



**European
co-operation for
Accreditation**

Policies and procedures for the peer evaluation system

Introduction to EA 2/02

***Policies and procedures for the peer
evaluation system***

Introduction to EA 2/02

The evaluation process

Scope

EA 2/02 describes the procedures that EA has adopted for the **evaluation and re-evaluation of nationally recognised ABs, the operation of their accreditation schemes and their accredited organisations** when these ABs are or wish to become signatories to the EA MLA or BLA .

Objectives of an evaluation

To establish **confidence** that

- AB conducts its assessments and accreditations in accordance with **the EC Regulation 765/2008, ISO/IEC 17011 and the related international documents**
- accredited CABs fully meet the requirements for accreditation (**EN or ISO standards + EA, ILAC, IAF supplementary requirements / cat.1,2,3 documents + requirements specified by the body**)

The steps of the evaluation

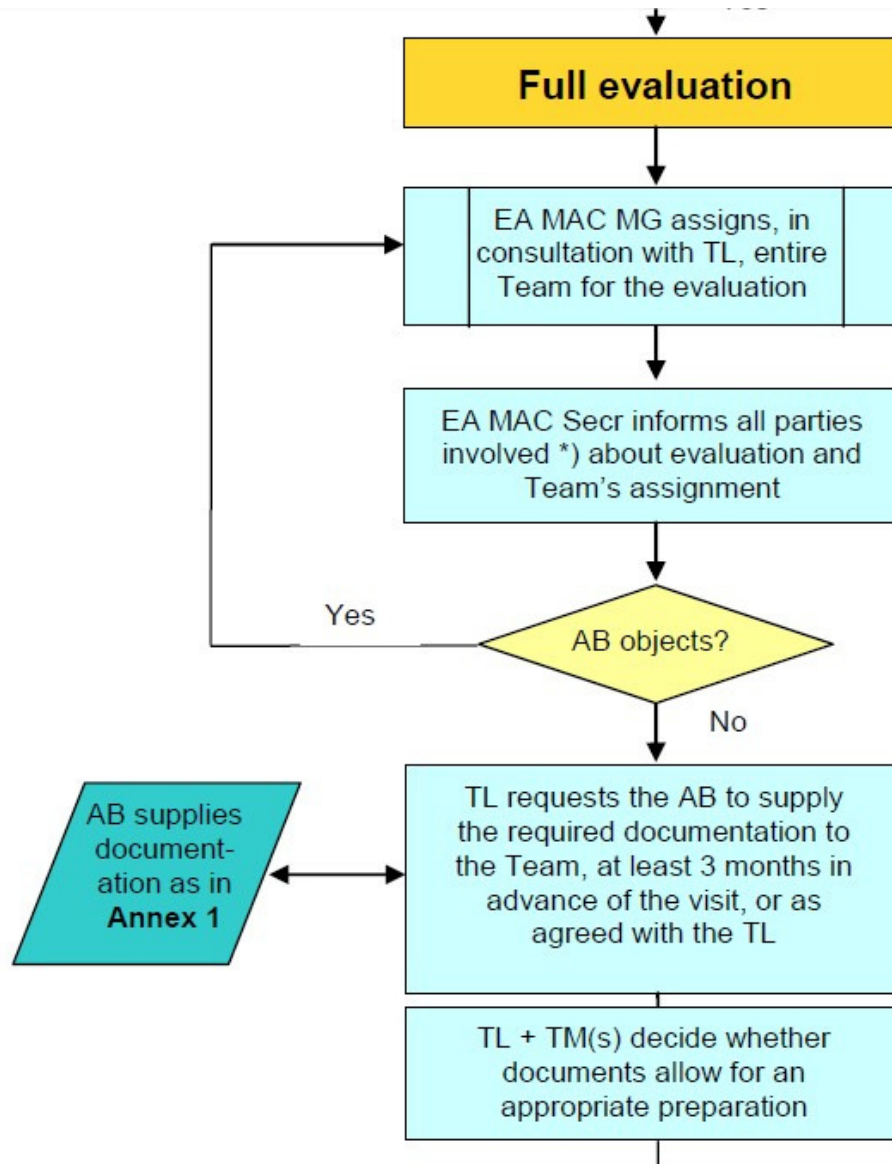
- Application
- Pre-evaluation
- Full evaluation
- Decision-making
- Re-evaluation

