



IAF Policy Document



Issue 7

(IAF PL 5:2020)

The International Accreditation Forum, Inc. (IAF) facilitates trade and supports regulators by operating a worldwide mutual recognition arrangement among accreditation bodies in order that the results issued by conformity assessment bodies accredited by IAF Accreditation Body members are accepted globally.

Accreditation reduces risk for business and its customers by assuring that accredited Conformity Assessment Bodies (CABs) are competent to carry out the work they undertake within their scope of accreditation. Accreditation Bodies (ABs) that are members of IAF and the CABs they accredit are required to comply with appropriate international standards and the applicable IAF application documents for the consistent application of those standards.

ABs that are signatories to the IAF Multilateral Recognition Arrangement (MLA) are evaluated regularly by an appointed team of peers to provide confidence in the operation of their accreditation programs. The structure and scope of the IAF MLA is detailed in IAF PR 4 - Structure of IAF MLA and Endorsed Normative Documents.

The IAF MLA is structured in five levels: Level 1 specifies mandatory criteria that apply to all ABs, ISO/IEC 17011. The combination of a Level 2 activity(ies) and the corresponding Level 3 normative document(s) is called the main scope of the MLA, and the combination of Level 4 (if applicable) and Level 5 relevant normative documents is called a sub-scope of the MLA.

- The main scope of the MLA includes activities e.g. product certification and associated mandatory documents e.g. ISO/IEC 17065. The attestations made by CABs at the main scope level are considered to be equally reliable.
- The sub scope of the MLA includes conformity assessment requirements e.g. ISO 9001 and scheme specific requirements, where applicable, e.g. ISO TS 22003. The attestations made by CABs at the sub scope level are considered to be equivalent.

The IAF MLA delivers the confidence needed for market acceptance of conformity assessment outcomes. An attestation issued, within the scope of the IAF MLA, by a body that is accredited by an IAF MLA signatory AB can be recognized worldwide, thereby facilitating international trade.

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STRUCTURE OF THE INTERNATIONAL ACCREDITATION FORUM, INC. (IAF)

1. PREAMBLE

This document sets out the structure¹ including the management of IAF Permanent Committees and Subordinate Groups (which may include Working Groups established as a standing group for a particular subject until it has served its purpose, and Task Forces or similar groups set up with a specific task and specified time frame for completion of the task).

Each Permanent Committee or Subordinate Group is free to establish its own documented supplementary rules of procedure, provided they do not violate the requirements of this procedure. Such supplementary rules should be submitted to the Executive Committee for approval.

2. BACKGROUND

2.1 The International Accreditation Forum is a global association of Accreditation Bodies, Conformity Assessment Body associations, Regional Accreditation Groups, and Industry associations, including scheme owners. The IAF Board may invite organizations that are potential future Members to be Observers.

2.2 Membership in IAF is separated into a number of categories:

Accreditation Body Membership

Open to Bodies providing accreditation of entities that perform conformity assessment activities such as management system certification, product certification, certification of persons, verification/validation, or similar conformity assessment.

Association Membership

Open to groups of entities that engage in, or are subject to, or make use of, or accept or rely on results from, conformity assessment bodies accredited by Accreditation Body Members of IAF.

¹ PL2 IAF Bylaws defines fundamental rules related to the IAF structure, including membership, quorum and voting. The rules defined in this document shall comply with the relevant rules of the Bylaws.

Regional Accreditation Group Membership

Open to regional groups of Accreditation Bodies whose aims include the maintenance of Regional Multilateral Recognition Arrangements recognizing the equal reliability and/or equivalence of their members' accreditations.

In accordance with the IAF Bylaws, Accreditation Bodies and Association Members are voting members; Regional Accreditation Group Members are non-voting members.

2.3 Regional Accreditation Group Members include the following:



African Accreditation
Cooperation
(AFRAC)



Asia Pacific
Accreditation
Cooperation
Incorporated (APAC)



Arab
Accreditation
Cooperation
(ARAC)



European
Cooperation for
Accreditation
(EA)



Inter-American
Accreditation
Cooperation (IAAC)



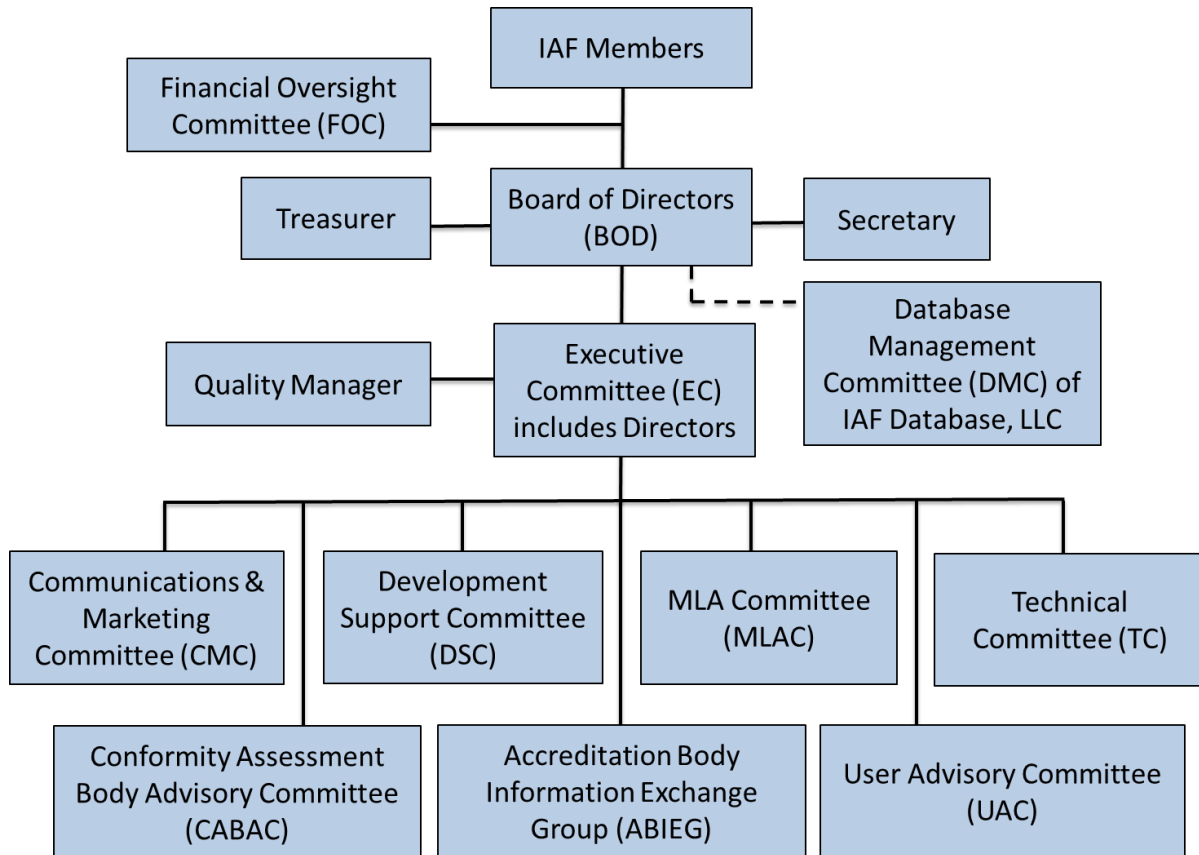
Southern African
Development
Community
Cooperation In
Accreditation
(SADCA)

