



APLAC MRA EVALUATIONS – SECRETARIAT FILE CHECKLIST

The following information for each evaluation and follow-up visit must be sent by the team leader to the APLAC secretariat in electronically.

1. final report (using the report template MR 009), including the scanned original of the signed summary of findings and the declaration of confidentiality
2. a letter detailing the evaluation team’s recommendation to the APLAC MRA Council
3. the accreditation body’s corrective action and response report (corrective actions to non-conformities, responses to concerns), including any supporting information provided.
4. a list of the names of the CABs where assessments were witnessed as part of the evaluation.

NOTE: some reports may incorporate the accreditation body’s responses in the body of the evaluation team’s final report or as an appendix to the final report.

Accreditation Body:		
Evaluation Date:		
Document(s)	Electronic Copy⁽¹⁾	Hard Copy⁽¹⁾⁽²⁾
1. Final Report		
2. Letter of Recommendation		
3. Supporting Information		Not required
4. List of CABs		Not required
5. Signed declaration of confidentiality		

⁽¹⁾ Note date received by Secretariat

⁽²⁾ Hard copy documents, incorporating the original signed copies of Section 1 (Summary of Findings) and Annex VIII (Declaration of Confidentiality and Impartiality) of MR009 and the Letter of Recommendation, are optional and are not required if scanned electronic copies of these signature pages have been provided.