Application

- Application in writing to EA secretariat together with requested documentation - check whether receivable or not
- Application forwarded to EA-MAC secr. - check for comprehensiveness of documentation
- EA-MAC MG accepts the application and assigns a **team leader (TL)** for pre-evaluation
- Based on review of documentation, TL recommends EA-MAC MG to proceed with pre-evaluation

Pre-evaluation

- Purpose : Determine whether the AB is ready for the initial evaluation
- Team composition : one TL, and one **team member (TM)**, assigned by the EA-MAC MG
- Duration : 2- 3 days
- Content of the report :
 - Brief overview of the AB's legal status and impartiality,
 - Scope, accreditation activity, and other general information on the AB (including cross frontier accreditation)
 - List of findings
 - Recommendation on when and how to proceed, to the EA-MAC MG
- Decision by the EA-MAC MG whether the Full evaluation can take place



See Annex 3

*If a pre-evaluation was conducted, the same TL will normally continue with the full evaluation.
 In EA evaluations a Deputy TL will be assigned.
 In ILAC/IAF evaluations an EA Deputy TL can be assigned to ensure appropriate reporting according to EA rules.
 AB may object to the assignment of any member of the team.*

**) the AB under evaluation
 + the TL/TMs and their employers
 + EA MAC members*

Reserving dates for the evaluation should be agreed between the team and the AB preferentially at least 6 months in advance.

See Annex 4

Full Evaluation

The evaluation team (Annex 3)

- Is composed as **to cover all activities of the AB** (different types of conformity assessment)
- **1 team leader:**
 - is responsible for all phases of evaluation
 - evaluates main organisational aspects of the AB
 - may be also in charge of specific evaluation in one accreditation sector
- **1 deputy team leader**
 - takes over tasks assigned by the TL in preparation and managing the evaluation
 - Replaces TL in case of illness
- **team members:**
 - assist the team leader by contributing to evaluation of organisational aspects of the AB
 - are in charge of specific evaluation of one or 2 accreditation sectors
 - contribute actively to preparation and reporting

Documentation to be provided by the accreditation body (in English)

