PROCEDURE TO DRAFT AND CONTROL IAAC DOCUMENTS, AND TO MANAGE IAAC RECORDS

CLASSIFICATION
This document is classified as an IAAC Procedures Document.

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AVAILABILITY
Copies of this document in English and Spanish are available from the IAAC Secretariat and at the IAAC website.

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Original: Spanish
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PROCEDURE TO DRAFT AND CONTROL IAAC DOCUMENTS, AND TO MANAGE IAAC RECORDS

1. PURPOSE

This document provides guidance on all documents that are to be published as IAAC documents, which shall be drafted, reviewed, submitted, formatted, classified, approved, controlled and distributed in accordance with the rules set out in this document. It also describes the guidelines for the translation and adoption of international documents by IAAC.

2. CONTROLLED DOCUMENTS

2.1 The controlled IAAC documents are listed in the IAAC Master Documents List and are posted in the IAAC web site. Any hard copy is considered an uncontrolled copy.

3. LANGUAGE AND FORMAT

3.1 All IAAC documents are published in English and/or Spanish, and/or Portuguese. The English and/or Spanish, and/or Portuguese version with the most recent issue number, version number, document number and date of issue of each IAAC document is the governing version. In the event of a contradiction among language versions, the original will govern.

3.2 All IAAC documents, irrespective of the language of publication, shall contain the information and format according to clause 14 of this document.

3.3 The Cover page of all IAAC documents shall state what language(s) the document is available in: English and/or Spanish, and/or Portuguese. Each document will indicate the language of the original version.

4. TRANSLATIONS

4.1 Members of IAAC whose language of operation is not English, Spanish or Portuguese have the right to translate all IAAC documents into their own language of operation. A copy of each document as translated shall be provided to the Secretariat to be posted on the IAAC website.

4.2 The procedure for translating IAF/ILAC documents is described as follows:
4.3 The Executive Committee establishes IAAC’s needs and priorities for translations into Spanish. The Executive Committee decides on the publication and dissemination of the translations. The Documentation Subcommittee is in charge of carrying out the work according to the steps described below.

4.4 The Executive Committee may seek advice from the Committee and Subcommittee Chairs in writing and afterwards make a decision. The Committee and Subcommittee Chairs may seek advice with their members if they choose to do so. The Committee and Subcommittee Chairs may also submit a non solicited request to the Executive Committee to translate a document.

4.5 The Documentation Subcommittee chair appoint a leader who will be the responsible person in the translation process, as described below:

   a) The leader seeks and identifies an existing translation, by asking the IAAC Secretary.
   b) If no prior translation is available, the leader decides who and when will write the first draft translation. (A Spanish speaker who is an expert in the subject should prepare the first translation draft.)
   c) A person with sound knowledge of English and Spanish, and who is knowledgeable on the subject may review the first draft.
   d) The leader has the option to submit the final draft to a small group of his/her choice, including if relevant, representatives of IAF and ILAC members from Spanish speaking countries of other Regional Cooperations.
   e) The approval of the final version is responsibility of the Documentation Subcommittee.
   f) The IAAC translations must be clearly identified as translations and indicate the title, date and number of the original document.
   g) The final approved version shall be submitted to the IAAC Secretary for publication and distribution.

4.6 ILAC has kindly offered to post the translated ILAC documents endorsed by IAAC on its website.

5. COPYRIGHT

5.1 Copyright of IAAC documents is held by IAAC unless otherwise stated in the copyright note in each document. IAAC documents may be used as a reference by member bodies, but acknowledgement to the source of the document must be made. IAAC documents may be photocopied or
6. DOCUMENT PREPARATION AND APPROVAL PROCESS

6.1. The steps below shall be followed for the development of all IAAC documents, in accordance with their appropriate classification, and made available in the IAAC website.

