



Inter American Accreditation Cooperation

INSPECTION BODIES SUBCOMMITTEE TERMS OF REFERENCE

CLASSIFICATION

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INSPECTION BODIES SUBCOMMITTEE TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The objective of the IAAC Inspection Bodies Subcommittee is to provide support for the development of IAAC's activities on everything that is related to accreditation of inspection bodies.

2 FUNCTIONS

- 2.1 The functions of the Inspection Bodies Subcommittee (IBSC) are:
- a) To update the Terms of Reference and develop the Work Plan of the IBSC, taking into consideration IAAC's guidelines and programs;
 - b) To coordinate with other committees and subcommittees the 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 Working Groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their activities;
 - e) To study and interpret international and regional technical documents related to the field of accreditation of inspection bodies;
 - f) To define and inform the Training Subcommittee on the training needs required for the accreditation of the inspection bodies;
 - g) To provide relevant information to the Promotion Subcommittee in order to promote IAAC's activities;
 - h) To keep the IAAC Secretariat informed about committee activities, including minutes and attendance registries of meetings or other activities;
 - i) To monitor regional and international activities and document generation related to the scope of the IBSC, and to propose to the Executive Committee actions to be taken;



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- j) To represent IAAC at technical committees of relevant regional and international organizations and propose IAAC's participation in joint working groups with other organizations;
- k) To harmonize the technical criteria regarding inspection bodies based on regional and international documents, guidelines, and practices; and
- l) To identify the need to develop IAAC documents related to the scope of the IBSC and coordinate their preparation.

3 COMPOSITION

- 3.1 The IBSC is composed of representatives of full, associate, and stakeholder members of IAAC.
- 3.2 Other people may attend the meetings, under the consent of the IBSC Chair.
- 3.3 As indicated in IAAC's Bylaws, the Chair and Vice-Chair of the IBSC are elected by the General Assembly.

4 RESPONSIBILITIES

- 4.1 The IBSC Chair's responsibilities are:
 - a) To carry out these Terms of Reference;
 - b) To chair IBSC meetings;
 - c) To report to the Technical Committee about the work that is being carried out;
 - d) To ensure that IBSC 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);
 - e) To submit to the General Assembly through the Technical Committee, for ratification, all resolutions adopted by the IBSC; and
 - f) To maintain the Vice-Chair informed on all of the current and planned activities.
- 4.2 The IBSC Vice-Chair's responsibilities are:
 - a) To assist the Chair in the fulfillment of his/her duties;
 - b) To replace the Chair in his/her absence or impediment; and
 - c) To maintain permanent contact with the Chair in order to be aware of the current and planned activities, and assist the Chair in carrying them out.

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- 4.3 IBSC members' responsibilities are:
- a) To attend IBSC meetings and actively participate on formed specialized working groups to undertake committee tasks;
 - b) To formulate initiatives to assist the accomplishment of committee objectives;
 - c) To perform tasks and responsibilities that they receive individually or as part of working groups in timely manner;
 - d) To report to the IBSC on undertaken activities;
 - e) To implement the IBSC Work Plan; and
 - f) To contribute to the implementation of resolutions of the General Assembly and Technical Committee.

5 MEETINGS

- 5.1 The IBSC shall meet at least once a year . Additional meetings may be held when considered necessary by the Chair, by the IAAC General Assembly, or by at least one third of the IBSC's members.
- 5.2 Draft agenda shall be distributed at least four weeks before the meeting.
- 5.3 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 5.4 The resolutions shall be distributed within two months after the meeting.