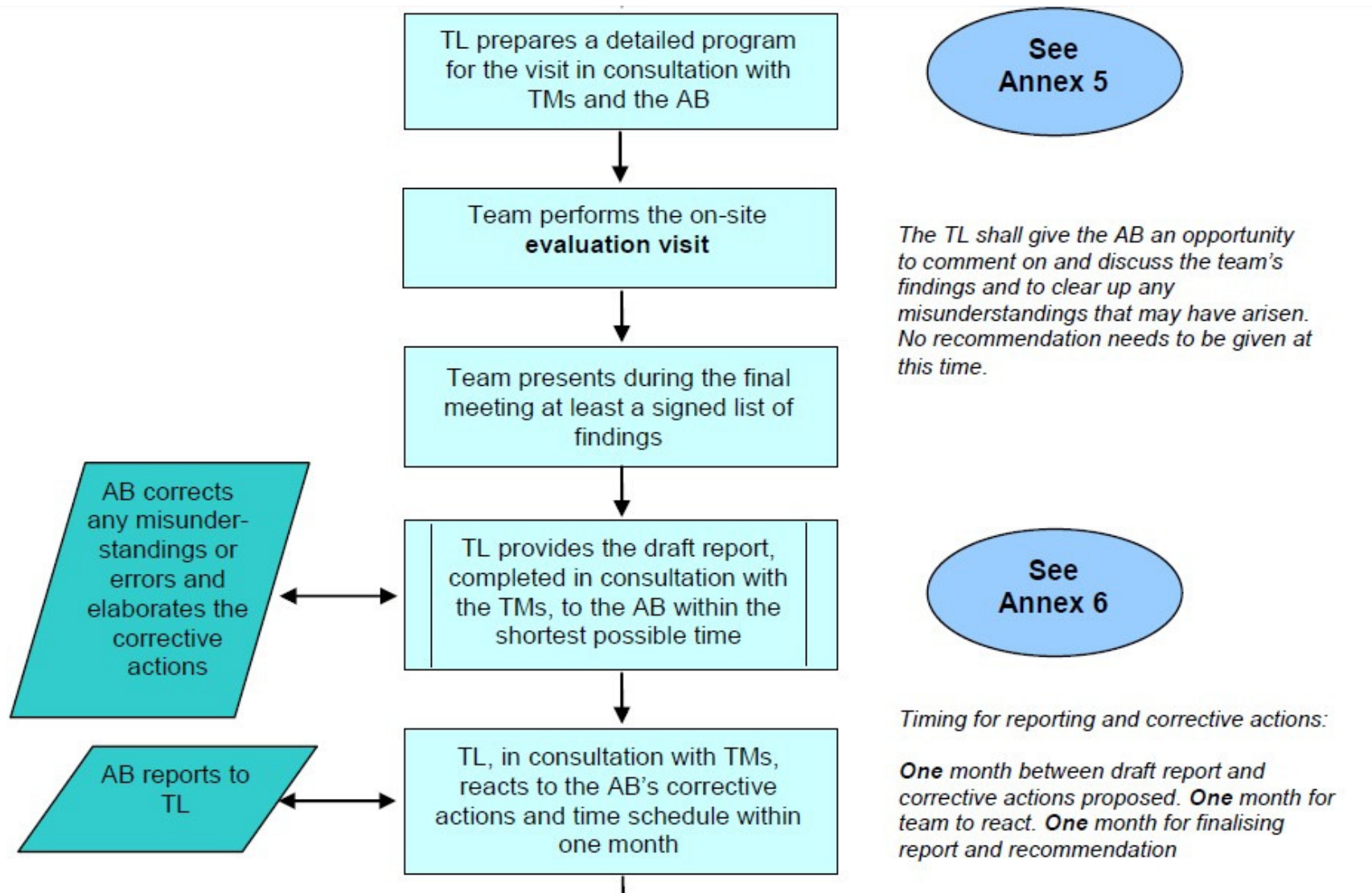
- general information of the AB
- quality manual + list of documents supporting the quality manual
- accreditation criteria and other published criteria
- completed check-list against ISO criteria (EA-MAC/01-S17)
- statistical information (EA-MAC/01-S16)
- self-assessment report against ISO/IEC 17011 and other requirements of MLA (IAF/ILAC A3)

Documentation to be provided by the accreditation body (in English)

- report of management review
- report on the use of accreditation for the purpose of notification
- report on PTs and ILCs activities
- implementation of EA Cross Frontier Policy
- participation in EA (ILAC/IAF)
- policy for implementation of the ILAC/IAF mark
- policy for implementation of the EA 2/11

Organisation of the evaluation

- **Goal:** to collect information based on objective evidence that confidence can be obtained in the operation of the AB
- **Means:**
 - Study of documents passed by the AB in advance
 - Interviews with AB staff, assessors, ...
 - Vertical audits of files
 - Review of records
 - Witnessing



Example of an evaluation program

- **Sunday**: preparation (TL +TMs)
- **Monday**: introduction and office evaluation + preparation for the witnessing – evaluators separate
- **Tuesday to Thursday**: office evaluation (including records review and audit trails) and/or witnessing – flexible split between TL and TMs
- **Thursday**: compiling findings and preparation of the final report
- **Friday**: finalising report and presentation to AB

Timing for reporting

Final report including corrective actions : 4 months after the visit at the latest

Decision making

First step : study of the report by an EA MAC TFG (annex 7)

Objective of the TFG : evaluate the report on completeness and good understanding, study of it within 3 weeks after reception, and make a recommendation on decision to the EA-MAC.

Second step : decision made by the EA MAC (annex 8) upon recommendation fo the TFG

Information of the AB by the EA MAC secretariat

Re-evaluation

Arrangement of the evaluation following the same process as for the full evaluation, based on the last decision

Thank you very much for your attention

Questions?