

APLAC Evaluation Checklist

Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
17011 ¹				
4	Accreditation Body			
4.1	Legal responsibility			
4.1	AB to be registered legal entity			
4.2	Structure			
4.2.1	Structure gives confidence in its accreditations			
4.2.2	Has authority & responsibility for its accreditation decisions			
4.2.3	Legal status/owners			
4.2.4	Duties, responsibilities, authority of staff documented			
4.2.5	Top management authority for tasks			
4.2.5a)	Development of policies			
4.2.5b)	Supervision of implementation of its policies & procedures			

¹ See also the interpretation of some clauses of ILAC/IAF A5

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
4.2.5c)	Supervision of finances			
4.2.5d)	Decisions on accreditation			
4.2.5e)	Contractual arrangements			
4.2.5f)	Delegation of authority for defined activities			
4.2.6	Access to necessary expertise for advising on matters related to accreditation			
4.2.7	Formal rules for committees involved in accreditation process			
4.2.8	Documented structure with lines of authority and responsibility			
4.3	<i>Impartiality</i>			
4.3.1	Organised & operated to safeguard impartiality & objectivity of activities			
4.3.2	Opportunity for effective involvement of Interested parties; balanced representation; no single party predominating			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
4.3.3 (x-ref to 4.6.1)	Non-discriminatory policies & procedures; administered in non-discriminatory way			
4.3.4	No undue pressure on those who influence accreditation process			
4.3.5	Accreditation decision by competent person(s) other than those who did assessment			
4.3.6	Not offer/provide service that affects impartiality			
4.3.6a)	Not do conformity assessment services done by CABs			
4.3.6b)	Not offer consultancy			
4.3.6 final paragraph	Activities not presented as linked to consultancy			
4.3.7	Activities of related bodies do not compromise AB's accreditations			
4.3.7a) (x-ref to 4.2.5)	Related body to have different top management			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
4.3.7 b)	Related body to have different personnel from those involved in accreditation decision-making			
4.3.7c)	Related body to have no possibility to influence on assessment outcome			
4.3.7d)	Related body to have distinctly different name, logo, symbols			
4.3.7 final paragraph (x-ref to 4.3.2)	AB with participation of interested parties to identify, analyse & document relationships to determine potential conflict of interest; take action			
4.4	Confidentiality of information obtained in process of accreditation activities			
4.5	<i>Liability and financing</i>			
4.5.1	Arrangements to cover liabilities			
4.5.2	Financial resources required for its operation; describe sources of income			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
4.6	<i>Accreditation activity</i>			
4.6.1	Clear description of activities with reference to relevant Standards			
4.6.2	Any application documents developed by those with necessary competence & with participation of interested parties			
4.6.3	Procedures for extending activities & to react to demands of interested parties; possible procedural elements:			
4.6.3a)	Analysis of present competence, suitability of extension, resources, etc			
4.6.3b)	Assessing expertise			
4.6.3c)	Evaluate need for application or guidance documents			
4.6.3d)	Selection and training of assessors			
4.6.3e)	Training AB staff			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
5	<i>Management</i>			
5.1	<i>General</i>			
5.1.1 (x-ref to 5.2, 5.9)	AB to establish, implement, maintain management system			
5.1.2	When 17011 requires AB to have procedures, these to be documented			
5.2	<i>Management system</i>			
5.2.1	Top management to define & document policies & objectives, including quality policy; needs of interested parties; ensure implementation at all levels in AB; objectives measurable			
5.2.2	Appropriate to work done; accessible to personnel; effective implementation			
5.2.3	Top management to appoint person with authority and responsibility including			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
5.2.3a)	Ensure procedures for management system are established			
5.2.3b)	Report to top management on performance of management system & any need for improvement			
5.3	<i>Document control procedures</i>			
5.3a)	Approve for adequacy prior to issue			
5.3b)	Review & update as necessary			
5.3c)	Identify changes & current revision status			
5.3d)	Available to all relevant personnel			
5.3e)	Legible & readily identifiable			
5.3f)	Prevent unintended use of obsolete documents			
5.3g)	Safeguard confidentiality			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
5.4	Records			
5.4.1	Procedures for identification, collection, indexing, accessing, filing, storage, maintenance & disposal			
5.4.2	Procedures for retaining for period consistent with contractual & legal obligations			
5.5	Nonconformities & corrective actions procedures			
5.5a)	Identify NCs			
5.5b)	Determine causes of NCs			
5.5c)	Correct NCs			
5.5d)	Evaluate need for action to ensure NCs do not recur			
5.5e)	Determine actions needed & implement in timely manner			
5.5f)	Record results of actions taken			
5.5g)	Review effectiveness of corrective actions			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
5.6	<i>Preventive action procedures</i>			
5.6a)	Identify potential NCs & causes			
5.6b)	Determine & implement preventive action needed			
5.6c)	Records results of actions taken			
5.6d)	Review effectiveness of preventive actions taken			
5.7	<i>Internal audits</i>			
5.7.1	Procedures to verify conformance with 17011 & that management system is implemented			
5.7.2	Frequency normally at least annually; planned audit program based on importance of processes & results of previous audits			
5.7.3	Requirements for internal audits:			
5.7.3a)	Conducted by qualified personnel			
5.7.3b)	Different personnel from those who perform activity being audited			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
5.7.3c)	Persons responsible for area audited informed of outcome			
5.7.3d)	Actions taken in a timely & appropriate manner			
5.7.3e)	Opportunities for improvement identified			
5.8	Management reviews			
5.8.1	Procedures to review management system at planned intervals			
5.8.2	Management review inputs to include			
5.8.2a)	Results of audits			
5.8.2b)	Results of peer evaluations			
5.8.2c)	Participation in international activities			
5.8.2d)	Feedback from interested parties			
5.8.2e)	New areas of accreditation			
5.8.2f)	Trends in nonconformities			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
5.8.2g)	Status of preventive & corrective actions			
5.8.2h)	Follow-up actions from earlier management reviews			
5.8.2i)	Fulfilment of objectives			
5.8.2j)	Changes that could affect management system			
5.8.2k)	Appeals			
5.8.2l)	Analysis of complaints			
5.8.3	Management review outputs to include actions related to			
5.8.3a)	Improvement of the management system & its processes			
5.8.3b)	Improvement of services & accreditation process in conformity with standards & expectations of interested parties			
5.8.3c)	Need for resources			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
5.8.3d)	Defining or redefining policies, goals and objectives			
5.9	<i>Complaints procedures</i>			
5.9a)	Decide on validity			
5.9b)	Ensure complaint concerning accredited CAB is first addressed by CAB			
5.9c)	Take appropriate actions & assess their effectiveness			
5.9d)	Record complaints & actions taken			
5.9e)	Respond to complainant			
6.	<i>Human resources</i>			
6.1	<i>Personnel associated with AB</i>			
6.1.1	Sufficient number of competent personnel to handle work done			
6.1.2	Sufficient assessors to cover all of activities			
6.1.3	Make clear to each person extent & limits of their duties, responsibilities, authorities			

