



PROCEDURE TO DRAFT, CONTROL DOCUMENTS, AND CONTROL IAAC RECORDS

CLASSIFICATION

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AVAILABILITY

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

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PROCEDURE TO DRAFT, CONTROL DOCUMENTS, AND CONTROL IAAC RECORDS

1. PURPOSE

- 1.1. This document establishes the process for the preparation and approval of documents to be published as IAAC documents, which shall be documents to be prepared, reviewed, approved, controlled, distributed and published 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. ACRONYMS

For this document and all other IAAC documents, the acronyms to be used, regardless of the language, will be:

GA	General Assembly
EC	Executive Committee
MLAC	MLA Committee
MLAG	MLA Group
TC	Technical Committee
MC	Management Committee
STKC	Stakeholders Committee
LSC	Laboratories Sub Committee
CBSC	Certification Bodies Sub Committee
IBSC	Inspection Bodies Sub Committee
DSC	Documentation Sub Committee
TSC	Training Sub Committee
PSC	Promotion Sub Committee
ES	Executive Secretary
TS	Technical Secretary

3. CONTROLLED DOCUMENTS

- 3.1. The controlled IAAC documents are listed in the FM014 IAAC Master Documents List and are posted in the IAAC web site. Any hard copy is considered an uncontrolled copy.



4. LANGUAGE AND FORMAT

- 4.1. All IAAC documents are published in English, Spanish or Portuguese. The current version is the version published on the IAAC website, which can be confirmed in FM014 IAAC Master Documents List.
- 4.2. In the event of a contradiction among language versions, the original will govern. Each document must indicate the language of the original version.
- 4.3. All IAAC documents, irrespective of the language of publication, shall contain the information and format according to clause 15 of this document.

5. STRUCTURE OF IAAC MANAGEMENT SYSTEM DOCUMENTATION

5.1. IAAC documents are classified as follows:

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

5.2. IAAC documentation shall be classified according to the categories described below. Documentation must be issued and published under the authority of the General Assembly or under the authority of the Executive Committee, as appropriate. See the table in Annex A. These documents are available on 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.

CN – Concluding Notes of the Working Groups. These are records issued by the working groups of the Committees or Subcommittees, which are intended to document the conclusions reached by the group. These records will be presented by the Chair of the corresponding Committee to the Executive Committee to decide whether to publish them for public access or in the "Members Only" section of the IAAC website. This record is to preserve knowledge and is not intended as a guideline, accreditation criteria, nor as an interpretation of a regulatory requirement, nor to be used for IAAC peer evaluation purposes. The Executive Secretariat will publish the CN once approved by the Executive Committee.

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.

6. COPYRIGHT



- 6.1. IAAC holds the copyright for documents produced 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 members may use IAAC documents.

7. DOCUMENT PREPARATION AND APPROVAL PROCESS

- 7.1. 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.
- 7.2. The Executive Committee, a Committee or Subcommittee may identify the need for the development of a new document and this should be stated in a resolution. The Committee Chair may allocate the task of preparing the draft to a working group.
- 7.3. The draft shall be circulated to the members of the Committee, Subcommittee with the FM024 asking for comments.
- 7.4. All comments received shall be forwarded to the working group with the justification in FM024, who shall decide on an appropriate response to each comment.
- 7.5. When the Chair of the Committee considers that sufficient consultation has been carried out, the final draft shall be submitted to the Executive Secretariat.
- 7.6. The Executive Secretariat shall submit the draft document to the Executive Committee or to the General Assembly for members for a 30-day comments period according to the classification of the document. The Executive Secretary will send the comments to the chair of the corresponding committee or subcommittee and to the Technical Secretary, as appropriate, in order to respond to the comments and prepare an updated draft. Its approval shall be, according to the classification of the document and according to the table in Annex A.
- 7.7. The Executive Secretariat send the updated draft with the responses to comments, for a ballot of the Executive Committee or General Assembly members during a meeting according to the voting rules described below in Section 7.8. For voting documents out-of-session refer to Section 9.
- 7.8. An affirmative vote by two thirds of the Executive Committee members or General Assembly members shall be required to approve the document.



