



IAF Procedures Document

General Procedures for the Organisation of IAF Committees and Subordinate Groups and for the Development of IAF Documents

Issue 2

(IAF PR 2:2009)

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 signatories 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.

General Procedures for the Organisation of IAF Committees and Subordinate Groups and for the Development of IAF Documents

Table of Contents

Part One – General Procedures for the Organisation of IAF Committees and Subordinate Groups	5
1. Objectives	5
2. Organisational Structure of IAF	5
3. The Executive Committee	7
4. Rules for Membership and Operation of IAF Permanent Committees	7
5. Rules for the Membership and Operation of IAF Subordinate Groups	8
6. Management of Committees and Subordinate Groups	9
Part Two – General Procedures for the Development of IAF Documents	11
1. Copyright, Format and Distribution of IAF Documents	11
2. Translated Documents	11
3. Development of New or Revised IAF Documents	12
4. Rules for Voting Out of Session	16
5. Revision of IAF Documents	16
6. Custody and Control of IAF Documents	17
7. Classes of IAF Publications	17
8. IAF Internal Document Numbering	18
9. IAF Endorsement of Normative Documents	19
10. Enquiries	20
Appendix One - Format of IAF Documents	21
1. Title and Title Page	21
2. Short Title	21
3. Paragraph Numbering and Indenting	21
4. Headings and Sub-Headings	22
5. Text	23
6. Page Headers and Footers	23
7. Page Size	24
8. Page Margins	24
9. Paragraph Spacing and Formatting	25
10. Sections	25
11. Table of Contents	25
12. Word Processors	26
Attachment 1 - Report on Comments on Draft No Z	27

Prepared by: IAF Executive Committee

Approved by IAF Members

Date: 5 December 2009

Issue Date: 22 December 2009

Application Date: 22 December 2009

Name for Enquiries: John Owen, IAF Corporate Secretary

Contact Phone: +61 2 9481 7343

Email <secretary1@iaf.nu>

Part One – General Procedures for the Organisation of IAF Committees and Subordinate Groups

1. Objectives

1.1. This procedure sets out the formal and general methodology for the management of IAF Committees and Subordinate Groups (which may include Working Groups, Task Groups and similar groups set up with a specific task and specified time frame for completion of the task).

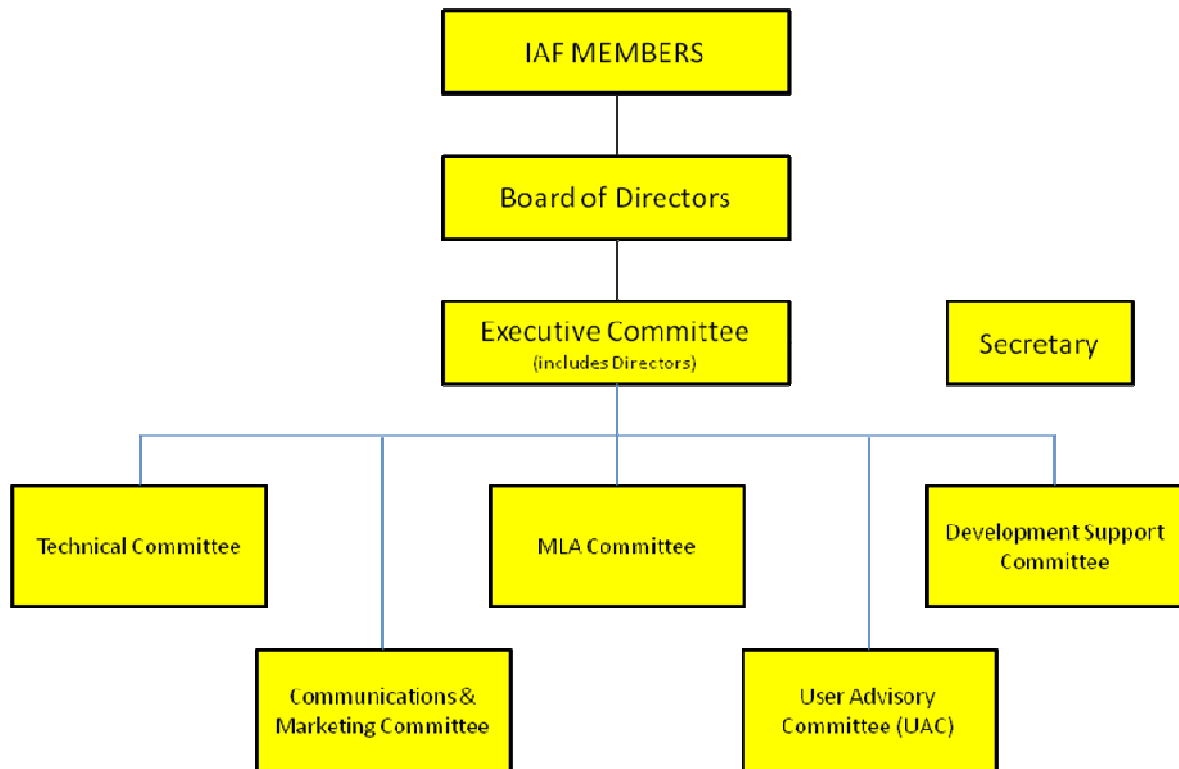
1.2. It does not apply to other temporary Task Forces which may be established, from time to time, under the direction of the IAF Board Chair.