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6.1.4	Personnel to commit formally by signature or equivalent to comply with rules defined by AB			
6.2	<i>Personnel involved in accreditation process</i>			
6.2.1	AB to define for each activity in accreditation process			
6.2.1a)	Qualifications, experience and competence required			
6.2.1b)	Initial & ongoing training required			
6.2.2	Procedures for selecting, training, & approving assessors & experts			
6.2.3	AB to identify specific scopes in which each assessor & expert has demonstrated competence to assess			
6.2.4	Requirements for assessors & experts:			
6.2.4a)	Familiarity with accreditation procedures, criteria, etc			

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6.2.4b)	Have undergone relevant accreditation assessor training			
6.2.4c)	Have knowledge of assessment methods			
6.2.4d)	Be able to communicate effectively, both orally and in writing			
6.2.4e)	Have appropriate personal attributes			
6.3	<i>Monitoring</i>			
6.3.1	Satisfactory performance of personnel in accreditation process			
6.3.2	Frequency of on-site monitoring			
6.4	<i>Personnel records</i>			
6.4.1	Qualifications, training, experience, competence of each person involved in accreditation process; kept up-to-date			
6.4.2	Records for assessors & experts to include at least			
6.4.2a)	Name & address			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
6.4.2b)	Position held in own organisation			
6.4.2c)	Educational qualifications & professional status			
6.4.2d)	Work experience			
6.4.2e)	Training in management systems, assessment & conformity assessment activities			
6.4.2f)	Competence for specific assessment tasks			
6.4.2g)	Experience in assessment & results of monitoring			
7.	<i>Accreditation process</i>			
7.1	<i>Accreditation criteria & information</i>			
7.1.1	General criteria for accreditation to those in relevant Standards			
7.1.2	Information publicly available & updated at adequate intervals			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.1.2a)	Detailed information about assessment & accreditation processes			
7.1.2b)	Requirements for accreditation including technical requirements for each field of accreditation			
7.1.2c)	General information about fees			
7.1.2d)	Description of rights & obligations of CABs			
7.1.2e) (x-ref to 8.2.1)	Information on accredited CABs			
7.1.2f)	Procedures for handling complaints & appeals			
7.1.2g)	Information about authority under which accreditation program operates			
7.1.2h)	Description of AB's rights & duties			
7.1.2i)	General information about how AB obtains financial support			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.1.2j)	Information about AB's activities & stated limitations under which it operates			
7.1.2k) (x-ref to 4.3.7)	Information about related bodies, if applicable			
7.2	<i>Application for accreditation</i>			
7.2.1	Authorised representative of applicant CAB to make formal application that includes			
7.2.1a)	General features of CAB			
7.2.1b)	General information			
7.2.1c)	Clearly defined, requested scope of accreditation			
7.2.1d) (x-ref to 8.1)	Agreement to fulfil requirements for accreditation & other obligations of CAB			
7.2.2	CAB to provide at least the following information prior to assessment:			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.2.2a)	Description of conformity assessment services; list of standards, methods or procedures for which accreditation is sought, including limits of capability where applicable			
7.2.2b) (x-ref to 7.15)	Quality manual & relevant associated documents & records such as information on PT participation			
7.2.3	AB to review information supplied by CAB for adequacy			
7.3	<i>Resource review</i>			
7.3.1	Review by AB of its ability to carry out assessment in terms of AB policy, competence, etc			
7.3.2	Review to include ability of AB to do assessment in timely manner			
7.4	<i>Subcontracting the assessment</i>			
7.4.1	No subcontracting of decision-making; policy & agreement			
7.4.2	AB itself shall			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.4.2a)	Take full responsibility for sub-contracted assessments; have itself competence in decision-making			
7.4.2b)	Maintain responsibility for all decisions			
7.4.2c)	Ensure competence & compliance with applicable 17011 requirements			
7.4.2d)	Obtain written consent from CAB for a use of particular subcontractor			
