



Inter American Accreditation Cooperation

IAAC DOCUMENT CONTROL PROCEDURE

CLASSIFICATION

This document is classified as an IAAC Procedures Document.

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AVAILABILITY

Copies of this document in English and Spanish are available from the IAAC Secretariat and at the IAAC website.

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IAAC DOCUMENT CONTROL PROCEDURE

1. PURPOSE

- 1.1. This document provides guidance on all documents that are to be published as IAAC documents, which shall be drafted, reviewed, submitted, formatted, classified, approved and controlled in accordance with the rules set out in this document.

2. CONTROLLED DOCUMENTS

- 2.1 The controlled IAAC documents are listed in the IAAC Master Documents List and are posted in the IAAC web site. Any hard copy is considered an uncontrolled copy.

3. LANGUAGE AND FORMAT

- 3.1. All IAAC documents are published in English and/or Spanish, and/or Portuguese. The English and/or Spanish, and/or Portuguese version with the most recent issue number, version number, document number and date of issue of each IAAC document is the governing version. In the event of a contradiction among language versions, the original will govern.
- 3.2. All IAAC documents, irrespective of the language of publication, shall contain the information and format according to clause 14 of this document.
- 3.3. The Cover page of all IAAC documents shall state what language(s) the document is available in: English and/or Spanish, and/or Portuguese. Each document will indicate the language of the original version.

4. TRANSLATIONS

- 4.1 Members of IAAC whose language of operation is not English, Spanish or Portuguese have the right to translate all IAAC documents into their own language of operation. A copy of each document as translated shall be provided to the Secretariat to be posted on the IAAC website.
- 4.2 The procedures for translating IAF/ILAC documents are described in PR 009.
- 4.3 The procedures for adopting IAF/ILAC documents as IAAC documents are described in PR 007.



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5. COPYRIGHT

- 5.1 Copyright of IAAC documents is held by IAAC unless otherwise stated in the copyright note in each document. IAAC documents may be used as a reference by member bodies, but acknowledgement to the source of the document must be made. IAAC documents may be photocopied or electronically reproduced by IAAC members for their own professional use, however copies cannot be sold without permission from the IAAC Secretariat.

6. DOCUMENT PREPARATION AND APPROVAL PROCESS

- 6.1. The steps below shall be followed for the development of all IAAC documents, in accordance with their appropriate classification, and made available in the IAAC website.
- 6.2. The Executive Committee shall designate a Committee to carry out a draft project. The Chair may allocate the work of preparing the draft to a member of the Committee, or a subordinate group, hereinafter called "the authors", time to send the draft is 90 days.
- 6.3. The first draft shall be circulated to all members of the Committee or Subcommittee, with comments or explanations as necessary, inviting for comments, time to send the comments is 60 days.
- 6.4. All comments received shall be referred to the authors, who shall decide on an appropriate response to each comment, time to send the responses is 90 days.
- 6.5. Further drafts may be prepared at the discretion of the authors in consultation with Chair of the Committee. The process cannot take more than 2 years.
- 6.6. When the Chair of the Committee is satisfied that sufficient consultation has been carried out, he/she shall submit the final draft to the Committee and seek its approval, time to send the document for approval is 30 days.
- 6.7. Upon approval, the Committee Chair shall forward the draft document, to the Secretariat.
- 6.8. The Secretariat shall submit the draft document to the Executive Committee or to the General Assembly for approval, according to the classification of the document.



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- 6.9. The Secretariat shall conduct a ballot of the Executive Committee or General Assembly members during a meeting according to the voting rules described below in Section 6.10. For voting documents out-of-session refer to Section 7.
- 6.10. An affirmative vote by two thirds of the Executive Committee members or General Assembly members shall be required to approve the document.
- 6.11. Upon approval, the Secretariat shall publish the document and make it available to all members by posting it on the IAAC website, with an email notification to members.
- 6.12. If the document is not approved by the Executive Committee or the General Assembly the Secretariat shall refer the document back to the Committee Chair for further consideration.

