



Inter American Accreditation Cooperation

IAAC Membership Application Procedure

CLASSIFICATION

This document is classified as an IAAC Procedures Document.

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Inquiries:	IAAC Secretariat
Telephone:	+52 (55) 9148-4300
Fax:	+52 (55) 5591-0529
e-mail:	secretariat@iaac.org.mx

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



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IAAC Membership Application Procedure

1. Purpose

This document establishes the procedure to manage IAAC membership applications in accordance with IAAC Bylaws.

2. Procedure

- 2.1 The forms for membership application are available for downloading at the IAAC website or may be obtained from the IAAC Secretariat. They are also included in this document as Annex A, B and C. The applicant shall complete the application and submit it to the IAAC Secretariat along with the applicable membership application fee.
- 2.2 The application will be reviewed by the Secretariat. If the Secretariat determines that the submitted information is incomplete, the applicant shall be requested to submit any missing information.
- 2.3 Upon review of the applicant's complete application documentation, the Secretariat will prepare a summary according to Annex D of this procedure, with a recommendation regarding the membership application, and submit it to the members of the IAAC Executive Committee along with the applicant's documentation (if any), for a 30 day ballot.
- 2.4 If the Executive Committee decides that it needs more information from the applicant before making a decision, it will notify the Secretariat on the specific information it requires, and the Secretariat shall request it from the applicant. Upon receipt, the Secretariat shall send the new information to the Executive Committee with a new recommendation if necessary, and a new 30 day ballot.
- 2.5 The Executive Committee shall review the membership application and pertinent documentation (if any) and shall cast a vote within 30 days of receiving the complete information from the Secretariat.
- 2.6 If the Executive Committee's ballot results determine the acceptance of the applicant's membership request, it shall prepare an application recommendation for the IAAC General Assembly according to Annex E of this procedure. The Secretariat shall submit the application recommendation for a 30 day ballot to the IAAC General Assembly. The Secretariat shall provide documentation and information on the applicant upon request by an IAAC member.
- 2.7 If the Executive Committee's ballot results in a rejection of the applicant's membership request, the Secretariat shall include the application in the agenda for the next Executive Committee meeting for its review. If the Executive Committee confirms the rejection of the applicant, the Secretariat shall advise the applicant of the decision.
- 2.8 Upon expiration of the voting period, the Secretariat shall advise the applicant and the General Assembly of the ballot results within a week.
- 2.9 When the membership application is approved by the General Assembly vote, the Secretariat shall send the following to the applicant:
 - a) A copy of the IAAC Memorandum of Understanding (MoU);
 - b) A copy of the MoU Signature sheet;
 - c) Instructions for membership fee payment and the amount due;



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- d) A request to appoint a delegate to IAAC (one per country) and delegates for the IAAC committees and subcommittees of interest.

The Secretariat shall make other documents available to the new member by e-mail or by posting them on the IAAC website (e.g., Bylaws, Terms of Reference and Work Plans of the Committees and Subcommittees, and the Annual Strategic Business Plan).

- 2.10 The applicant for full membership shall sign the MoU and two signature sheets, and submit one signature sheet to the Secretariat for its files. The applicant shall submit payment of its membership fee and notify the Secretariat.
- 2.11 Once the IAAC Treasurer confirms receipt of payment and the Secretariat receives the signed signature sheet, the applicant formally becomes an IAAC member. The Secretariat shall inform the General Assembly and add the new member's information to the IAAC website.

3. Annexes:

Annex A: IAAC Application Form for Full Membership.

Annex B: IAAC Application Form for Associate Membership

Annex C: IAAC Application Form for Stakeholder Membership

Annex D: IAAC Membership Application Summary and Secretary's Findings.

Annex E: IAAC Executive Committee Recommendation on a Membership Application.



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**IAAC APPLICATION FORM
FOR FULL MEMBERSHIP**

Eligibility for IAAC membership is based on requirements established in the IAAC Bylaws (Article 4.1). The IAAC Membership Application Procedure is given in document IAAC PR 013/08.

