
International Accreditation Forum, Inc.



IAF Policy Document



Structure of the International Accreditation Forum, Inc.

Issue 3

(IAF PL 5:2009)

The International Accreditation Forum, Inc. (IAF) operates programs for the accreditation of bodies that provide conformity assessment services, and such accreditation facilitates trade and reduces demands for multiple certifications.

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

AB signatories of the IAF Multilateral Recognition Arrangement (MLA) conduct regular evaluations of each other to assure the equivalence of their accreditation programs. The IAF MLAs operate at two levels:

- A MLA for the accreditation of CABs to standards including ISO/IEC 17020 for inspection bodies, ISO/IEC 17021 for management systems CABs, ISO/IEC 17024 for personnel CABs and ISO/IEC Guide 65 for product CABs, is considered a framework MLA. A framework MLA provides confidence that accredited CABs are equally reliable in the performance of conformity assessment activities.
- A MLA for the accreditation of CABs that also includes the specific conformity assessment standard or scheme as a scope of accreditation provides confidence in the equivalence of certification.

An IAF MLA delivers the confidence needed for market acceptance of certification. An organization or person with certification to a specific standard or scheme that is accredited by an IAF MLA signatory AB can be recognized worldwide thereby facilitating international trade.

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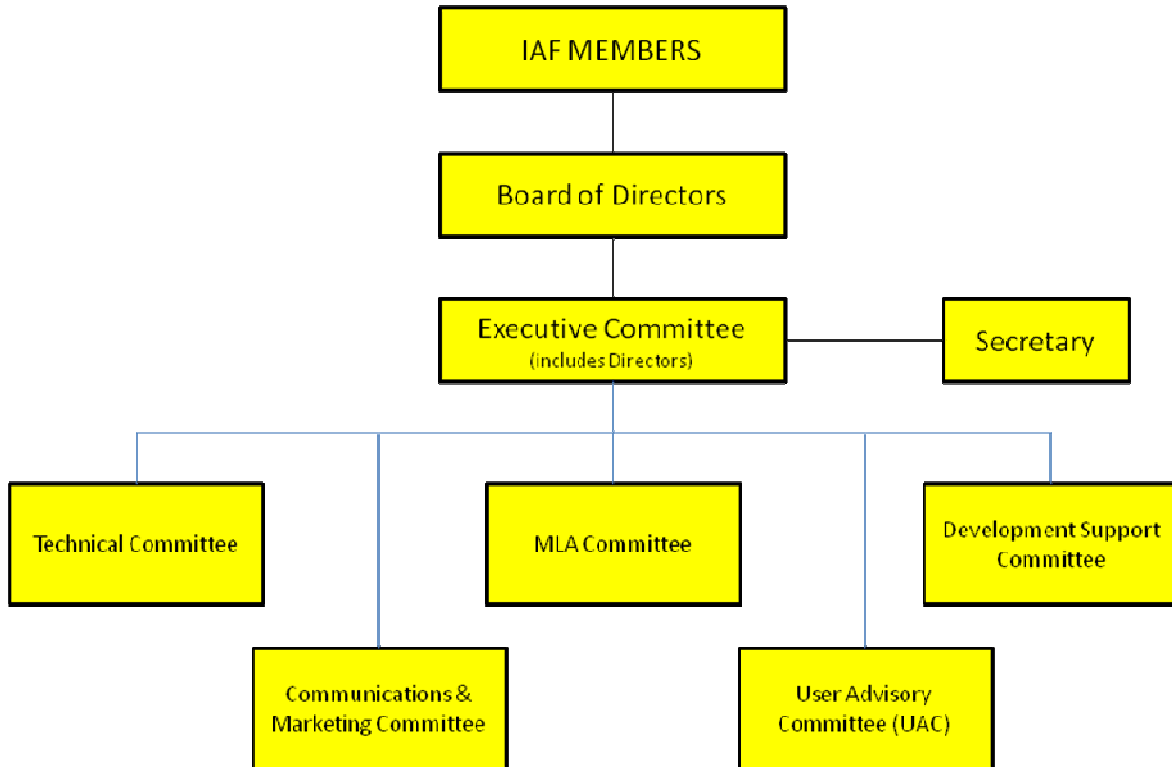
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Structure of the- International Accreditation Forum, Inc. (IAF)

1. Preamble

The organisational structure of IAF shall be as outlined below:



The highest level of authority in IAF is the Members in a General Meeting. General Meetings make decisions and lay down policy in the name of the members. The 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 terms of reference, tasks and duties as defined by the Bylaws and the Memorandum of Understanding (MoU) remain unchanged for the members at a General Meeting, the Board of Directors and the Secretary.

