i-NAF PROCEDURE FOR QUALIFICATION, TRAINING AND MONITORING OF PEER EVALUATORS

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Issue No 1
Prepared by: i-NAF General Secretary   Date: 02.01.2018
Endorsed by: i-NAF MLA-C   Date: 02.01.2018
Approved by: i-NAF MLA Group   Date: 08.01.2018
Issue Date: 08.01.2018   Application Date: Immediate

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1   INTRODUCTION

This document defines the procedures that the International Natural Accreditation Forum (i-NAF) uses to select, qualify and monitor the peer evaluators and technical experts. Peer evaluators and technical experts undertake peer evaluation of natural accreditation bodies who participate in the i-NAF Multilateral Recognition Arrangement (i-NAF MLA).

2   REFERENCES

i-NAF NML 1   i-NAF Multilateral Recognition Arrangement (i-NAF MLA)
i-NAF NML 2   i-NAF Policies and Procedures for a Multilateral Recognition Arrangement (MLA) among accreditation bodies
i-NAF NMFR 3   Form for the Nomination of i-NAF Peer Evaluators & Experts
i-NAF NMFR 4   i-NAF Form for Evaluation of Peer Evaluator's Performances
i-NAF NMFR 7   Evaluation of Trainee Team Members in i-NAF PE Workshops
i-NAF NMFR 8   Peer Evaluation Feedback Form
IAF/ILAC-A2 , A3 or other Forum Documents/Guides

3   ABBREVIATIONS

i-NAF:	International Natural Accreditation Forum
IHAF:	International Halal Accreditation Forum
IAF:	International Accreditation Forum, Inc.
NSO/NCASC:	NSO-Natural Standardization Organization Committee on Natural Conformity Assessment
SMIIC	The Standards and Metrology Institute for Islamic Countries
MLA:	Multilateral Recognition Arrangement
MLA Group:	The group comprising the natural accreditation bodies that are signatories of the i-NAF MLA
MLA-C:	MLA Committee with authority to manage the MLA procedures and process**.**
MoU:	Memorandum of Understanding
General Assembly:	The formal name of the Board of Directors and the i-NAF membership group comprising all signatories to the i-NAF MoU.

4   QUALIFICATION OF A PEER EVALUATOR

4.1   Peer Evaluator Levels

i-NAF has the following levels of Peer Evaluators:
- Trainee Team Leader;
- Team Leader;
- Trainee Team Member;
- Team Member,
- Technical Expert.

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4.2   Trainee Team Member

4.2.1   A Trainee Team Member is a person who has experience as an intern in peer review.

4.2.2   A person whose nomination as a Trainee Team Member has been accepted by the MLA-C, shall successfully complete a peer evaluator training course conducted by i-NAF (see clause 6.1).

4.3   Team Member

4.3.1   The some criteria for Team Members are detailed in IAF/ILAC-A2, Annex 1.

4.3.2   To be promoted from a Trainee Team Member to a Team Member, the Trainee shall participate in a minimum of one peer evaluation under the supervision of a Team Leader, receive a positive recommendation from the Team Leader in i-NAF NMFR 4 and be accepted by the MLA-C.

4.3.3   The Team Leader shall complete i-NAF NMFR 4 for each Trainee Team Member and forward it to the i-NAF Secretariat after the evaluation.

4.3.4   The MLA-C shall review each application for recognition through the Alternative Arrangement on a case by case basis, and where appropriate, approve the applicant to be recognised as a Team Member under the Alternative Arrangement. The applicant needs to complete a i-NAF peer evaluator training course unless otherwise directed by the MLA-C.

4.3.5   The Team Leader shall complete i-NAF NMFR 4 and forward it to the MLA-C at the conclusion of the evaluation.

4.3.6   The cost of attending a peer evaluation as a trainee shall be borne by the member nominating the Trainee.

4.3.7   If an individual holds Team Member status in one program, there is no need for that individual to serve as a trainee in other programs providing the individual satisfies all other prerequisites for the additional program into which the individual seeks appointment.

4.4   Trainee Team Leader

4.4.1   A Trainee Team Leader is an individual who meets the some requirements of IAF/ILAC-A2 Annex 1, has received a positive on-site recommendation from a Team Leader and has been accepted by the MLA-C.

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4.4.2   To be promoted from a Team Member to a Trainee Team Leader, the evaluator shall participate in at least one(1) peer evaluations as a Team Member.

