



IHAF/PR- MRA 003:2019

# **IHAF PROCEDURE FOR QUALIFICATION AND MONITORING OF PEER EVALUATORS**

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**Table of Content:**

**Contents**

1. Forward.....3

2. Introduction ..... 4

3. Scope ..... 4

4. Normative References ..... 4

5. Terms and definitions ..... 4

6. QUALIFICATION OF A PEER EVALUATOR..... 4

    6.1. Peer Evaluator Levels ..... 4

    6.2. Trainee Team Member ..... 5

    6.3. Team Member ..... 5

    6.4. Trainee Team Leader..... 6

    6.5. Team Leader ..... 6

    6.6. Technical Expert ..... 7

7. Monitoring Peer Evaluator Performance..... 7

    7.1. Performance Review..... 7

    7.2. Maintenance of Peer Evaluator Status ..... 8

Annex 1: Evaluation Form For Peer Evaluator’s Performance..... 1

## 1. Forward

The International Halal Accreditation Forum (IHAF) is an independent, non-government network of accreditation agencies all mandated to enforce halal standards in their countries and regions. It is established with the aim of unifying and harmonizing halal accreditation practices on global level, to comply with Islamic principles (Sharia), and to develop and maintain Halal Multi-Lateral Recognition Arrangements (MRA) among IHAF member accreditation bodies. This will result in removing technical barriers facing halal products and services, and facilitating international halal trade, hence protecting the growing number of halal consumers.

The effective date for implementation of this document is the date of endorsed by IHAF General Assembly. The document shall be published on IHAF website [www.ihaf.org.ae](http://www.ihaf.org.ae).

## 2. Introduction

This document defines the procedures that the International Halal Accreditation Forum (IHAF) uses to select, qualify and monitor the peer evaluators. Peer evaluators undertake peer evaluation of accreditation bodies who participate in the Halal Multi-Lateral Recognition Arrangements (MRA).

## 3. Scope

This procedure covers the selection, qualification and monitoring of IHAF peer evaluators. This procedure does not cover the selection, qualification and monitoring of Islamic Affairs Experts.

## 4. Normative References

The following referenced documents are indispensable for the application of this document. The latest edition of the referenced document (including any amendments) applies:

- ISO/IEC 17000, Conformity assessment — Vocabulary and general principles.
- IHAF-MRA-001, IHAF Multi-Lateral Recognition Arrangement (MRA)

## 5. Terms and definitions

Terms and definitions contained in ISO/IEC 17000 shall be applied

## 6. QUALIFICATION OF A PEER EVALUATOR

### 6.1. Peer Evaluator Levels

6.1.1 IHAF has the following levels of Peer Evaluators:

- Trainee Team Member;
- Team Member;
- Trainee Team Leader;

- Team Leader; and
- Technical Expert.

## **6.2. Trainee Team Member**

- 6.2.1. A Trainee Team Member is an individual who meets the Team Member requirements of IAF/ILAC-A2 Annex 1,
- 6.2.2. A person whose nomination as a Trainee Team Member has been accepted by the MRAC, shall successfully complete a peer evaluator training course conducted by IHAF (see 6.1) or another Accreditation international or regional body where results of the training for that individual are appropriate and made available to MRAC.

## **6.3. Team Member**

- 6.3.1. The criteria for Team Members are detailed in IAF/ILAC-A2, Annex 1.
- 6.3.2. 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 and be accepted by the MRAC.
- 6.3.3. The Team Leader shall complete Annex 1 of this document “Evaluation Form for Peer Evaluator’s Performance” for each Trainee Team Member and forward it to the MRAC after the evaluation.
- 6.3.4. As an Alternative Arrangement, equivalent experience as a trainee may also be gained through extensive experience conducting accreditation assessments for an IAF Regional Group member accreditation body,
- 6.3.5. For this Alternative Arrangement, this experience shall be combined with knowledge of and experience with ISO/IEC 17011. Sufficient knowledge of and experience with ISO/IEC 17011 may

be derived from active participation in relevant IHAF, or other International and regional Accreditation body working groups or committees.

- 6.3.6. The MRAC 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 an IHAF peer evaluator training course unless otherwise directed by the MRAC.
- 6.3.7. The cost of attending a peer evaluation as a trainee shall be borne by the member nominating the Trainee.
- 6.3.8. 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.

#### **6.4. Trainee Team Leader**

- 6.4.1. A Trainee Team Leader is an individual who meets the requirements of IAF/ILAC-A2 Annex 1, has received a positive on-site recommendation from a Team Leader and has been accepted by the MRAC.
- 6.4.2. To be promoted from a Team Member to a Trainee Team Leader, the evaluator shall typically participate in two peer evaluations as a Team Member.

#### **6.5. Team Leader**

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

- 6.5.2. 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 MRAC.
- 6.5.3. 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.

## **6.6. Technical Expert**

A Technical Expert is an individual that satisfies the Level 4 requirements of IHAF F57 where applicable, or otherwise a minimum satisfies the Level 3 requirements, and has been accepted by the MRAC.

## **7. Monitoring Peer Evaluator Performance**

### **7.1. Performance Review**

- 7.1.1. The MRAC 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.
- 7.1.2. The performance of each peer evaluator is verified by the Team Leader during the evaluation

using Annex1. The Team Leader shall forward it to the MRAC after the evaluation.

7.1.3. The MRAC shall consider the range of inputs that are available for each performance review such as:

- compliance with IHAF policies and procedures;
- the quality of peer evaluation activity based on feedback from the Team Leader and/or MRAC Ad-hoc review group;
- positive feedback from IHAF, regional or international Accreditation group evaluations;
- positive feedback from IHAF, regional or international Accreditation group training; and
- positive feedback from evaluated accreditation body.