1.3. Each Committee or Subordinate Group is free to establish its own written supplementary rules of procedure, provided they are not in contradiction with the requirements of this procedure. Such supplementary rules should be documented and submitted to the Board for approval.

2. Organisational Structure of IAF

2.1. The organisational structure of IAF is set out in the document “Structure of the International Accreditation Forum, Inc. (IAF)” (reference number IAF PL 5:200X). The high level structure is summarised in the diagram below –

The organisational structure of IAF shall be as outlined below:



2.2. The highest level of authority in IAF is the Members in a General Assembly Meeting. The Board is elected by the Members as responsible on their behalf for legal actions, 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 appointed by and is responsible to the Board of Directors for the day-to-day operational work of IAF on the basis of decisions made by the Members and directions by the Board of Directors.

3. The Executive Committee

3.1. The Executive Committee is composed of all members of the Board of Directors, the Committee chairpersons (who are appointed by the Board) and the chairpersons of those regional accreditation groups which have been granted Special Recognition status. The Chair of IAF is the Chair of the Executive Committee.

3.2. 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. 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.

3.3. The Technical Committee, the MLA Committee, Development Support Committee, the Communications and Marketing Committee and the User Advisory Committee (here-under referred to as Permanent Committees) report to the Executive Committee. Additional Subordinate Committees may be established under the Executive Committee as necessary. The Executive Committee appoints the Chairpersons of its Subordinate Committees and supervises the work of those Subordinate Committees.

4. Rules for Membership and Operation of IAF Permanent Committees

4.1. Each fully paid up Member of IAF is entitled, but not required, to nominate one person to represent it on each IAF Permanent Committee, other than the IAF Board, the Executive Committee, the Communications and Marketing Committee and the User Advisory Committee. Nominees may be nominated as either "Working" or "Corresponding" Members of the relevant Committee. The Secretariats of each Permanent Committee (refer to Clause 6.3) shall maintain an up-to-date register of the Members of their respective Committees.

4.2. The Board shall appoint the Chair of each of the Permanent Committees. The Chair of a Permanent Committee may appoint a Vice Chair or Vice Chairs, as appropriate, for a period equivalent to their term of office.

4.3. All registered Members of a Committee will receive all documentation prepared by the Committee and shall have the right to make written submissions and/or proposals to the Chairman of the Committee or WG. All documents intended for consideration by meetings of IAF Committees shall be circulated to all members of the relevant Committee, at least **30 days before** the relevant meeting.

4.4. Voting at meetings, including virtual meetings, of any Committee is restricted to those in attendance or participating in the meeting, with each registered Member having one vote. The Chairperson of the Committee may also vote. When any IAF Member has more than one person in attendance at any Committee or Subordinate Group meeting, only one person representing the Member may vote.

4.5. Observers may attend any meeting of any IAF Committee, other than the IAF Board, the Executive Committee, the User Advisory Committee and the MLA Management Committee with the prior agreement, which shall not be unreasonably withheld, of the Chairperson of that Committee. Members of the Committee may bring additional persons to assist them at any Committee meeting, but such persons do not have the right to vote. Observers may not vote. Observers have no entitlement to receive the documents or communications referred to in Clause 4.3 above.

5. Rules for the Membership and Operation of IAF Subordinate Groups

5.1. 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 appoint the Chair or Convener of the Group and determine the membership. The Secretariats of each Permanent Committee shall keep a record of the members of their Subordinate Groups.

