



PROCEDURE FOR CONDUCT OF JOINT EVALUATION WITH ANOTHER REGIONAL COOPERATION

CLASSIFICATION

This document is classified as an ARAC Procedures Document.

AUTHORIZATION

Issue No:	01
Prepared by:	MLA Committee
Date:	23/02/2017
Revision No:	01
Approved by:	ARAC GA
Issue Date:	23/02/2017
Application Date:	Immediate
Document number:	ARAC PR 030

Original: English

PROCEDURE FOR CONDUCT OF JOINT EVALUATION WITH ANOTHER REGIONAL COOPERATION

TABLE OF CONTENTS	Page
1. Purpose	3
2. Subject	3
3. Request of Cooperation	3
4. Conditions of Cooperation	
5. Procedures	4
5. Reversion to ARAC-only evaluation	5

PROCEDURE FOR CONDUCT OF JOINT EVALUATION WITH ANOTHER REGIONAL COOPERATION

1. Purpose

1.1. Wherever appropriate ARAC cooperates with other regional cooperation, when requested, in the conduct of joint evaluations of accreditation bodies. This document outlines the procedure to be followed for the conduct of a joint evaluation with another regional cooperation body.

2. Subject

2.1. From time to time ARAC may be requested by another regional accreditation cooperation body (hereinafter included in the term "cooperation body") or by the Accreditation Body under evaluation, to cooperate in the conduct of a joint Peer evaluation of an accreditation body that is a member of both cooperation bodies or has a contract of cooperation with one of the cooperation bodies while being a member of the other cooperation body. Wherever possible ARAC will cooperate with this request.

3. Request of Cooperation

3.1. Any request for cooperation shall be sent to the ARAC MLA Committee Secretariat who shall refer the request to the ARAC MLA Committee members, seeking their endorsement. Consultation with the ARAC MLA Committee members shall be via any appropriate means for communication (i.e. email, cloud-based file sharing) if the timing of the request is such that it cannot be dealt with during a meeting of the MLA Committee meeting.

4. Conditions of Cooperation

Once the two MLA/Management Committees Chairs agree on a joint evaluation, a single Team Leader, and Deputy Team Leader if needed, shall be appointed to co-ordinate and manage the evaluation activities. The selection and appointment of Team Leaders will be on a case by case basis as determined by the two Regional Groups.

In cases where a Lead Evaluator of both Regional Cooperation is appointed as the Team Leader, then he / she is responsible for the management of the evaluation in accordance with the evaluation procedure of the Regional Group that is agreed by both Regional Groups. The Regional Groups shall determine whether a Deputy Team Leader is needed.

In cases where a Lead Evaluator from a Regional Group is appointed as the Team Leader, the Regional Group not providing the Team Leader shall appoint one of its Lead Evaluators to the team to act as Deputy Team Leader.

5. Procedures

5.1. The Chairs of the ARAC MLA Group and the decision making Group shall agree, in consultation with the AB, which cooperation will provide the TL for the joint evaluation. Once the appointment of the TL is confirmed by the appointing cooperation in accordance with its procedures, the Chair of the appointing Council/Committee shall, in a timely manner, inform the Chair of the other Council/Committee of the appointment.

5.2. The evaluation process to be followed by the evaluation team and the AB shall be based primarily on the documented procedures of the regional cooperation from which the TL has been appointed, unless otherwise mutually agreed between the two MLA/MRA Committees Chairs.

5.3. The selection of the evaluation team members shall be carried out in a cooperative and consultative manner between the TL/LE and ARAC MLA Committee Chair (with acceptance by the AB confirmed to each regional cooperation), ensuring all MRA/MLA scopes to be evaluated are adequately covered.

Note 01: In the case that ARAC has appointed the TL, the ARAC MLA Committee Chair, who under ARAC procedures, is responsible for the selection of the Peer Evaluation Team members, will designate the team in consultation with the appointed Lead Evaluator (LE) from the other cooperation body who will be appointed as Deputy TL.

5.4. Once the evaluation team and evaluation dates are agreed between all parties, the TL shall ensure the ARAC Secretariat is notified of the dates of the evaluation, the Team Members (TMs) and their respective assignments. The TL is then responsible for the conduct of the remainder of the evaluation process in accordance with the regional cooperation's procedures selected.

5.5. Should any logistical and/or procedural issues arise during the course of the evaluation that requires input from the ARAC MLA Committee Chair and or the decision making Group of the other region, the TL shall ensure both Chairs are informed. Both Chairs shall work together to achieve a mutually acceptable resolution.

5.6. The final evaluation report, in English, shall be submitted to the ARAC MLA and decision making Group Secretariats upon completion. Where possible, a member of the evaluation team should be present when the report is considered by the respective cooperation's decision-making group.

- 5.7. Throughout the evaluation process, and particularly with some of the post-on-site evaluation administrative processes, there will be different and/or additional functions required by each cooperation to be performed by the TL and TMs. Examples include, but are not necessarily limited to, feedback on evaluator performance by members of the evaluation team and answers to written questions on the evaluation report from members of the ARAC MLA Group prior to decision-making meetings. Every effort should be made to identify these in advance and implement accordingly, but all members of the evaluation team shall cooperate when requested to carry out activities required by either cooperation that would not normally be part of their own cooperation's procedures.
- 5.8. The TL may use the ARAC or the other region forms for the evaluation programme and for the evaluation report. If the TL decides to use the other region forms, he/she shall ensure, with the assistance and support of ARAC TMs, all requirements documents called up in the applicable ARAC forms are included.
- 5.9. The ARAC MLA Group and the other regional decision making Group shall make their respective decisions independently and in accordance with their respective procedures. However, if there is a pertinent matter discussed/concluded at the decision-making group that first considers the evaluation report and associated recommendation from the team, this should be brought to the attention of the other decision-making group when they consider the evaluation report.

Note: Such 'pertinent matters' would be when the decision-making group first considering the evaluation report does not accept the general recommendation from the team (e.g. does not grant/continue signatory status in one or more of the MRA/MLA scopes, particularly those scopes common to both regional cooperation; or when a shortened re-evaluation interval is decided). The Chair of the 'first' decision-making group and the TL shall agree which pertinent matters should be brought to the attention of the 'second' decision-making group, and on the mechanism for doing so. This could be through either the TL or another senior TM / 'Deputy TL' representing the 'second' regional cooperation (and who will be presenting the evaluation report and team recommendation to the 'second' decision-making meeting), and/or through the Chair of the 'second' decision-making group. Notwithstanding this sharing of information, regardless of any prior evaluation decision made, separate and distinct decisions are made by each of the decision-making groups.

6. Reversion to ARAC-only evaluation

- 6.1. The ARAC team leader appointed for the joint evaluation should identify possible "back up" ARAC evaluators who can be used to complete the evaluation team if the evaluation needs to revert to an ARAC-only evaluation.