



Inter American Accreditation Cooperation

TRANSFER OF RESPONSIBILITIES QUALIFICATIONS FOR POSITIONS

CLASSIFICATION

This document is classified as an IAAC Procedures Document.

AUTHORIZATION

Issue N°:	02
Prepared by:	Executive Committee
Date:	February 24, 2006
Revision N°:	00
Approved by:	Executive Committee
Issue Date:	April 7, 2006
Application Date:	Immediate
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Original: Spanish

TRANSFER OF RESPONSIBILITIES QUALIFICATIONS FOR POSITIONS

1. IAAC – TRANSFER OF CHAIR, VICE-CHAIR AND SECRETARIAT

1.1 In the period immediately after an election of a new IAAC Chair and Vice-Chair, the outgoing Chair shall request a meeting with the Chair elect and the Secretary to review the following points:

- A summary of the proceedings and issues undertaken to date
- Pending tasks and the tasks in progress
- Documentation to be turned over

2. IAAC MLA COMMITTEE – TRANSFER OF CHAIR AND VICE-CHAIR

2.1 In the period immediately after an election of a new IAAC MLA Committee Chair and Vice-Chair, the outgoing MLA-C Chair shall request a meeting with the MLA-C Chair elect and the MLA Secretary to review the following points:

- A summary of the proceedings and issues undertaken to date
- Pending tasks and the tasks in progress
- Documentation to be turned over

3. QUALIFICATIONS FOR IAAC POSITIONS

3.1 IAAC Chair and Vice-Chair

3.1.1 The responsibilities of the IAAC Chair and Vice-Chair are contained in Chapter 6 of the IAAC Bylaws.

3.1.2 The qualifications for candidates for IAAC Chair and Vice-Chair are:

- Be a member of an accreditation body
- Possess good knowledge of the international accreditation systems of Laboratories, Certification Bodies and/or Inspection Bodies.
- To have occupied positions at an executive level in public or private organizations involved in accreditation and/or conformity assessment. The minimum required experience is 3 years.
- Possess the ability to direct and administer meetings effectively.
- Possess leadership skills.
- Preferably speak English.
- Be willing to travel.

3.2 IAAC MLA Committee Chair and Vice-Chair

3.2.1 The responsibilities for the IAAC MLA Committee Chair and Vice-Chair are contained in Chapter 4 of the MLA Committee Terms of Reference (document AD 021/03).

3.2.2 The qualifications for candidates for IAAC MLA Committee Chair and Vice-Chair are:

- Be a member of an accreditation body.
- Possess good knowledge of the international accreditation systems of Laboratories, Certification Bodies and/or Inspection Bodies.
- Possess good knowledge of the operation of the Multi-lateral Recognition Arrangements.
- To have occupied positions at an executive level in public or private organizations involved in accreditation and/or conformity assessment. The minimum required experience is 3 years.
- Possess the ability to direct and administer meetings effectively.
- Possess leadership skills.
- Preferably speak English.
- Be willing to travel.

3.3 IAAC Secretary

3.3.1 The responsibilities of the IAAC Secretary are contained in Chapter 8 of the IAAC Bylaws.

3.3.2 The qualifications for candidates for IAAC Secretary are:

- Possess general knowledge of national or international accreditation systems of Laboratories, Certification Bodies and/or Inspection Bodies.
- Possess experience in public or private organizations focused on standards, accreditation, and/or international trade. A minimum of 2 years of professional experience is required.
- Be fluent in Spanish and English.