



INSPECTION BODIES SUBCOMMITTEE TERMS OF REFERENCE

CLASSIFICATION

This document is classified as an IAAC Administrative Document.

AUTHORIZATION

Issue N°:	06
Prepared by:	Inspection Bodies Subcommittee
Date:	May 2023
Revision N°:	00
Approved by:	General Assembly
Issue Date:	September 01, 2023
Application Date:	Immediately
Document number:	IAAC AD 025/23
Inquiries:	IAAC Secretariat
Telephone:	+52 (55) 9148-4300
E-mail:	secretariat@iaac.org.mx

AVAILABILITY

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

COPYRIGHT

IAAC holds the copyright of this document and it may not be copied for resale.

Original: English



INSPECTION BODIES SUBCOMMITTEE TERMS OF REFERENCE

1. OBJECTIVE

- 1.1. The objective of the IAAC Inspection Bodies Subcommittee is to provide support for the development of IAAC's activities on everything that is related to the accreditation scheme of inspection bodies.
- 1.2. Follow the strategic lines defined by the IAAC Technical Committee.

2. FUNCTIONS

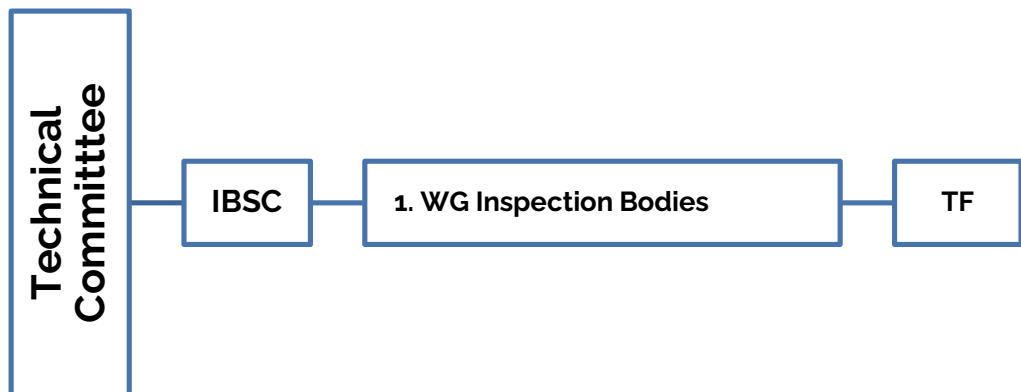
- 2.1 The functions of the Inspection Bodies Subcommittee (IBSC) are:
 - a) To ensure that, the activities of the subcommittee follow the strategic lines defined by the IAAC Technical Committee.
 - b) To update the Terms of Reference and develop the Work Plan of the IBSC, taking into consideration IAAC's guidelines and plans;
 - c) To coordinate with other committees and subcommittees the accomplishment of IAAC objectives;
 - d) 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;
 - e) To propose the creation and dissolution of Working Groups and Task Force, as needed for undertaking specific tasks in a predetermined time frame, ensuring that the issues to be worked on are aligned with the committee strategic lines and work plan as defined in the TC.
 - f) Monitor the activities of the Task Force created;
 - g) To study and interpret international and regional technical and guidance documents related to the field of accreditation of inspection bodies;
 - h) To define and inform the Training Subcommittee on the training needs required for the accreditation of the inspection bodies;
 - i) To provide relevant information to the Promotion Subcommittee in order to promote IAAC's activities;



- j) To keep the IAAC Technical Secretariat informed about IBSC activities, including resolutions and attendance records of meetings or other activities;
- k) To monitor regional and international activities and document generation related to the scope of the IBSC;
- l) To represent IAAC at technical committees of relevant regional and international organizations and propose IAAC's participation in joint working groups with other organizations;
- m) To harmonize the technical criteria regarding inspection bodies based on regional and international documents, guidelines, and practices;
- n) Coordinate and respond to requests from the MLA Committee on technical issues.
- o) Advise the IAAC General Assembly and its committees and subcommittees on all matters related to IBSC-related accreditation schemes;
- p) Identify the need for the development of IAAC documents related to the scope of application of the IBSC and coordinate their preparation together with the Technical Secretariat;
- q) Cooperate with the working groups of the organizations of the Americas and other regional and international accreditation cooperations;
- r) Perform any other task specified by the IAAC General Assembly, Executive Committee and/or Technical Committee.

3. COMPOSITION

- 3.1 The IBSC is composed of representatives of full, associate, and stakeholder members of IAAC. Each MLA signatory for Inspection Bodies shall appoint a representative to participate in the IBSC's meetings.
- 3.2 Other people may attend the meetings, under the consent of the IBSC Chair.
- 3.3 As indicated in IAAC's Bylaws, the Chair and Vice-Chair of the IBSC are elected by the General Assembly.
- 3.4 The IBSC is composed of a (WG) that corresponds to the accreditation scheme for inspection bodies, and different specific task force (TF) with topics of relevance to the subcommittee. (See document AD 022 Terms of Reference Technical Committee).