2.4 Accreditation Bodies are encouraged to join Regional Accreditation Groups before applying to join IAF, Regional Accreditation Group Members have a seat on the IAF Executive Committee, and the IAF MLA builds on existing and developing Regional MLAs.

2.5 Regional Accreditation Groups, which have established and maintain a peer evaluation process that meets or exceeds IAF's requirements, may apply to join the IAF MLA and have their peer evaluation process evaluated and recognized by the IAF as Recognized Regional Accreditation Groups. Accreditation Body Members of such Recognized Regional Accreditation Groups that have successfully undergone a peer evaluation, may apply to join the IAF MLA as Accreditation Body signatories of the IAF MLA.

3. STRUCTURE

3.1 The organisational structure of IAF is outlined below:



The highest level of authority in IAF is the voting Members in an Annual Meeting or a ballot in accordance with Sections 3.02 or 3.09 of the IAF Bylaws in which they make decisions and lay down policy in the name of the Members. The Board of Directors (Board) is responsible for legal actions to be carried out on behalf of the Members, for developing broad policy directions for IAF, and for ensuring that the day-to-day work of IAF is carried out in accordance with policies approved by Members.

The Executive Committee is responsible to the Board for the day-to-day work of IAF on the basis of decisions made by the voting Members and directions by the Board.

4. RULES FOR MEMBERSHIP AND OPERATION OF IAF PERMANENT COMMITTEES

4.1. Permanent Committees

The Technical Committee (TC), MLA Committee (MLAC), Development Support Committee (DSC), and the Communications and Marketing Committee (CMC) are Permanent Decision Making Committees.

The Conformity Assessment Body Advisory Committee (CABAC), User Advisory Committee (UAC), and Accreditation Body Information Exchange Group (ABIEG) are Permanent Advisory Committees.

4.2. Membership

Each fully paid up voting Member of IAF is entitled, but not required, to nominate one person to represent it on each IAF Permanent Decision Making Committee: the TC, MLAC, DSC or CMC. Regional Accreditation Groups are entitled to identify a liaison member to each IAF Permanent Decision Making Committee. The membership of each Permanent Advisory Committee is limited to members of the specific membership group: the CABAC, UAC and ABIEG, as described in 7.11 to 7.13. Individuals may be nominated as either “Working” or “Corresponding” Members of the relevant Permanent Committee. The Secretariats of each Permanent Committee shall maintain an up-to-date register of the Members of their respective Permanent Committees.

4.3. Chairmanship

Chairs of all Permanent Committees shall be elected for an initial term of three years. At the end of this term, nominations for the position of Chair of any Permanent Committee shall be sought from the appropriate constituency, as described in the following sections. This may include the current Chair if he/she is willing to be re-elected for a second term of three years. The term of service for Permanent Committee Chairs shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years. A member once having resigned from the position of the Permanent Committee Chair or completed the maximum period of service shall not be eligible to serve for a further term, except at the discretion of the Board if no other nomination for the position is received. If the position of Chair of any Permanent Committee becomes vacant, an election in accordance with same provisions shall be held.

4.4. Documentation

All registered members of a Permanent Committee will receive all documentation prepared for the Permanent Committee and shall have the right to make written submissions and/or proposals to the Chair of the Permanent Committee. Observers have no entitlement to receive the documents or communications.

The meeting documents and records/report shall be made available to all members of the relevant Permanent Committee in a timely manner.

4.5. Voting

Decisions are normally reached through consensus. If consensus is not obtained, a vote may be used to reach a decision. Voting at meetings, including virtual meetings, of any Permanent Committee is restricted to those voting Members participating in the meeting, with each registered Accreditation Body Member and Association Member having one vote. Voting for another registered voting member, that has been requested in writing and recognized at the start of the meeting, by a member participating in the meeting is acceptable as well. The Chair of the Permanent Committee may also vote if that is the one vote for the voting member. When any IAF voting Member has more than one person in attendance at any Permanent Committee meeting, only one person representing the Member may vote. Regional Accreditation Group Members and Observers may not vote.

4.6. Observers

Observers are individuals whom the Board or the Executive Committee or the Permanent Committee approves to attend meeting(s) and whom are not members of IAF according to Clause 2.2.

5. RULES FOR THE MEMBERSHIP AND OPERATION OF IAF SUBORDINATE GROUPS

5.1. Membership

The Executive Committee and each of the Permanent Committees may establish Subordinate Groups (such as Working Groups or Task Groups) as considered necessary. The Permanent Committee, which established the Group, shall determine the membership. The Secretariats of each Permanent Committee shall keep an up-to-date register of the members of their Subordinate Groups.

