



IAF MLA Document

Policies and Procedures for an MLA on the Level of Single Accreditation Bodies and on the Level of Regional Accreditation Groups

Issue 9

(IAF ML 4:2025)

The International Accreditation Forum, Inc. (IAF) facilitates trade and supports industry and regulators by operating a worldwide mutual recognition arrangement among Accreditation Bodies (ABs) in order that the results issued by Conformity Assessment Bodies (CABs) accredited by IAF members can be accepted globally.

Accreditation reduces risk for business and its customers by assuring them that accredited CABs are competent to carry out the work they undertake within their scope of accreditation. ABs that are members of IAF and their accredited CABs are required to comply with appropriate international standards and IAF mandatory documents for the consistent application of those standards.

ABs that are signatories to the IAF Multilateral Recognition Arrangement (MLA) are evaluated regularly by an appointed team of peers to provide confidence in the operation of their accreditation programs. The structure of the IAF MLA is detailed in IAF PL 3 - Policies and Procedures on the IAF MLA Structure and for Expansion of the Scope of the IAF MLA. The scope of the IAF MLA is detailed in the IAF MLA Status document.

The IAF MLA is structured in five levels: Level 1 specifies mandatory criteria that apply to all ABs, ISO/IEC 17011. The combination of a Level 2 activity(ies) and the corresponding Level 3 normative document(s) is called the main scope of the MLA, and the combination of Level 4 (if applicable) and Level 5 relevant normative documents is called a sub-scope of the MLA.

- The main scope of the MLA includes activities e.g. product certification and associated mandated standards e.g. ISO/IEC 17065. The attestations made by CABs at the main scope level are considered to be equally reliable.
- The sub scope of the MLA includes conformity assessment requirements e.g. ISO 9001 and scheme specific requirements, where applicable, e.g. ISO 22003-1. The attestations made by CABs at the sub-scope level are considered to be equivalent.

The IAF MLA delivers the confidence needed for market acceptance of conformity assessment outcomes. An attestation issued, within the scope of the IAF MLA, by a body that is accredited by an IAF MLA signatory AB can be recognized worldwide, thereby facilitating international trade.

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Issue 9

Prepared by: MLA Committee

Approved by: IAF Members

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Name for Enquiries: Victor Gandy

IAF Corporate Secretary

Phone: +1 (571) 569-1242

Email: secretary@iaf.nu

Date: 02 April 2025

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POLICIES AND PROCEDURES FOR AN MLA ON THE LEVEL OF SINGLE ACCREDITATION BODIES AND ON THE LEVEL OF REGIONAL ACCREDITATION GROUPS

0. INTRODUCTION

0.1 Scope

0.1.1 This document defines the policies and procedures that the International Accreditation Forum, Inc. (IAF) will use to maintain and extend a Multilateral Recognition Arrangement (MLA) among both Accreditation Body (AB) Members and Regional Accreditation Group (RAG) Members who operate an MLA, called hereinafter Regional MLA's. It also provides the text of the IAF MLA (Part 6) for signature by individual Accreditation Bodies and Recognized Regional Accreditation Groups when they join the MLA.

0.1.2 This document relies heavily on IAF/ILAC A1 and IAF/ILAC A2 and will not repeat the information contained in those documents.

0.2 References

0.2.1 IAF/ILAC A1 – IAF/ILAC Multi-lateral Mutual Recognition Arrangements (Arrangements): Requirements and Procedures for Evaluation of a Regional Group

0.2.2 IAF/ILAC A2 – IAF/ILAC Multi-lateral Mutual Recognition Arrangements (Arrangements): Requirements and Procedures for Evaluation of a Single Accreditation Body

0.2.3 IAF PL 3 – Policies and Procedures on the IAF MLA Structure and for Expansion of the Scope of the IAF MLA

0.2.4 IAF MLA Status – IAF MLA Status can be found on the IAF website, in the About IAF MLA section: <https://iaf.nu/wp-content/uploads/2024/04/IAF-MLA-Status.pdf>

0.2.5 IAF ML 2 – General Principles on the Use of the IAF MLA Mark

0.2.6 ISO/IEC 17011 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies

0.2.7 IAF PR 5 – Procedure for Handling Applications for MoU Membership in IAF

1. PEER EVALUATION PROCEDURES OF A REGIONAL ACCREDITATION GROUP AND A SINGLE ACCREDITATION BODY

1.1 Introduction

1.1.1 The following documents detail the procedures and requirements for the evaluation of Recognized Regional Accreditation Groups and Single Accreditation Bodies:

