



**APLAC**

Asia Pacific Laboratory Accreditation Cooperation

**PROCEDURE FOR CONDUCT OF JOINT  
EVALUATION WITH ANOTHER REGIONAL  
COOPERATION**

## **PURPOSE**

Wherever appropriate APLAC cooperates with other regional cooperation, either within the region (e.g. PAC) or outside the region (e.g. IAAC), when requested, in the conduct of joint evaluations of accreditation bodies. This document outlines the procedure to be followed for the conduct of a joint evaluation with another regional body.

## **AUTHORSHIP**

This document has been written by the secretariat under the direction of the APLAC Board of Management.

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**1. INTRODUCTION**

From time to time APLAC may be requested by another regional cooperation body (or a national coordination body, hereinafter included in the term “cooperation body”) to cooperate in the conduct of a joint evaluation of an accreditation body that is a member of both cooperation bodies or has a contract of cooperation with one of the cooperation bodies while being a member of the other cooperation body. Wherever possible APLAC will cooperate with this request.

**2. REQUEST FOR COOPERATION**

Any request for cooperation shall be sent to the Chair of the APLAC MRA Council who shall refer the request to the APLAC MRA Council, seeking the Council’s endorsement. Consultation with the MRA Council shall be by email correspondence if the timing of the request is such that it cannot be dealt with during a meeting of the MRA Council.

**3. CONDITIONS OF COOPERATION**

Once the APLAC MRA Council has endorsed the request the Chair of the Council (or, if delegated, the Secretary) shall advise the other cooperation body that APLAC will cooperate in the conduct of the joint evaluation with the following conditions applying:

- APLAC provides the team leader

NOTE: there may be occasions when the other cooperation body has more involvement with the applicant accreditation body, in which cases it would be more appropriate for the other cooperation body to provide the team leader

- APLAC provides at least one evaluator for each major area covered by the (proposed) scope of recognition, namely testing, calibration, inspection
- the other cooperation body shall provide evaluators with competencies as nominated by the team leader
- the procedures set out in APLAC MR 001 apply for the conduct of the evaluation
- a failure by the other cooperation body to provide the names of appropriate evaluators at least 3 months prior to the scheduled date of the evaluation will lead to the evaluation reverting to an APLAC-only evaluation.

**4. REVERSION TO APLAC-ONLY EVALUATION**

The APLAC team leader appointed for the joint evaluation should identify possible “back up” APLAC evaluators who can be used to complete the evaluation team if the evaluation needs to revert to an APLAC-only evaluation.