5.2. Convenership

The Permanent Committee which establishes a Subordinate Group shall appoint the Convener(s) of the Group for an initial term of three years. When more than one convener is appointed, and when appropriate, the convener and co-convener shall be jointly appointed from both the Accreditation Body and Association members. At the end of this term, the Permanent Committee shall appoint a new Convener. This may include the current Convener if he/she is willing to be re-appointed for a second term of three years. The term of service for Subordinate Committee Convener shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years. A member once having resigned from the position of the Subordinate Committee Convener or completed the maximum period of service shall not be eligible to serve for a further term, except at the discretion of the Permanent Committee Chair if no other nomination for the position is received. If the position of Convener of any Subordinate Committee becomes vacant, an appointment in accordance with same provisions shall be held.

5.3. Documentation

Generally the membership of Subordinate Groups should only consist of working members. All registered members of a Subordinate Group will receive all documentation prepared for the Subordinate Group and shall have the right to make written submissions and/or proposals to the Convener of the Subordinate Group. The meeting documents and records/report shall be made available to all members of the relevant Subordinate Group in a timely manner.

5.4. Voting

Decisions are normally reached through consensus. If consensus is not obtained, a vote may be used to reach a decision. Voting at meetings, including virtual meetings (such as email meetings), of any Subordinate Group is restricted to those voting Members participating in the meeting, with each registered Accreditation Body and Association Member having one vote. Voting for another registered voting member that has been requested in writing and recognized at the start of the meeting by a member participating in the meeting is acceptable as well. The Convener of the Subordinate Group may also vote if that is the one vote for the voting member. When any IAF voting Member has more than one person in attendance at any Subordinate Group meeting, only one person representing the Member may vote.

6. MANAGEMENT OF PERMANENT COMMITTEES AND SUBORDINATE GROUPS

6.1. Working Process

The Permanent Committee or Subordinate Group shall conduct its deliberations as far as possible by correspondence, email or Internet meetings. Correspondence shall be sent to all Working and Corresponding members of the Permanent Committee or Subordinate Group on each occasion. The Chair of the Permanent Committee or Convener of the Subordinate Group may call a meeting of the Permanent Committee or Subordinate Group at his/her own discretion. Working members of a Permanent Committee or Subordinate Group will be expected to attend all meetings of the Permanent Committee or Subordinate Group. Corresponding members will not be expected to attend all meetings of the Permanent Committee or Subordinate Group, but may do so if they wish.

6.2. Participation

The Chair of each Permanent Committee or Convener of each Subordinate Group shall ensure that all members of the Permanent Committee or Subordinate Group have adequate opportunity to participate fully in the work of the Permanent Committee or Subordinate Group. At every meeting, the Chair/Convener shall take special care to ensure that members of the Permanent Committee or Subordinate Group, whose native language is not English, understand the issues being discussed and that they are encouraged to participate.

6.3. Secretariat

The IAF Secretariat shall provide the Secretariat for each of the Permanent Committees. The Chair or Convener of each Subordinate Group shall normally provide the Secretariat for that Subordinate Group.

The Secretariat for each Permanent Committee or Subordinate Group is to provide editing, communications, printing and distribution of documentation to all members of the Permanent Committee or Subordinate Group.

6.4. Decisions

The Secretariat of each Committee or Subordinate Group shall prepare a brief record of all decisions and major outcomes of the meeting. The Secretariat shall provide all members of the Committee or Subordinate Group with a copy of this record. Any member who does not agree with the record should immediately advise the Chair/Convener, who shall, at the earliest opportunity, ask the Committee or

Subordinate Group to discuss the matter and direct any necessary amendment to the record.

6.5. Documentation

The Committee or Subordinate Group Secretariat should also provide copies of all documentation to be considered at IAF Annual Meetings to the IAF Secretariat.

7. TERMS OF REFERENCE, RESPONSIBILITIES AND DUTIES

7.1. IAF Members and Annual Meetings

The Members of IAF are organisations or bodies that are invited to become Members by an affirmative vote of the voting Members as is defined in the IAF Bylaws. Membership of IAF is formalised by the signing of the Memorandum of Understanding to signify the commitment of the Member to support the Objectives of IAF and to abide by the Obligations of Members and the requirements of the IAF Bylaws.

The Annual Meetings are conducted in accordance with the rules as defined in the IAF Bylaws. The voting members at Annual Meetings make decisions in accordance with relevant rules of IAF.

At each Annual Meeting, the voting Members are entitled to endorse the audited financial accounts for the previous year, approve the budget for the following financial year, and transact such other corporate business as stated in the notice of the meeting.

Members at an Annual Meeting may authorise the establishment of a Subordinate Group responsible directly to the Members, with specified tasks and responsibilities. The Annual Meeting may define the membership and appoint the Convener of such a Subordinate Group.

7.2. The Board of Directors (BOD)

The powers and responsibilities of the Board are set out in the Bylaws.

The affairs of the Corporation are managed by the Board. The Board members, including the IAF Chair and Vice Chair, are elected by the voting Members to manage the day-to-day operations of the Corporation in accordance with the Bylaws. The Board exercises its authority as granted by the Certificate of Incorporation, by the Bylaws, and by law in establishing and maintaining such policies as are consistent with the purposes of IAF.

The Board is the primary authority responsible for the implementation of policy in IAF, subject only to the Members. The Board takes all legal actions necessary for the continued operation of IAF, recommends the budget to Members for approval each year, makes recommendations to the Members on the admission of new Members, and approves programs for Subordinate Groups of the Board.

The Board may authorise the establishment of a Subordinate Group responsible directly to the Board with specified tasks and responsibilities. The Board may define the membership and appoint the Convener of such a Subordinate Group.

The Board shall oversee the election of the Chairs of the permanent committees.

7.3. The Executive Committee (EC)

7.3.1. Membership

The Executive Committee is composed of all members of the Board, the Permanent Committee Chairs, and the Chairs of Regional Accreditation Groups which are IAF Members or their designated representatives. Guests may be invited to attend meetings of the Executive Committee, as observers, on a case-by-case basis.