5.2. Where the Executive Committee establishes additional Subordinate Groups which report to the Executive Committee, the Executive Committee shall appoint the Chair or Convener of the Group and determine the membership.

5.3. Generally the membership of Subordinate Groups should only consist of Working Members. A Member of IAF may only have one registered member of any Subordinate Group. All registered Members of a Subordinate Group will receive all documentation prepared by the Subordinate Group and shall have the right to make written submissions and/or proposals to the Chairman or Convener of the Subordinate Group. All documents intended for consideration by meetings of Subordinate Groups shall be circulated to all members of the relevant Subordinate Group, at least **30 days before** the relevant meeting.

5.4. Voting at meetings, including virtual meetings (such as email meetings), of any Subordinate Group is restricted to those in attendance or participating in the meeting, with each registered Member having one vote. The Chairperson of the Subordinate group may also vote. When any IAF Member has more than one person in attendance at any Subordinate Group meeting, only one person representing the Member may vote.

6. Management of Committees and Subordinate Groups

6.1. During the development of IAF documents, the Committee or Subordinate Group responsible shall conduct its deliberations as far as possible by correspondence. Correspondence shall be sent to all Working and Corresponding Members of the Committee or Subordinate Group on each occasion. The Chairperson of the Committee or Convener of the Subordinate Group may call a meeting of the Committee or Subordinate Group at his/her own discretion. Working Members of a Committee or Subordinate Group will be expected to attend all meetings of the Committee or Subordinate Group. Corresponding Members will not be expected to attend all meetings of the Committee or Subordinate Group, but may do so if they wish.

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

6.3. The Chairperson of each Committee or Convener of each Subordinate Group shall provide the Secretariat for that Committee or Subordinate Group. The Secretariat for each Committee or Subordinate Group is to provide editing, communication, printing and distribution of documentation to all Members of the Committee or Subordinate Group.

6.4. 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 Chairperson/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. The Committee or Subordinate Group Secretariat should also provide copies of all documentation to be considered at IAF General Assembly Meetings to the IAF Secretariat.

Part Two – General Procedures for the Development of IAF Documents

1. Copyright, Format and Distribution of IAF Documents

1.1. This procedure applies to the preparation of IAF documents which are intended for publication, as defined in Clause 7.1(i), 7.1(ii), 7.1(iii), 7.1(iv), 7.1(v), 7.1(vi) and 7.1(vii) of this procedure.

1.2. All documents intended to be published as IAF documents shall be prepared and authorised in accordance with the rules set out in this document, and formatted as set out in Appendix One.

1.3. All IAF documents shall be published in English. The English version with the most recent issue date of each IAF document is the governing version.

1.4. IAF documents shall be clearly identified with the issue number, issue date, and application date. IAF Policy, Guidance, Multilateral Recognition Arrangement (MLA) and Procedures documents may in addition have a Short Title, for ease of identification (see Appendix One, Section 2, below). IAF shall be identified as the copyright holder of all IAF documents. IAF retains all rights to ownership for all IAF documents. All IAF Members shall have an automatic royalty free, non-transferable license to all IAF documents. In the event of suspension, termination of membership etc. all rights to use IAF documents will lapse.

1.5. Members of IAF may incorporate the text of an IAF document into the text of one of their own publications. If a Member chooses to do this, the text of the IAF document is to be reproduced unchanged, and its status as an IAF document clearly identified. If a Member does include the text of an IAF document in its own publications, the full text of the IAF document is also to be made available on request.

1.6. All IAF publicly available documents will be posted on the IAF Web site and will be freely available.

1.7. All documents intended to be published as IAF documents shall be authorised in accordance with the rules set out in clause 3 of this document prior to publication. All IAF documents shall be controlled in accordance with the rules set out in this document.

2. Translated Documents

2.1. Members of IAF whose language of operation is not English have the right to translate any IAF document into their own language of operation. The translation rights shall be maintained/owned by the member responsible for the translation.

2.2. Translation of IAF documents is made on the sole responsibility of the Member making the translation. Such documents shall make reference to the original IAF document. Translated documents have no status as IAF documents.

2.3. Members of IAF may incorporate the text of a translated document into the text of one of their own publications. If a Member chooses to do this, the text of the translated document is to be reproduced unchanged, and its status as a translated document clearly identified. If a Member does include the text of a translated document in its own publications, the full text of the IAF document is also to be made available on request.