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

The operations of all IAF Committees and Subordinate Groups, including the Executive Committee, are subject to the IAF General Procedures (ref IAF PR 2).

2. Terms of Reference, Responsibilities and duties

2.1. IAF Members and General Meetings

The Members of the Corporation are organisations or bodies meeting the classification requirements defined in SECTION 3.01 of the Bylaws, that are invited to become Members of the Corporation by an affirmative vote of the members. Membership of the Corporation 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. .

At each Annual Meeting, the Members entitled to vote elect Directors, 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.

The rights of Members of IAF are defined in Sections 3, 4.03, and 5.01 of the IAF Bylaws.

Members at a General Meeting may authorise the establishment of a Committee or Subordinate Group responsible directly to the Members, with specified tasks and responsibilities. The General Meeting may define the membership and appoint the Chairman of such a Committee or Subordinate Group (but not of Committees or Subordinate Groups responsible to the Board or Executive Committee) (see Annex 1).

2.2. The Board of Directors

The powers and responsibilities of the Board of Directors are set out in Sections 3.02, 3.07, 4.01, 4.08, 4.18, 5.01, 5.02 and 5.06 of the Bylaws

The affairs of the Corporation are managed by the Board of Directors. The Board of Directors is elected by members to manage the day-to-day operations of the Corporation in accordance with the policies laid down by the members. The Board exercises its full 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 of Directors 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 Committees.

The Board of Directors may authorise the establishment of a Committee or Subordinate Group responsible direct to the Board with specified tasks and responsibilities. The Board may define the membership and appoint the Chairman of such a Committee or Subordinate Group.

The Board of Directors shall appoint the Chairman of the Technical Committee, the MLA Committee, the Development Support Committee, the Communications and Marketing Committee and the User Advisory Committee.

Chairmen of all Committees and Subordinate Groups shall be appointed for an initial term of three years. At the end of this term nominations for the position of Chairman of any Committee or Subordinate Group shall be sought from the IAF Members. This may include the current Chairman if he/she is willing to be reappointed for a second term of three years. No Chairman, either Committee or Subordinate Group, shall serve longer than two terms of three years or a total of six years, except at the discretion of the Board if no other nomination for the position is received.

2.3. The Executive Committee

2.3.1. Membership

The Executive Committee is composed of all members of the Board of Directors, the Committee chairmen (who are appointed by the Board) and three representatives selected for a two year term from among the chairmen of those regional accreditation groups which have been granted Special Recognition status, observing regional balance, and ensuring that all three do not complete their terms at the same time. Guests may be invited to attend meetings of the Executive Committee, as observers, on a case by case basis as needed. A representative of the IAF member hosting an Executive Committee meeting may be invited to attend that meeting as an observer.

The Chairman of IAF is the Chairman of the Executive Committee.

2.3.2. Responsibilities

Members of the Executive Committee shall not be involved in decision making of the Board in pursuance of its legal responsibilities. The Executive Committee is an operational not policy making element in IAF. The Board is responsible for recommending policy to the members for approval.

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

2.3.3. Quorum

The presence, in person or by proxy, at a meeting of the Executive Committee of the Member Representatives of a majority of Accreditation Body Members of the Executive Committee shall constitute a quorum for a meeting.

2.3.4. Voting

The Executive Committee shall seek to make all decisions by consensus. If a vote is necessary, the votes of the majority of members present at a meeting at which a quorum is present shall determine the decision.

