



Inter American Accreditation Cooperation

## LABORATORIES SUBCOMMITTEE TERMS OF REFERENCE

### CLASSIFICATION

This document is classified as an IAAC Administrative Document.

### AUTHORIZATION

|                   |                           |
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| Issue N°:         | 02                        |
| Prepared by:      | Laboratories Subcommittee |
| Date:             | July 2010                 |
| Revision N°:      | 00                        |
| Approved by:      | General Assembly          |
| Issue Date:       | August 27, 2010           |
| Application Date: | Immediate                 |
| Document number:  | IAAC AD 024/10            |

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Original: English



## LABORATORIES SUBCOMMITTEE TERMS OF REFERENCE

### 1 OBJECTIVE

- 1.1 The objective of the IAAC Laboratories Subcommittee is to provide support to IAAC activities related to accreditation of laboratories.

### 2 FUNCTIONS

- 2.1 The functions of the Laboratories Subcommittee (LSC) are:
- a) To develop the LSC Terms of Reference and Work Program, considering IAAC guidelines and programs;
  - b) To coordinate with other IAAC committees and subcommittees accomplishment of IAAC objectives;
  - c) To present an annual written report to the Technical Committee regarding the work in progress and communicate any concern or need deemed relevant;
  - d) To create and dissolve ad-hoc groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
  - e) To provide relevant information to the Promotion Subcommittee in order to promote IAAC's activities;
  - f) To keep the IAAC Secretariat informed about committee activities, including resolutions and attendance registries of meetings or other activities;
  - g) To define and inform the Training Subcommittee on training needs required for accreditation of laboratories;

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- h) To harmonize the implementation of standards and normative documents relevant to accreditation of laboratories;
- i) To study the needs, plan, and initiate programs of inter-laboratory comparison and proficiency testing, and decide regarding specific proposals of new programs, taking into account existing programs in technical areas;
- j) To harmonize the organizational procedures to undertake programs of inter-laboratory comparisons and proficiency testing;
- k) To supervise IAAC interlaboratory comparisons and proficiency testing programs, to monitor current activities, to take action where delays and other shortcomings are discovered, to discuss and approve final reports, and to draw general conclusions, if necessary;
- l) To coordinate and promote cooperation between communities of accredited laboratories;
- m) To advise the IAAC General Assembly and its committees and subcommittees in all matters related to laboratory accreditation;
- n) To study and interpret regional and international documents of a technical nature related to laboratory accreditation;
- o) To monitor the activities and issuing of regional and international documents related to the scope of the LSC;
- p) To assure that the technical criteria on laboratory accreditation are based on international documents, guidelines and practices;
- q) To identify the need for development of IAAC documents related to the scope of the LSC and to coordinate their elaboration;
- r) To represent IAAC at technical committees of relevant regional and international bodies and to propose IAAC participation in joint working groups with other bodies;

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- s) To cooperate with relevant working parties of related organizations in the Americas and other regional and international accreditation cooperations;
- t) To provide information to the IAAC Secretariat on the participation of Accreditation Bodies of the region in Inter-laboratory comparisons and proficiency tests organized by IAAC and other regional or international cooperations, in order to be published on the IAAC website in the Members Only section, MLAG page (this information will not reveal the identity of the participating laboratories);
- u) To verify that the information posted on the IAAC website in the Members Only section, MLAG page, is updated;
- v) To draft and consider project proposals for submission to funding organizations;
- w) To consider the need for application documents of cross-sectional or sector-specific nature, and to draft and to revise such documents in co-operation with other IAAC committees and/or subcommittees and/or other related organizations, if appropriate;
- x) To harmonize the work of expert groups, task forces and joint working groups reporting to it and to secure a proper flow of information between these and the IAAC General Assembly; and
- y) To perform any other tasks specified by the IAAC General Assembly.

### **3 COMPOSITION**

3.1 The LSC shall be composed by:

- a) One representative from each IAAC full member;
- b) One representative from IAAC associate members;
- c) A representative from Stakeholders members;
- d) The convener of each expert group and task force reporting to the LSC; and

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e) A representative of each joint working group reporting to the LSC.

3.2 The LSC Chair may invite representatives from other organizations to participate in its activities.

3.3 As stated in the Bylaws, the LSC Chair and Vice-Chair are elected by the IAAC General Assembly.

## 4 RESPONSIBILITIES

4.1 The LSC Chair's responsibilities are:

- a) To carry out these Terms of Reference;
- b) To chair LSC meetings;
- c) To report to the General Assembly, the Executive Committee and the Technical Committee about the work that is being carried out;
- d) To submit to the General Assembly for ratification, all the decisions taken by the LSC;
- e) To ensure that LSC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);
- f) To distribute to LSC members, through the IAAC Secretariat, the agenda and the working papers for subcommittee meetings at least two weeks before meetings; and
- g) To keep the LSC Vice-Chair informed on all ongoing and planned activities.

4.2 The Vice-Chair's responsibilities are:

- a) To assist the Chair in the fulfillment of his/her duties; and

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- b) To replace the Chair in his/her absence or impediment.
- c) To keep in contact with the Chair, in order to be aware of ongoing and planned activities, and assist the Chair in carrying them out.

### 4.3 LSC members' responsibilities are:

- a) To attend LSC meetings and actively participate on formed specialized working groups to undertake committee tasks;
- b) To formulate initiatives to assist the accomplishment of LSC objectives;
- c) To perform tasks and duties assigned to them as individuals or members of working groups in a timely manner;
- d) To report to the LSC on undertaken activities;
- e) To implement the LSC Work Plan; and
- f) To contribute to the implementation of agreements and abide by the instructions of the General Assembly and TC.

## 5 MEETINGS

- 5.1 The LSC shall meet when considered necessary by the Chair, by the IAAC General Assembly, and by the Technical Committee or by at least one third of its members.
- 5.2 The LSC shall meet at least once a year.
- 5.3 Draft agendas shall be distributed at least four weeks before each meeting.
- 5.4 Draft resolutions shall be distributed within two months of the meeting.



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5.5 Meeting documents shall be distributed at least two weeks prior to each meeting.

**Note 1:** Proposals for the elaboration of new documents need the approval of the IAAC General Assembly and shall be drafted in accordance with the IAAC Document Control Procedure.

**Note 2:** The IAAC LSC will act as the American mirror committee to the equivalent committee of the International Laboratory Accreditation Cooperation (ILAC) and will contribute its guidance documents and other input to the development of documents to be approved and used at the international level through ILAC.