2.4. Translation of all IAF documents in languages other than English shall be published in a format equivalent to that laid down in this document, making appropriate allowances for cultural and language differences. All the information required by this document shall be included in all translated documents.

3. Development of New or Revised IAF Documents

3.1. Proposals for a new IAF project, or for a significant revision of an existing IAF document, shall be submitted to the relevant Permanent Committee, by the proponent(s). The submission shall include, at least, the following details:

- (i) the issue or problem which the proposed document, or revision to an existing document, is intended to address;
- (ii) the difficulty, cost or implications of leaving the problem or issue unresolved;
- (iii) an outline of the alternative solutions available;
- (iv) the preferred solution, if known;
- (v) the resources needed to complete the project (which may include a proposal for the establishment of a new Subordinate Group by the responsible Permanent Committee); and
- (vi) a program for completion of the project, including milestones, hold points, reporting times and deliverables.

3.2. The responsible Permanent Committee's Secretariat shall circulate copies of the proposal to all Members of that Committee.

3.3. Agreement by consensus of the Members of the Permanent Committee shall be required for the project to proceed. If a Subordinate Group is to be established to carry out the project, the Chairperson of the responsible Permanent Committee shall arrange for the selection and appointment of the Convener and Members of the Subordinate Group, with the agreement of the Members of that Committee.

3.4. Any General Assembly Meeting of IAF may also direct the Executive Committee to initiate a new work item.

3.5. The following process shall be followed for the development of IAF publications, except for Communiqués and internal documents:

- (i) The Convener of the Subordinate Group shall provide leadership and facilitate the drafting of the document by consensus. The Subordinate Group may consult as necessary in order to develop a suitable draft.
- (ii) When satisfied with the draft the Convener of the Subordinate Group shall submit it to the Chairperson of the responsible Permanent Committee for approval for circulation to all Members of the Committee, with comments or explanations as necessary, for 30 day comment. All comments received shall be collated by the responsible Permanent Committee's Secretariat and shall be referred to the Subordinate Group, who shall decide on an appropriate response to each comment.
- (iii) The Subordinate Group's report shall list all comments received related to the relevant clause or paragraph and identify the organization/person commenting, together with the Group's recommended response to that comment. The report should explain the rationale for all decisions. A suitable format for such a report is given at Attachment 1.
- (iv) Subsequent drafts may be prepared within the Subordinate Group, taking into account the decisions on comments received. When satisfied with the draft the Convener of the Subordinate Group shall submit it together with the summary of comment report to the Chairperson of the responsible Permanent Committee for decision to circulate it again for 30 day comment to that Committee or approval to progress it to 60 day comment of all IAF Members. If possible, consensus among Members of the Subordinate Group should be reached before the draft is submitted to the Chairperson of the responsible Permanent Committee.
- (v) If further drafts for 30 day comment by the responsible Permanent Committee are required, the processes set out in paragraphs (ii), (iii) and (iv) above shall be repeated for each draft.
- (vi) If the Chairperson of the responsible Permanent Committee approves the draft for 60 day comment of all IAF Members, the document shall be forwarded to the IAF Secretariat for circulation to all IAF Members. All comments received shall be collated by the IAF Secretariat and shall be referred to the Convener of the Subordinate Group, who shall decide on an appropriate response to each comment.
- (vii) If further drafts are prepared, the processes set out in paragraphs (ii), (iii) and (iv) above shall be repeated for each draft.

- (viii) When the Convener of the Subordinate Group is satisfied that an acceptable degree of consensus has been achieved the Convener of the Subordinate Group shall submit the draft to the Chairperson of the responsible Permanent Committee for decision to circulate it again for 60 day comment or approval to progress it to a ballot of all IAF Members. If the Chairperson of the responsible Permanent Committee decides that the draft should be recirculated for a further 60 day comment to all IAF Members the processes set out in paragraph (vi) above shall be followed.
 - (ix) If the Chairperson of the responsible Permanent Committee decides that the draft is ready for voting, the draft document, together with the Subordinate Group's report on comments received, shall be forwarded to the IAF Secretariat for circulation to all IAF members for approval by 30 day written ballot. To assist with the resolution of any concerns the reasons for submission of a negative vote should be provided. A ballot shall be approved by a simple majority of eligible members submitting an affirmative vote except for changes to IAF PL 2 *Bylaws of the IAF* and the *IAF MoU*, which both require a two thirds majority for approval. Votes of abstention shall be counted in determining a quorum which shall be 50% of IAF Accreditation Body Members.
 - (x) At the conclusion of the ballot the IAF Secretariat shall inform IAF Members of the ballot results and shall forward any comments received to the Convener of the Subordinate Group for review and consideration as to whether any changes to the draft for publication are necessary.
 - (xi) When the Subordinate Group has reached an acceptable degree of consensus as to the content of the draft for publication, the Convener shall forward this to the Chairperson of the responsible Permanent Committee for approval for publication.
 - (xii) The Chairperson shall coordinate the publication of the approved draft with the IAF Secretariat who shall place this on the IAF website and announce the publication to all IAF Members.
- 3.6 The following process shall be followed for the development of IAF Communiqués:
- (i) The applicable IAF Permanent Committee shall prepare a draft Communiqué.
 - (ii) When satisfied with the draft the Chairperson of that Committee shall forward the Communiqué to the IAF Secretariat for circulation to all IAF Members for 30 day comment.
 - (iii) All comments received shall be reviewed by the applicable IAF Permanent Committee and any changes necessary made to the draft text.
-