2.3.5. Terms of Reference

1. Responsible for communication, 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.
2. Manage, in co-operation with the IAF Secretary, the IAF Web Site
3. Monitor new developments in fields of activity directly or indirectly related to the objectives of IAF, propose the corresponding policy for consideration by the Board and the members at a General Meeting and to recommend the development of detailed IAF Guidance as necessary.
4. Responsible for maintaining IAF liaison with those organisations responsible for developing “sector/specialist certification schemes”
5. Responsible for relations between IAF and industry, and to promote the acceptance by industry of the IAF MLA and the IAF Sector Scheme Policy.
6. Subordinate committees may be established under the Executive Committee as it is seen necessary, subject to endorsement by the members in a General Meeting (see Annex 2). The Executive Committee may determine the membership and mandate of such Subordinate committees.
7. The Executive Committee shall appoint the Chairmen of subordinate committees, other than the Technical Committee, the MLA Committee, the Development Support Committee and the Communications and Marketing Committee, and shall oversight the work of those subordinate committees.

2.4. The IAF Secretary

The Secretary is responsible, under the direction of the President, 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, and to provide secretarial services to the Board, Executive Committee and members.

2.5. The MLA Committee

2.5.1. Membership

Each Member of IAF is entitled to nominate one representative to be a member of the MLA Committee. The Chairman of the MLA Committee is appointed by the Board.

2.5.2. Quorum

The presence, in person or by proxy, at a meeting of the MLA Committee of the member representatives of a majority of the nominated representatives of the MLA Accreditation Body Members shall constitute a quorum for a meeting.

2.5.3. Voting

The MLA Committee shall seek to make all decisions by consensus. If a vote is necessary the votes of the majority of Member Representatives present at a meeting at which a quorum is present shall determine the decision, except in matters relating to membership of the MLA, in which case a majority of members of the MLA shall determine the decision. Note that each member is entitled to one vote.

2.5.4. Terms of reference

1. Decision on acceptance, withdrawal, retention or suspension of membership to the IAF MLA;
2. Investigate all complaints received relating to a participating body or certificates of conformity issued by bodies it has accredited;
3. Review the procedures and policies of the MLA peer evaluation process;
4. Provide evaluators for the evaluation and re-evaluation to the accreditation programs of the MLA Group members and applicants;
5. Use all information in a confidential and professional manner;
6. To identify specific needs for development and continual refinement of IAF and other documents related to the IAF MLA process and to the accreditation of conformity assessment bodies;
7. To develop closer relationships with regulators with the intention of encouraging regulators to accept the IAF MLA as demonstrating the credibility of accredited certificates.

2.5.5. **Subordinate committees of the MLA Committee**

The MLA Committee may establish subordinate committees as it is seen necessary, subject to endorsement by the members at a General Meeting (see Annex 3). Such committees 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 MLA Committee. The MLA Committee shall oversee the work of its subordinate committees.

2.6. **The Technical Committee**

2.6.1. **Membership**

Each Member of IAF is entitled to nominate one representative to be a member of the Technical Committee. The Chairman of the Technical Committee is appointed by the Board.

2.6.2. **Quorum**

The presence, in person or by proxy, at a meeting of the Technical Committee of the Member Representatives of a majority of the nominated Accreditation Body Member representatives of the Technical Committee shall constitute a quorum for a meeting.

2.6.3. **Voting**

The Technical Committee shall seek to make all decisions by consensus. If a vote is necessary the votes of the majority of Member Representatives present at a meeting at which a quorum is present shall determine the decision. Note that each member is entitled to one vote.

2.6.4. **Terms of reference**

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

1. Develop, maintain and revise as appropriate IAF Guidance documents on the application of standards and guides and similar to ensure the consistent application of conformity assessment standards, submitting documents to the members for approval as required;
2. Establish groups of relevant interested parties to develop the required guidance documents;
3. Ensure consistency among the various guidance documents prior to recommending them to the Members for approval;

4. 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;
5. Make recommendations concerning the practical application of IAF Guidance documents, including issues arising from the implementation of the IAF MLA.