7.4.3	List of subcontractors & means of monitoring competence			
7.5	<i>Preparation for assessment</i>			
7.5.1	Preliminary visit as an option; clear rules for visit; avoid consultancy			
7.5.2	Appoint assessment team with lead assessor; team as a whole shall have:			
7.5.2a)	Appropriate knowledge of specific scope of accreditation			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.5.2b)	Sufficient understanding to make reliable assessment of competence of CAB			
7.5.3	Ensure assessors act impartially & in a non-discriminatory manner			
7.5.3a)	Team members shall not have provided consultancy which might compromise accreditation process & decision			
7.5.3b) (x-ref to 6.1.4)	Team members shall inform AB about any link or competitive position between themselves & CAB to be assessed			
7.5.4	Inform CAB of names of team; policy for dealing with objections from CAB			
7.5.5	Define assignment given to team; team to perform document review & conduct on-site assessment			
7.5.6	Procedures for sampling (if applicable) of CA services to ensure team witnesses a representative number of examples			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.5.7	Visit all sites where key activities covered by proposed scope are performed for initial assessment			
7.5.8	Sampling for surveillance & reassessment of multi-site CABs to ensure proper assessment in defined timeframe			
7.5.9	Assessment date & schedule agreed with CAB			
7.5.10	Relevant AB documents & records and CAB documents to be provided to team			
7.6	<i>Document & record review</i>			
7.6.1 (x-ref to 7.2.1 – 7.2.2)	Team to review & evaluate CAB documents & records for conformity with relevant Standards & accreditation requirements			
7.6.2	Decision on whether to proceed based on NCs found; NCs reported in writing to CAB			
7.7	<i>On-site assessment</i>			
7.7.1	Opening meeting			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.7.2	Team to gather objective evidence that CAB has competence for scope			
7.7.3	Team to witness a representative number of staff			
7.8	<i>Analysis of findings and assessment report</i>			
7.8.1	Analysis of information & evidence sufficient to determine competence and conformity of CAB with requirements			
7.8.2	Clarification from AB when team cannot reach a conclusion			
7.8.3	Reporting procedures to ensure the following requirements met:			
7.8.3a)	Closing meeting on findings including NCs; oral &/or written report; opportunity for CAB response			
7.8.3b)	Written report to contain comments on competence and conformity, and all NCs to be resolved			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.8.3 c)	CAB's response to describe actions to resolve any NCs			
7.8.4	AB remains responsible for report			
7.8.5	Review response; effective implementation of actions verified			
7.8.6	Information to be provided to decision-makers			
7.8.6a)	Unique identification of CAB			
7.8.6b)	Date(s) of on-site assessment			
7.8.6c)	Names of assessors & experts involved in assessment			
7.8.6d)	Unique identification of all premises visited			
7.8.6e)	Proposed scope that was assessed			
7.8.6f)	Assessment report			
7.8.6g)	Statement on adequacy of internal organisation & procedures of CAB			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.8.6h)	Information on resolution of all NCs			
7.8.6i)	Any further information that may assist in determining competence of CAB			
7.8.6j)	Where applicable, summary of results of PT & other comparisons & actions taken			
7.8.6k)	Where appropriate, recommendation on decision to be made			
7.9	<i>Decision-making & granting accreditation</i>			
7.9.1	AB satisfied that information adequate for decision to be made			
7.9.2	Decide to be made without undue delay			
7.9.3	Use of results of assessment by another 17011-compliant AB			
7.9.4	Accreditation certificate shall identify the following:			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.9.4a)	Identification & logo of AB			
7.9.4b)	Unique identity of CAB			
7.9.4c)	All CAB premises covered by scope			
7.9.4d)	Unique accreditation number for CAB			
7.9.4e)	Effective date of accreditation &, as applicable, expiry date			
7.9.4f)	Brief indication of or reference to scope of accreditation			
7.9.4g)	Statement of conformity & reference to relevant normative document(s) used for assessment, including issue date or revision			
7.9.5	Accreditation certificate also to identify			
7.9.5a)	For certification bodies	N/A		

