



ACCREDITATION UNIT

RULES FOR FORMATION AND OPERATION OF THE TECHNICAL COMMITTEE (TC)

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Accreditation Unit

Title: Rules for Formation and Operation of the Technical Committee (TC)

1 Purpose

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

2 Scope

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

3 Definition

Technical Committee: A body appointed by AU from members from the private and public sectors on a voluntary basis.

4 General

4.1 TC is formed whenever needed, that is:

- If the integration of external experts who formulate the required rules, checklist, etc. appears necessary in a new test area in which no accreditation experience has been gathered in this system.
- To evaluate applications for assessors, to classify the assessors according to their specific technical expertise and to nominate assessors to conduct assessments on the Conformity Assessment Bodies (CABs).

4.2 The AU Director (AUD) forms the TC to execute the tasks assigned to it. TC (currently) is divided into (9) different technical sectors as follows:

1. Chemical & Biological Sector.
2. Foodstuff Sector
3. Environmental Sector
4. Measurements & Calibration Sector.
5. Construction Materials Sector.
6. Electrical Sector.
7. Mechanical & Material Testing Sector.
8. Non-Destructive Testing Sector.
9. Medical Labs Sector.

5 Responsibilities

5.1 Responsibilities of the AU Director:

5.1.1 Deciding on Work Groups (WGs) of TC.

5.1.2 Appointing members of WGs.

5.1.3 Coordinating all activities of WGs in general and ensuring the provision of needed resources.

5.1.4 Reviewing and approving TC action plan for the two years of its formulation.

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5.2 Responsibilities of Chairperson of TC Sectorial Working Group:

- 5.2.1 Convening meetings with the cooperation of TC secretary and chairing them.
- 5.2.2 Submitting to AU proposals for accepting assessors based on evaluations made of their qualifications by his/her sectorial WG.
- 5.2.3 Representing the WG in activities conducted by AU.
- 5.2.4 Minuting the meeting of the WGs.
- 5.2.5 Assisting the chairperson of TC in preparing reports of achievements of its WG.

5.3 Responsibilities of TC Working Groups WGs:

- 5.3.1 Developing specific technical requirements for accreditation that form interpretation of ISO/IEC 17025 requirements for each specific test or calibration, and of ISO 15189 in case of medical labs, based on international requirements, if necessary.
- 5.3.2 At least one member of each WG can be a member of the Accreditation Committee to review the assessment reports and to provide a recommendation to the Accreditation Committee on the final accreditation decisions; given that the member(s) appointed to provide recommendations on accreditation cases must:
 - 5.3.2.1 Possess the competence in the technical field of the CAB under discussion.
 - 5.3.2.2 Be free from (potential) conflicts of interest.
 - 5.3.2.3 Not be working or owning a body which is in direct competition with the CAB.
- 5.3.3 Advising AU on developing procedural approaches including the amendment of JAS rules, improvement of the technical requirements for accreditation and the technical matters related to the operation of the accreditation system.
- 5.3.4 Evaluating the “Assessor Application” form filled and submitted by the technical experts to AU in order to ensure that their qualifications comply with the “Assessors selection, training, monitoring and evaluation procedure” (QP - 061) prepared by AU, and defining their specific field(s) of expertise.
- 5.3.5 Nominating technical assessors for particular assessments in cooperation with the Accreditation Section in AU, if requested by the Assessment Section in AU.
- 5.3.6 Proposing training procedures and programs for the technical assessors, as needed and providing assistance on making training materials for such programs available.

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- 5.3.7 Supporting the exchange of information, experience and documents among its members from one side, and between its members and the members of the accreditation committee from the other side.
- 5.3.8 Participating in meetings or sessions organized by AU in order to promote JAS or explain technical requirements.