- i) IAF/ILAC A1 – IAF/ILAC Multi-lateral Mutual Recognition Arrangements (Arrangements): Requirements and Procedures for Evaluation of a Regional Group
- ii) IAF/ILAC A2 – IAF/ILAC Multi-lateral Mutual Recognition Arrangements (Arrangements): Requirements and Procedures for Evaluation of a Single Accreditation Body
- iii) This document (IAF ML 4) includes procedures and requirements supplementary to those contained in the above documents
- iv) IAF ML 2 – General Principles on using the IAF MLA Mark
- v) Normative and mandatory documents related to the scopes included in the IAF MLA, as documented in IAF MLA Status (<https://iaf.nu/wp-content/uploads/2024/04/IAF-MLA-Status.pdf>)

1.2 Confidentiality

1.2.1 The requirements established in IAF/ILAC A1 and IAF/ILAC A2 apply. All personnel who request or are provided with access to any report related to a pre-evaluation, evaluation or re-evaluation of an applicant shall have signed a declaration of confidentiality (see Annex 1). These personnel include:

- Members and observers of the evaluation teams.
- All members, observers, and secretariat personnel of the MLA Management Committee (MC) and the Appeals Panel.
- Other persons having access to confidential information.
- Members of the MLA Committee.

1.3 Conflict of Interest

1.3.1 Members and representatives involved in the discussion and voting process shall declare any conflicts of interest before the commencement of the discussion and voting stages of the decision-making process.

2. ADDITIONAL REQUIREMENTS TO IAF/ILAC A1 FOR REGIONAL ACCREDITATION GROUP

2.1 Evaluation Personnel

2.1.1 IAF regional peer evaluators are selected and qualified according to IAF/ILAC A1.

2.2 Evaluation Procedure for Regional Accreditation Groups: Initial Evaluation and Main Scope Extensions

2.2.1 Regional Accreditation Group applicants for recognition status to the IAF MLA must be members of IAF and meet the requirements detailed in IAF/ILAC A1 to submit an application for evaluation in accordance with IAF/ILAC A1.

2.2.2 IAF/ILAC A1 requires an applicant to specify a scope when applying to join the IAF MLA. The structure of the IAF MLA is described in IAF PL 3, and the scope is detailed in the IAF MLA Status document, which should be consulted when determining the scope of the application to join the IAF MLA. Regional Accreditation Groups shall demonstrate compliance with IAF/ILAC A1.

2.2.3 The evaluation procedure associated with an initial application to become a signatory to the IAF MLA shall be in accordance with section 2.2 of this document and IAF/ILAC A1.

2.2.4 The MLA MC shall give the evaluation team its mandate with a copy sent to the applicant. The criteria for evaluations shall be those defined in IAF/ILAC A1 for Regional Accreditation Groups.

2.2.5 The mandate shall, among other things, identify the scope of the evaluation. The Team Leader shall develop an evaluation program in accordance with IAF/ILAC A1, which shall include, among other things, the scope of the evaluation. Findings shall only be raised within the scope of the evaluation. Given that the scope includes both a main scope and sub-scopes, the following applies: findings shall not be raised against schemes that are not included as a signatory's sub-scope; however, if an issue is related to the main scope, then a finding shall be raised.

2.2.6 IAF/ILAC A1 indicates that the IAF MLA MC may prepare a summary report for the IAF MLA Committee. The process employed in the IAF is to use a Task Force Group (TFG) to initially review the evaluation report and develop an Evaluation Summary Report for initial review by the IAF MLA MC. The Terms of Reference and competencies of the TFG are in ANNEX 2.

2.2.7 On receipt of the summary report from the TFG, the IAF MLA Secretary shall forward the final evaluation report from the evaluation team and the Evaluation Summary Report from the TFG to the members of the IAF MLA MC for review.

2.2.8 The feedback received from the review of the final report and the Evaluation Summary Report will be collated by the IAF MLA Secretary. Where additional information or clarification is required from the review process, this will be followed up by the TFG, in conjunction with the evaluation team leader and the applicant, as appropriate, and completed within 30 days.

2.2.9 Upon reviewing the final report and the Evaluation Summary Report, an IAF MLA MC recommendation will be prepared by the IAF MLA MC Chair and MLA Secretary. This package will be distributed to the signatories of the IAF MLA for the decision-making process described in this document and IAF/ILAC A1.

