAC MRA MC to deal with any disagreements, or to refer the matter to the appropriate APAC or ILAC/IAF committee, as appropriate.</p>	<p>Expanded options for dealing with evaluation findings.</p>



CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
	<p>22.3 Evidence of implementation of any corrective action shall be provided by the evaluated body. The level of verification required to assess the effectiveness of the corrective action taken may vary depending on the significance of the findings. For example, in certain circumstances the Team Leader may consider it appropriate to accept remote evaluation of the corrective action taken. In other circumstances, depending on the severity of the nonconformity, the Team Leader may consider it appropriate to conduct a follow-up visit for on-site verification of the corrective action taken.</p>	<p>Clarification of what is required to support actions taken by the AB, to the TL.</p>
	<p>REVIEW BY THE EVALUATION REVIEW PANEL</p> <p>24.1 The task of the APAC ERP is to review the evaluation, planning and execution and to consider the scope, breadth and depth of the evaluation. The ERP shall review all reports and shall decide and formally record its decision on two aspects of the report and any recommendations made by the Evaluation Team: etc.</p>	<p>Documenting the process to be followed by the Evaluation Review Panel which is new to APLAC members – also See Annex E</p>

CHANGES IN PROCEDURES FROM PAC/APLAC TO APAC		
OLD	NEW	CHANGE
	<p>REVIEW AND DECISION-MAKING BY THE MRA COUNCIL</p> <p>25.1 The APAC Secretariat shall submit the final evaluation report together with the ERP Summary Report to the APAC MRA Council with the recommendation that the applicant be accepted (or rejected) for balloting within seven days after the ERP endorsement of the final evaluation report. A copy shall also be sent to the applicant body if it is not already a member of the Council. The ballot shall close 30 days after initial issue by the APAC Secretariat. ....</p>	Updated decision making process