- (iv) Upon approval of the wording the Chairperson of the applicable Permanent Committee shall forward the draft Communiqué to the IAF Executive. For IAF-only Communiqués the Executive shall be empowered to make editorial modifications as necessary, prior to releasing it for publication. In the case of Communiqués intended for publication jointly with other organisations, the Executive shall empower the IAF representatives on the joint group to negotiate and agree on the final wording on behalf of IAF.
- 3.7 The following process shall be followed for the development of IAF marketing and promotional documents that display the IAF logo:
- (i) The IAF CMC shall prepare the draft text, with input from the relevant Permanent Committees.
 - (ii) When satisfied with the draft the CMC Chairperson will gain the approval of the CMC and the applicable Permanent Committee.
 - (iii) The CMC shall apply the design, format and layout of the materials.
 - (iv) The CMC Chairperson shall forward the material to the IAF Executive for approval.
- 3.8 Any document requiring the approval of Members at a General Assembly Meeting, shall be circulated to all Members of IAF together with any comments the Executive Committee sees as appropriate.
- 3.9 If the General Assembly is expected to meet within 3 months of the date the proposed document is received by the Secretariat, the document shall be circulated 60 days in advance of the General Assembly Meeting and the matter shall be decided by Members at the General Assembly Meeting in formal session.
- 3.10 If a General Assembly Meeting of members is not expected within 3 months, or the matter is urgent, the Secretariat shall conduct a ballot of the Members by electronic means in accordance with IAF PL 2 *Bylaws of the IAF*, Section 3.11 Written Ballot of the Bylaws.
- 3.11 If the Executive Committee judges the matter to be urgent it may submit the matter to the Board, which may on its own authority, conditionally approve the document. The Secretariat may then publish a conditionally approved document, subject to debate and voting on the document at the next General Assembly Meeting.
- 3.12 If the document is not approved either by ballot or at a General Assembly Meeting the Secretariat shall refer the document back to the Chairman of the Permanent Committee for further consideration.

3.13 Once a document has been approved, the Secretariat shall publish it and inform all Members of its availability.

4. Rules for Voting Out of Session

4.1. When the Board of Directors of IAF decides that a matter needs agreement of all Members out-of-session, the issue will be put to the vote by ballot in accordance with IAF PL 2 *Bylaws of the IAF*, Section 3.11 Written Ballot of the Bylaws. The rules for the voting procedure shall be as follows:

- (i.) The document setting out the issue, and the Permanent Committee or Subordinate Group recommendation including the author's report, the Executive Committee's recommendation and comments shall be forwarded by e-mail to the contact point of all Member Bodies entitled to vote;
- (ii.) Members are required to lodge their vote within thirty calendar days;
- (iii.) The rules of voting as set down in the By Laws apply;
- (iv.) If insufficient confirmations or votes are received the IAF Secretariat shall follow up and remind Members until the close of voting;
- (v.) All Members shall be advised of the result of the vote within two weeks of the close of voting. A ballot shall be approved by a simple majority of eligible members submitting an affirmative vote except for changes to IAF PL 2 *Bylaws of the IAF* and the *IAF MoU*, which both require a two thirds majority for approval. Votes of abstention shall be counted in determining a quorum which shall be 50% of IAF Accreditation Body Members.
- (vi.) The voting record of IAF voting members will be made public on an annual basis.