2.2.10 The decision-making process will be carried out via electronic ballot unless the IAF MLA MC identifies a need and recommends that the outcome of an evaluation be discussed at an IAF MLA Committee meeting.

2.2.11 In the case of the decision-making process being carried out via electronic ballot, the final evaluation report, the TFG Evaluation Summary Report, and the IAF MLA MC recommendation will be distributed to the signatories of the IAF MLA for a 30-day ballot.

2.2.12 In the case that the outcome of an evaluation is to be discussed by the IAF MLA Committee, the final evaluation report must be distributed to the signatories of the IAF MLA 30 days before the date of the decision-making process to ensure all members have adequate time to review the full report. In the case of decisions made during an IAF MLA Committee meeting, the evaluation summary reports may be distributed within the same week as the scheduled IAF MLA Committee meeting but at least two days before the meeting, as the evaluation summary reports may only be finalized at the IAF MLA MC meeting held just before the IAF MLA Committee meeting.

2.2.13 Following on from a positive decision by the MLA Committee for a Regional Accreditation Group to sign the IAF MLA, the IAF Secretary will organize for the Regional Accreditation Group to sign a certificate to finalize the process. The certificate shall be signed by the authorized representative of the applicant Regional Accreditation Group and the IAF Chair.

3. PROCEDURE FOR ACCEPTANCE INTO THE IAF MLA OF AN ACCREDITATION BODY AND MAIN SCOPE EXTENSIONS

3.1 An Accreditation Body can apply to become a signatory to the IAF MLA, provided they satisfy the following criteria:

- i) The Accreditation Body has been evaluated and accepted as a signatory with a Recognized Regional Accreditation Group, on either a multilateral or bilateral basis.
- ii) The scope of the Accreditation Body's signatory status with the Recognized Regional Accreditation Group is within the Recognized Regional Accreditation Group's IAF MLA scope.
- iii) The Recognized Regional Accreditation Group can confirm that the Recognized Regional Accreditation Group's policies and procedures that have been evaluated and accepted by IAF have been applied to the evaluation of the applicant Accreditation Body.

3.2 Accreditation Bodies that satisfy the criteria in 3.1 and wish to become a signatory to the IAF MLA shall apply by completing the application form *IAF-ILAC F2.1-A2 Application from a Single Accreditation Body to join the Arrangement* that is available on the IAF website for the MLAC and forwarding the completed application form to the IAF MLA Secretary. Since the Accreditation Body has already been evaluated by a Recognized Regional Accreditation Group, the Accreditation Body does not have to provide the documentation detailed in Question 22 of the application form. Applications shall be accompanied by the certificate and a letter from the Recognized Regional Accreditation Group identifying the name and contact details of the applicant and the date of its acceptance by the Recognized Regional Accreditation Group.

3.3 Where the application is from an Accreditation Body that is a Member of IAF, the IAF MLA Secretary shall review the IAF membership status of the applicant to verify it complies with the following conditions:

- i) It is a signatory to the IAF MoU as an Accreditation Body Member.

Note: If the Accreditation Body is not a signatory to the IAF MoU, the Accreditation Body should contact the IAF Secretary. The IAF Secretary will provide the necessary application forms and details of the process for becoming an IAF member in accordance with *IAF PR5: Procedure for Handling Applications for Membership in IAF*.

- ii) It has paid all membership fee dues.
- iii) It is a signatory to a Recognized Regional Accreditation Group MLA, which is itself a signatory to the IAF MLA.

3.4 The IAF MLA Secretary will complete the *IAF/ILAC F2.2-A2 Check Report on Application of a Single Accreditation Body* to confirm the information and forward it to the IAF MLA Committee Chair, who will issue a recommendation to the IAF Chair regarding the applicant's status. The IAF Chair, on behalf of the IAF MLA Committee, will then approve the applicant as a signatory to the IAF MLA.

3.5 Following a positive decision by the IAF Chair, the IAF Secretary will organize for the Accreditation Body to sign a certificate to finalize the process. The certificate shall be signed by the authorized representative of the applicant Accreditation Body and the IAF Chair.

3.6 The IAF MLA Committee Chair will inform IAF members of the applicant's admission into the IAF MLA by presenting a resolution for approval to the General Assembly.

4. SUSPENSION AND WITHDRAWAL FROM THE IAF MLA

4.1 Decision for maintenance, suspension and withdrawal for a Recognized Regional Accreditation Group shall be undertaken in accordance with IAF/ILAC A1 by the IAF MLA Committee.