The Chair of IAF is the Chair of the Executive Committee. The Vice Chair of IAF is the Vice Chair of the Executive Committee.

7.3.2. Responsibilities

The Executive Committee is responsible for the day to day operational work of IAF in accordance with the policies defined by the Members at an Annual Meeting, subject to the directions of the Board, as necessary to meet the needs of Members in the operation of their programs. The Executive Committee is supported by the IAF Secretary.

7.3.3. Quorum

The presence, in person or by proxy, at a meeting of the Executive Committee of a majority (more than 50%) of Members shall constitute a quorum for a meeting.

7.3.4. Voting

The Executive Committee shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of Members present or by proxy at a meeting at which a quorum is present shall determine the decision.

7.3.5. Terms of Reference

- i. Monitor and oversee the functioning of all Permanent Committees.
- ii. Responsible for communications, media relations and relationships with related bodies and other organisations. To ensure that IAF maintains a proactive and positive stance in respect of promoting the name, objectives, and activities of IAF.
- iii. Monitor and oversee the management of the IAF website.
- iv. Monitor new developments in fields of activity directly or indirectly related to the objectives of IAF, and propose the corresponding policy for consideration by the Board and the Members at an Annual Meeting.
- v. Responsible for establishing and maintaining IAF liaisons with those stakeholder organisations considered fundamental to IAF operations.
IAF liaisons are included in IAF document titled, "IAF Representatives, Liaisons and Contacts".
The roles and responsibilities for IAF liaisons can be located in IAF PR6
- vi. Responsible for relations between IAF and industry, and to promote the acceptance by industry of the IAF MLA.
- vii. To develop closer relationships with regulators with the intention of encouraging regulators to accept the IAF MLA as demonstrating the credibility of accredited conformity assessment.
- viii. Subordinate Groups may be established under the Executive Committee, as it is seen necessary. The Executive Committee may determine the membership and mandate of such Subordinate Groups.
- ix. The Executive Committee shall appoint the Conveners of Subordinate Groups and shall oversee the work of those Subordinate Groups.

7.4. The IAF Secretary

The Secretary is responsible, under the direction of the IAF Chair, to carry out the legal responsibilities of the Secretary of IAF, as defined in the Bylaws (notably Section 5.05) and the Certificate of Incorporation of IAF.

7.5. The IAF Quality Manager

7.5.1. Role

The IAF Quality Manager shall ensure that the IAF Management System is appropriate for the type of services provided by the IAF and established,

implemented and maintained in accordance with the IAF Mission, Policies, and Objectives.

7.5.2. Terms of Reference

- i. To ensure the “IAF Management Systems Manual” continues to be appropriate for the nature of IAF activities and is maintained up-to-date.
- ii. To supervise the maintenance and updating of all IAF controlled documents.
- iii. To oversee the IAF Management System, being responsible for monitoring its overall operation and implementation.
- iv. To ensure internal audits are conducted in accordance with IAF Policy.
- v. To promote appropriate actions necessary in order to improve the operation of the IAF Management System.
- vi. To ensure that management reviews are conducted in accordance with the requirements of the IAF Policy.
- vii. To report on the performance of the IAF Management System to the Executive Committee.
- viii. Ensure that any negative findings raised at internal audit, management review, complaints or appeals are actioned in a timely manner.

7.5.3. Appointment

The IAF Quality Manager is appointed by the Board from IAF Membership. The term of service for the IAF Quality Manager shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years. A member once having resigned from the position of the IAF Quality Manager or completed the maximum period of service shall not be eligible to serve for a further term, except at the discretion of the Executive Committee if no other nomination for the position is received.

7.6. The IAF Treasurer

7.6.1. Role

The IAF Treasurer shall provide necessary support to the Board and Executive Committee for the oversight of IAF financial matters. The office of the IAF Treasurer is separate from the office of the IAF Chief Financial Officer, which is part of the function of the IAF Secretariat.

7.6.2. Terms of Reference

- i. To ensure that all money which is received by and belongs to the IAF is properly recorded and safely kept in accordance with IAF policies;
- ii. To ensure that the legitimate liabilities of IAF are properly recorded and paid out to such persons or corporations and in such manner as is required by law, by resolution of the IAF, or by direction and approval of the Chair;
- iii. To ensure that the books, accounts and financial records of IAF are maintained up to date and preserved;
- iv. To ensure that at least once per year a full and detailed balance sheet and a statement of revenue and expenditures is prepared and submitted to the auditors for audit and upon completion, present those statements to the Membership of the IAF;
- v. To ensure that all required filings and reports, including tax returns, required by the relevant Federal, State and local governments are prepared and filed within the deadlines prescribed by applicable legislation and regulation;
- vi. To participate in the selection of banking service providers and become a signing officer to such banking services. The signing authority will be exercised by signing checks, approving wire transfer payments and approving the investment of excess funds in accordance with IAF's investment policy;
- vii. To be knowledgeable about who has access to IAF funds, ensure that appropriate and adequate financial controls are in place to protect the assets of the IAF;
- viii. To oversee development of the annual budget and subsequently, monitor actual revenues earned and expenses incurred against the approved budget;
- ix. To oversee development of and monitor adherence to all IAF financial policies;
- x. To regularly inform the Board, Executive Committee and General Assembly of key financial events, trends, concerns, and the ongoing assessment of IAF's financial position.

7.6.3. Appointment

The IAF Treasurer is appointed by the Board and shall be chosen from amongst the IAF Membership. The term of service for the IAF Treasurer shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years. A member once having resigned from the IAF position of the Treasurer or completed the maximum period of service shall not be eligible to serve for a further term.

7.7. The MLA Committee (MLAC)

7.7.1. Membership

Each voting Member of IAF is entitled to nominate one Representative to be a member of the MLAC. Regional Accreditation Groups are entitled to identify a liaison member to the MLAC.

