



CERTIFICATION BODIES SUBCOMMITTEE TERMS OF REFERENCE

CLASSIFICATION

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1 OBJECTIVE

- 1.1 The objective of the IAAC Certification Bodies Subcommittee is to provide support for the development of IAAC's activities related to the accreditation of certification bodies and validation and verification bodies.
- 1.2 Follow the strategic lines defined by the IAAC Technical Committee.

2 FUNCTIONS

- 2.1 The functions of the Certification Bodies Subcommittee (CBSC) are:
 - a) Ensure that the activities of the subcommittee follow the strategic lines defined by the IAAC Technical Committee.
 - b) Update the Terms of Reference and the Working Plan of the CBSC, taking into consideration IAAC's guidelines and plan;
 - c) To coordinate with other IAAC committees and subcommittees the achievement of IAAC objectives;
 - d) To present an annual written report to the Technical Committee regarding the work in progress and communicate any concern or need deemed relevant, at least two weeks before the meeting;
 - e) Propose the creation and dissolution of Working Groups or Specific Task Groups when necessary for the development of specific tasks in a determined timeframe, ensuring that the topics to be worked on are in harmony with the strategic lines and work plan defined in the TC;
 - f) Monitor the activities of the Task Forces (TF) created;;
 - g) To define and identify the required training needs and request the Training Subcommittee to implement them;
 - h) To provide relevant information to the Promotion Subcommittee in order to promote IAAC's activities;
 - i) To keep the IAAC Technical Secretariat properly informed regarding CBSC activities, including meeting resolutions and attendee lists of meetings or other activities;

- j) To study and interpret international and regional technical documents related to the field of accreditation of certification bodies and validation and verification bodies;
- k) To monitor regional and international activities and document generation related to the scope of the CBSC;
- l) To assure that the technical criteria on accreditation of certification bodies and validation and verification bodies, are based on international documents, guidelines and practices;
- m) To identify the need to develop IAAC documents related to the scope of the CBSC and coordinate their preparation with the Technical Secretariat;
- n) To represent IAAC at technical committees of relevant regional and international organizations and propose IAAC's participation in joint working groups with other organizations.
- o) To harmonize and share experiences on the implementation of standards and normative documents relevant to the accreditation schemes related to the CBSC;
- p) To coordinate and respond to requests from the MLA Committee on technical issues.
- q) To advise the IAAC General Assembly and its committees and subcommittees on all matters related to CBSC related accreditation schemes;
- r) To cooperate with the working groups of the organizations of the Americas and other regional and international accreditation cooperations;
- s) To perform any other task specified by the IAAC General Assembly.

3 COMPOSITION

- 3.1 The CBSC is made up by representatives of full, associate and stakeholder members of IAAC. Each MLA signatory of Certification Bodies and/or Validation and Verification Bodies shall appoint a representative to participate in the CBSC meetings.
- 3.2 Other people may attend the meetings under the consent of the CBSC Chair.
- 3.3 As indicated by IAAC Bylaws, the Chair and Vice-Chair of the CBSC are elected by the General Assembly.

- 3.4 The CBSC is composed of working groups (WG) corresponding to the accreditation schemes related to the subcommittee; and different specific task groups (TF) with topics of relevance to the subcommittee. (See document AD 022 Terms of Reference Technical Committee, Clause 3.2).

4 RESPONSIBILITIES

- 4.1 The CBSC Chair's responsibilities are:

- a) To carry out these Terms of Reference and CBSC Work Plan;
- b) To chair CBSC meetings;
- c) To prepare a report for the IAAC Technical Committee on the work being carried out to be presented at the meetings of the Executive Committee and General Assembly meetings.
- d) To prepare reports to present at the IAF Committees.
- e) 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);
- f) To submit to the Technical Committee for ratification, all the approved resolutions by the CBSC;
- g) To distribute to the subcommittee members, through the IAAC Technical Secretary, the working documents for the meetings at least two weeks prior to the meetings;
- h) To maintain the Vice-Chair informed on all of the current and planned activities.
- i) To supervise the implementation of the activities and presentation of reports.
- j) To monitor that the information published on the IAAC website, in the Members Only section of the CBSC web page, is updated;
- k) To request approval from the chair and vice-chair of the TC for the formation of WGs or TFs, ensuring that the topics to be worked on are in line with the strategic lines and work plan defined in the TC.

- 4.2 To ensure the execution of the resolutions and activities designated by the General Assembly or the Technical Committee that apply to the CBSC.

- 4.3 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 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.

4.4 CBSC members' responsibilities are:

- a) To actively participate in CBSC meetings;
- b) To formulate initiatives to assist the accomplishment of committee objectives;
- c) To perform tasks and responsibilities that they receive individually or as part of working groups or TF in timely manner.
- d) To report to the CBSC on the activities carried out in its AB, when required;
- e) To support the implementation of the CBSC Work Plan;
- f) To contribute to the implementation of agreements and instructions of the General Assembly and the Technical Committee.
- g) To appoint a representative to the CBSC, especially if the member is a signatory of the IAAC MLA for a scope of Certification Bodies and/or validation and verification bodies.

4.5 The responsibilities of the Technical Secretariat are:

- a) To be the coordinator of the CBSC TF. In this way, the TS will be the communication bridge between the TF coordinators and the CBSC president, and vice-president.
- b) To support the TF coordinators in the communication with the members and defined activities.
- c) Keep track of information, attendance, and activities of the TF.
- d) Communicate to the chairpersons and vice-chairpersons if there is evidence of any approval or support needed from them in the TF.
- e) The other functions of the Technical Secretariat are defined in document AD 011.

4.6 The responsibilities of the TF coordinators are:

- (a) To be a leader of the TF and help generate consensus among TF members.



b) To attend the convened meetings of the TF. The Technical Secretariat will keep track of attendance, if it is evident that there is no participation in more than 3 meetings in a row, the coordinator of the TF will be informed with a copy to the representative of the AB or STK, the chair and vice chair of the subcommittee of their exclusion from the TF, and another coordinator will be appointed.

c) Coordinate and participate in the activities carried out by the TF.

d) Report progress on the activities of the TF at CBSC meetings.

e) Inform the voting member of their AB or STK belonging to the CBSC about the activities of the TF, in order to generate informed votes in the subcommittee meetings.

4.6 The responsibilities of the TF members are:

a) Attend the convened meetings of the TF. The Technical Secretariat will keep track of attendance, if it is evident that there is no participation in more than 3 meetings in a row, the member will be informed with a copy to the representative of the AB or STK, the coordinator of the TF, chair, and vice-chair of the subcommittee of their exclusion from the TF.

Note: Subsequently, a new request for inclusion in the TF may be made at a later date.

b) Actively participate in the activities defined by the TF.

c) Inform the voting member of his or her AB or STK belonging to the CBSC about the activities of the TF, in order to generate informed votes.

5 MEETINGS

5.1 The CBSC shall meet at least once a year. Additional meetings may be held, when considered necessary by the Chair and Vice Chair, by the IAAC General Assembly, the Executive Committee, the Technical Committee, 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 and work plan shall be distributed within one month after the meeting.