



Issue No 1

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i-NAF REQUIREMENTS FOR CONTRACTING PEER EVALUATORS



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CONTRACTING PEER EVALUATORS**

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Prepared by: i-NAF General Secretary

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i-NAF REQUIREMENTS FOR CONTRACTING PEER EVALUATORS

1 i-NAF REQUIREMENTS FOR CONTRACTING PEER EVALUATORS

This document has been developed to ensure that the parties to contract peer evaluation services understand what is expected of them.

A peer evaluator that seeks to be recognised by i-NAF as a suitably qualified contractor must continue to demonstrate the highest level of professionalism in the conduct of any contracted peer evaluation activity.

An natural accreditation body member that seeks to utilize a contract peer evaluator must only use a contractor that is recognized by i-NAF. The nominating natural accreditation body member must provide a high level of service support to the contractor to ensure the smooth operation of the peer evaluation.

1.1 ROLES AND RESPONSIBILITIES**1.1.1 In order to ensure the ongoing expertise of contract peer evaluators the i-NAF MLA-C shall:**

- a) organise access to training,
- b) provide current relevant documentation; and other material necessary for the smooth conduct of an evaluation,
- c) maintain the same records for contract peer evaluators as for all other evaluators, as outlined in i-NAF Procedure for Qualification Training and Monitoring of Peer Evaluators (i-NAF NML 4).

1.1.2 The i-NAF natural accreditation body member responsible for contracting a peer evaluator (hereafter known as the Responsible NAB) shall provide the contract peer evaluator with:

- a) all necessary instruction (eg invoicing and insurance processes) to support the smooth delivery of services,
- b) prompt administrative support to ensure prepayment of any significant out-of-pocket expenses that may arise prior to the evaluation,
- c) payment within a maximum of 30 days of receipt of the contractor's invoice for the agreed fees and reasonable out-of-pocket expenses, including progress payments,

The Responsible NAB shall invoice the i-NAF member being evaluated for reimbursement of all receipted expenses related to the evaluation, with the exception of agreed contractor fees.

i-NAF REQUIREMENTS FOR CONTRACTING PEER EVALUATORS

1.1.3 Unless otherwise agreed in writing between the parties, the i-NAF natural accreditation body member being evaluated shall:

- a) Make all necessary travel and accommodation arrangements including prepayment of international and domestic airfares as applicable and other significant expenses,
- b) Provide bookings and payment for accommodation, meals and ground transportation where required,
- c) Reimburse the Responsible NAB or the contract peer evaluator within 30 days from receipt of invoice for receipted expenses incurred during the evaluation.

Air travel entitlements shall be the same for contract peer evaluators as for all other evaluators as outlined in Clause 8.2 of i-NAF Policies and Procedures for a MLA Among Accreditation Bodies (i-NAF NML 2).

1.1.4 The contract peer evaluator agrees to:

- a) conduct i-NAF peer evaluation activities in accordance with i-NAF Policies and Procedures and referenced normative requirements,
- b) provide reliable, effective and timely evaluation services,
- c) participate in ongoing professional development to ensure up-to-date knowledge of i-NAF Policies and Procedures and referenced normative requirements relevant to the peer evaluator's responsibilities in the nominated technical area(s),
- d) seek payment from the Responsible NAB in the manner specified by the Responsible NAB,
- e) have indemnity and liability insurance coverage to cover their participation during evaluation activities.

i-NAF REQUIREMENTS FOR CONTRACTING PEER EVALUATORS

2 ESTIMATED LABOUR REQUIREMENTS FOR DETERMINING THE COST OF APPOINTING A CONTRACT PEER EVALUATOR

The information listed below provides an indication of the number of days that a contractor will need to perform an evaluation, and that a Responsible NAB will need to cover when estimating the labour costs they will incur.

Actual number of paid days is to be negotiated between the contract peer evaluator and the Responsible NAB on a case by case basis, using the below as a guide.

1	TITLE: DOCUMENT REVIEW	
	TEAM LEADER	TEAM MEMBER
	2 days	1 day
2	TITLE: PREPARATION	
	TEAM LEADER	TEAM MEMBER
	0,75 day	0,75 day
3	TITLE: PRE EVALUATION TEAM MEETING	
	TEAM LEADER	TEAM MEMBER
	0,25 day	0,25 day
4	TITLE: DAY 1 TO 5 ON SITE	
	TEAM LEADER	TEAM MEMBER
	5 days	5 days
5	TITLE: REPORT WRITING	
	TEAM LEADER	TEAM MEMBER
	2 days	1 day
TOTAL	TITLE: ESTIMATED TOTAL DAYS	
	TEAM LEADER	TEAM MEMBER
	10 days	8 days



i-NAF REQUIREMENTS FOR CONTRACTING PEER EVALUATORS

NOTES:

- A.** *For scope extensions, the team may require less time than the above. For evaluations with multiple scopes, the team leader may require additional time for preparation and report writing. This shall be negotiated (where possible in advance) with the MLA-C, the contractor and the Responsible NAB.*
- B.** *Depending on the number and severity of findings, additional time may also be required by the team leader and team members to address proposed corrective action and close-out.*
- C.** *The above estimate does not include travel time which is charged at the discretion of the evaluator and upon negotiation with the NAB who is contracting the services.*