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.9.5 b)	For inspection bodies: type of inspection; field & range of inspection; regulations, etc against which inspection done			
7.9.5 c)	For calibration laboratories: types of measurement done; measurement ranges; BMC or equivalent			
7.9.5 d)	For testing laboratories: types of tests done; products tested; methods used			
7.10	Appeals			
7.10.1	Procedures for appeals available			
7.10.2	AB shall:			
7.10.2a)	Appoint competent & independent person(s) to investigate			
7.10.2b)	Decide on validity of appeal			
7.10.2c)	Advise CAB of final decision of AB			
7.10.2d)	Take follow-up action, where required			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.10.2e)	Keep records of appeals, decisions. follow-up actions			
7.11	Reassessment and surveillance			
7.11.1 (x-ref to 7.5 - 7.9)	Reassessment similar to initial, except experience gained during previous assessments taken into account; surveillance less comprehensive than reassessments			
7.11.2	Procedures and plans for periodic surveillance & reassessment; intervals sufficiently close			
7.11.3, first para.	Plan to ensure representative samples of the scope assessed regularly			
7.11.3, second para.	Interval between assessment depends on proven stability of CAB's services			
7.11.3, third para.	Either reassessment alone or combination of surveillance and reassessment			
7.11.3a)	For reassessment alone, intervals not exceeding 2 years			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.11.3b)	For combination, reassessment at least every 5 years; an; interval between no-site surveillance should not exceed 2 years			
7.11.4	On-site visits planned & take into account other surveillance activities			
7.11.5	Strict time limits defined for corrective action on any NCs identified			
7.11.6	Decision on continued or renewed accreditation based on results of visits			
7.11.7 (x-ref to 8.1.2)	Extraordinary assessments as result of complaint or changes; CAB advised of this possibility			
7.12	<i>Extending accreditation</i>			
7.12 (x-ref to 7.5-7.9)	Undertake necessary activities on receipt of application for extension to scope			
7.13	<i>Suspending, withdrawing, or reducing accreditation</i>			
7.13.1	Establish procedures			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
7.13.2	Decision to suspend or withdraw when accredited CAB persistently fails to meet the requirements or abide by rules			
7.13.3	Reduce scope of accreditation for persistent failure to meet requirements, including competence			
7.14	<i>Records on CABs</i>			
7.14.1	Maintain records to demonstrate requirements, including competence, have been fulfilled			
7.14.2 (x-ref to 5.4)	Maintain confidentiality of records			
7.14.3	Records for CABs shall include:			
7.14.3a)	Relevant correspondence			
7.14.3b)	Assessment records & reports			
7.14.3c)	Committee deliberations, if applicable, & accreditation decisions			
7.14.3d)	Copies of accreditation certificates			