2.6.5. Subordinate committees of the Technical Committee

The Technical Committee may establish subordinate committees as it is seen necessary, subject to endorsement by the members at a General Meeting (see Annex 4). Such committees 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 Technical Committee. The Technical Committee shall oversee the work of its subordinate committees.

2.7. The Development Support Committee

2.7.1. Membership

Each Member of IAF is entitled to nominate one representative to be a member of the Development Support Committee. The Chairman of the Development Support Committee is appointed by the Board.

2.7.2. Quorum

The presence, in person or by proxy, at a meeting of the Development Support Committee of the Member Representatives of a majority of the nominated Accreditation Body Member representatives of the Development Support Committee shall constitute a quorum for a meeting.

2.7.3. Voting

The Development Support Committee shall seek to make all decisions by consensus. If a vote is necessary the votes of the majority of Member Representatives present at a meeting at which a quorum is present shall determine the decision. Note that each member is entitled to one vote.

2.7.4. Co-operation

The Development Support Committee may, with the agreement of ILAC, operate in co-operation with a mirror Committee in ILAC with the same responsibilities, however the IAF Development Support Committee will report to the IAF Executive Committee.

2.7.5. Terms of Reference

- 1 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.
- 2 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.
- 3 To develop strategies to promote and facilitate developing accreditation bodies becoming members of the IAF and/or ILAC MLA using the following mechanisms:
 - 3.1 Development of accreditation body documentation.
 - 3.2 Training of assessors and peer evaluators.
 - 3.3 Observation of peer evaluations of established accreditation bodies.
 - 3.4 Participation in pre-evaluations.
 - 3.5 Providing opportunity for management training.
 - 3.6 Promoting and encouraging Joint accreditations between experienced and new accreditation bodies.
4. To promote the adoption and the clear understanding by developing accreditation bodies of relevant IAF endorsed Guides and Standards and IAF guidance documents.
5. 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.
6. To co-operate with UNIDO and other international bodies in the operation of programs for the assistance of emerging and developing accreditation bodies.
7. 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.
8. To develop future joint projects in order to ensure that the on going needs of developing accreditation bodies and those from emerging economies are met. Such projects would encompass but not be limited to:
 - 8.1. Assisting with wider infrastructure development

- 8.2. Providing consulting on a non-commercial and commercial basis
- 8.3. Obtaining resources for pre-peer evaluations
- 8.4. Developing capacity building opportunities for personnel and infrastructure
- 8.5. Ensuring opportunities for recognition and acceptance.
9. To identify and liaise with potential sources of funding for assisting the development of conformity assessment in low and middle income economies.
10. To develop strategies to allow for full participation by accreditation bodies in low and middle income economies in both IAF and ILAC activities.
11. The Committee may appoint subordinate committees where special expertise is needed for an extended period to meet specific needs of members of IAF and/or ILAC. Such committees may, with the agreement of ILAC, be joint committees with equal representation from ILAC.

2.7.6. IAF Development Support Committee - Mission Statement

- To encourage participation of all developing accreditation bodies in the activities and processes of IAF with the objective of becoming members of the IAF Multilateral Recognition Arrangement (MLA).
- To ensure that the needs of developing accreditation bodies are addressed by IAF in a manner that satisfies members of IAF.
- The Committee will actively seek to fulfil the above in the interests of industry, commerce and IAF.
- The Committee will seek and mobilise assistance from other world bodies where such assistance will benefit developing accreditation bodies in low and middle-income economies.

2.7.7. Subordinate committees of the Development Support Committee

The Development Support Committee may establish subordinate committees as it is seen necessary, subject to endorsement by the members at a General Meeting. Such committees 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 Development Support Committee. The Development Support Committee shall oversee the work of its subordinate committees.

2.8. The Communications and Marketing Committee (CMC)

2.8.1. Membership

Each IAF Regional Accreditation Group is entitled to nominate two representatives to be members of the Communications and Marketing Committee. IAF members not members of a Regional Accreditation Group may each appoint one representative to be a member of the Communications and Marketing Committee. The Chairman of the Communications and Marketing Committee is appointed by the Board.