**SECTION 1
APPLICANT INFORMATION**

Full Name of Organization	
Acronym	Website
Address	
Phone	Fax

Person to sign the IAAC MoU and Declaration

Name			
Position		E-mail	
Phone		Fax	
Signature:		Date:	

Contact person for inquiries (if different from above)

Name			
Position		E-mail	
Phone		Fax	

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**SECTION 2
FULL MEMBERSHIP APPLICANTS**

a) **What bodies or systems does the applicant accredit?**

- | | |
|--|--|
| <input type="checkbox"/> Calibration laboratories | <input type="checkbox"/> Persons certification bodies |
| <input type="checkbox"/> Testing laboratories | <input type="checkbox"/> Environmental management systems certification bodies |
| <input type="checkbox"/> Medical / clinical laboratories | <input type="checkbox"/> Inspection bodies |
| <input type="checkbox"/> Quality management systems certification bodies | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Product certification bodies | |

b) **What types of accreditation programs does the applicant operate /intends to operate?**

Type of accreditation programs	Accreditation criteria (e.g., ISO/IEC guides or standards, including date of issue)	Date program started / Plans to start	Number of accreditations issued

c) **List the countries or territories where the applicant operates accreditation programs.**

d) **Is the applicant a third party accreditation body?** Yes No

e) **Is the applicant legally established and operating in nations, or blocs of nations of the Americas?** Yes No

f) **Does the applicant operate according to the requirements of the most up to date version of ISO/IEC 17011 and use the most up to date versions of the relevant ISO/IEC guides and standards and international documents, taking into account any applicable transition requirement issued by IAAC, ILAC or IAF?**
 Yes No

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g) **When does the applicant plan on submitting an application to join an IAAC MLA?**

- Within a year**
 In 2 years
 In 3 years
 In 4 years or more

h) **Indicate in which accreditation associations the applicant is a member or affiliate:**

ASSOCIATION	TYPE OF MEMBERSHIP / AFFILIATION
<input type="checkbox"/> IAF	
<input type="checkbox"/> ILAC	
<input type="checkbox"/> PAC	
<input type="checkbox"/> APLAC	
<input type="checkbox"/> Other (specify)	

i) **Indicate which Mutual Recognition Arrangements or Multilateral Recognition Arrangements the applicant has signed:**

ORGANIZATION	SCOPE OF RECOGNITION
<input type="checkbox"/> IAF	
<input type="checkbox"/> ILAC	
<input type="checkbox"/> PAC	
<input type="checkbox"/> APLAC	
<input type="checkbox"/> Other (specify)	

Multi-lateral Recognition Arrangements

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j) Provide the following information:

- Legal status of Applicant (attach documentary evidence of legal identity -see ISO/IEC 17011 clause 4.1):
- History of the Applicant (Foundation date, operational period, pertinent historical background).
- Relationship between the applicant organization and any related bodies (see ISO/IEC 17011 clause 4.3.7).

k) Describe the basis of the applicant's authority for accreditation, whether derived through government or otherwise (see ISO/IEC 17011 clause 4.2.2)

l) Complete the Declaration on the following page.

Please send your completed, signed and dated membership application, along with all requested documents to to the IAAC Secretariat
by e-mail: secretariat@iaac.org.mx



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DECLARATION

I hereby declare that the above information is correct.

I declare that our organization operates according to the requirements of all applicable and most up to date versions of ISO/IEC guides and standards and relevant international documents and adopted IAAC requirements pertaining to IAAC MLA applicants.

I declare that, when IAAC, ILAC or IAF have agreed to a transition period for the implementation of a new version of an ISO/IEC standard or guide, our organization will comply with that transition policy.

I agree that, in the event that our application is accepted by IAAC, we shall be bound by and at all times abide by the IAAC Bylaws, Policies, and Procedures that are in force.