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7.15	<i>Proficiency testing & other comparisons for labs</i>			
7.15.1	Establish procedures to take into account PT participation & performance			
7.15.2, first sentence	Organise itself or involve others judged to be competent in provision of PT & other comparisons			
7.15.2, second sentence	AB to maintain a list of appropriate PT & other comparison programs			
7.15.3, first sentence	Ensure participation, where available and appropriate, and that corrective actions are carried out when necessary.			
7.15.3, second sentence	Specify minimum amount and frequency of PT, in cooperation with interested parties; this to be appropriate in relation to other surveillance activities			

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8.	<i>Responsibilities of the accreditation body and the CAB</i>			
8.1	<i>Obligations of the CAB</i>			
8.1.1	AB shall require CAB to conform with			
8.1.1a) (x-ref to 8.2.4)	Commit to fulfil continually the requirements for accreditation; includes agreement to adapt to changes in requirements			
8.1.1b)	Afford accommodation and cooperation to enable AB to verify fulfilment of requirements at all premises where CA services occur			
8.1.1c)	Provide access to information, documents & records as necessary for assessment & maintenance of accreditation			
8.1.1d)	Provide access to information about level of independence & impartiality of CAB from related bodies, where applicable			
8.1.1e)	Arrange witnessing of CAB services when requested			

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8.1.1f)	Claim accreditation only with respect to scope for which accreditation is granted			
8.1.1g)	Not use its accreditation in such a manner as to bring AB into disrepute			
8.1.1h)	Pay fees as determined by AB			
8.1.2	AB to require it is informed by CAB without delay of significant changes relevant to its accreditation, relating to:			
8.1.2a)	Legal, commercial, ownership or organisational status			
8.1.2b)	Organisation, top management and key personnel			
8.1.2c)	Main policies			
8.1.2d)	Resources and premises			
8.1.2e)	Scope of accreditation			

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8.1.2f)	Other such matters that may affect ability to fulfil requirements for accreditation			
8.2	<i>Obligations of the Accreditation Body</i>			
8.2.1	Make publicly available information about current accreditation status including:			
8.2.1a)	Name & address of each AB			
8.2.1b)	Dates of granting accreditation and expiry dates, as applicable			
8.2.1c)	Scopes of accreditation, condensed and/or in full			
8.2.1c) last sentence	If condensed, provide information on how to obtain full scopes			
8.2.2	Provide information to CAB on suitable traceability routes			
8.2.3	Provide information on international arrangements in which AB is involved			

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8.2.4	Give due notice of changes in requirements for accreditation			
8.2.4, second sentence	Take into account views expressed by interested parties before deciding on precise form and effective date of the changes			
8.2.4, last sentence	Verify each accredited CAB carries out any necessary adjustments			
8.3	<i>Reference to accreditation and use of symbols</i>			
8.3.1	Policy governing accreditation symbol's protection & use; clear indication as to which CAB activity is covered by accreditation; symbol permitted to be used on reports within scope of CAB accreditation			
8.3.2	AB to take effective measures to ensure that accredited CAB:			
8.3.2a)	Fully conforms to AB's requirements for reference to accreditation status			
8.3.2b)	Only uses symbol for premises that are included in the scope			

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8.3.2c)	Makes no statement that AB may consider misleading or unauthorised.			
8.3.2d)	Takes due care that no report/certificate or part thereof is used in a misleading manner			
8.3.2e)	Upon suspension or withdrawal of accreditation discontinues use of all advertising matter that contains any reference to accredited status			
8.3.2f)	Does not allow its accreditation to be used to imply a product, process, system or person is approved by the AB			
8.3.3	AB to take suitable action to deal with incorrect references to accreditation status or misleading use of accreditation symbols			
MR 001				
3.1	Standards			
3.1.1	Fulfil section 2 of ILAC/IAF A2, ILAC/IAF A5 and section 5 of ILAC P1			

