



LABORATORIES SUBCOMMITTEE TERMS OF REFERENCE

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1 OBJECTIVE

- 1.1 The objective of the IAAC Laboratories Subcommittee is to provide support to IAAC activities related to the accreditation of laboratories (testing, calibration, medical), proficiency testing providers, reference material producers, and biobanks.

2 FUNCTIONS

2.1 The functions of the Laboratories Subcommittee (LSC) are:

- a) To develop the LSC Terms of Reference and Work Program, considering IAAC guidelines and programs;
- b) To coordinate with other IAAC committees and subcommittees accomplishment of IAAC objectives;
- c) To present an annual written report to the Technical Committee regarding the work in progress and communicate any concern or need deemed relevant, at least two weeks before the meeting;
- d) To create and dissolve groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
- e) To provide relevant information to the Promotion Subcommittee in order to promote IAAC's activities;
- f) To keep the IAAC Technical Secretariat informed about committee activities, including resolutions and attendance registries of meetings or other activities;
- g) Define with the Technical Secretariat and the Training Subcommittee and inform to the Technical Committee on training needs required for laboratory accreditation;
- h) To harmonize and share experiences on the implementation of standards and normative documents relevant to accreditation schemes related to LSC;
- i) To coordinate and promote cooperation between the communities of accreditation schemes related to LSC;
- j) To coordinate with and respond to requests from the MLA Committee on technical matters.



- k) To advise the IAAC General Assembly and its committees and subcommittees in all matters related to accreditation schemes related to the LSC;
- l) To study and interpret regional and international documents of a technical nature related to accreditation schemes related to LSC;
- m) To monitor the activities and issuing of regional and international documents related to the scope of the LSC;
- n) To assure that the technical criteria of the accreditation schemes related to the LSC are based on international documents, guidelines and practices;
- o) To identify the need for development of IAAC documents related to the scope of the LSC and to coordinate their drafting;
- p) To represent IAAC at technical committees of relevant regional and international bodies and to propose IAAC participation in joint working groups with other bodies;
- q) To cooperate with relevant working parties of related organizations in the Americas and other regional and international accreditation cooperations;
- r) To verify that the information posted on the IAAC website in the Members Only section, LSC page, is updated;
- s) In conjunction with the Technical Secretariat, identify and support the development of project proposals for submission to funding organizations;
- t) To consider the need for application documents of cross-sectional or sector-specific nature, and to draft and to revise such documents in co-operation with other IAAC committees and/or subcommittees and/or other related organizations, if appropriate;
- u) To harmonize the work of expert groups, task forces and joint working groups reporting to it and to ensure a proper flow of information between these and the IAAC General Assembly; and
- v) To perform any other tasks specified by the IAAC General Assembly.

3 COMPOSITION

- 3.1 The Laboratory Sub Committee - SCL shall have a Chairperson and a Vice-Chairperson, who must belong to an accreditation body signatory to the MLA, elected by the General Assembly, in accordance with the Bylaws, for a term of two years and may be re-elected once. In any case, the person may serve for a maximum of 4 consecutive years.



- 3.2 The LSC shall be composed by full member, associate member and stakeholder member representatives.
- 3.3 Other persons may attend with the approval of the LSC Chair.
- 3.4 As stated in the Bylaws, the LSC Chair and Vice-Chair are elected by the IAAC General Assembly.
- 3.5 The LSC will be composed of working groups (WG) corresponding to the accreditation schemes related to the subcommittee; and different Task Forces (TF) with topics of relevance to the subcommittee. (See document AD 022 Terms of Reference Technical Committee, clause 3.2).

4 RESPONSIBILITIES

- 4.1 The LSC Chair's responsibilities are:
- a) To carry out these Terms of Reference;
 - b) To chair LSC meetings;
 - c) Report to the Technical Committee on the work being carried out.
 - d) Submit to the Technical Committee, which in turn submits to the Executive Committee and the General Assembly for ratification, all decisions adopted by the LSC;
 - e) To ensure that LSC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);
 - f) To distribute to LSC members, through the IAAC Technical Secretariat, the agenda and the working papers for subcommittee meetings at least two weeks before meetings; and
 - g) To keep the LSC Vice-Chair informed on all ongoing and planned activities.
 - h) To supervise the execution of activities and submission of reports.
 - i) Oversee the completion of activities and submission of reports;
 - j) Monitor that the information published on the IAAC website, in the Members Only section on the LSC page, is updated;
 - k) Request approval to the Chair and Vice Chair of the TC for the formation of WGs or

TFs, ensuring that the topics to be worked on are in line with the strategic lines and work plan defined in the TC;

- l) Ensure the execution of the resolutions and activities designated by the General Assembly or the Technical Committee that apply to the LSC.

4.2 The Vice-Chair's responsibilities are:

- a) To assist the Chair in the fulfillment of his/her duties;
- b) To replace the Chair in his/her absence or impediment;
- c) To keep in contact with the Chair, to be aware of ongoing and planned activities, and to assist the Chair in carrying them out.

4.3 LSC members' responsibilities are:

- a) To attend and actively participate on LSC meetings;
- b) To formulate initiatives to support the accomplishment of LSC objectives;
- c) To perform tasks and duties assigned to them as individuals or members of working groups or TF in a timely manner;
- d) To report to the LSC on undertaken activities on their bodies as required;
- e) To support the implementation of the committees and subcommittees Work Plan;
- f) To contribute to the implementation of agreements and abide by the instructions of the General Assembly and TC.
- g) Appoint a representative to the LSC, especially if the member is a signatory to the IAAC MLA for the scopes of testing and/or calibration laboratories, clinical laboratories, proficiency testing providers, reference material producers, and biobanks.

5 MEETINGS

5.1 The LSC shall meet when considered necessary by the Chair, by the Vicechair by the IAAC General Assembly, the Executive Committee, and by the Technical Committee or by at least one-third of its members.

5.2 The LSC shall meet at least once a year.

5.3 The draft agenda shall be distributed at least four weeks before each meeting.

5.4 The resolutions and work plan shall be distributed within one month after the meeting.