The Chair of the MLAC is elected by the full voting Membership of IAF from candidates from the Accreditation Body Members of IAF. The Chair of the MLAC shall be elected by the IAF voting Members at an Annual Meeting or by ballot in accordance with IAF PL2 Bylaws of IAF, Section 3.09 "Action by Written Ballot", as decided by the Board. The Chair of the MLAC shall appoint a Vice Chair(s) from the Members of the MLAC within six months of his/her election.

7.7.2. Quorum

The presence, in person or by proxy, at a meeting of the MLAC of the voting Member Representatives of a majority (more than 50%) of the nominated Representatives of the MLA Accreditation Body Members shall constitute a quorum for a meeting.

7.7.3. Voting

7.7.3.1 Apart from decisions associated with Accreditation Body Member becoming a signatory of the IAF MLA or Regional Accreditation Group Member becoming a Recognized Regional Accreditation Group of the IAF MLA, the MLAC shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of voting Members participating or by proxy at a meeting at which a quorum is participating shall determine the decision. When any voting Member has more than one person in attendance, only one person representing the Member may vote.

7.7.3.2 In matters relating to Accreditation Body Member becoming a signatory of the MLA or Regional Accreditation Group Member becoming a Recognized Regional Accreditation Group of the MLA:

- i. Only signatories of the IAF MLA may vote and only persons entitled to vote have access to full peer-evaluation reports.
- ii. IAF MLA signatories who vote shall have an understanding of the:
 - a. objectives and purpose of the IAF MLA,
 - b. criteria used for the evaluation,
 - c. evaluation process, and
 - d. IAF MLA structure.
- iii. All decisions shall be made by 2/3 majority of a vote for which only positive and negative votes will be counted to determine the decision and abstentions will only contribute to the quorum. Conditional positive votes will not be counted as positive votes. They will be counted as abstentions.
- iv. Each IAF MLA signatory has one (1) vote.
- v. IAF MLA signatories who are not present at the meeting may appoint a proxy or cast a vote by mail to the MLAC Chair prior to any MLA Committee meeting.

7.7.3.3 Decisions can be made at meetings of the MLAC or by remote ballot.

7.7.4. Terms of Reference

- i. Decision on acceptance, withdrawal, retention or suspension of Accreditation Body Members as signatories of the IAF MLA or Regional Accreditation Group Members becoming Recognized Regional Accreditation Groups of the IAF MLA;
- ii. Review the procedures and policies of the MLA peer evaluation process;
- iii. Ensure evaluations associated with the IAF MLA are conducted in accordance with policies and procedures approved by the Members;
- iv. Use all information in a confidential and professional manner;
- v. To identify specific needs for development and continual refinement of IAF documents and other documents related to the IAF MLA policies and procedures;
- vi. To exchange information and experiences and to promote the IAF multilateral recognition arrangement framework; and
- vii. To receive and review the MLA Management Committee activity report.

7.7.5. Subordinate Groups of the MLAC

The MLAC may establish Subordinate Groups as it is seen necessary. Such Groups may, with the agreement of the International Laboratory Accreditation Cooperation (ILAC), operate in co-operation with a mirror Committee in ILAC as a joint committee with the same responsibilities; however, the IAF Subordinate Group will report to the IAF MLAC. The MLAC shall oversee the work of its Subordinate Groups.

7.8. The Technical Committee (TC)

7.8.1. Membership

Each voting Member of IAF is entitled to nominate one Representative to be a member of the TC. Regional Accreditation Groups are entitled to identify a liaison member to the TC.

The Chair of the TC is elected by the full voting membership of IAF. The Chair of the TC shall appoint a Vice Chair(s) from among the members of the TC within six months of his/her election.

7.8.2. Quorum

The presence, in person or by proxy, at a meeting of the TC of the voting Member Representatives of a majority (more than 50%) of the nominated Accreditation Body Member Representatives of the TC shall constitute a quorum for a meeting.

7.8.3. Voting

The TC shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of voting Members participating and by proxy at a meeting at which a quorum is participating shall determine the decision. When any voting Member has more than one person in attendance, only one person representing the Member may vote.

7.8.4. Terms of Reference

In pursuance of IAF's objective that accredited certificates in the fields of IAF's activities be universally acceptable, the TC will, subject to the IAF General Procedures and the directions of the Board:

- i. Develop, maintain and revise as appropriate IAF documents on the application of standards and guides and similar to ensure the consistent application of conformity assessment standards, submitting documents to the voting members for approval as required;

- ii. Establish groups of relevant interested parties to develop the required application documents;
- iii. Ensure consistency among the various application documents prior to recommending them to the voting Members for approval;
- iv. Monitor the development of accreditation standards and similar material outside IAF and determine where IAF should take account of and/or participate in such work;
- v. Make recommendations concerning the practical application of IAF documents, including issues arising from the implementation of the IAF MLA.

7.8.5. Subordinate Groups of the TC

The TC may establish Subordinate Groups as it is seen necessary. Such Groups may, with the agreement of ILAC, operate in co-operation with a mirror Committee in ILAC as a joint committee with the same responsibilities; however, the IAF Committee will report to the IAF TC. The TC shall oversee the work of its Subordinate Groups.

7.9. The Development Support Committee (DSC)

7.9.1. Membership

Each voting Member of IAF is entitled to nominate one Representative to be a member of the DSC. Regional Accreditation Groups are entitled to identify a liaison member to the DSC.

The Chair of the DSC is elected by voting Members from Accreditation Body Members of IAF from Low and Medium Income economies. The Chair of the DSC shall appoint a Vice Chair(s) from among the members of the DSC within six months of his/her election.

7.9.2. Quorum

The presence, in person or by proxy, at a meeting of the DSC of the Member Representatives of a majority (more than 50%) of the nominated Accreditation Body Member Representatives of the DSC shall constitute a quorum for a meeting.

7.9.3. Voting

The DSC shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of voting Members participating or by proxy at a meeting at which a quorum is present shall determine the decision. When any voting Member has more than one person in attendance, only one person representing the Member may vote.