Working Group (WG): Grouping by accreditation schemes under each of the IAAC technical subcommittees, with the purpose of organizing the Tasks Force them to conform.

Tasks Force (TF): Groups that are formed to work on a specific issue within the framework of a Working Group. These are made up of personnel from the ABs or STK who are specialists in the topic to be discussed, not necessarily the members of the subcommittees. The members of the TF must be proposed by the members of the subcommittees

3.5 The coordinator of the working groups will be the Technical Secretary

3.6 Each TF will have a coordinator who will be chosen when the TF are formed. The Chairs and Vice-Chairs of technical subcommittees can also be elected as coordinators of the TF formed.

4. RESPONSIBILITIES

4.1 The IBSC Chair's responsibilities are:

- a) To carry out these Terms of Reference and the IBSC Working Plan;
- b) To chair IBSC meetings;
- c) Draft a report for the IAAC Technical Committee, in relation to the work being performed to be presented during the Executive Committee and General Assembly meetings;



- d) Draft a report to present at the ILAC Inspection Committee (IC);
- e) To ensure that IBSC 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 submit to the Technical Committee, for ratification, all resolutions adopted by the IBSC;
- g) Distribute to the subcommittee members, through the IAAC Technical Secretariat, the work documents for the IBSC meeting, at least two week before the meeting; and
- h) To maintain the Vice-Chair informed on all of the current and planned activities.
- i) Request approval from the Chair and Vice Chair of the TC for the formation of WGs or TFs, ensuring that the topics to be worked on, are aligned with the strategic lines and work plan defined in the TC.
- j) Ensure the execution of the resolutions and activities designated by the General Assembly or the Technical Committee that apply to the IBSC.
- k) Monitor that the information published on the IAAC website, on the Members Only section of the IBSC web page, is updated;

4.2 The IBSC 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; and
- c) To maintain permanent contact with the Chair in order to be aware of the current and planned activities, and assist the Chair in carrying them out.

4.3 IBSC members' responsibilities are:

- a) To attend and actively participate in the IBSC meetings;
- b) To formulate initiatives to assist the accomplishment of committee objectives;
- c) To perform tasks and responsibilities that they receive individually or as part of TF in a timely manner;
- d) To report to the IBSC, when required, on undertaken activities in their AB;
- e) Support the implementation of the IBSC Work Plan;



- f) To contribute to the implementation of resolutions and designated activities by the General Assembly and Technical Committee that applies to the IBSC; and
- g) To appoint a representative to the IBSC, especially if the member is a signatory of the IAAC MLA for the scope of Inspection Bodies.
- h) supervise the implementation of the resolutions and instructions of the General Assembly.

4.4 The responsibilities of the Technical Secretary are

- a) Being coordinator of the WG of the IBSC. In this way, the TS will be the communication bridge between the TF coordinators and the chairs and vice-chairs of the IBSC.
- b) Support TF coordinators in communication with members and defined activities.
- c) Take control of the information, assistance, and activities of the TF.
- d) Communicate to the chairs and vice-chairs if any approval or support is needed from them in the TF
- e) The other functions of the Technical Secretary are defined in document IAAC AD011

4.5 The Responsibilities of the TF Coordinators are:

- a) Being the leader of the TF and helping to generate consensus among the members of the TF.
- b) Attend the meetings of the TF called. The Technical Secretariat will control attendance, if there is evidence that there is no participation in more than 3 consecutive meetings, the coordinator of the TF will be informed with a copy to the representative of the AB or STK, the chairperson and vice-chair of the subcommittee of their exclusion from the TF, and another coordinator will be appointed by the members of the TF.
- c) Coordinate and participate in the activities carried out by the TF.
- d) Report the advances in the activities of the TF in the meetings of the IBSC.
- e) Inform the voting member of their AB or STK belonging to the IBSC about the activities of the TF, to generate informed votes.



4.6 The Responsibilities of the TF members are:

- a) Attend the meetings of the TF called. The Technical Secretariat will control attendance, if it is evident that there is no participation in more than 3 consecutive meetings, the member will be informed with a copy to the AB or STK representative, the TF coordinator, chairperson, and vice-chair of the IBSC of their exclusion from the TF.
- b) Actively participate in the activities defined by the TF.
- c) Inform the voting member of their AB or STK belonging to the IBSC about the activities of the TF, to generate informed votes.

5. MEETINGS

- 5.1 The IBSC shall meet at least once a year. Additional meetings may be held when considered necessary by the chair and vice-chair, by the IAAC General Assembly, Executive Committee, Technical Committee or by at least one third of the IBSC's members.
- 5.2 Draft agenda shall be distributed at least four weeks before the meeting.
- 5.3 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 5.4 The resolutions and the work plan, shall be distributed no later than one month after the meeting.