7 RULES FOR VOTING OUT OF SESSION

- 7.1 When a matter needs agreement of General Assembly members or Executive Committee members out-of-session, the issue will be put to the vote by e-mail. The rules for the voting procedures are as follows:
 - a) The Secretary shall forward by e-mail the draft document and the Committee comments or recommendation, if any, to the members entitled to vote, and for information to non-voting members;
 - b) Members are required to cast their vote within the period established by the Secretariat;
 - c) The rules of voting that are described in the AD 001 MOU and in the AD 002 Bylaws apply. For the proposal to be approved, two thirds of the votes cast must be in favor. Only ballots cast shall be used in calculating the approval. Any persuasive comments accompanying the votes shall be considered for the next revision.
 - d) The Secretariat shall advise all members of the results of the vote within one week of the close of voting.

8 REVISION OF IAAC DOCUMENTS

- 8.1 The Documentation Subcommittee shall carry out a review of the IAAC Master List of Documents during its annual meeting and determine whether any documents need to be revised, at least every 5 years or when there are changes in other documents or requirements, or when there are



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- non conformities from internal audits or peer evaluations. When it is determined that a document must be revised or updated, the appropriate Committee or Subcommittee shall carry out this task.
- 8.2 When an IAAC document is revised, the entire document is to be re-issued. If the revision is to the content or substance of the document, a new issue number is to be allocated to the document. If the revision is due to correction of errors, typing mistakes or similar, the same issue number shall be retained, but a new revision number and issue date shall be assigned to the revised document.
- 8.3 Authorization for the issue of revisions to IAAC documents shall follow the same rules as for the authorization of issue of the original document, unless the revision is due to correction of errors, typing mistakes or similar, in which case the Secretary shall make the proper corrections and assign a new revision number to the document.
- 8.4 After each revision is approved, it shall be made available to members by posting it on the IAAC website, with an email notification to members.

9. DISTRIBUTION OF DOCUMENTS

- 9.1 Documents to be considered by the IAAC General Assembly must be distributed exclusively by the IAAC Secretariat.
- 9.2 When it is more practical, Executive Committee members may circulate documents to other members, through the IAAC Secretary. Executive Committee members may communicate between and amongst themselves.
- 9.3 IAAC Committees and Subcommittee Chairs are responsible for distributing notices, draft agendas, working documents, draft resolutions, draft meeting reports and other documents to their own members. The Secretariat may be asked for support when needed.

10. DISTRIBUTION LISTS

- 10.1. Each IAAC Committee and Subcommittee Chair is responsible for keeping an up-to-date list of its members. This list must include member's name, organization, and e-mail. The IAAC Secretariat shall upload a copy of the list to IAAC website, Member's Only section.

11. FILING AND ARCHIVING



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- 11.1 **Availability of IAAC Documents.** All IAAC documents are placed in an electronic location, either on the IAAC web site (www.iaac.org.mx) or electronically in the IAAC Secretary's computer.
- 11.2 IAAC General Assembly and Executive Committee correspondence, resolutions, documents and other relevant information must be kept filed and archived by the IAAC Secretariat.
- 11.3 Each IAAC Committee and Subcommittee Chair is responsible for maintaining a full record of its activities. In particular, resolutions, meeting reports (if any), and any other relevant information. The Committee and Subcommittee Chair shall submit a copy of its relevant records to the IAAC Secretariat for safekeeping, according to the PR 020 Records Management Procedure.
- 11.4 IAAC records shall be kept by the IAAC Secretariat according to the PR 020 IAAC Records Management Procedure.

12 CUSTODY AND CONTROL OF IAAC DOCUMENTS

- 12.1 **IAAC Document Master List.** The master copy of all IAAC documents shall be held and controlled by the IAAC Secretariat and posted on the IAAC web site. The Secretariat shall prepare, and keep up-to-date, a document master list of all publicly available IAAC documents. The master list shall identify the following information of each IAAC document: Document number, issue number, preparation by, preparation date, revision number, approval by, language, name of the Committee or authors that prepared the translation, document review year, and online availability. This master list shall be made available to IAAC members after each amendment by posting it on the IAAC website, with email notification to members. Refer to the IAAC format FM 14 IAAC Document Master List.
- 12.2 When a new member of IAAC signs the AD 001 IAAC MoU, the Secretariat shall inform the new member that the IAAC documents are available on the IAAC website.