5. Revision of IAF Documents

5.1. When an IAF document is revised the entire document is to be re-issued.

5.2. If the revision is to the content or substance of the document a new issue number is to be allocated to the document. If the revision is due to correction of errors, typing mistakes or similar, the same issue number may be retained, but a new version number and issue date shown on the revised document.

5.3. After each revision is approved the IAF Secretariat will place a copy of the new version in English on the IAF web site. Each Member shall review their own documents and revise them as necessary to make them consistent with the revised IAF document.

6. Custody and Control of IAF Documents

6.1. The master copy of all IAF documents shall be held and controlled by the current IAF Secretary. The IAF Secretary shall prepare, and keep up-to-date, a list of all publicly available IAF documents. The list shall identify the Document title, Issue number, Version number, Issue date and Application date of each document issued by IAF. Publicly available IAF documents shall be made available to the public through the IAF web site.

6.2. The IAF Secretariat shall ensure that every Member of IAF is notified of the publication of each new publicly available IAF document or revision. Each Member shall ensure that obsolete versions of IAF documents are not supplied to the public, and are removed from use.

6.3. When a new Member of IAF signs the IAF MoU, the IAF Secretariat shall provide the new Member with access to the Members Only section of the IAF web site to be able to obtain relevant IAF Committee and Subordinate Group documents .

7. Classes of IAF Publications

7.1. IAF publications, and revisions to them, shall be classified into the following classes:

(i) IAF Policy Documents (PL Series)

Set out the policies, including governance requirements, that IAF members are expected to follow as well as statements of the IAF viewpoint on current issues. These include the IAF Bylaws, the Memorandum of Understanding and similar policy publications.

(ii) IAF Multilateral Recognition Arrangement (MLA) Documents (ML Series)

Publications which define and formalise the rules and commitments for membership and the operation of the IAF MLA.

(iii) Guidance Documents (GD Series)

Guidance for the use of Accreditation Bodies to assure that they operate their programs for Certification Bodies in an equivalent manner.

(iv) IAF Mandatory Documents (MD Series)

Mandatory requirements to be implemented by Accreditation Bodies when accrediting Certification bodies to ensure consistent application.

(v) IAF Procedure Documents (PR Series)

Publications which lay down the requirements to be followed in implementing the IAF program, spelling out the procedures and processes which must be followed in order to achieve the IAF objectives.

(vi) IAF-ILAC Joint Publications (A Series)

Documents prepared and published jointly with the International Laboratory Accreditation Cooperation (ILAC).

(vii) IAF Informative Documents (ID Series)

Documents which provide information to assist IAF members to develop and/or improve their accreditation schemes.

8. IAF Internal Document Numbering

8.1. For control purposes each draft IAF document and IAF Discussion Paper, should carry a reference number.

The reference number shall be in the form -

IAF – XX – YY – NNN – (Revision)

The letters “IAF” shall appear on all IAF documents, the letters “XX” shall be replaced by one of the following groups –

- GA Documents circulated for or at IAF General Assembly Meetings
- GM Documents approved (or for approval) by the Members
- BD Documents circulated for or at IAF Board of Directors Meetings
- EC Documents circulated for Executive Committee meetings
- TC Documents circulated for Technical Committee meetings
- MC Documents circulated for MLA Committee meetings

- MM Documents relating to IAF Membership matters
- DC Documents circulated for Development Support Committee meetings
- CM Documents circulated for Communications and Marketing Committee meetings
- UA Documents circulated for User Advisory Committee meetings
- MC- Documents circulated for or at IAF MLA Group Meetings (subordinate
ML committee to the MLA Committee)
- MC- Documents circulated at IAF MLA Management Committee Meetings
MC
- XC- Documents circulated for or at a “WZ” Subordinate Group of the “X”
WZ Committee Meetings (where “W” may stand for Subordinate Group, and
“Z” for the name of the Group.)
- ZC For documents circulated for or at the “Z” Committee Meetings

The letters YY shall be replaced by the last two numbers of the year of issue

The letters NNN shall be replaced by consecutive numbers starting with 001, in each group in each year.

9. IAF Endorsement of Normative Documents

9.1. The IAF Memorandum of Understanding and other IAF documents commit Members to “support the implementation by accreditation and conformity assessment bodies of those international standards and guides which are endorsed by IAF” and similar wording occurs elsewhere in that document and other IAF policy documents.