6.2. The IAAC General Assembly, Committees and Subcommittees shall be identified with the following accronyms without considering the language in which they are written: General Assembly: GA; Executive Committee: EC; MLA Committee: MLAC; MLA Group: MLAG; Technical Committee: TC; Managrement Committee: MC; Laboratories Subcommittee: LSC; Certification Bodies Subcommittee: CBSC; Inspection Bodies Subcommittee: IBSC; Documentation Subcommittee: DSC; Training Subcommittee: TSC; Promotion Subcommittee: PSC.

6.3. The Executive Committee shall designate a Committee to carry out a draft project. The Chair may allocate the work of preparing the draft to a member of the Committee, or a subordinate group, hereinafter called "the authors".time to send the draft 90 days

6.4. The first draft shall be circulated to all members of the Committee or Subcommittee, with comments or explanations as necessary, in English and Spanish inviting for comments, time to send the comments 60 days

6.5. All comments received shall be referred to the authors, who shall decide on an appropriate response to each comment, time to send the responses 90 days

6.6. Further drafts may be prepared at the discretion of the authors in consultation with Chair of the Committee. The process can not take more than 2 years.

6.7. When the Chair of the Committee is satisfied that sufficient consultation has been carried out, he/she shall submit the final draft to the Committee and seek its approval,time to send the vote 30 days

6.8. Upon approval, the Committee Chair shall forward the draft document, to the Secretariat.
6.9. The Secretariat shall submit the draft document to the Executive Committee or to the General Assembly for approval, according to the classification of the document.

6.10. The Secretariat shall conduct a ballot of the Executive Committee or General Assembly members during a meeting according to the voting rules described below in Section 6.11. For voting documents out-of-session refer to Section 8.

6.11. An affirmative vote by two thirds of the Executive Committee members or General Assembly members shall be required to approve the document.

6.12. Upon approval, the Secretariat shall publish the document and make it available to all members by posting it on the IAAC website, with an email notification to members.

6.13. If the document is not approved by the Executive Committee or the General Assembly the Secretariat shall refer the document back to the Committee Chair for further consideration.

7 DOCUMENT ADOPTION

7.1. As members of a Regional Cooperation recognized by IAF e ILAC, the IAAC MLA signatories must comply with the requirements of these MLAs/MRAs and use the international standards and guidelines, as well as the IAF and ILAC mandatory documents for the IAF MLAs and ILAC MRAs. These standards and guidelines include ISO/IEC 17011, ISO/IEC 17020, ISO/IEC 17021, ISO/IEC 17024, ISO/IEC 17025, ISO 15189, ISO/IEC 17065, and the documents that replace them. The IAF and ILAC mandatory documents include the IAF/ILAC A series of documents, the ILAC Policy documents in the ILAC P series and the IAF mandatory documents in the IAF MD series.

7.2. IAAC adopts these standards and guidelines automatically after ILAC and IAF decisions without further voting.

7.3. The IAAC Secretary informs the IAAC members and IAAC evaluators regarding the IAF and ILAC decisions on the implementation of international standards and guidelines applicable to the MLA and regarding the publication of any document with a mandatory application, including information on its implementation date.

7.4. The IAAC Secretary will update the documents page in the IAAC website when a mandatory document is adopted.
7.5 The relevant IAAC Committee or Subcommittee is responsible for making a decision on adopting any recommended international document.

7.6 A significant amount of other ISO, ILAC and IAF documents (such as ISO/IEC standards regarding peer evaluations and other topics) constitute an important library of documents that are useful to IAAC and its member bodies.

7.7 The IAAC MLA Committee will review the decisions and mandatory IAF and ILAC documents to decide if there is a need for IAAC to take other actions such as: to change the IAAC peer evaluation documents, the mechanisms to monitor its implementation, the peer evaluator training, the need to publish additional IAAC documents whether they are mandatory or not for the application documents. The translation into Spanish of these documents shall be carried out as is practical, according to clause 4.

