



Inter American Accreditation Cooperation

## PROCEDURE FOR IAAC ADOPTION OF INTERNATIONAL DOCUMENTS

### CLASSIFICATION

This document is classified as an IAAC Procedures Document.

### AUTHORIZATION

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### AVAILABILITY

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

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Original: English



## Inter American Accreditation Cooperation

# PROCEDURE FOR IAAC ADOPTION OF INTERNATIONAL DOCUMENTS

## 1. PURPOSE

This procedure covers the formal adoption by IAAC of international documents issued by **ISO** – International Organization for Standardization, **IAF** – International Accreditation Forum and **ILAC** – International Laboratory Accreditation Cooperation.

## 2. RELEVANT DOCUMENTS

### 2.1 International documents mandatory for the MLA

As members of a Recognized Regional Cooperation of IAF and ILAC, the IAAC MLA signatories shall abide by the requirements of those MLAs and use international standards and guides, as well as ILAC and IAF mandatory documents applicable to the IAF and ILAC MLAs. These standards and guides include ISO/IEC 17011, ISO/IEC 17020, ISO/IEC 17021, ISO/IEC 17024, ISO/IEC 17025, ISO 15189, ISO/IEC Guide 65, and the documents which replace them. IAF and ILAC mandatory documents include the ILAC/IAF A-Series documents, ILAC policy documents in the ILAC P-series and IAF mandatory documents in the IAF MD-series.

### 2.2 International documents mandatory for IAAC membership

For IAAC membership, accreditation bodies must meet the requirements of certain international documents. The documents depend on the scope of the accreditation body and may include, among others, ISO/IEC 17011, ISO/IEC 17025, ISO/IEC 17020, ISO/IEC 17021, ISO/IEC 17024, ISO/IEC Guide 65, ISO 15189, the documents which replace them, and other technical and normative documents.

### 2.3 Recommended international documents

IAAC is required to have and use certain policies and procedures and may also wish to issue guidance. It is not mandatory that these be international document, however, IAAC strongly encourages the adoption of the relevant international documents without changes. Only the most serious of reasons will be considered for not adopting and accepting an appropriate international document or even for including minor changes.



## Inter American Accreditation Cooperation

### **2.4 Other international documents / Reading List**

A significant number of other ISO, ILAC and IAF documents (such as ISO/IEC standards on peer evaluation and others) constitute a significant library of documents, useful to IAAC and its member bodies.

## **3. PROCEDURE FOR ADOPTION**

### **3.1 International documents mandatory for the MLA**

IAAC adopts international standards and guides applicable to the ILAC and IAF MLA as well as ILAC and IAF mandatory application documents immediately upon ILAC and IAF decisions without further voting. The IAAC Secretary shall inform IAAC members and IAAC evaluators about the ILAC and IAF decisions on the implementation of international standards and guides applicable to the MLA and about the publication of any ILAC and IAF mandatory application documents, including information of their implementation date. The IAAC Secretary shall update the IAAC website Documents section when a mandatory document is approved.

The IAAC MLAC shall review the ILAC and IAF decisions and mandatory documents in order to decide whether there is a need for IAAC to take any other actions, such as: changes in IAAC peer evaluation documents, mechanisms for monitoring their implementation, training of evaluators, need for publication of additional IAAC mandatory or guidance application documents.

Spanish translations of these documents shall be prepared, as soon as practicable, in accordance with the applicable IAAC translation procedures.

### **3.2 International documents mandatory for IAAC membership**

The IAAC General Assembly (GA) is responsible for decisions on adoption of documents required for IAAC membership. The GA decisions may be supported by the Executive Committee recommendations. These documents will be submitted to a yes/no ballot (without comments) to all IAAC members before adoption, in an effort to help IAAC members become fully cognizant of the documents. Spanish translations of these documents will be prepared, as soon as practicable, in accordance with the applicable IAAC translation procedures. Spanish translations of ISO documents are not prepared in IAAC. The documents will be adopted, in English and Spanish, by the General Assembly.



## Inter American Accreditation Cooperation

### 3.3 Recommended international documents

The relevant IAAC Committee or Subcommittee is responsible for the decisions on adoption of any recommended international documents. Such decisions may be supported by the General Assembly, Executive Committee or Committee recommendations. These documents will be submitted to a yes/no ballot (without comments) to all Committee or Subcommittee members before adoption, in an effort to help members become fully cognizant of the documents. All IAAC members should be informed of these Committee or Subcommittee actions. Spanish translations of these documents will be prepared, as soon as practicable, in accordance with the applicable IAAC translation procedures. The documents will be adopted, in English and Spanish, by the Committee or Subcommittee.

### 3.4 Other international documents

The appropriate subcommittee of the Technical Committee, e.g., the Laboratories Subcommittee, the Certification Bodies Subcommittee and the Inspection Bodies is responsible for the decisions on adoption. These documents will be submitted to a yes/no ballot (without comments) to Subcommittee members before adoption, in an effort to help members become fully cognizant of the documents. All IAAC members should be informed of these Subcommittee actions. Spanish translation of these documents may be prepared, as soon as practicable, in accordance with the applicable IAAC translation procedures. Spanish translations of ISO documents are not prepared by IAAC. The documents will be adopted in the language in which they are available, as determined by the Subcommittee.