2.8.2. Quorum

The presence, in person or by proxy, at a meeting of the Communications and Marketing Committee of the Member Representatives of a majority of the nominated Accreditation Body Member representatives of the Communications and Marketing Committee shall constitute a quorum for a meeting.

2.8.3. Voting

The Communications and Marketing Committee shall seek to make all decisions by consensus. If a vote is necessary the votes of the majority of Member Representatives present at a meeting at which a quorum is present shall determine the decision. Note that each member of the Committee is entitled to one vote.

2.8.4. Terms of reference

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

- a) Focus communications and marketing to facilitate recognition by industry, governments and government bodies. The Communications and Marketing Committee shall:
 - Develop a Communications and Marketing Strategic Plan and budget for IAF, to be reviewed and updated annually;
 - Develop appropriate strategies to implement the communications and marketing activities allocated to the committee in the Strategic Plan;
 - Prepare communications releases, news items, relevant articles on IAF matters and a twice per year (March and September) IAF Newsletter;

- Monitor and respond to published articles which may be of interest to IAF stakeholders; and
 - Support IAF members and representatives, where possible, in the promotion of accredited bodies, accreditation systems and the IAF Multilateral Recognition Arrangement (MLA).
- b) Develop effective marketing and assistance programs. The Communications and Marketing Committee shall:
- Cooperate with the equivalent communications committees of the International Laboratory Accreditation Cooperation (ILAC), the Regional Accreditation Groups and the Joint IAF-ILAC Working Group on Communications;
 - Assist developing countries with obtaining appropriate resources;
 - Promote IAF and the benefits of accreditation to national, regional and international audiences; and
 - Make available to Regional Accreditation Groups and IAF members appropriate promotional material suitable for distribution by them.
- c) Collect information to assist in continuing improvement. The Communications and Marketing Committee shall:
- Determine the needs and concerns of members and stakeholders to improve the value of IAF membership;
 - Conduct surveys where appropriate and analyse responses; and
 - Continue to approach other bodies/organizations, with interests similar to those of IAF, to provide articles for the IAF Newsletter.
- d) Develop and implement communications and marketing activities that target current and future users of accreditation. The Communications and Marketing Committee shall:
- Seek opportunities to promote accreditation to government bodies, industry groups, regulators and other stakeholders; (see a) above) and
 - Provide input to ensure an effective website for services to members and stakeholders.

2.8.5. Subordinate groups of the Communications and Marketing Committee

The Communications and Marketing Committee may establish subordinate groups as seen necessary, subject to endorsement by the members at a General Meeting. 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 Communications and Marketing Committee. The Communications and Marketing Committee shall oversee the work of its subordinate groups.

2.9. The User Advisory Committee (UAC)

2.9.1. Membership

Each Industry and User Association Member of IAF representing end-users of accredited certification is entitled to nominate one representative to be a member of the User Advisory Committee. In addition, representatives of other end-user interests are encouraged to be members of the UAC. The Chairman of the UAC will ensure that the Committee has a balanced representation. The Chairman of the User Advisory Committee is appointed by the Board. The UAC may elect a Vice-chair.

2.9.2. Voting

The UAC shall seek to make all decisions by consensus. If a vote is necessary the votes of the majority 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.

2.9.3. Terms of Reference

- (a) To represent the interests of end-users of accredited certification.
- (b) To achieve consensus amongst members of the UAC as to the needs and expectations of end-users of accredited certification and to communicate this to IAF.
- (c) To assist IAF in determining how well the needs and expectations of end-users of accredited certification are being fulfilled.
- (d) 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 certification is fulfilling the expectations of end-users.
- (e) To provide advice and assistance to IAF for the development and implementation of strategies to ensure accredited certification is fulfilling end-user expectations, and to continually improve the value and effectiveness of accredited certification.
- (f) To monitor the response of IAF to the UAC's recommendations.
- (g) To meet at least once a year or as often as necessary. Decisions and actions between meetings may occur by email.

2.9.4. Subordinate Groups of the UAC

The UAC may establish subordinate groups when deemed necessary, subject to endorsement by the members. The User Advisory Committee shall oversee the work of its subordinate groups.