4.5   Team Leader

4.5.1   The criteria and the method of demonstrating that Team Leaders satisfy the some criteria are detailed in IAF/ILAC-A2 Annex 1.

4.5.2   To be promoted from a Trainee Team Leader to a Team Leader, the Trainee Team Leader shall participate as a Team Leader under the supervision of a Team Leader, in a minimum of one peer evaluation, receive a positive recommendation from the supervising Team Leader and be accepted by the MLA-C.

4.5.3   If an individual holds Team Leader status in one program, there is no need for that individual to qualify as a Team Leader in other programs, provided that the individual satisfies all other prerequisites for the additional program into which they seek appointment.

4.6   Technical Expert

A Technical Expert is an individual that a minimum satisfies the Level 3 requirements, and has been accepted by the MLA-C.

5   MONITORING PEER EVALUATOR PERFORMANCE

5.1   Performance Review

5.1.1   The MLA-C shall review the performance of each peer evaluator on an ongoing basis in association with the peer evaluator's participation or non-participation in peer evaluation activities and training. As a minimum, each peer evaluator must be reviewed and their evaluator status reconfirmed once every three years.

5.1.2   The performance of each peer evaluator is verified by the Team Leader during the evaluation using i-NAF NMFR 3. The Team Leader shall forward it to the i-NAF Secretariat after the evaluation.

5.1.3   The MLA-C shall consider the range of inputs that are available for each performance review such as:
- compliance with i-NAF policies and procedures,
- the quality of peer evaluation activity based on feedback from the Team Leader and/or MLA-C Ad Hoc - Review group,
- positive feedback from evaluated natural accreditation body.

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5.2   **Maintenance of Peer Evaluator Status**

5.2.1   To maintain peer evaluator status the peer evaluator shall over the previous three-year period have:
a) participated in at least one peer evaluation,
b) attended at least one peer evaluator training activity or equivalent training courses.

5.2.2   Failure to fulfil 5.2.1 will result in the peer evaluator's status lapsing.

5.2.3   A peer evaluator's who status has lapsed may have their status reinstated after attending a relevant training course and being evaluated by the trainer(s). This is at the discretion of the MLA-C who will also assess the training course results.

5.2.2   To maintain their status, each Team Leader shall participate in an evaluation as a Team Leader or supervise a Trainee Team Leader at least once every three years.

5.2.4   The MLA-C may suspend the status of a peer evaluator at any time based on a review of their performance.

5.2.5   The MLA-C will decide on a case by case basis on any additional training required before a lapsed or suspended peer evaluator is re-assigned.

6   **TRAINING ACTIVITIES FOR PEER EVALUATORS**

6.1   **Peer Evaluator Training Course**

6.1.1   Peer evaluator training courses are delivered by the MLA-C.

6.1.2   The peer evaluator training course shall be provided as deemed necessary by the MLA-C. The MLA-C shall decide on the timing and venue of the training course and appoint two experienced Team Leaders as trainers.

6.1.3   Members wishing to nominate individuals as peer evaluators shall complete i-NAF NMFR 3 and forward the completed form to the i-NAF Secretariat at least three months before the training course.

6.1.4   A person whose nomination as a Trainee Team Member has been accepted by the MLA-C can attend the Training Course.

6.1.5   Individuals who attend the training course shall be evaluated by the trainers using i-NAF NMFR 7. The trainers shall complete i-NAF NMFR 7 and seek the confirmation by the individual nominee within 30 days of the training course. Then, the form shall be submitted to the i-NAF Secretariat.

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6.1.6   The form shall be considered by the MLA-C when making judgement as to whether the individual can be qualified as a Trainee Team Member.

6.1.6   The cost of attending the training course shall be borne by the member nominating the potential Trainee Team Member.

6.2   Experienced Peer Evaluator Workshop

6.2.1   The Experienced Peer Evaluator Workshop is provided as a peer evaluator training activity to maintain status.

6.2.2   The MLA-C shall organise a workshop, normally for one day during the i-NAF annual meetings. The MLA-C shall appoint workshop facilitators amongst MLA-C members.

6.2.3   The facilitators shall record the outcomes of discussions in the workshop and submit the report and workshop materials to the i-NAF Secretariat within 30 days of the Workshop.

6.2.4   The i-NAF Secretariat shall circulate the recorded outcomes and the workshop materials to all Peer Evaluators regardless of their attendance at the Workshop.

6.2.5   All Peer Evaluators shall acknowledge receipt of the documents in writing and shall request clarification of any issue as necessary.