Without limiting the generality of the foregoing we shall, in particular, uphold and fulfill the following obligations:

- to abide by all IAAC MOUs and Arrangements to which IAAC is signatory;
- to abide by IAAC Policies and Procedures for a Multilateral Recognition (if applicable);
- to support the aims and objectives of IAAC including promotion of mutual recognition;
- to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC);
- to return postal ballots on a timely manner;
- to respond to requests for review and comment within the prescribed timeframes;
- to pay annual fees and all other applicable fees in full promptly by the due date;
- to be represented, attend and support IAAC meetings, working groups and peer evaluation activities whenever appropriate or feasible;
- to organize and to arrange participation in proficiency testing programs wherever applicable;
- to contribute to the efficient resolution of any complaints received by IAAC in circumstances where our organization is involved;
- to uphold copyright on IAAC publications and security arrangements for internal/committee documents;
- to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies;
- to clearly distinguish accreditation from certification;
- to not make any references which may be inferred that our organization has signatory status within an IAAC Multilateral Arrangement when such status is not conferred;

We agree to promptly provide to IAAC any information requested about the measures taken to fulfill the above obligations.

We also commit to informing the IAAC Executive Secretary promptly of any changes in our organization or in our compliance to the above requirements which could affect the status of our membership.

We understand that failure to uphold or fulfill the above obligations and any other requirements that may be established by IAAC for membership may result in termination of membership.

Signature of authorized executive

Name and title of authorized executive

Date



IAAC APPLICATION FORM FOR ASSOCIATE MEMBERSHIP

Eligibility for IAAC membership is based on requirements established in the IAAC Bylaws (Article 4.1). The IAAC Membership Application Procedure is given in document IAAC PR 013/04.

SECTION 1 APPLICANT INFORMATION

Form with fields: Full Name of Organization, Acronym, Website, Address, Phone, Fax

Person to sign the IAAC MoU and Declaration

Table with fields: Name, Position, E-mail, Phone, Fax, Signature, Date

Contact person for inquiries (if different from above)

Table with fields: Name, Position, E-mail, Phone, Fax

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**SECTION 2
ASSOCIATE MEMBERSHIP APPLICANTS**

a) Which of the following categories applies to applicant?

- Accreditation bodies established in the nations of the American Region that do not yet operate according to the requirements of ISO/IEC 17011.
- Nations or blocs of nations of the American Region that do not have an established accreditation body.
- Other international, regional and national organizations that are interested in conformity assessment and are not included in the description for IAAC Stakeholder members as stated in the IAAC Bylaws.

b) If the applicant is a regional accreditation association, provide the following information

List of Member bodies	Nature of their activities

c) Provide the following information:

- Legal status of the Applicant - attach documentary evidence of legal identity (for accreditation bodies. (see ISO/IEC 17011 clause 4.1).
- History of the Applicant (Foundation date, operational period, pertinent historical background).
- Relationship between the applicant organization and any related bodies (for accreditation bodies. (see ISO/IEC 17011 clause 4.3.7)



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- d) If the applicant operates an accreditation program, describe the basis of the applicant's authority for accreditation, whether derived through government or otherwise. (see ISO/IEC clause 4.2.2)**
- e) If the applicant operates an accreditation program, provide information on the criteria used for accreditation and the number of accredited bodies for each field of conformity assessment.**
- f) Complete the Declaration on the following page.**

Please send your completed, signed and dated membership application, along with all requested documents to to the IAAC Secretariat by e-mail: secretariat@iaac.org.mx



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DECLARATION

I hereby declare that the above information is correct.

I declare that our organization intends to operate according to the requirements of all applicable and most up to date versions of ISO/IEC guides and standards,

I agree that, in the event that our application is accepted by IAAC, we shall be bound by and at all times abide by the IAAC Bylaws, Policies, and Procedures that are in force.

Without limiting the generality of the foregoing we shall, in particular, uphold and fulfill the following obligations:

- ◆ to abide by the IAAC MOU;
- ◆ to support the aims and objectives of IAAC including promotion of mutual recognition;
- ◆ to prepare to operate accreditation program(s) in compliance with the requirements set out in relevant standards established by appropriate international standards writing bodies such as the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC);
- ◆ to respond to requests for review and comment within the prescribed timeframes;
- ◆ to pay annual fees and all other applicable fees in full promptly by the due date;
- ◆ to be represented, attend and support IAAC meetings, working groups and peer evaluation activities whenever appropriate or feasible;
- ◆ to contribute to the efficient resolution of any complaints received by IAAC in circumstances where our organization is involved;
- ◆ to uphold copyright on IAAC publications and security arrangements for internal/committee documents;
- ◆ in case the applicant is an accreditation body, to work actively to ensure there is no market confusion between our accreditation activities and activities of any related bodies;
- ◆ to clearly distinguish accreditation from certification;
- ◆ to not make any references which may be inferred that our organization has signatory status within an IAAC Multilateral Arrangement when such status is not conferred;

We agree to promptly provide to IAAC any information requested about the measures taken to fulfill the above obligations.

