With the objective of continual improvement of ARAC peer evaluation as an important part of the ARAC MLA, the team leaders of the ARAC Peer evaluation teams are requested to review the performance of each member of the evaluation team.

The team leaders shall send this completed form for each team member to the ARAC MLA Committee Secretariat together with the final report of the evaluations.

The results of these reviews shall be collected by ARAC MLA Committee Secretariat and the results shall be reported at least annually to the ARAC MLA Committee. When evaluators from other regional cooperation are used by ARAC, ARAC may forward these reviews to the appropriate regional representative.

|  |
| --- |
| ***CONFIDENTIAL*** |
| Evaluator / Expert: |  | Employer: |  |
|  | (Name) |  | ( |
| Evaluated AB: |  |
| Evaluation Dates: |  | Team Leader: |  |
|  |  |  |  |  | (Name) |
| The team member is currently qualified as: ( ) Evaluator ( ) Trainee Evaluator |
| Please score each of the performance categories according to the following scale:(For scores of 1 or 2, please detail specifics in the Comments section below.) |
|  | 1 =strongly disagree | 2 = disagree |  NA | 4 = agree | 5 = very much agree |  |
|

|  |  |
| --- | --- |
| 1. Showed adequate preparation (prepared questions; adequate familiarity with

documents and previous evaluation reports) |  |
| 1. Showed to be familiar with ARAC, IAF and ILAC evaluation procedures

(ARAC Mandatory documents and IAF/ILAC A1 and A2) |  |
| 1. Showed adequate understanding of ISO/IEC 17011 &all mandatory MLA requirements
 |  |
| 1. Appropriate samples taken and issues verified to ensure adequate evaluation of the scope in question
 |  |
| 1. Showed adequate use of ARAC template reports
 |  |
| 1. Findings were valid, based on objective evidence, and written clearly
 |  |
| 1. Had the ability to convey findings and convince the client (Accreditation Body)
 |  |
| 1. Had the ability to address all concerns raised by the client (Accreditation Body)
 |  |
| 1. Written and/or spoken communication in Arabic and English was sufficient to ensure effective evaluation
 |  |
| 1. Contributed in timely manner to final report
 |  |
| 1. Demonstrated to be open minded
 |  |
| 1. Had the ability to address all concerns raised by the client (Accreditation Body)
 |  |
| 1. Had the ability to act as team player (teamwork skills and cooperation with team members)
 |  |

* If the team member is a Trainee Evaluator, do you recommend appointment as an Evaluator? (Yes/ No)
* If the team member is an Evaluator, do you suggest that this evaluator would be a suitable Team Leader? (Yes/ No)
 |
|  |
|  |
|  |
|  |  |
|  |
| Note: Please provide supporting information for categories 1 & 2 and positive comments for the overall performance of this evaluator. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
|  |  |
| Team Leader: | (Name or Signature) | Date: |  |
|  | (Name or Signature) |  | (Completion of this form) |
|  |