



Inter American Accreditation Cooperation

## **CERTIFICATION BODIES SUBCOMMITTEE TERMS OF REFERENCE**

### **CLASSIFICATION**

This document is classified as an IAAC Administrative Document.

### **AUTHORIZATION**

Issue N°:	03
Prepared by:	Certification Bodies Subcommittee
Date:	August 2011
Revision N°:	01
Approved by:	General Assembly
Issue Date:	August 26, 2011
Application Date:	Immediately
Document number:	IAAC AD 026/11

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### **AVAILABILITY**

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Original: English



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### CERTIFICATION BODIES SUBCOMMITTEE TERMS OF REFERENCE

#### 1 OBJECTIVE

- 1.1 The objective of the IAAC Certification Bodies Subcommittee is to provide support for the development of IAAC's activities in everything that is related to the accreditation of third party certification bodies.

#### 2 FUNCTIONS

- 2.1 The functions of the Certification Bodies Subcommittee (CBSC) are:
- a) To develop the Terms of Reference and the Working Program of the subcommittee, taking into consideration IAAC's guidelines and programs;
  - b) To coordinate with other IAAC groups the achievement 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 when necessary for the development of specific tasks in a determined timeframe and with the required follow up;
  - e) To define and inform the Training Subcommittee on training needs required for accreditation of certification bodies;
  - f) To provide relevant information to the Promotion Subcommittee in order to promote IAAC's activities;
  - g) To keep the IAAC Secretariat properly informed regarding CBSC activities, including meeting minutes and attendee lists of meetings or other activities;
  - h) To study and interpret international and regional technical documents related to the field of accreditation of certification bodies;
  - i) To monitor regional and international activities and document generation related to the scope of the CBSC;
  - j) To assure that the technical criteria on accreditation of certification bodies are based on international documents, guidelines and practices;
  - k) To identify the need to develop IAAC documents related to the scope of the CBSC and coordinate their preparation; and



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- l) To represent IAAC at technical committees of relevant regional and international organizations and propose IAAC's participation in joint working groups with other organizations.

### **3 COMPOSITION**

- 3.1 The CBSC is made up by representatives of full, associate and stakeholder members of IAAC. Other people may attend the meetings under the consent of the CBSC Chair.
- 3.2 As indicated by IAAC Bylaws, the Chair and Vice-Chair of the CBSC are elected by the General Assembly.

### **4 RESPONSIBILITIES**

- 4.1 The CBSC Chair's responsibilities are:
  - a) To carry out these Terms of Reference;
  - b) To chair CBSC meetings;
  - c) To report the General Assembly about the work that is being carried out;
  - d) To ensure that CBSC 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 for ratification, all the decisions made by the CBSC;
  - f) To distribute to the subcommittee members, through the IAAC Secretary, the working documents for the meetings at least two weeks prior to the meetings; and
  - g) To maintain the Vice-Chair informed on all of the current and planned activities.
- 4.2 The CBSC 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;
  - c) To serve as Secretary of the CBSC; and
  - d) 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.
- 4.3 CBSC members' responsibilities are:
  - a) To attend CBSC meetings and actively participate on specialized working groups formed to undertake committee tasks;

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- b) To actively participate and vote on decision of the CBSC;
- c) To formulate initiatives to assist the accomplishment of committee objectives;
- d) To perform tasks and responsibilities that they receive individually or as part of working groups in timely manner.
- e) To report to the CBSC on undertaken activities;
- f) To implement the CBSC Work Plan; and
- g) To contribute to the implementation of agreements and instructions of the General Assembly and the Technical Committee.

### **5 MEETINGS**

- 5.1 The CBSC 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 CBSC'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 Resolutions shall be distributed within two months after the meeting.