5.4 Responsibilities of TC Secretary:

- 5.4.1 Providing assistance to the AUD on issues arising in WGs.
- 5.4.2 Providing AU with the results of TC or TC WGs meetings.
- 5.4.3 Maintaining day-to-day contact between AU and the WGs.
- 5.4.4 Keeping all records of TC work.
- 5.4.5 Preparing the needed materials and records of TC work for the good conduct of meetings.
- 5.4.6 Drafting TC action plan and seeking its approval.
- 5.4.7 Providing the chairperson of TC or the chairperson of WGs with the information needed once requested.
- 5.4.8 Preparing an annual report on the activities of TC based on TC action plan including:
- Evaluation of assessors.
 - Assignment of assessors.
 - Activities taken to raise quality and exchange of experience.
 - Technical support provided to AU.
 - New documents or guidelines prepared by TC.
 - Statistical data and evaluation of performance.

6 Membership

6.1 Constitution:

TC is formed by AUD in such a way that an appropriate participation of the concerned stakeholders (private & public labs, academic and research institutions, etc.) is ensured. The number of members depends on the depth and number of activities assigned to each sectorial working group taking into consideration that the following parties shall be represented as a minimum:

- 6.1.1 Representatives from the public laboratories
- 6.1.2 Representatives from the private laboratories.
- 6.1.3 Representatives from the academic & scientific institutions.
- 6.1.4 Representatives from Professional Associations (engineering, chemists...).
- 6.1.5 Representatives from the manufacturers of the relevant sector.

6.2 Qualifications:

The members shall fulfill the following qualifications as a minimum:

- 6.2.1 B.Sc. of Science or Engineering.

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- 6.2.2 Five years of practical experience in testing or calibration in the relevant field, or equivalent.
- 6.2.3 Good command of English.
- 6.2.4 Good background in accreditation of testing or calibration labs and in other internal procedures of AU.

7 General Rules

7.1 TC structure:

- 7.1.1 TC shall be headed by a chairperson elected by the members in the first meeting for a period of one expandable year. A vice of the chairperson shall also be elected in the same meeting.
- 7.1.2 Each WG is entitled to elect on its first meeting a chairperson to represent it in front of AU.
- 7.1.3 All members shall be free from any commercial, financial and other pressures that might influence their decisions. They shall disclose to AU all their interests with labs to enable AU to avoid conflict of interests as possible.
- 7.1.4 All TC members before convening in their first meeting shall sign a “Declaration of Confidentiality (qf041-01)” form provided by AU, in order to guarantee that all information from and about the labs is held in strict confidence.

7.2 Termination or expulsion of the membership of TC:

- 7.2.1 The termination of the membership of TC will be decided upon by the AUD. Reasons for termination of the membership of TC:
A member requests to resign from TC 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 immediately from TC in case of:
 - A serious breach of confidentiality.
 - A serious breach of AU rules.
 - Negative influence resulted from a conflict of interest.
 - If the member did not attend two consecutive meetings without submitting any reasonable justification to AUD or without informing TC secretary of their absence at least one week before the meeting.

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If the member has an objection against the decision of changing him/her, he/she must submit a complaint to AU and will be dealt with according to the complaint procedure (QP-058).

7.2.3 AUD is entitled to change the members of TC every two years, he/she also has the right to omit or add any representatives from other parties interested in accreditation.

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

7.3 Appointment of new members:

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

7.4 Meetings

7.4.1 The quorum of TC meetings is considered acceptable if at least 50% of the members attend the meeting.

7.4.2 Decisions in TC are taken by general consensus and if this was not reached, the members can use voting and the decision shall be reached by the agreement of the majority of 75% of members attending the meeting; given that the quorum is met.

7.4.3 TC WG convenes every three months according to the meetings plan prepared by TC secretary.

7.4.4 AU is entitled to specify the date and venue for the meetings.

7.4.5 An accreditation officer appointed by the AUD takes over the responsibilities of the secretarial work of TC.

7.4.6 The secretary of TC is responsible for writing and distributing the minutes of meetings of TC, preparing and sending the agenda and 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 TC and TC WGs shall be documented. The following documents are particularly important:

- Minutes of Meetings.
- List of Participants.
- List of TC, TC WGs decisions.
- Annual report of TC.
- List of TC members.
- Appointment letters of TC members.
- Termination letters of TC members.
- Documents developed by TC.

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9 Revision

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

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