**FM 013 - Performance Review of an ARAC Peer Evaluator**

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| Prepared by:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of member of the ARAC MLAG) | Date: |  \_\_\_\_/\_\_\_\_/\_\_\_\_ |

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| Reviewed by:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of member of the MLAG) | Date: |  \_\_\_\_/\_\_\_\_/\_\_\_\_ |

|  |  |
| --- | --- |
| **Name of the applicant**:  |  |
| **ARAC AB member**  |  |

|  |  |
| --- | --- |
| **Evaluated Organization** |  |
| **Date of the Evaluation:**  |  |
| **Function on the evaluation team:** | **[ ]  team leader [ ]  peer evaluator team member** |
| **Present qualification:** | **[ ]  lead peer evaluator [ ]  Peer evaluator** **[ ]  trainee peer evaluator** |

**Performance monitoring documents reviewed:**

[ ]  Performance Log(s) issued by: name(s) of the peer evaluator(s) issuing the performance log(s)

[ ]  Performance letter issued by the evaluated AB

**Conclusion:** (delete as appropriate)

[ ]  Performance as team member / team leader is satisfactory

[ ]  Performance as team member / team leader is not satisfactory as indicated below

[ ]  Evaluation techniques need to be improved

[ ]  Understanding ARAC MD 002, ISO/IEC 17011 and/or other mandatory requirements for the ARAC MLA requires improvement.

[ ]  Preparation for the evaluation needs improvement

[ ]  Written or spoken communication needs improvement

[ ]  Performance in training as lead evaluator is satisfactory

**If necessary, add comments on actions for improvement or any relevant positive comment:**

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**Decision in relation to qualification**: (delete as appropriate)

[ ]  Qualify as an evaluator

[ ]  Qualify as a lead evaluator

[ ]  Maintain qualification as a trainee evaluator

[ ]  Maintain qualification as evaluator

[ ]  Maintain qualification as a lead evaluator

[ ]  Train as lead evaluator

[ ]  Change qualification from lead evaluator to evaluator

[ ]  Change qualification from evaluator to trainee evaluator

[ ]  Suspend qualification

[ ]  Remove from the ARAC Peer Evaluators List