4.2 A Recognized Regional Accreditation Group or a Single Accreditation Body member shall cease to be a signatory to the IAF MLA if its signatory status to the IAF MoU is suspended or withdrawn by the IAF Board. Similarly, an Accreditation Body member shall not remain a signatory to the IAF MLA if its signatory status with the Recognized Regional Accreditation Group is suspended or withdrawn for any reason.

4.3 In the event of suspension, the IAF Secretary shall:

- i) Officially notify the Recognized Regional Accreditation Group or the Single Accreditation Body of the suspension, the reasons for the suspension, the period of the suspension, and the conditions for lifting the suspension.
- ii) Amend the list of IAF MLA signatories to identify that the body is suspended.

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- iii) Notify all MLA signatories of the suspension.
 - iv) Remind the Recognized Regional Accreditation Group or Single Accreditation Body of the consequences of suspension.
 - v) Notify the Recognized Regional Accreditation Group or the Single Accreditation Body of their right to appeal the decision.

4.4 The consequences of suspension shall be decided by the IAF MLA Committee on a case-by-case basis, depending on the reason for suspension. The consequences of suspension may include, for the applicable main scope and/or sub-scope:

- i) Not actively promote the fact that they are a signatory to the IAF MLA.
- ii) For suspended Accreditation Bodies, not issue any accreditation documents that bear the IAF MLA Mark.
- iii) Not be able to participate in any ballots associated with the IAF MLA.
- iv) For suspended Regional Groups, notify all signatories to the arrangement of the suspension and the consequences of the suspension as it relates to them.
- v) For suspended Accreditation Bodies, notify all accredited CABs of the suspension and the consequences of the suspension as it relates to them.
- vi) Notify stakeholders in their economies of the suspension.

4.5 The obligations of the Recognized Regional Accreditation Group or Accreditation Body while suspended are:

- i) Continue to comply with the obligations of full membership.
- ii) Cooperate fully with the IAF MLA MC to enable a speedy resolution of the suspension.
- iii) Maintain oversight of their signatories or accredited CABs.
- iv) Continue to vote on IAF ballots other than those associated with the IAF MLA signatories.

4.6 In the event of withdrawal, the IAF Secretary shall:

- i) Officially notify the Recognized Regional Accreditation Group or the Single Accreditation Body of the withdrawal and the reasons for the withdrawal.
- ii) Amend the list of IAF MLA signatories to withdraw the signatory.
- iii) Notify all MLA signatories of the withdrawal.

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- iv) For Recognized Regional Accreditation Groups, terminate the agreement for use of the IAF Mark signed with the Accreditation Bodies recognized by IAF through the Regional MLA.
 - v) For Single Accreditation Bodies, terminate the agreement for use of the IAF Mark signed with the Accreditation Body.
 - vi) Remind the Recognized Regional Accreditation Group or Accreditation Body of the consequences of withdrawal.
 - vii) Notify the Recognized Regional or Accreditation Body of their right to appeal the decision.

4.7 The consequences of withdrawal are, for the applicable main scope and sub-scope:

- i) Immediately stop promoting the fact that they are a signatory to the IAF MLA.
- ii) For Single Accreditation Bodies, immediately stop issuing any accreditation documents that bear the IAF MLA Mark.
- iii) For Recognized Regional Accreditation Groups, notify all signatories to the arrangement of the withdrawal and of the consequences of the withdrawal as it relates to them.
- iv) For Accreditation Bodies, notify all accredited CABs of the withdrawal and terminate all relevant Agreements for the Use of the IAF MLA Mark.

4.8 A Recognized Regional Accreditation Group or a Single Accreditation Body that is a signatory of the MLA may request a voluntary reduction or withdrawal of its MLA scope under the following conditions:

- i) The Recognized Regional Accreditation Group or Single Accreditation Body shall submit the request in writing. If the request is made by an Accreditation Body, a copy must also be submitted to its Recognized Regional Accreditation Group.
- ii) The procedure and consequences for voluntary reduction or withdrawal are those in Sections 4.6 and 4.7 respectively.

5. EXTENDING THE SCOPE OF A SIGNATORY TO THE IAF MLA

5.1. Unless otherwise specified, the following evaluation methodologies will apply:

- i) The first sub-scope for each main scope shall be evaluated in accordance with IAF/ILAC A1 and A2.

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- ii) Additional sub-scope extensions under the same main scope will be granted on the basis of the MLA signatory's declaration that the sub-scope has been introduced and relevant requirements, as defined by IAF, have been met.