7.9.4. Co-operation

The DSC may, with the agreement of ILAC, operate in co-operation with a mirror Committee in ILAC; however, the IAF DSC will report to the IAF Executive Committee.

7.9.5. Terms of Reference

- i. To identify specific needs of emerging accreditation bodies and those from emerging and developing economies and develop strategies in line with IAF and ILAC policies, and where possible using IAF and ILAC functions to address such needs.
- ii. To develop, implement and promote mechanisms to improve the exchange of information and experience amongst developing accreditation bodies, and with those of more experienced accreditation bodies.
- iii. To develop strategies to promote and facilitate developing accreditation bodies becoming Members of the IAF and/or ILAC MLA using the following mechanisms:
 - a. Development of accreditation body documentation;
 - b. Training of assessors and peer evaluators;
 - c. Observation of peer evaluations of established accreditation bodies;
 - d. Participation in pre-evaluations;
 - e. Providing opportunity for management training; and
 - f. Promoting and encouraging joint accreditations between experienced and new accreditation bodies.
- iv. To promote the adoption and the clear understanding by developing accreditation bodies of relevant IAF endorsed normative documents and IAF guidance/mandatory documents.
- v. To develop, organise, and present workshops and/or training courses in co-operation with the IAF Secretary and other organisations (UNIDO, ISO) related to the administration of accreditation programs.

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- vi. To co-operate with UNIDO, and other international bodies, in the operation of programs for the assistance of emerging and developing accreditation bodies.
 - vii. To make co-ordinated recommendations to IAF and/or ILAC on all issues directly related to emerging or developing accreditation bodies and those from emerging economies.
 - viii. To develop future joint projects in order to ensure that the ongoing needs of developing accreditation bodies and those from emerging economies are met. Such projects would encompass but not be limited to:
 - a. Assisting with wider infrastructure development;
 - b. Providing consulting on a non-commercial and commercial basis;
 - c. Obtaining resources for pre-peer evaluations;
 - d. Developing capacity building opportunities for personnel and infrastructure; and
 - e. Ensuring opportunities for recognition and acceptance.
 - ix. To identify and liaise with potential sources of funding for assisting the development of conformity assessment in low- and middle-income economies.
 - x. To develop strategies to allow for full participation by accreditation bodies in low- and middle-income economies in both IAF and ILAC activities.

7.9.6. Subordinate Groups of the DSC

The DSC may establish Subordinate Groups as it is seen necessary. Such Groups may, with the agreement of ILAC, operate in co-operation with a mirror Committee in ILAC as a joint committee with the same responsibilities; however, the IAF Subordinate Group will report to the IAF DSC. The DSC shall oversee the work of its Subordinate Group.

7.10. The Communications and Marketing Committee (CMC)

7.10.1. Membership

Each voting Member of IAF is entitled to nominate one Representative to be a member of the CMC. Regional Accreditation Groups are entitled to identify a liaison member to the CMC.

The Chair of the CMC is elected by the full voting membership of IAF. The Chair of the CMC shall appoint a Vice Chair(s) from among the members of the CMC within six months of his/her election.

7.10.2. Quorum

The presence, in person or by proxy, at a meeting of the CMC of the Member Representatives of a majority (more than 50%) of the nominated Accreditation Body Member Representatives of the CMC shall constitute a quorum for a meeting.

7.10.3. Voting

The CMC shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of voting Members present at a meeting at which a quorum is present shall determine the decision. When any voting Member has more than one person in attendance, only one person representing the Member may vote.

7.10.4. Terms of Reference

The CMC is the nominated IAF Permanent Committee for the discussion, development, and coordination of any matter related to communications and marketing activities at the global and regional levels, and to raise the awareness, lift the profile, and improve the image of accreditation at global, regional and national levels. The CMC will, subject to the IAF General Procedures, the IAF Strategic Plan, and the directions of the Board, cooperate closely with the equivalent communications committee in each Regional Accreditation Group to:

- i. Focus communications and marketing to facilitate recognition by industry, governments, and government bodies. The CMC shall:
 - a. Develop a Communications and Marketing work plan and budget for IAF, to be reviewed and updated annually;
 - b. Develop appropriate strategies to implement the communications and marketing activities allocated to the committee in the IAF Strategic Plan;
 - c. Prepare communications releases, news items, relevant articles on IAF matters and a twice per year IAF Newsletter;
 - d. Monitor and respond to published articles, which may be of interest to IAF stakeholders; and
 - e. Support IAF Members and Representatives, where possible, in the promotion of accredited bodies, accreditation systems, and the IAF MLA.
- ii. Develop effective marketing and assistance programs. The CMC shall:

- a. Cooperate with the equivalent communications committees of ILAC, the Regional Accreditation Groups, and the Joint IAF-ILAC Working Group on Communications;
 - b. Assist developing economies with obtaining appropriate resources;
 - c. Promote IAF and the benefits of accreditation as collective efforts with IAF Members to national, regional, and international audiences; and
 - d. Make available to IAF Members appropriate promotional material suitable for distribution by them.
- iii. Collect information to assist in continuing improvement. The CMC shall:
- a. Determine the needs and concerns of Members and stakeholders to improve the value of IAF membership;
 - b. Conduct surveys where appropriate and analyse responses; and
 - c. Continue to approach other bodies/organizations, with interests similar to those of IAF, to provide articles for the IAF Newsletter.
- iv. Develop and implement communications and marketing activities that target current and future users of accreditation. The CMC shall:
- a. Seek opportunities to promote accreditation to government bodies, industry groups, regulators, and other stakeholders; (see i. above), and
 - b. Provide input to ensure an effective website for services to Members and stakeholders.

7.10.5. Subordinate Groups of the CMC

The CMC may establish Subordinate Groups as seen necessary. Such Subordinate Groups may, with the agreement of ILAC, operate in co-operation with a mirror Committee in ILAC as a joint committee with the same responsibilities; however, the IAF Subordinate Groups will report to the IAF CMC. The CMC shall oversee the work of its Subordinate Groups.

