



ACCREDITATION UNIT

RULES FOR FORMATION AND OPERATION OF THE ACCREDITATION COMMITTEE (AC)

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Accreditation Unit

Title: Rules for Formation and Operation of the Accreditation Committee (AC)

1 Purpose

These rules lay down the procedures and responsibilities for Accreditation Committee (AC) members as well as their work.

2 Scope

These rules apply to the relevant Accreditation Unit (AU) staff members, the chairperson and members of AC.

3 Definition

Accreditation Committee: A body appointed by AU and constitutes of representative members from AU and technical experts. AC takes the final decision regarding granting, confirming, suspending, withdrawing, reducing, extending and renewing of accreditation.

4 General

4.1 AC decides on issues related to the general overall policy related to accreditation. Also AC takes the final decision regarding granting, confirming, suspending, withdrawing, reducing, extending and renewing of accreditation.

4.2 The Accreditation Director (AUD) forms the AC to execute the tasks assigned to it.

5 Responsibilities

5.1 Responsibilities of the AU Director (AUD):

5.1.1 Forming AC.

5.1.2 Coordinating all activities of AC in general and ensuring the provision of needed resources.

5.1.3 Chairing the meetings and ensuring their conduct as scheduled.

5.1.4 Appointing an Accreditation Officer from the Accreditation Section to take the responsibilities of the secretarial work of AC.

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5.2 Responsibilities of AC:

5.2.1 Taking the final decision regarding granting the accreditation on the basis of the recommendation of the assessment team and the submitted assessment reports after examining all the documentation related to the accreditation procedure, including applications, reports, etc.

The AC ensures the compliance of these documents with the accreditation requirements and procedures, as well as the technical competence of the Conformity Assessment Body (CAB).

5.2.1.1 AC takes the final decision in cases of: granting, renewing and confirming/extending/suspending/withdrawing/reducing of accreditation.

5.2.1.2 AC decides upon the problematic cases related to the accreditation system and policies.

5.2.2 Deciding on issues related to the general overall policy related to accreditation.

5.2.3 Specifying surveillance deadlines for the CAB under discussion based on the recommendation of the assessment section and according to the time frames between successive surveillance visits specified in the accreditation instructions.

5.3 Responsibilities of AC Secretary:

5.3.1 Providing assistance to the AUD on issues raised in AC meetings.

5.3.2 Maintaining day-to-day contact between AU and the AC.

5.3.3 Keeping all records of AC work.

5.3.4 Preparing the agenda, documents and records needed to facilitate AC work, and the good conduct of meetings as well as distributing them beforehand.

5.3.5 Documenting and distributing the minutes of meetings of AC.

5.3.6 Following up on the decisions taken by AC.

6 Membership

6.1 Constitution:

AC is formed by the AU Director. AC shall include the following members:

§ AU Director (as the chairperson of AC) or his/her deputy (in case the AU Director was the lead assessor of the accreditation case presented).

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§ Head of assessment section or his/her deputy.

§ At least one member of the concerned working group(s) of TC; with no right to vote on accreditation decision taken; but to give an advice and recommendation to the committee.

6.2 Qualifications:

The members shall fulfill the following qualifications as a minimum:

6.2.1 B.Sc. of Science or Engineering.

6.2.2 Good command of English.

6.2.3 Good background in accreditation of CABs and in other internal procedures of AU.

6.2.4 The TC member(s) shall have good background in the technical field under assessment given that point 7.1.2 applies.

7 General Rules

7.1 AC structure:

7.1.1 All members shall be free from any commercial, financial and other pressures that might influence their decisions. They shall disclose to AU any interest with CABs to enable AU to avoid (potential) conflict of interests as possible.

7.1.2 TC member attending the AC shall not be working in or owning a body that is in direct competition with the CAB under discussion.

7.1.3 AU shall make sure that all AC members sign a “Declaration of Confidentiality (qf041-01)” form provided by AU before convening their first meeting, in order to guarantee that all information from and about the CABs is held confidential.

7.1.4 The AC is entitled to invite any expert where his/her expertise might be necessary. And the lead assessor shall attend - if possible - the relevant meeting to clarify and resolve any related issues but has no right to vote on decision taken.

7.1.5 In the first meeting of AC, the members are entitled to appoint suitable and competent deputies for them to attend the meetings on their behalf; given that the deputies meet the conditions listed in point 6.2. This shall be in a written form and subject to the

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approval of the AUD, where the representatives shall inform the original members of the resolutions taken by the committee.

7.1.6 If the AC member or the appointed deputy was an assessor of a CAB under discussion, he/she is not entitled to take part in the meeting except if invited by AC as an assessor

7.1.7 A representative of the relevant CAB can attend the meeting of AC upon request of AU as an observer but he/she has no right to vote for any of the taken decisions.

7.2 Termination of Membership of AC:

7.2.1 The termination of the membership of AC will be decided upon by the AUD. Reasons for termination of the membership of AC:

7.2.1.1 Evident breach of confidentiality or occurrence of conflict of interest.

7.2.1.2 A member requests to resign from AC in case of:

- Old age, sickness,
- Shift in competence,
- Potential conflict of interest,
- Professional or personal reasons,

Provided that they submit their resignation to the AUD one month before their intended date for their resignation.

7.2.2 A member may be expelled from AC if the member did not attend two consecutive meetings without submitting any reasonable justification to the AUD or his/her deputy didn't replace him/her.

When objections are lodged, a complaint can be submitted to AU within maximum (2) weeks of AU decision and will be dealt with according to AU complaint procedure (QP-058).

7.2.3 The AUD is entitled to change the members of AC every two years, he/she also has the right to omit or add any representatives from other parties interested in accreditation. AC members are changed based on the changes in the TC which takes place every two years

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7.2.4 AU is entitled to assess the competence of external AC members and their impartiality in a way it considers appropriate.

7.3 Appointment of new members:

When required, the committee may apply to the AUD to appoint new members.

7.4 Meetings

7.4.1 The quorum of AC meetings is considered acceptable if the two voting members attend the meeting.

7.4.2 Decisions in AC are taken by general consensus. Any conflict that may arise must be solved in an appropriate way.

7.4.3 AC convenes whenever there is an accreditation case or any matter to discuss and according to the meetings plan prepared by AC secretary.

7.4.4 AU invites the AC and informs them with the date and venue for the meetings. AU informs the concerned parties of the resolution taken by the AC.

7.4.5 AC may hold more than one meeting to decide upon the accreditation, if necessary; given that decisions of AC on any accreditation case shall be taken within one month.

7.4.6 AU prepares and sends the agenda and the relevant documents for the coming meetings at least one week before the date of the meeting, as well as calling the members for meetings.

8 Documentation

All activities of AC shall be documented. The following documents are particularly important:

- Minutes of Meetings.
- List of Participants.
- List of AC decisions.
- Decisions for accreditation.
- List of AC members.
- List of AC members and their deputies.
- Appointment letter of AC members and their deputies.

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9 Revision

Amendment and revision of AC rules shall be taken in according to AU Document Control Quality Procedure (QP-051).

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