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

Annex 1

3. Subordinate Committees of the General Assembly

3.1. Financial Oversight Committee

Membership:

The membership of the Financial Oversight Committee (maximal 3 persons) shall consist of persons nominated by the Members at an Annual Meeting to represent members of IAF, subject to the following -

- no member may nominate more than one person to serve on the committee;
- no person serving on the committee shall be a Director of IAF.
- rotation of membership every 2 years

Mandate:

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

The Committee member shall have free access to all relevant information by the Board.

The Committee may meet with the members of the Board of Directors in the days prior to the Plenary Meeting at the same location.

Terms of Reference:

The Committee shall, at least one month prior to each Plenary Meeting, review the financial activities of IAF since the previous Plenary Meeting.

The Committee shall report to the Plenary Meeting each year, and may make such recommendations to the Plenary Meeting as it sees fit.

The Committee shall recommend to the IAF Plenary to approve formally IAF's financial performance in the last financial year.

End of Structure of IAF – Annex 1 – Subordinate Groups of the General Meetings

Annex 3

4. Subordinate Committees of the MLA Committee

4.1. The MLA Management Committee

Terms of Reference:

- To plan and manage the implementation and maintenance of the Multilateral Recognition Arrangement (MLA) among IAF Accreditation Body Members, based on peer evaluation demonstrating the equivalence of the operations of their Accreditation Systems.
- To verify the proper conformance of Accreditation Systems of Regional MLA Groups and non-affiliated Signatories to the MLA.
- To manage the evaluation and re-evaluation program based on periodic visits to Signatories to the MLA.
- To make recommendations to the MLA Committee for acceptance, withdrawal, retention or suspension of membership to the MLA.
- To keep a current list of MLA team leaders and team members for the MLA peer evaluation process.
- To evaluate nominated team leaders and team members and submit their names to the MLA Committee for their approval to use them as assessors for the peer review process.
- To maintain and publish the list of MLA Committee members.

Membership:

Chairperson: The chairperson of the MLA Committee is the chairperson of the MLA MC

Secretary: Appointed by the members of the MLA Management Committee (this is not an additional committee membership).

Additional Members

Note - All members of the MLA MC are required to sign a confidentiality agreement.

- Members are to be nominated by each established Regional MLA Group, which is a member of the MLA Group, and which is a Signatory to the IAF Memorandum of Understanding (MoU). The person(s) nominated must be from a body which has signed the MLA and the MoU. There will be one (1) member nominated for each four (4) Signatories to the Regional MLA, with a minimum of one (1) member nominated to represent each established Regional MLA Group.
- Other members are to be nominated from amongst the Signatories of the IAF MLA, who are not members of an established regional group, who are geographically dispersed, and who are Signatories to the MoU. There will be one (1) member nominated for each four (4) Signatories to the MLA, who are not included in a Regional Group, with a minimum of one (1) member to be nominated to represent this group.
- One (1) observer nominated from amongst the IAF Accreditation Body members that have not signed the MLA, and who are signatories to the IAF/MoU.

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- One (1) observer nominated to represent the Accredited Certification / Registration Body Members.
- One (1) observer to be nominated to represent the Industry/User Members.
- One (1) observer to be nominated to represent the ILAC MLA MC.

NOTE - If the number of Regional MLA Groups exceeds six (6), then one (1) additional membership on the committee shall be provided so that at least one (1) membership is always maintained for the at-large representation of all accreditation bodies who are not members of a Regional MLA Group.

Voting Rights and Terms of Service:

- Each member of the MLA Management Committee has one (1) vote. Observers do not have voting rights.
- Terms of service are for two (2) years with the initial nominations staggered two years and three years. 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

4.2. The MLA Group

Terms of Reference:

- To approve the admission, suspension, withdrawal of IAF MLA membership of a MLA AB member.
- To make recommendations to the IAF MLA Committee on any or all matters and/or issues associated with the MLA.
- To exchange information and experiences and to promote the IAF mutual recognition arrangement framework.
- To monitor and record MLA membership.
- To receive and review the MLA MC report.