8 RULES FOR VOTING OUT OF SESSION

8.1 When a matter needs agreement of General Assembly members or Executive Committee members out-of-session, the issue will be put to the vote by e-mail. The rules for the voting procedures are as follows:

8.2 The Secretary shall forward by e-mail the draft document and the Committee comments or recommendation, if any, to the members entitled to vote, and for information to non-voting members;

8.3 Members are required to cast their vote within the period established by the Secretariat;

8.4 The rules of voting that are described in the AD 001 IAAC MOU and in the AD 002 IAAC Bylaws apply. For the proposal to be approved, two thirds of the votes cast must be in favor. Only ballots cast shall be used in calculating the approval. Any persuasive comments accompanying the votes shall be considered for the next revision;

8.5 The Secretariat shall advise all members of the results of the vote within one week of the close of voting.

9 REVISION OF IAAC DOCUMENTS

9.1 The Documentation Subcommittee shall carry out a review of the IAAC Master List of Documents during its annual meeting and determine whether any documents need to be revised, at least every 5 years or when there are changes in other documents or requirements, or when there are non conformities from internal audits or peer evaluations. When it is
determined that a document must be changed or updated, the appropriate committee or subcommittee will carry out this task.

9.2 When an IAAC document is revised, the entire document is to be re-issued. 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 shall be retained, but a new revision number and issue date shall be assigned to the revised document.

9.3 Authorization for the issue of revisions to IAAC documents shall follow the same rules as for the authorization of issue of the original document, unless the revision is due to correction of errors, typing mistakes or similar, in which case the Secretary shall make the proper corrections and assign a new revision number to the document.

9.4 After each revision is approved, it shall be made available to members by posting it on the IAAC website, with an email notification to members.

10 DISTRIBUTION OF DOCUMENTS

10.1 Documents to be considered by the IAAC General Assembly or by the IAAC Executive Committee must be distributed exclusively by the IAAC Secretariat. In order to comply with document control and efficient management, the IAAC Committees and subcommittees shall not directly distribute the documents under consideration by Full, Associate and Stakeholder members.

10.2 Documents to be considered by the IAAC Executive Committee during its meetings or by correspondence must be distributed exclusively by the IAAC Secretariat. When it is more practical, Executive Committee members may circulate documents to other members, with a copy to the IAAC Secretary, ensuring that they have the complete and accurate email list. Executive Committee members may communicate between and amongst themselves.

10.3 IAAC Committees and Subcommittee Chairs are responsible for distributing notices, draft agendas, working documents, draft resolutions, draft meeting reports and other documents to their own members. The Secretariat may be asked for support when needed.

11 DISTRIBUTION LISTS
11.1. Each IAAC Committee and Subcommittee Chair is responsible for keeping an up-to-date list of its members. This list must include member’s name, organization (or representation if different), and e-mail.

11.2. The IAAC Secretariat shall upload a copy of the list to IAAC website, Member’s Only section.

12. FILING AND ARCHIVING

1. All IAAC documents are placed in an electronic location, either on the IAAC website (www.iaac.org.mx) or electronically in the IAAC Secretary’s computer.

2. IAAC General Assembly and IAAC Executive Committee correspondence, resolutions, documents and other relevant information must be kept filed and archived by the IAAC Secretariat.

3. Each IAAC Committee and Subcommittee Chair is responsible for maintaining a full record of its activities. In particular, resolutions, meeting reports (if any), information of the Chairs, and any other relevant information. The Committee and Subcommittee Chair shall submit a copy of his/her relevant records to the IAAC Secretariat for safekeeping.

4. The Secretariat manages, keeps and maintains relevant IAAC records related to the IAAC management system and the MLA processes according to clause 18.

5. All significant results of IAAC meetings shall be recorded in the form of resolutions. A resolution shall be concise, clear and contain a complete description of the decision, with all the relevant information to ensure that it is properly executed. The resolution shall include:

- Title of the resolution;
- Description of the action that was agreed should occur;
- Name of the person(s) responsible for executing the action, if applicable;
- Completion date of the action, if applicable.
- The acronym of the IAAC Assembly, Committee or Subcommittee that adopts it, the year of adoption, and a sequential number. Number sequences are restarted each year.