7.11. The Accreditation Body Information Exchange Group (ABIEG)

7.11.1. Membership

Each Accreditation Body member of the IAF is entitled to nominate one representative to be a member of the ABIEG. The ABIEG Co-Chairs are the representatives of the AB's on the IAF Board.

7.11.2. Quorum

The presence, in person or by proxy, at a meeting of a majority (more than 50%) of the Member representatives of the ABIEG shall constitute a quorum for a meeting. Meetings may be conducted in person or remotely.

7.11.3. Voting

The ABIEG, as an information exchange group, will normally not take any decisions. If in exceptional cases a decision is to be taken the group shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of ABIEG members present at a meeting at which a quorum is present shall determine the decision. Each ABIEG member is entitled to one vote.

7.11.4. Terms of Reference

- i. Preparation of IAF meetings (midyear and GA) directly in advance of the meetings, update of AB members not being able to follow the discussions in the past; and
- ii. Exchange of information concerning the positions related to papers/resolutions coming from the different committees and working groups – specifically highlighting consequences resulting from proposed papers.

7.11.5. Subordinate Groups of the ABIEG

The ABIEG may establish Subordinate Groups when deemed necessary. The ABIEG shall oversee the work of its Subordinate Groups.

7.12. The Conformity Assessment Body Advisory Committee (CABAC)

7.12.1. Membership

Each Conformity Assessment Body Association member of the IAF is entitled to nominate one representative to be a member of the CABAC. The Chair, who shall be a member of an IAF CAB Association Member, of the CABAC is the CAB representative on the IAF Board. The CAB Board representative shall be elected by the CAB Association members of the IAF. The Chair of the CABAC shall appoint a Vice Chair(s) from among the members of the CABAC within six months of his/her election.

7.12.2. Quorum

The presence, in person or by proxy, at a meeting of a majority (more than 50%) of the Member representatives of the CABAC shall constitute a quorum for a meeting. Meetings may be conducted in person or remotely.

7.12.3. Voting

The CABAC shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of CABAC members present at a meeting at which a quorum is present shall determine the decision, except in matters relating to membership of the CABAC, in which case a majority of members of the CABAC shall determine the decision. Each CABAC member is entitled to one vote.

7.12.4. Terms of Reference

- i. To represent the interests of Conformity Assessment Body Association Members.
- ii. To achieve consensus amongst members of the CABAC as to the needs and expectations of the providers of accredited conformity assessment and to communicate this to the IAF.
- iii. To assist the IAF in determining how well the needs and expectations of the providers of accredited conformity assessment are being fulfilled.
- iv. To become informed and knowledgeable of IAF's organization, structure, operations, and activities; and in particular to be informed of the Executive Committee, the Multilateral Recognition Arrangement (MLA) Committee and the Technical Committee activities in aiming to ensure accredited conformity assessment is fulfilling the expectations of conformity assessment bodies.
- v. To provide advice and assistance to IAF for the development and implementation of strategies to ensure accredited conformity assessment is fulfilling expectations, and to continually improve the value and effectiveness of accredited conformity assessment.
- vi. To monitor the response of IAF to the CABAC's recommendations.
- vii. To meet at least once a year or as often as necessary. Decisions and actions between meetings may occur by email or other electronic means.
- viii. To accept issues of concern, determine if the issue is widespread and, if appropriate, forward to the IAF Executive to be dealt with. Need to ensure lessons learned are used to promote consistency.
- ix. Coordinate CAB's representation on Permanent Committee subgroups.

7.12.5. Subordinate Groups of the CABAC

The CABAC may establish subordinate groups when deemed necessary. The CABAC shall oversee the work of its subordinate groups.

7.13. The User Advisory Committee (UAC)

7.13.1. Membership

Each Industry and User Association Member of the IAF, representing end-users of accredited conformity assessment, is entitled to nominate one Representative to be a member of the UAC. In addition, representatives of other end-user interests are encouraged to be members of the UAC. The Chair of the UAC will ensure that the Committee has a balanced representation.

The Chair, who shall be a member of an IAF Industry and User Association Member, of the UAC is the Industry and User representative on the IAF Board. The Industry and User Board representative shall be elected by the Industry and User Association members of the IAF. The Chair of the UAC shall appoint a Vice Chair(s) from among the members of the UAC within six months of his/her election.

7.13.2. Voting

The UAC shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority (more than 50%) of UAC members present at a meeting at which a quorum is present shall determine the decision, except in matters relating to membership of the UAC, in which case a majority of members of the UAC shall determine the decision. A quorum is reached if half the members of the Committee are present. Each UAC member is entitled to one vote.

7.13.3. Terms of Reference

- i. To represent the interests of end-users of accredited conformity assessment.
- ii. To achieve consensus amongst members of the UAC as to the needs and expectations of end-users of accredited conformity assessment and to communicate this to IAF.
- iii. To assist IAF in determining how well the needs and expectations of end-users of accredited conformity assessment are being fulfilled.

- iv. To become informed and knowledgeable of IAF's organization, structure, operations, and activities; and, in particular, to be informed of the Executive Committee, the Multilateral Recognition Arrangement (MLA) Committee, and the Technical Committee activities in aiming to ensure accredited conformity assessment is fulfilling the expectations of end-users.
- v. To provide advice and assistance to IAF for the development and implementation of strategies to ensure accredited conformity assessment is fulfilling end-user expectations, and to continually improve the value and effectiveness of accredited conformity assessment.
- vi. To monitor the response of IAF to the UAC's recommendations.
- vii. To meet at least once a year or as often as necessary. Decisions and actions between meetings may occur by email.

7.13.4. Subordinate Groups of the UAC

The UAC may establish Subordinate Groups when deemed necessary. The UAC shall oversee the work of its Subordinate Groups.