Membership:

- **Chairperson:** The chairperson of the IAF MLA Group is appointed by the Executive Committee from the IAF MLA Signatories.
- **Secretary:** The Secretary of the MLA Group is appointed by the Executive Committee.
- **MLA Group Members:** Each Signatory to IAF MLA is entitled to nominate one representative per MLA signatory member to be a member of the MLA Group.
- **Observers:** Shall attend upon invitation of the Chair, after advice of the MLA MC.

Meeting frequency:

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- The MLA Group shall meet as frequently as is necessary to review and discuss any MLA matters, concerns and issues. The meetings shall be called by the Chairperson. It can be also called by any signatory member of the MLA Group, if at least 1/3 of the signatory members agree to call the meeting.

Quorum

- The quorum at a meeting of the MLA Group shall be a majority (at least 50% of MLA signatory members) of the nominated representatives of MLA Group signatory members, of whom at least one shall be the Chairperson of the MLA Group.

Voting Rights and Terms of Service:

- The MLA Group shall make all decisions 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.
- Each member of the MLA Group has one (1) vote. Observers do not have voting rights.
- Members who are not present at the meeting may appoint a proxy or cast a vote by mail to the Secretary of the MLA Group prior to any MLA Group meeting.

4.3. MLA Procedures Sub-Committee

Terms of Reference :

- To develop and maintain procedures for the implementation of arrangements between the group of Signatories to the MLA, for review by the MLA Committee, and approval by the members at a General Meeting;
- To develop and maintain the contents of the MLA documents.

Membership

Members of the MLA Procedures Sub-committee are nominated by the MLA Committee.

4.4. The Joint Working Group (JWG) on Maintenance of the A-Series

Terms of Reference:

- Maintain the A-Series documents as harmonized MLA/MRA requirements and procedures for use by IAF and ILAC in the evaluation of regional accreditation/cooperation bodies and single accreditation bodies.
- Identify any need for improvements to the A-Series documents.
- Collect proposals for improvements to the A-Series documents from IAF and ILAC.
- Identify any need for improvements to the evaluation process in IAF and ILAC and put forward proposals for changes to the A-Series documents.

Annex 3

Membership:

- Balanced representation of IAF and ILAC members.

Responsibility:

- Report to the relevant IAF and ILAC committees with respect to progress on the work plan and proposed documents for approval, while reporting to the JCCC in terms of joint activities.

End of Structure of IAF – Annex 3 – Subordinate Groups of the MLA Committee

Annex 4

5. Subordinate Groups of the Technical Committee

5.1. The Joint Inspection Group (JIG).

Terms of Reference:

The JIG is responsible for all aspects related to the harmonized implementation of ISO/IEC 17020 and ISO/IEC 17011 in the field of inspection and continual improvement of the ILAC/IAF MLMRA on inspection. It collects, analyzes and coordinates the views of IAF and ILAC members, stakeholders and interested parties relevant to inspection body accreditation. It is the responsibility of the JIG to bring to the JGA of IAF and ILAC any resolutions that may be needed as a result of the tasks of the JIG, after endorsement by the Joint IAF and ILAC Executive Committees. The JIG shall liaise with the relevant committees of the IAF and ILAC as appropriate.

- Development and maintenance of any requirements, as may be necessary, for the implementation of the MLMRA.
- Discussion of problems arising from peer evaluations concerning inspection body accreditation.
- Identification and discussion of issues for assurance and enhancement of harmonisation in inspection body accreditation.
- Discussion of issues of inspection body accreditation, as may be brought to the JIG through all member categories of IAF and ILAC or liaisons.
- Discussion on implementation problems concerning aspects of ISO/IEC 17011 that may be particularly relevant to inspection body accreditation, as may be brought to the JIG by all member categories of IAF and ILAC.
- Discussion on implementation problems concerning ISO/IEC 17020, as may be brought to the JIG by all member categories of IAF and ILAC.

Membership:

The JIG will be open to IAF and ILAC members of all categories, as defined by the two organizations.

End of Structure of IAF – Annex 4 – Subordinate Groups of the Technical Committee