6. The header of the resolutions document shall include:

- Group name: General Assembly, Committee or Subcommittee
- Meeting place: City and Country
- Meeting date: Day, Month and Year
• Specify if they are: a) Draft Resolutions, or b) Approved Resolutions.

Draft Resolutions

<table>
<thead>
<tr>
<th>GA/2011/72</th>
<th>Translation of ILAC’s X2 document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The General Assembly agrees to finish the translation of ILAC’s X2 document and instructs Jane Doe and John Smith to complete it.</td>
</tr>
</tbody>
</table>

Comments on Draft Resolutions

<table>
<thead>
<tr>
<th>GA/2011/72</th>
<th>Translation of ILAC’s X2 document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The General Assembly agrees to establish a Working Group to complete the translation of ILAC’s X2 document. The group is formed by Jane Doe and John Smith.</td>
</tr>
</tbody>
</table>

Approved Resolutions

<table>
<thead>
<tr>
<th>GA/2011/72</th>
<th>Translation of ILAC’s X2 document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The General Assembly agrees to establish a Working Group to finish the translation of ILAC’s X2 document. The group is formed by Jane Doe and John Smith. The deadline is October 31, 2011.</td>
</tr>
</tbody>
</table>

12.7 Resolutions shall be listed in the order as the issues were discussed according to the meeting agenda.

12.8 If a resolution endorses the recommendation of another resolution, the same text shall be used or attached.

12.9 Each IAAC Committee and Subcommittee Chair is responsible for keeping a record of its resolutions, and shall send a copy of the approved resolutions to the IAAC Secretary so they may be posted, as appropriate, on the IAAC website.

12.10 The IAAC Secretariat shall be responsible for keeping the records of General Assembly and Executive Committee resolutions. The MLA Secretary shall be responsible for keeping the records of the MLA Group and MLA Committee resolutions.
12.11 The IAAC Secretary shall be responsible for drafting General Assembly and Executive Committee meeting resolutions. The MLA Secretary shall be responsible for drafting MLA Group and MLA Committee resolutions. The Chair and Vice-Chair of each committee and subcommittee shall be responsible for drafting its meeting resolutions.

12.12 The Chair and Vice-Chair of the corresponding Committee or Subcommittee may organize its work as it deems appropriate, as long as the draft resolutions are ready at the end of each work session or meeting, for presentation to the corresponding Committee or General Assembly.

12.13 The Chair and Vice-Chair of the corresponding Committee or Subcommittee may organize its work as it deems appropriate, as long as the draft resolutions are ready at the end of each work session or meeting, for presentation to the corresponding Committee or General Assembly.

12.14 Draft resolutions shall be presented to all the meeting attendees for their consideration and approval. They shall be presented at the end of each meeting.

12.15 The delegates present at the meeting shall review the draft resolutions to ensure that they properly capture the decisions made during the meeting. Once the draft resolutions are approved, they become the approved resolutions. If it is necessary to make any changes to a resolution, another resolution shall be submitted at the next opportunity to cancel or modify the original one.

12.16 If time does not allow for proper review and approval of the resolutions during the meeting, the person appointed to perform such function shall circulate the draft one week after the meeting to the attendees for its approval.

12.17 Regarding General Assembly meetings, the Committees and Subcommittees shall submit their resolutions to the General Assembly at the beginning of its meeting.

12.18 Within 10 working days of the approval of the General Assembly and the Executive Committee resolutions, the Secretariat shall disseminate them respectively to IAAC members, and to Executive Committee members.