7.14. The Database Management Committee (DMC)

The DMC serves as a liaison between the IAF Board of Directors and IAF Database, LLC. The DMC is responsible for providing direction on behalf of the IAF Board of Directors of the activities undertaken by IAF Database, LLC, which operates for the sole purpose of overseeing the development, implementation and operation of a global database of management systems certifications issued by certification bodies accredited by accreditation bodies that are signatories of the IAF MLA with the main scope of management systems certification. The membership, reporting structure, responsibilities and authority of the DMC are set forth in the Structure of IAF Database, LLC which shall be approved by the IAF Board, including its amendment from time to time.

8. COMMITTEES THAT REPORT DIRECTLY TO MEMBERS

8.1. Financial Oversight Committee (FOC)

8.1.1 Membership

The FOC shall consist of three (3) persons from the IAF membership and shall be elected by the IAF voting Members at an Annual Meeting or by ballot in accordance with IAF PL 2 *Bylaws of the IAF*, Section 3.11 "Action by Written Ballot", as decided by the IAF Board.

The following rules shall apply for membership of the FOC:

- i. Two (2) members of the FOC shall be elected from representatives of the Accreditation Body Members of IAF;
- ii. One (1) member of the FOC shall be elected from Representatives of the Association Members of IAF;
- iii. No person serving on the FOC shall be a member of the IAF Executive Committee; and
- iv. A single IAF Member Body may nominate only one (1) person to serve on the FOC.

One (1) member of the FOC shall be nominated as the FOC Chair, which shall subsequently be confirmed at an Annual Meeting.

The term of service for the members of the FOC shall be for a maximum of two (2) consecutive, three (3) year terms, i.e. a maximum of six (6) years. A member once having resigned from the FOC or completed the maximum period of service shall not be eligible to serve for a further term.

If a position on the FOC becomes vacant between Annual Meetings, the IAF Board may appoint a person to serve on the Committee. The IAF membership shall be asked to endorse the appointment at the following Annual Meeting.

8.1.2 Mandate

The Committee may meet as it sees fit, or conduct its deliberations by electronic means.

The members of the FOC shall be provided with full access by the IAF Board to all relevant information.

8.1.3 Terms of Reference

The FOC shall review the Financial Statement and the report of the independent auditors. The purpose of this review shall be to identify and report on management's handling of IAF finances including financial reporting, internal controls, and the application of the budget approved by IAF membership.

The FOC shall report at least one month prior to the Annual Meeting each year, and may make such recommendations to the Annual Meeting as it sees fit.

The FOC shall recommend to the IAF Annual Meeting to formally approve or not IAF's financial performance in the previous financial year.

9. SUBORDINATE GROUPS OF THE MLA COMMITTEE

9.1. The MLA Management Committee (MLA MC)

9.1.1 Terms of Reference

- i. To plan and manage the implementation and maintenance of the Multilateral Recognition Arrangement (MLA) among both IAF Accreditation Body Members and IAF Regional Accreditation Group Members.
- ii. To verify the proper conformance of peer evaluation processes of Regional Accreditation Groups and accreditation systems of unaffiliated Accreditation Body signatories of the IAF MLA.
- iii. To manage the peer evaluations and re-evaluations of the Regional Accreditation Groups and unaffiliated Accreditation Body signatories of the IAF MLA.
- iv. To make recommendations to the IAF MLA Committee for acceptance, withdrawal, retention or suspension of Regional Accreditation Groups as Recognized Regional Accreditation Groups of the MLA and Accreditation Body Members as signatories of the MLA.
- v. To investigate all complaints received relating to a Recognized Regional Accreditation Group or an Accreditation Body signatory or certificates of conformity issued by conformity assessment bodies it has accredited.
- vi. To evaluate nominated team leaders, team members and Technical Experts for use as team members for the peer evaluation process for the Regional Accreditation Groups and unaffiliated Accreditation Body signatories to the IAF MLA.
- vii. To take over the peer evaluations and associated MLA management responsibilities for Accreditation Bodies from a Regional Accreditation Group, which has been suspended or withdrawn for its status of Recognized Regional Accreditation Group of the MLA.
- viii. To maintain and publish the list of IAF MLA Committee members.
- ix. To maintain and publish the list of IAF MLA signatories.

9.1.2 Participation

Chair: The Chair of the IAF MLA Committee is the Chair of the MLA MC.

Secretary: Provided by the IAF Secretariat in accordance with Clause 5.3.

Members:

- i. Two (2) Members from every Regional MLA Group that is a signatory to the IAF MLA (Recognized Regional Accreditation Group). The persons nominated must be from an Accreditation Body, which is signatory to the IAF MLA.
- ii. One (1) member from amongst the signatories of the IAF MLA which is not a member of an established Regional Accreditation Group.

Observers:

- i. One (1) observer nominated from amongst the IAF Accreditation Body Members that have not signed the IAF MLA but are signatories to the IAF MoU.
- ii. One (1) observer to represent the Accredited Conformity Assessment Body Members.
- iii. One (1) observer to represent the Industry/User Members.
- iv. One (1) observer to represent the ILAC MLA MC.

Note 1 - Every eligible Group is responsible for the nomination of its representative(s).

Note 2 - The "observer" in the above is used as generic expression but not as in Clause 4.6. or the IAF Bylaws.

Note 3 - The Chair can invite supplementary observers to participate.

9.1.3 Voting Rights and Terms of Service

9.1.3.1 The Chair of the IAF MLA Management Committee has one (1) vote.

9.1.3.2 Each member of the MLA Management Committee has one (1) vote. Terms of service of Members are for three (3) years with the initial nominations staggered. Upon expiration of term, members shall continue to serve until a replacement is appointed. A maximum of two (2) consecutive terms may be served with a break required before additional reappointment.

9.1.3.3 Observers do not have voting rights.

9.1.4 Confidentiality

All members and Observers of the MLA MC are required to sign a confidentiality agreement.

End of Structure of the International Accreditation Forum, Inc. (IAF)

Further Information:

For further Information on this document or other IAF documents, contact any member of IAF or the IAF Secretariat.

For contact details of Members of IAF see - IAF website - <http://www.iaf.nu>

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