9.2. The Board of Directors shall submit a proposal to Members naming the specific international standard or guide or other normative document and providing sufficient descriptive information to enable Members to make an informed decision. The proposal shall be submitted to Members in accordance with the rules for approval set out in Sections 3 and 4 of this document. Voting shall be in accordance with the Bylaws.

9.3. The IAF Secretariat shall maintain an up-to-date list of all IAF endorsed international standards and guides and other normative documents and shall make the list available to Members.

9.4. If the Board of Directors decides that an endorsed document should be removed from endorsement it shall submit a proposal to Members as set out in 9.2.

10. Enquiries

10.1. All enquiries regarding IAF documents shall be referred in the first instance to the IAF Secretariat.

Appendix One - Format of IAF Documents

1. Title and Title Page

1.1. The initial page shall include as a header the full name of the organisation, "*International Accreditation Forum, Inc.*" centred at the top of the page and in 12 point bold italic text (the typeface used in this document is Lucida Calligraphy). The title of the document shall be centred and in 14 point bold upper case Arial or Times Roman text.

1.2. If the title page is to include only the name of IAF and the title (and if appropriate the Short Title), the title should be centred in the page. A single line border may be placed on the title page.

1.3. If text is to be included on the title page, that text should be separated from the title by at least the space of two lines.

2. Short Title

2.1. IAF Procedures and Guidance documents may be given a "Short Title" for ease of reference.

2.2. If a document is given a short title it shall be in the form –

"IAF XY_Z:DDDD"

Where –

"XY" = "PL" for Policy Documents, "ML" for MLA Documents, "GD" for Guidance Documents, "MD" for Mandatory Documents, "PR" for Procedures Documents and "ID" for Informative Documents

"Z" = Assigned series Number

DDDD = Year of Publication

2.3. Two examples of short titles are – IAF GD 1:2003 and IAF ML 2:2004.

3. Paragraph Numbering and Indenting

3.1. All paragraphs are to be numbered using Arabic numerals and decimal divisions. A tab shall follow after the number on the first line.

3.2. All lines are to be justified to the left margin. Indents and tab stops are to be at intervals of 1.25 cm or 0.5 inch.

3.3. Subsidiary numbering of paragraphs shall follow the sequence as set out here, with a single tab after the number in the first line. Note that where there are more than three numbers in the paragraph number the first tab will in fact take the beginning of the text to the second tab distance (as shown below).

3.3.1. Subsidiary paragraphs shall be numbered under the main paragraph, with no indentation;

3.3.1.1. Further subsidiary paragraphs shall each be identified by a further decimal number as this sequence indicates.

3.3.1.1.1. And so on and on and on and on and on and on and on and on and on and on and on and on and on and on

3.3.1.1.2. And so on and on and on and on and on and on and on and on and on and on and on and on, continuing through

3.3.1.1.10 And so on and on and on and on and on and on and on and on and on and on and on and on, continuing through

3.3.1.1.20 etc

3.4. The number of levels for headings should not normally exceed four (e.g. 4.3.2.1) with subsidiary paragraph text numbering normally not exceeding five levels (e.g. 4.3.2.1.1). Authors who find themselves needing to exceed four levels of headings or text at the fifth level should consider restructuring the document, to simplify the logic.

3.5. Should a list or set of alternatives be inserted in a paragraph the items in the list shall be numbered using roman numerals, and indented one stop, as for example:

(i)

(ii)....

(iii)

(iv)

4. Headings and Sub-Headings

4.1. The following examples shall be followed:

1. SECTION HEADINGS (12 point) BOLD UPPER CASE AT LEFT**1.1. Sub-Section Headings (12 point) Bold Lower Case at Left****1.1.1. Minor Headings (12 point) Lower Case at the Left**

1.1.1.1. Paragraph numbering to be subsidiary to the numbering of the relevant heading

1.1.1.2. Further Headings follow the same pattern (but the limit of four levels of numbering should not normally be exceeded)

1.1.1.2.1. With text under each heading following the same logic

5. Text

5.1. Arial or Times New Roman typefaces are preferred. Note that the Helvetica typeface is similar to Arial, and Times, or Times Roman typefaces are similar to Times New Roman.

5.2. The preferred type size for normal text and for headings shall be 12 point, with 14, 16 or 18 point for titles as appropriate, and 10 or 8 point for minor insertions, notes and references. Should the authors prefer to use 10 point for normal text, other numbers in this paragraph should be reduced by 2 points.