13 CUSTODY AND CONTROL OF IAAC DOCUMENTS

13.1 The master copy of all IAAC documents shall be held and controlled by the IAAC Secretariat and posted on the IAAC web site. The Secretariat shall prepare, and keep up-to-date, a document master list of all publicly available IAAC documents. The master list shall identify the following information of each IAAC document: Document number, issue number, preparation by, preparation date, revision number, approval by, language,
name of the Committee or authors that prepared the translation, document review year, and online availability. This master list shall be made available to IAAC members after each amendment by posting it on the IAAC website, with email notification to members. Refer to the IAAC format FM 14 IAAC Document Master List.

13.2 When a new member of IAAC signs the IAAC MoU, the Secretariat shall inform the new member that the IAAC documents are available on the IAAC website.

13.3 Management of the IAAC system documents as electronic files. The IAAC management system documents are administered in an electronic form and are organized in folders in the IAAC Secretary’s computer. IAAC documents are kept in the following folders:

- Administrative Documents
- Procedures Documents
- Guidance Documents
- Mandatory Documents
- Publications Documents
- Forms

These folders contain all of the necessary subfolders according to the functioning and organizational structure of IAAC (Committees, subcommittees, Working Groups, etc.).

13.4 Documents shall be classified as provided below. Documents issued and published under the authority of the General Assembly and those issued under the authority of the Executive Committee are also specified below. These documents are available in the IAAC website.

**AD - Administrative Documents** Define and formalize:

a) the rules and commitments for membership in IAAC and in the IAAC MLA are issued under the authority of the IAAC General Assembly.
b) Other IAAC rules that are not related to membership in IAAC or the MLA are issued under the authority of the IAAC Executive Committee.

**PR - Procedures Documents** are documents that lay down the procedures to be followed in implementing the IAAC programs, spelling out the procedures and processes that must be followed in order to achieve IAAC objectives, e.g. for implementation of the MLA. IAAC Procedures Documents that are directly related to the MLA process and membership in IAAC are issued under the authority of the IAAC General
Assembly, all other IAAC Procedures Documents are issued under the authority of the IAAC Executive Committee.

**GD - Guidance Documents** are documents which provide non mandatory applications of MLA requirements published under the authority of the Executive Committee. This category also includes the *Recommended International Documents* which are ILAC and IAF non mandatory documents adopted by IAAC. Translations of ILAC/IAF documents prepared by IAAC also apply to this category.

**MD - Mandatory Documents** are documents that provide MLA requirements and mandatory applications of MLA requirements published under the authority of the IAAC General Assembly. This category also includes the *International Documents Mandatory for the MLA* which are ILAC and IAF mandatory documents adopted by IAAC. Translations of ILAC/IAF documents prepared by IAAC also apply to this category.

**PU - Publications documents**
Publications documents are other documents that may be of interest to IAAC members and are published under the authority of the Executive Committee.

**FM - Forms**
Forms and templates are used to keep records of implementation of IAAC management system and MLA procedures, and are published under the authority of the Executive Committee.

### 14. IAAC DOCUMENT FORMATTING

14.1. The formatting of documents will be facilitated by a template available from the IAAC Secretariat.

### 15. IAAC LOGO AND DOCUMENT COVER PAGE

15.1 The initial page shall include as a header the IAAC logo in accordance with IAAC PR 023 procedure for the use of the IAAC logo. The Cover page of all IAAC documents shall include the following information: Issue Number, Prepared by, Date, Revision No., Approved by, Issue Date, Application Date, Document number, Name for inquiries, Contact Phone, and e-mail.
16. DOCUMENT NUMBERING

16.1. IAAC Documents numbering. For control purposes all IAAC documents posted in the IAAC website must have a reference number as follows:

IAAC – ZZ – NNN / YY

The letters “IAAC” shall appear at the beginning of the number

The letters “ZZ” shall be replaced by one of the following groups:

- AD  IAAC Administrative Documents
- PR  IAAC Procedures Documents
- GD  IAAC Guidance Documents
- MD  IAAC Mandatory Documents
- PU  IAAC Publications Documents
- FM  IAAC Forms

The letters “NNN” shall be replaced by a sequential number from the Master Documents List supplied by the IAAC Secretariat

The letters “YY” shall be replaced by the Year

Note 1: The FM Forms shall only include a title at the header and date of issue at the bottom of the page.

