PROCEDURE FOR PRE PEER EVALUATION VISITS

CLASSIFICATION

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AVAILABILITY

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PROCEDURE FOR PRE PEER EVALUATION VISITS

1   PURPOSE
This document establishes the procedure for the performance of pre peer evaluation visits.

2   INTRODUCTION

2.1 IAAC carries out several activities aiming at training and capacity building of its members. One of these capacity building activities is pre peer evaluations visit.

2.1.1 In case the accreditation body (AB) requires funds from IAAC projects with other organizations in order to receive the pre peer evaluation, the criteria for assignment of activities with funds provided by IAAC project, as detailed in PR 016, shall apply.

2.2 An AB can receive only one pre peer evaluation visit for each scope of the IAAC MLA.

2.3 The AB is responsible for covering all costs of the pre peer evaluation, including transportation, meals and all other expenses incurred by peer evaluators. This applies even in case the pre peer evaluation is funded through IAAC projects.

2.4 Pre peer evaluation visits are carried out with the following purposes.

   a)To provide the AB that receives a pre per evaluation opportunity to submit its accreditation
      system to an evaluation process that applies the same requirements and competences
      used in a peer evaluation for the IAAC MLA.
   b)To provide the AB an opportunity to identify findings in its accreditation system through an
      independent peer evaluation process.
   c)To provide the IAAC MLA Committee opportunities to train peer evaluators.

2.5 A pre peer evaluation visit is not part of the evaluation process used under the IAAC MLA, however the pre peer evaluation team shall use the same requirements applicable to peer evaluation as defined in MD 002.

2.6 The peer evaluation team shall use, and, as far as possible, the same evaluation techniques and procedures described in MD 002 when planning and conducting the pre peer evaluation visit. Section 3 contains a flowchart for the pre peer evaluation process.

2.7 The pre peer evaluation team shall normally be composed of two team members, one of whom will be the team leader. Leader Evaluators, evaluators and trainee evaluators may be appointed as team leaders or team members.

2.8 The pre peer evaluation team shall act in an impartial manner and shall not provide consultancy to the AB that is undergoing a pre peer evaluation.

2.9 The tasks of the pre peer evaluation team are to carry out the pre peer evaluation visit and provide a report to the AB identifying the findings.
Note: The AB does not need to provide the team or IAAC any response to the findings and the pre peer evaluation team does not need to review any action taken by the AB.
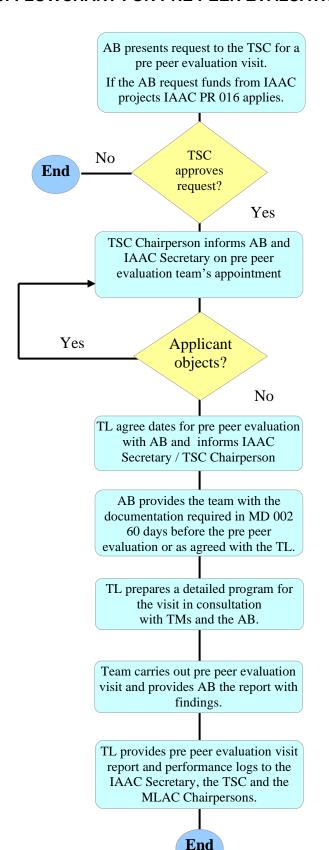
2.10 The pre peer evaluation report shall be provided to the AB at the end of the pre peer evaluation visit. The report shall contain at least:

    a) The name of the AB;
    b) A clear indication that the report is confidential;
    c) The date(s) and scope of the pre peer evaluation
    d) The names, affiliation and scope of expertise of each team member;
    e) The evaluation criteria used;
    f) The activities carried out by the pre peer evaluation team, including number and type of assessments witnessed and any other organizations visited (such as the NMI)
    g) AB personnel interviewed;
    h) A summary of the AB's strengths;
    i) A reference to the findings;
    j) The date of issue;
    k) An annex with the list of findings.

2.10.1 The team leader (TL) shall provide an electronic copy of the report to the Chairperson of the Training Subcommittee, the Chairperson of the MLA Committee and the IAAC Secretary.

2.11 According to procedure PR 004, the TL shall issue a performance log using form FM 007 for each team member (TM). Each TM shall issue a performance log for the TL using form FM 008. These reports shall be sent to the IAAC MLA Secretary.

IAAC
INTER-AMERICAN ACCREDITATION COOPERATION

3: FLOWCHART FOR PRE PEER EVALUATION PROCEDURES

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┌─────────────────────────────────┐
│ AB presents request to the TSC   │
│ for a pre peer evaluation visit.  │
│                                   │
│ If the AB request funds from IAAC │
│ projects IAAC PR 016 applies.     │
└─────────────────────────────────┘
              │
              ▼
        ◆ TSC approves request? ◆ ──No──▶ End
              │
             Yes
              ▼
┌─────────────────────────────────┐
│ TSC Chairperson informs AB and   │
│ IAAC Secretary on pre peer        │
│ evaluation team's appointment     │
└─────────────────────────────────┘
              │
              ▼
        ◆ Applicant objects? ◆ ──Yes──▶ (back to above)
              │
             No
              ▼
┌─────────────────────────────────┐
│ TL agree dates for pre peer       │
│ evaluation with AB and informs    │
│ IAAC Secretary / TSC Chairperson  │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ AB provides the team with the     │
│ documentation required in MD 002  │
│ 60 days before the pre peer       │
│ evaluation or as agreed with TL.  │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ TL prepares a detailed program    │
│ for the visit in consultation     │
│ with TMs and the AB.              │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ Team carries out pre peer         │
│ evaluation visit and provides AB  │
│ the report with findings.         │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│ TL provides pre peer evaluation   │
│ visit report and performance logs │
│ to the IAAC Secretary, the TSC    │
│ and the MLAC Chairpersons.        │
└─────────────────────────────────┘
              │
              ▼
             End
```

The TSC Chairperson, in consultation with the Chair of the MLAC, selects the team using the Peer evaluators List maintained by the MLA Committee. The Chairperson of the TSC shall get information from the MLAC Chairperson of possible TL and TM so as to provide opportunities for training of evaluators.

The pre peer evaluation shall be done within the timeline of the IAAC project funding this activity. Problems to meet this timeline shall be communicated to the TSC Chairperson and the IAAC Secretary.

The team shall review the documentation in preparation for the pre peer evaluation visit. It is not necessary to issue a document review report.

The program should include witnessing of at least one assessment for each CAB standard in the scope of the pre peer evaluation.

TL and TM shall issue performance logs on according to PR 004 and send them to IAAC MLA Secretary.

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