We also commit to informing the IAAC Executive Secretary promptly of any changes in our organization or in our compliance to the above requirements which could affect the status of our membership.

We understand that failure to uphold or fulfill the above obligations and any other requirements that may be established by IAAC for membership may result in termination of membership.

Signature of authorized executive

Name and title of authorized executive

Date



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**IAAC APPLICATION FORM
FOR STAKEHOLDER MEMBERSHIP**

Eligibility for IAAC membership is based on requirements established in the IAAC Bylaws (Article 4.1). The IAAC Membership Application Procedure is given in document IAAC PR 013/04.

**SECTION 1
APPLICANT INFORMATION**

Full Name of Organization	
Acronym	Website
Address	
Phone	Fax

Person to sign the IAAC MoU and Declaration

Name			
Position		E-mail	
Phone		Fax	
Signature:			
		Date:	

Contact person for inquiries (if different from above)

Name			
Position		E-mail	
Phone		Fax	

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**SECTION 2
STAKEHOLDER APPLICANTS**

a) Which of the following categories applies to applicant?

- Certification / registration bodies, inspection bodies, and/or testing and calibration laboratories that are accredited or in the process of being accredited by IAAC's full members.
- Business entities
- User of conformity assessment services in the region.
- Other

b) What is the nature of applicant's activities?

c) If applicant is an association or a group of an industry sector and/or professionals, provide details on its membership (e.g., membership list.)

d) Provide documentation to demonstrate evidence of being a legal entity (e.g., Articles of Incorporation.)

e) If the applicant is a certification / registration body, inspection body, a testing laboratory or a calibration laboratory, provide evidence of your accreditation or that you are or in the process of being accredited by an IAAC full member or associate member.

f) Complete the Declaration on the following page.

Please send your completed, signed and dated membership application, along with all requested documents to to the IAAC Secretariat by e-mail: secretariat@iaac.org.mx



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DECLARATION

I hereby declare that the above information is correct.

I agree that, in the event that our application is accepted by IAAC, we shall be bound by and at all times abide by the IAAC Bylaws, Policies, and Procedures that are in force.

Without limiting the generality of the foregoing we shall, in particular, uphold and fulfill the following obligations:

- to abide by the IAAC MOU;
- to support the aims and objectives of IAAC including promotion of mutual recognition;
- to respond to requests for review and comment within the prescribed timeframes;
- to pay annual fees and all other applicable fees in full promptly by the due date;
- to be represented, attend and support IAAC meetings and working groups whenever appropriate or feasible;
- to contribute to the efficient resolution of any complaints received by IAAC in circumstances where our organization is involved;
- to uphold copyright on IAAC publications and security arrangements for internal/committee documents;
- to work actively to ensure there is no market confusion between accreditation activities and activities of any related bodies;
- to clearly distinguish accreditation from certification;

We agree to promptly provide to IAAC any information requested about the measures taken to fulfill the above obligations.

We also commit to informing the IAAC Executive Secretary promptly of any changes in our organization or in our compliance to the above requirements which could affect the status of our membership.

We understand that failure to uphold or fulfill the above obligations and any other requirements that may be established by IAAC for membership may result in termination of membership.

Signature of authorized executive

Date

Name and Title of authorized executive



ANNEX D

**SUMMARY OF IAAC MEMBERSHIP APPLICATION
AND SECRETARY'S FINDINGS**

Applicant:	
Date of application:	
Secretariat's finding in compliance with requirements:	
Documents submitted:	
Comments:	



ANNEX E

**IAAC EXECUTIVE COMMITTEE
RECOMMENDATION ON A MEMBERSHIP APPLICATION**

Applicant:	
IAAC Executive Committee's recommendation regarding the membership application:	
Date:	