## **7.2. Maintenance of Peer Evaluator Status**

7.2.1. To maintain peer evaluator status the peer evaluator shall over the previous three-year period have:

- (a) participated in at least one peer evaluation; and
- (b) attended at least one peer evaluator training activity (regional or international Accreditation group) or equivalent training courses.

Note: The MRAC provides a number of opportunities for peer evaluators to meet the training requirement, including web-based workshops, remote participation in Experienced Peer Evaluator Workshops, participation in other workshops and participation in IHAF workshops as trainer. The MRAC will determine whether the requirements of 7.2.1 (b) have been met on a case by case basis.

7.2.2. Failure to fulfil 7.2.1 will result in the peer evaluator's status lapsing.

IHAF/PR- MRA 003:2019

Rev. 0

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- 7.2.3. 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 MRAC who will also assess the training course results.
- 7.2.4. The MRAC may suspend the status of a peer evaluator at any time based on a review of their performance.
- 7.2.5. The MRAC will decide on a case by case basis on any additional training required before a lapsed or suspended peer evaluator is re-assigned.

## Annex 1: Evaluation Form for Peer Evaluator's Performance

<b>Status of the Evaluator:</b> Trainee PE    Team Member    Trainee Team Leader (please delete whichever is not applicable)	<b>Name of Evaluator:</b>	<b>Name of the supervisor who performed this evaluation:</b>
<b>Name of AB:</b>	<b>Period of the PE</b> From: _____ To: _____	

In the list below, A means 'Acceptable', I means 'Needs improvement' and N means 'Not observed'.

No.	Items	A / I / N*	Comments
<b>1</b>	<b>Plan and Manage PE</b>		
1.1	The Team Leader needs to demonstrate ability to plan and organize the evaluation:  Prior to the on-site evaluation, the documentation, including relevant management system documents and previous peer evaluation reports, when applicable, was reviewed		
1.2	The plan describes: a) Objectives b) Assessment criteria and reference documents (including MRA Policies and Procedures) c) Scope, dates and places evaluated. d) Roles and responsibilities of team members. e) Working and reporting language.		
1.3	Plan was reviewed and accepted by the AB under evaluation before the on-site visit.		

No.	Items	A / I / N*	Comments
1.4	During the evaluation, the team leader manages the group's activities and keeps constant reviews to ensure the achievement of objectives.		
2	<b>Opening Meeting</b>		
2.1	Introduces self and group, describing their functions in a general manner.		
2.2	Informs about matters related with confidentiality.		
2.3	Confirms evaluation plan, activities, and date. If applicable, establishes changes in plan		
2.4	Confirms the objectives, scope, requirements and criteria of the evaluation		
2.5	Presents and agrees on work methodology, procedures, sample and limitations of sampling, and collecting evidence method.		
2.6	Verifies the resources, confirmation of safety conditions and access to facilities.		
2.7	Invites the AB under evaluation to seek clarification, and provides clarification		
2.8	Informs about the right of the AB under evaluation to make appeals, and complaints or seek clarifications and how to present them		

No.	Items	A / I / N*	Comments
	(Can also be done in the closing meeting)		
<b>3</b>	<b>Collecting and Verifying Information</b>		
3.1	Ability to obtain and assess objective evidence.		
3.2	Appropriate sampling methodology		
3.3	The analysis and classification of the evaluation findings were made accordingly to the agreed methodology.		
3.4	Ability to report the findings of the evaluation.		
3.5	Ability to understand and apply MRA Policies and Procedures		
3.6	Ability to perform the PE process in a timely manner and without deviating due to distractions.		
<b>4</b>			
4.1	Ethical Establishes and maintains an objective, impartial and ethical behavior, and professional attitude both personally and in the group		
4.2	Open mindedness		

No.	Items	A / I / N*	Comments
	Willingness to consider alternate ideas or views. To react with sensitivity to the conventions and culture of the country or region in which the PE is performed		
4.3	Diplomatic Tactful in dealing with people and effectively handles stressful situations.		
4.4	Observant Constantly aware of physical surrounding and activities (visual and listening ability). To evaluate constantly the effects on the PE process.		
4.5	Able to understand and adapt to different situations. Know where to look and when to ask.		
4.6	Tenacity Persistent, focused, oriented towards objectives. Does not change the subject until exhausting the point		
4.7	Decisiveness Firm, able to make objective decisions based on analyzed information.		
4.8	Self-reliance Acts and functions independently		
4.9	Communications		

No.	Items	A / I / N*	Comments
	Able to clearly express in speech and writing, maintain communication with the evaluate in an efficient manner		
<b>5</b>	<b>Closing Meeting</b>		
5.1	Prior to the closing meeting, the evaluation findings were reviewed with the team to provide supporting objective evidence		
5.2	Prior to the closing meeting, prepare in consultation with the team members, an objective summary report and conclusion of the PE.		
5.3	Policies and procedures were included in the summary report.		
5.4	Meeting takes place in a polite manner		
5.5	The findings and recommendations were communicated effectively		
5.6	Procedures for reporting and closure of nonconformities, if applicable, are communicated		
5.7	Strengths and opportunities for improvements, if applicable, are communicated		

Note: In case of an evaluation of a new Team Leader, all of above should be completed.

Rating	Summary
Acceptable	
Needs improvement	
Not observed	

**RECOMMENDATION:**

In case of an evaluation of new Team Leader the report is signed by an experienced Team Leader (2\*) and is signed by new Team Leader (1\*).

Name and signature of experienced team leader / team leader/ (2\*)

Date :

Name and signature of the new team leader / member (1\*)

Date :