Note 2: International documents adopted by IAAC will keep their original number.

17 INQUIRIES

17.1 All inquiries regarding IAAC documents shall be referred in a first instance to the IAAC Secretariat.

18 IAAC RECORDS MANAGEMENT

18.1 Reference to the following documents may also be required in order to correctly apply this document:

- FM 011 IAAC Declaration of Impartiality and Confidentiality
- IAF/ILAC A1 – IAF/ILAC MRAs-Evaluation of a Regional Group

18.2 Records are those documents that provide objective evidence of executed activities or achieved results. Records may be in a
predetermined format as described in the PR 001 Document Control Procedure or in a free format, for example: e-mails, letters, etc.

18.3 As indicated in the IAAC Bylaws, the IAAC Secretary is responsible for records management, according to the minimum requirements of this procedure. All relevant IAAC records shall be held by the IAAC Secretary.

18.4 All IAAC records are retained and maintained in an electronic format, to ensure they remain legible, identifiable, and retrievable.

18.5 Confidentiality of the IAAC MLA records shall be maintained at all times. Access to the IAAC MLA records that are considered confidential is allowed only to those persons authorized by IAAC who have signed FM 011 IAAC Declaration of Impartiality and Confidentiality.

18.6 In order to protect IAAC records, the IAAC Secretary shall carry out an electronic back up files of the MLA Committee and MLA Group records

• Every two weeks, to an external disk drive.
• Place a copy regularly (monthly if possible) to a safe deposit box in a bank for safekeeping.
• Submit a copy at each MLA meeting, to the Chair and/or Vice Chair of the MLA Committee/Group.

18.7 The IAAC Secretary must provide an electronic back up of the IAAC records to the IAAC Chair, at each IAAC Executive Committee meeting.

18.8 When the person that received the backup files no longer holds the relevant IAAC position, he or she shall give those files to the person who replaces her or him.

18.9 The IAAC Secretary maintains an electronic back up copy of all the IAAC records at the Secretariat.

18.10 IAAC records are stored electronically. The IAAC Secretariat stores electronic files and information to allow for easy identification and retrieval.
18.11 IAAC records are stored to prevent documents from becoming damaged by environmental means that would make them illegible and to protect them from unintended damage.

18.12 The IAAC Secretary shall retain other IAAC records relevant to the IAAC management system and MLA process, in electronic format, for a maximum period of 7 years, unless otherwise determined by the IAAC Chair and the IAAC MLA Chair.

18.13 The method of disposal is at the discretion of the IAAC Secretary, however the chosen method must ensure that records are obliterated and cannot be reconstituted. When disposing of records, the IAAC Secretary shall ensure that the confidentiality of the records is maintained at all times.

18.14 All of the IAAC records are stored electronically in the IAAC Secretary’s computer and are organized as described in clause 18.7 – Organization of records in IAAC Secretary’s electronic files.

18.15 The IAAC Secretariat maintains the following types of records:

a) Records as required by document IAF/ILAC
   A1 Section 2.2.2
   - Records related to peer evaluations of IAAC member accreditation bodies;
   - Records of selection, training, qualification and monitoring of IAAC peer evaluators
   - Records related to peer evaluations;
   - Records related to ensuring confidentiality of peer evaluation information;
   - Records of complaints and/or appeals received from accreditation bodies or other parties about the handling of Peer Evaluations and Arrangement Signatory status or any related matters;
   - Records of IAAC internal audits;
   - Records of IAAC management reviews;
   - Records of ballots on IAAC documents; and
   - Records related to suspension, including the subsequent actions by the Regional Group and the consequences of suspension.

   A1 Section 2.6.3.
   - Records related to technical support and education activities within the region through activities such as workshops, conferences, task groups, etc.