5.3. Text quoted verbatim from a referenced document shall be in italics, or if there are large numbers of quotations from the same referenced document the quoted text may be in the alternate typeface (if bulk of document is in Arial, quotes in Times Roman).

5.4. Normally text in paragraphs shall be left aligned (the left side of lines vertically aligned).

6. Page Headers and Footers

6.1. All pages after the first shall include a header including the initials "IAF" and the title, or a shortened version of the title, of the document, centred.

6.2. The header on all pages, including the title page, preface and Table of Contents, shall include, at the right hand side, page numbering in the form "(page no) of (total pages)".

6.3. The version number, draft number or other identification (e.g. "Form No #") may be included in the header, at the left side.

- 6.4. A footer shall be included on each page.
- 6.5. The issue date of the document shall be shown at the left side of the footer.
- 6.6. The date of printing, together with the document identification or electronic file name may be shown on the right side.
- 6.7. If the date of application of the document is different from the date of issue, the date of application shall be shown in the centre of the footer.
- 6.8. A clear space of one line or 12 points shall separate the text on a page from the header and footer.
- 6.9. Dates used in headers and footers shall be in the form ## Month (spelled out in full) Year (four figure number).

7. Page Size

- 7.1. The preferred page size is A4.
- 7.2. However American 8-½ inch by 11-inch page size is acceptable.

8. Page Margins

8.1. In order to ensure that the paging and page layout remains unchanged when IAF documents are printed on either A4 or 8 ½ inch by 11 inch paper, the margins need to be set to ensure a similar printed area on each. The margins set out in this section will produce the same printed area on both page sizes.

8.2. Margins for A4 paper shall be as follows:

Top 2.5 cm, with Header at 1.25 cm

Bottom 4.0 cm, with Footer at 2.75 cm

Left 2.5 cm

Right 2.0 cm

If double sided printing allow 2.5-cm margin both sides

8.3. Margins for American 8-½ inch by 11-inch paper shall be as follows:

Top 1.0 inch, with Header at 0.5 inch
Bottom 0.9 inch, with Footer at 0.4 inch
Left 1.0 inch
Right 1.0 inch

9. Paragraph Spacing and Formatting

- 9.1. Paragraphs shall not be split over pages, i.e. shall not run over onto the next page.
- 9.2. The space between paragraphs shall be one full line space or 12 points.
 - 9.2.1. The space between items in a list may be half a line or 6 points.
- 9.3. Headings shall be on the same page as the first paragraph of text under that heading.

10. Sections

- 10.1. If the document is broken up into Sections or Parts, the Sections or Parts are to be numbered in Arabic numerals, beginning at 1.
- 10.2. The Section or Part number is to be included in the header on every page, at the right hand side above the page numbers.
- 10.3. Page numbers shall continue unbroken from the title page to the last page of the document.

11. Table of Contents

- 11.1. A Table of Contents shall follow immediately after the title page and the Preface.
- 11.2. The Table of Contents shall identify page numbers for all headings and sub-headings.
- 11.3. The last page of the Table of Contents, or the page immediately following it, shall include authorisation information in the following form:

Issue No:

Prepared by:

Date:

Endorsed by IAF Executive

Date:

{Approved by IAF General Assembly Meeting Date: } {if necessary}

Issue Date:

Application Date:

Name for Enquiries:

Contact Phone: +

Email

12. Word Processors

12.1. The preferred format for distribution of IAF working documents on disk or by electronic means (e.g. as an attachment to an e-mail message) is Microsoft Word . If a different word processor is used for the production of the document the author should convert the final document to Microsoft Word format for circulation.

12.2. Once the document is a published IAF document, the electronic format utilised for distribution shall be in Portable Document Format (PDF).

Attachment 1 - Report on Comments on Draft No Z

IAF Template for comments – IAF Document Title

Date:	Document: IAF Document Number
-------	--------------------------------------

1	2	(3)	4	5	(6)	(7)
MB¹	Clause No./ Subclause No./ Annex/Figure/Table (e.g. 3.1, Table 2)	Paragraph/ List item/ Note (e.g. Note 2)	Type of comment²	Comment (justification for change) by the MB	Proposed change by the MB	WG/TG observations on each comment submitted

1 **MB** = Member Body (enter the IAF Member acronym, e.g. RvA)
 2 **Type of comment:** ge = general te = technical ed = editorial
NB Columns 1, 2, 4, 5 are compulsory.
 IAF electronic balloting commenting template/version 2002-10