12.3 Management of the IAAC system documents as electronic files.



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The IAAC management system documents are administered in an electronic form and are organized in folders in the IAAC Secretary's computer. IAAC documents are kept in the following folders:

- Administrative Documents
- Procedures Documents
- Guidance Documents
- Mandatory Documents
- Publications Documents
- Forms

These folders contain all of the necessary subfolders according to the functioning and organizational structure of IAAC (Committees, Subcommittees, Working Groups, etc.).

13 CLASSIFICATION OF IAAC DOCUMENTS AND AUTHORITY TO ISSUE

13.1 Documents shall be classified as provided below. Documents issued and published under the authority of the General Assembly and those issued under the authority of the Executive Committee are also specified below. These documents are available in the IAAC website.

AD - Administrative Documents that define and formalize the rules and commitments for membership in IAAC and in the IAAC MLA are issued on the authority of the IAAC General Assembly. IAAC Administrative Documents that are not related to membership in IAAC or the MLA are issued under the authority of the IAAC Executive Committee.

PR - Procedures Documents are documents that lay down the procedures to be followed in implementing the IAAC programs, spelling out the procedures and process that must be followed in order to achieve the IAAC objectives, e.g. for implementation of the MLA. IAAC Procedures Documents that are directly related to the MLA process and membership in IAAC are issued on the authority of the IAAC General Assembly, all other IAAC Procedures Documents are issued on the authority of the IAAC Executive Committee.

GD - Guidance Documents are documents which provide non mandatory applications of MLA requirements published on the authority of the Executive Committee. This category also includes the *Recommended International Documents* which are ILAC and IAF non mandatory documents adopted by IAAC, as described in IAAC PR007. Translations of ILAC/IAF documents prepared by IAAC also apply to this category.



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MD - Mandatory Documents are documents that provide MLA requirements and mandatory applications of MLA requirements published under the authority of the IAAC General Assembly.

This category also includes the *International Documents Mandatory for the MLA* which are ILAC and IAF mandatory documents adopted by IAAC, as described in IAAC PR 007. Translations of ILAC/IAF documents prepared by IAAC also apply to this category.

PU - Publications documents

Publications documents are other documents that may be of interest to IAAC members and are published under the authority of the Executive Committee.

FM - Forms

Forms and templates are used to keep records of implementation of IAAC management system and MLA procedures, and are published under the authority of the Executive Committee.

14. IAAC DOCUMENT FORMATTING

- 14.1. The formatting of documents will be facilitated by a template available from the IAAC Secretariat.

15. IAAC LOGO AND DOCUMENT COVER PAGE

- 15.1. The initial page shall include as a header the IAAC logo in accordance with IAAC PR 023 procedure for the use of the IAAC logo. The Cover page of all IAAC documents shall include the following information: Issue Number, Prepared by, Date, Revision No., Approved by, Issue Date, Application Date, Document number, Name for Inquiries, Contact Phone, and e-mail.

16. DOCUMENT NUMBERING

- 16.1. **IAAC Documents numbering.** For control purposes all IAAC documents posted in the IAAC website must have a reference number as follows:

IAAC – ZZ – NNN / YY

The letters “IAAC” shall appear at the beginning of the number



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The letters “ZZ” shall be replaced by one of the following groups:

AD IAAC Administrative Documents
PR IAAC Procedures Documents
GD IAAC Guidance Documents
MD IAAC Mandatory Documents
PU IAAC Publications Documents
FM IAAC Forms

The letters “NNN” shall be replaced by a sequential number from the Master Documents List supplied by the IAAC Secretariat

The letters “YY” shall be replaced by the Year

Note 1: The FM Forms shall only include a title at the header and date of issue at the bottom of the page.

Note 2: International documents adopted by IAAC will keep their original number.

17 INQUIRIES

17.1 All inquiries regarding IAAC documents shall be referred in a first instance to the IAAC Secretariat.