   A1 Section 2.6.4.
• Records related to peer evaluator training and/or workshops as necessary, taking into account any changes made to the peer evaluation criteria and to the availability of peer evaluators.

A1 Section 2.6.5.
• Records related to IAAC peer evaluators participating in peer evaluations at the global level.

A1 Section 2.6.7.
• Records of Proficiency Testing programs

b) Additional IAAC Records
• Records of IAAC Secretary, IAAC MLA Chair, and IAAC Chair correspondence;
• Records of IAAC Finances, including financial audits;
• Records of IAAC member accreditation bodies Multi-lateral Recognition Arrangements;
• Records of IAAC Multi-lateral Recognition Arrangements with IAF-ILAC;
• Records related to peer evaluations of IAAC by IAF-ILAC;
• Records of the General Assembly, Executive Committee, MLA Committee and MLA Group meetings;
• Records of IAAC peer evaluators;
• Records of Technical Cooperation projects;
• Records of promotional materials;
• Records of ballots of the IAAC General Assembly, Executive Committee, MLA Group, and MLA Committee.

18.16 List of IAAC records that must be retained permanently
• IAAC Articles of Incorporation
• IAAC General Assembly and Executive Committee resolutions
• IAAC MLA Committee and MLA Group minutes and resolutions
• Reports and relevant records of IAAC MLA peer evaluations
• IAF-ILAC Multi-lateral Recognition Arrangements with IAAC
• IAAC Multi-lateral Recognition Arrangements with IAAC members
• Application to join the IAAC MOU
• Application to join the IAAC MLA
• External financial audit reports

18.17 The IAAC documents and records are stored in an electronic form and are organized in folders in the IAAC Secretary’s computer. These folders contain all of the necessary subfolders according to the functioning and organizational structure of IAAC.
The main folders are:

01 Admin
02 Comm
03 Docs
04 Finances
05 Meetings
06 Membership
07 Internal Audits
08 Mgmt Review
09 MLA
10 Projects
11 Promotions
12 Training
13 Votes
14 Website

01 Admin contains records regarding administrative issues.
- 1.1 IAAC Structure - Directories
- 1.2 IAAC Staff
- 1.3 IAAC Legal Issues
- 1.4 IAAC Taxes

02 Comm contains records regarding the Chair, Secretary, MLA Chair, MLA Secretary correspondence; and general information requests.

03 Docs contains the following folders:

- Controlled Docs:
- Administrative Documents
- Procedures Documents
- Guidance Documents
• Mandatory Documents
• Publications Documents
• Forms
• Doc Control
• Master List of IAAC Documents
• Work Docs
  (Includes Working Documents of IAAC Committees, Subcommittees, International and Regional Cooperations.)

04 Finances contains records on issues related to IAAC Finances including, IAAC financial operations, financial audits, financial statements, bank account statements, budget, membership fees.
  • 4.4.2 Financial Audit
  • 4.4.3 Financial Statements
  • 4.4.4 Bank Statements
  • 4.4.5 Membership fees
  • 4.4.6 IAAC Budget

05 Meetings contains records on issues related to: EC, GA, and International Cooperation Meetings.

06 Membership contains records on issues related to: Membership applications, complaints (Not MLA related), IAAC member MOUs, membership changes (Not MLA signatories).

07 Internal Audits contains records on issues related to Internal Audits

08 Mgmt Reviews contains records on issues related to IAAC Management Reviews

09 MLA contains records on issues related to the IAAC MLA process in the following folders:
  - 9.0 Correspondence
  - 9.1 MLA Meetings
  - 9.2 MLA Peer Evaluations
    - 9.2.1 IAAC Peer Evaluations per AB
    - 9.2.2 IAAC Peer Evaluations Schedule
    - 9.2.3 International Peer Evaluations
    - 9.2.4 MLA Evaluation Info & Communications
    - 9.2.5 Evaluation teams composition
  - 9.3 MLA Peer Evaluators
- 9.3.1 Peer Evaluator Registry (Individual evaluator files per AB)
- 9.3.2 Peer Evaluator List
- 9.3.3 Peer Evaluator Qualification
- 9.3.4 Peer Evaluator Performance
- 9.3.5 Peer Evaluator Training
- 9.3.6 Peer Evaluators in IAF-ILAC Evaluations
- 9.3.7 Peer Evaluator – Notification of document changes
- 9.3.8 Peer Evaluator sharing with APLAC and PAC