Note: Declaration forms are available on the IAF website for the MLA Committee (*IAF MLA MC 28: MLA Declaration for sub-scope extensions (AB)* and *IAF MLA MC 29: MLA Declaration for sub-scope extensions (Region)*).

- a. The *IAF MLA MC 28: MLA Declaration for sub-scope extensions (AB)* applications shall be accompanied by the certificate and a letter from the Recognized Regional Accreditation Group identifying the name and the contact details of the applicant and the date of its acceptance by the Recognized Regional Accreditation Group.
 - b. The sub-scope extension for a Recognized Regional Accreditation Group and Single Accreditation Body will be approved by the IAF Chair based on the recommendation from the IAF MLAC Chair. In the case of a Recognized Regional Accreditation Group, the declaration will be analyzed by the IAF MLA MC prior to the recommendation of the IAF MLAC Chair.
- iii) The additional sub-scope will be evaluated at the next peer evaluation of the MLA signatory. In exceptional cases, the inclusion of a sub-scope may need peer evaluation as specifically defined by IAF for the particular sub-scope.

5.2 Before a Recognized Regional Accreditation Group can apply for an extension for an additional sub-scope under an accreditation activity, the Recognized Regional Accreditation Group shall have one MLA signatory under the new sub-scope.

6. THE IAF MULTILATERAL RECOGNITION ARRANGEMENT (MLA)

6.1 This Arrangement is based on the results of evaluations carried out in accordance with the relevant rules and procedures of the International Accreditation Forum, Inc. (IAF).

6.2 The parties to this Arrangement are the Accreditation Bodies and Recognized Regional Accreditation Groups recognized by the IAF on whose behalf the Arrangement has been signed (the "participating bodies").

6.3 Each participating body agrees to abide by the terms and conditions of the MLA.

6.3.1 Each participating Accreditation Body shall:

- i) Maintain conformance with ISO/IEC 17011 and related IAF and IAF/ILAC mandatory documents and, as applicable to the individual Accreditation Body's scope of the MLA, those standards and/or other normative documents endorsed by the IAF, as per the IAF MLA Status document which details the scope of the IAF MLA.
- ii) Ensure that all accredited bodies conform with, as applicable to the CAB's scope of accreditation, those documents that have been endorsed by the IAF, as per the IAF MLA Status document which details the scope of the IAF MLA.

6.3.2 Each participating Recognized Regional Accreditation Group shall:

- i) Maintain conformance with IAF/ILAC A1.
- ii) Ensure that all Regional MLA signatories maintain conformance with ISO/IEC 17011 and related IAF and IAF/ILAC mandatory documents and, as applicable to the individual Accreditation Body's scope of the MLA, those standards and/or other normative documents endorsed by the IAF, as per the IAF MLA Status document which details the scope of the IAF MLA.
- iii) Ensure that all accredited bodies conform with, as applicable to the CAB's scope of accreditation, those documents that have been endorsed by the IAF, as per the IAF MLA Status document which details the scope of the IAF MLA, and related IAF and IAF/ILAC documents detailed in *IAF MLA MC (09)16 – List of normative documents for peer evaluations*.

6.4 Each participating body shall:

- i) Recognize the operation of the other participating bodies as providing equivalent outcomes within the same scope of the MLA.
- ii) Recommend and promote the acceptance of the certificates of conformity that bear a participating Accreditation Body's symbol (preferably in association with the IAF MLA Mark) and are within the scope of the MLA, as being on an equal basis with those of its own accredited bodies.
- iii) Sign a license agreement with the IAF for the use of the IAF MLA Mark.
- iv) Sign a sub-license agreement with those CABs that are accredited under the scope of the MLA and who wish to use the IAF MLA Mark.

6.5 Each participating body shall:

- i) Investigate all complaints initiated by a participating body resulting from certificates of conformity issued by the bodies it has accredited within its accreditation program.
- ii) Notify all other participating bodies, as soon as possible, of any significant changes that have occurred or will occur in its status, in the operational practices of its system or in its accreditation programs.
- iii) Contribute as appropriate to the work of the MLA Committee.
- iv) Participate as appropriate in the meetings of the working group(s) of the MLA Committee.
- v) Provide evaluators for the evaluation of applicant Single Accreditation Bodies and Regional Accreditation Groups and the re-evaluation and maintenance of Single Accreditation Bodies and Recognized Regional Accreditation Groups.
- vi) Cooperate with other Accreditation Bodies so that the MLA may be extended.
- vii) Use all information in a confidential and professional manner.
- viii) When requested by the applicant/accredited body, work/cooperate with the local participating body when operating outside their own country.