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3.1.2	Accredited CABs fulfil relevant accreditation criteria: 17025, 15189, 17020, ILAC/IAF A4, G34			
3.2	<i>Supplementary Requirements</i>			
3.2.1	Meet requirements of documents mandated by ILAC and APLAC: currently ILAC P8, P9, P10			
3.2.2	Be fully operational (i.e., having carried out surveillance and reassessment)			
3.2.3	Demonstrate that their accredited CABs can access an appropriate measurement system that enables them to make measurements traceable to national or international standards of measurement			
3.2.4	For re-evaluations meet APLAC MR 001 and APLAC MR 002			
3.2.5	Applicant for RMP either MRA signatory for calibration/testing or applying for calibration/testing			

APLAC Evaluation Checklist – APLAC MR 007

Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
3.3	<i>Proficiency Testing Activity</i>			
3.3.1	AB to satisfy ILAC P9			
3.3.2	Applicant for inspection to have documented policy on PT			
3.3.3	AB to satisfy ILAC P9 for relevant activities for RMP			
3.4	<i>Non-members of APLAC</i>			
3.4	First enter in contract of cooperation			
MR 002	<i>MRA text</i>			
1:(i) – (x)	<i>List of AB obligations</i>			
(i)	Meet ISO/IEC 17011; accredit to relevant Standards: 17025, 15189, 17020, G34			
(ii)	Recognise equivalence of accreditations of other MRA signatories within its scope of recognition			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
(iii)	Accept endorsed reports issued by CABs accredited by other MRA signatories on same basis as it accepts endorsed reports from its accredited CABs			
(iv)	Recommends & promotes acceptance in its economy endorsed reports from CABs accredited by other signatories			
(v)	Investigates complaints from another signatory about reports issued by its CABs			
(vi)	Contributes to work of MRA Council			
(vii)	Participates in work of APLAC, including returning ballots			
(viii)	Provides evaluators appropriate to its size & needs of MRA Council			
(ix)	Confidentiality of information obtained from peer evaluations			
(x)	Informs other signatories of any significant changes in status & operational practices			

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Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
A2	Requirements for single AB			
2	Standards			
2.1.1	17011, applicable ILAC/IAF documents			
2.1.2	Supplementary requirements of Regional Group			
2.2	Supplementary requirements			
2.2.1	An AB shall			
2.2.1.1	Have enough experience in the assessment of its accredited CABs and have carried out at least one accreditation in each of the accreditation programs for which it applies (for lab accreditation, at least 4 for testing and 4 for calibration)			
2.2.1.2 (x-ref to 2.3)	Ensure that it meets suitable requirements for PT activity			
2.2.1.3	Abide by the requirements and obligations of applicable regional and international MRAs			

APLAC Evaluation Checklist – APLAC MR 007

Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
2.2.1.4	Program to promote the MRA with major stakeholders			
2.2.1.5	Contribute its fair share of personnel resources for carrying out peer evaluations at global level			
2.2.1.6	Have implemented cross frontier accreditation policy taking into account ILAC G21			
2.3	<i>Proficiency testing activity</i>			
2.3.1	PT used to determine performance of labs			
2.3.2	Require accredited labs to demonstrate technical competence by satisfactory PT activity; minimum PT activity to be specified			
2.3.3	Demonstrate PT activity by labs is effective & linked to accreditation process; appropriate corrective action taken when necessary			
ILAC P1	<i>ILAC AB Requirements</i> <i>(see MR 001 and A2)</i>			
ILAC P5 <i>1 (i) – (x)</i>	<i>Text of the ILAC MRA</i> <i>(see APLAC MRA text)</i>			

APLAC Evaluation Checklist – APLAC MR 007

Clause	Subject/Keywords	AB References	OK (Y/N)	Team Comments
<i>ILAC P8</i>	<i>Requirements for use of accreditation symbols and claims of accreditation status</i>			
<i>ILAC P9</i>	<i>Proficiency testing activity</i>			
<i>ILAC P10</i>	<i>Requirements for traceability of measurements</i>			