- 9.4 MLA Group
  - 9.4.1 MLAG Signatories – signed certificates
  - 9.4.2 MLAG members list
  - 9.4.3 MLAG Transitions to new standards
  - 9.4.4 MLAG member changes
  - 9.4.5 MLAG Complaints – Appeals – Suspensions
  - 9.4.6 MLAG participants in PT programs - Confidential
  - 9.4.7 MLAG representatives confidentiality forms
  - 9.4.8 MLAG New MLA signatories notification to IAF-ILAC
  - 9.4.9 MLAG Actions
  - 9.4.10 MLAG new MLA signatories info on their obligations
  - 9.4.11 Info to MLAG signatories missing evaluators per scope

- 9.5 Peer Evaluator Management Subcommittee
- 9.6 MLA Committee
  - 9.6.1 MLAC Members List
  - 9.7 MLA reports to IAF-ILAC (and Regions)
  - 9.8 IAF-ILAC Mandatory Docs – IAAC Adoption
  - 9.9 IAF-ILAC - IAAC MLA (evaluation process)
  - 9.10 MLA Actions
  - 9.11 MLA Working Groups
  - 9.12 MLA Records Backup
  - 9.13 MLA Indicators Report to MLAC
  - 9.14 MLA promotion program
  - 9.15 MLA Reps in IAF-ILAC
  - 9.16 MLA Teleconferences Chair-Sec
  - 9.17 IAF-ILAC – MLA Tasks Assigned

10 Projects contains records on issues related to IAAC’s Technical Cooperation projects with international donor organizations.
- 10.1 OAS Project (activities, reports)
- 10.2 PTB Project (activities, reports)
- 10.3 Projects – Others (activities, reports, on projects by other ABs, Regional Cooperations, etc.)
11 Promotions contains records on issues related to promotions: IAAC reports to International and Regional Cooperations; IAAC Newsletter, brochure, logo, awards, international accreditation day, etc.

- 11.1 IAAC Presentations
- 11.2 IAAC Reports
  - 11.2.1 IAAC Reports to International Organizations
  - 11.2.2 IAAC Chair Reports to the membership
  - 11.2.3 IAAC MLA Reports to IAF-ILAC
  - 11.2.4 IAAC CBSC Reports to IAF TC
  - 11.2.5 IAAC LSC Reports to ILAC
  - 11.2.6 IAAC IBSC Reports to ILAC
- 11.3 IAAC Newsletter
- 11.4 IAAC Brochure
- 11.5 World Accreditation Day
- 11.6 IAAC Awards
- 11.7 IAF-ILAC MLA-MRA Promotion
- 11.8 IAAC Logo
- 11.9 FAQs on website
- 11.10 IAAC Customer Satisfaction Surveys

12 Training contains records on issues related to training (not MLA related).

IAAC Pre-Peer Evaluations.

- 12.0 IAAC Training courses
- 12.1 IAAC Pre peer evaluations
  - 12.1.2 FAQs Pre peer evaluations
  - 12.1.3 Pre peer evaluation forms
- 12.2 IAAC PT programs
  - 12.2.1 IAAC PT program reports
  - 12.2.2 IAAC PT program - Lab codes – Confidential
- 12.3 IAAC Members Training
- 12.4 Regional Training
- 12.5 Training Surveys

13 Votes contains voting records of the GA, EC, MLAC, and MLAG.

14 Website contains all of the website documents that are also online at www.iaac.org.mx.