Note: In economies that have multiple participating bodies, the participating body that is working outside their own country will need to identify the most appropriate local participating body on a case-by-case basis.
- ix) As the local participating body, work/cooperate, as far as possible, with participating bodies that are operating outside their own country.
- x) Work/cooperate with the local IAF Member (not an MLA signatory) when operating outside their own country to provide, among other things, development opportunities.

6.6 If, in accordance with the relevant rules and procedures, it is agreed that an additional Accreditation Body or a Recognized Regional Accreditation Group may participate in the MLA, an MLA Signature Sheet shall be signed by the new Accreditation Body or Recognized Regional Accreditation Group and duly authorized by the IAF Chair. The new signatory shall be added to the summary list of MLA signatories (available from the IAF website at www.iaf.nu). The same procedure shall be followed if it is agreed that a participant to the Arrangement may extend its accreditation programs.

6.7 If a participating body wishes to withdraw from this Arrangement or withdraw parts of its accreditation program for any reason whatsoever, that body shall notify the other participating bodies to this Arrangement in writing through the MLA MC no later than three months in advance of withdrawing. Upon withdrawal of a body or a change in the extent of its accreditation programs, that body's MLA Signature Sheet shall be cancelled, a new MLA Signature Sheet shall be signed (if appropriate) and the summary list of signatories shall be revised accordingly.

6.8 Any amendment of the text of this Multilateral Recognition Arrangement shall be approved by the IAF membership.

6.9 This Arrangement consists of ten (10) Clauses plus the IAF website summary listing of each participating body, along with the extent of its accreditation programs.

6.10 This Arrangement has come into force on: 22 January 1998.

End of IAF MLA Document on Policies and Procedures for an MLA on the Level of Single Accreditation Bodies and on the Level of Regional Accreditation Groups.

ANNEX 1**IAF DECLARATION OF CONFIDENTIALITY**

I declare that I will not reveal information gained through peer evaluation, peer evaluation reports, or settlement of appeals and complaints to anyone who has no right of access to such information and who has not signed an IAF Declaration of Confidentiality.

Date:

Name:

Signature:

(This declaration shall be signed by each member and observer of an IAF peer evaluation team, each member, observer and secretariat personnel of the MLA MC and the Appeals Panel, and any applicant or signatory to the IAF MLA.)

ANNEX 2

TERMS OF REFERENCE OF THE TASK FORCE GROUP

Task Force Group for Studying Evaluation Reports

The Task Force Group (TFG), with three members assigned by the IAF MLA MC, has to study the evaluation reports. The members should be Members of the IAF MLA MC, but it is possible to also assign other experienced IAF members outside the MLA MC. The evaluation team should be informed about the establishing of the TFG and the members.

The task of the TFG is to evaluate the report for completeness and good understanding, to study the evaluation report, and complete an Evaluation Summary Report, which will be reviewed by the IAF MLA MC before being sent to the IAF MLA Committee for their decision.

The TFG is requested to comment on the good impression of the performance of the evaluation team, the reporting, and the classification of findings.

The TFG is expected to communicate with the evaluation team and, if necessary, also with the AB under evaluation in case there are open, missing or unclear issues in the report in order to solve or clarify the situation.

Competencies to be required from the TFG to undertake the task of studying the evaluation report:

1. To appreciate completeness the TFG will need to have an understanding of what should be in a report from a generic point of view and also what should be in the report from a specific point of view. The TFG shall have collective expertise at the main scope level.
2. The TFG needs to get a feel for the planning and conduct of the evaluation, breadth and depth of the evaluation, findings and their classification, adequacy of the conclusions, and recommendations. The competencies required would be consistent with that of an individual that has been a CB auditor or an AB assessor, but would need to have exposure to the A series documents, IAF MLA Policies and Procedures, and practical experience in the peer evaluation process.
3. To be able to effectively correspond with the team, the TFG would require good communication skills and an understanding of the criteria and process. The competencies would be similar to those listed in point 2 above.
4. One member of the TFG shall be a qualified peer evaluator.

The Evaluation Summary Report template can be found in IAF/ILAC A1 and A2 Annexes 4 and 3 respectively.

Further Information:

For further information on this document or other IAF documents, contact any member of IAF or the IAF Secretary.

For contact details of members of IAF see the IAF website: <http://www.iaf.nu>

Secretariat:

IAF Corporate Secretary
Telephone +1 (571) 569-1242
Email: secretary@iaf.nu