- 7.9. Upon approval, the Executive Secretary shall publish the document on the IAAC website and inform all members by email.
- 7.10. If the document is not approved by the Executive Committee or the General Assembly, the Executive Secretariat shall refer the document back to the Committee Chair, for further consideration.

8. DOCUMENT ADOPTION

- 8.1. 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 the current versions of ISO/IEC 17011, ISO/IEC 17020, ISO/IEC 17021-1, ISO/IEC 17024, ISO/IEC 17025, ISO 15189, ISO/IEC 17065, ISO 17034, ISO/IEC 17043, ISO/IEC 17029 and other accreditations standards as appropriate. 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.
- 8.2. IAAC adopts these standards and guidelines automatically after ILAC and IAF decisions, communicating it to IAAC members for their use.
- 8.3. The IAAC Executive Secretary informs the IAAC members and IAAC evaluators about 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.
- 8.4. The IAAC Executive Secretary will update the documents page in the IAAC website when a mandatory document is adopted.
- 8.5. The relevant IAAC Committee or Subcommittee is responsible for decision making on adopting any recommended international document.
- 8.6. 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 14.



9. RULES FOR VOTING

When a document needs approval out-of-session, the document will be put to the comments and vote by email. The rules for the comments and voting procedures are as follows:

- 9.1. The Executive Secretary shall forward by email the final draft document to the members entitled to vote, and for information to non-voting members.
- 9.2. The time for the comment period of a document should be 30 days and for the voting period of a document should be 30 days, unless the IAAC Chair defines a different time.
- 9.3. Approval of the final draft of the document requires a two-thirds affirmative vote of the members of the Executive Committee or the General Assembly.;
- 9.4. The Executive Secretariat shall advise all members of the results of the vote within one week of the close of voting.
- 9.5. The 30-day voting period may be replaced by voting at face-to-face meetings to shorten approval times.

10. REVISION OF IAAC DOCUMENTS

- 10.1. 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 Documentation Subcommittee will send this update requirement to the appropriate committee or subcommittee. The IAAC Executive Secretary shall document on the Master List of IAAC documents if a document was reviewed and did not require any changes or updates.
- 10.2. When an IAAC document is revised, the entire document shall 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.

- 10.3. Authorization for the issue of revisions to IAAC documents shall follow the same rules as for the authorization of issue of new document, unless the revision is due to correction of errors, typing mistakes or similar, in which case the Executive Secretary shall make the proper corrections and assign a new revision number to the document.
- 10.4. After approval of changes to a documents, the Executive Secretary shall publish by posting it on the IAAC website and send an email notification to members.

11. DISTRIBUTION OF IAAC DOCUMENTS, WORK DOCUMENTS AND RESOLUTIONS

- 11.1 The IAAC management system documents in their current version are published on the IAAC website. Distribution of IAAC documents shall be made to IAAC member representatives by the Executive Secretariat.
- 11.2 Working documents, drafts, agendas, and other documents for consideration by the General Assembly, executive committee, MLA Group, management committee, promotion, documentation and training subcommittees should be distributed by the Executive Secretariat.
- 11.3 Working documents, drafts, agendas, and other documents for consideration by the MLA committee, technical committee, laboratory subcommittees, inspection bodies and certification bodies should be distributed by the Technical Secretariat.
- 11.4 Resolutions approved by the IAAC General Assembly, committees and subcommittees should be distributed by the Executive Secretariat to IAAC members, as appropriate.

12. RECORDS CONTROL

- 12.1 Resolutions, documents and other relevant information of the IAAC General Assembly must be kept on file on the IAAC website, in the members only section. Other relevant information to demonstrate compliance with the procedures is backed up in the cloud by the Executive Secretary.



- 12.2 IAAC Committee and Subcommittee Chairs and Secretariats are responsible for maintaining a record of activities. To ensure continuity and a central repository of IAAC records, The Committee and Subcommittee Chair or Technical Secretary shall submit a copy of its relevant records to the IAAC Executive Secretariat for safekeeping.
- 12.3 The Executive Secretariat manages, keeps and maintains relevant IAAC records related to the IAAC management system including the MLA processes.
- 12.4 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 resolutions 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.
- 12.5 If a resolution endorses the recommendation of another resolution, the reference to the resolution shall be made.
- 12.6 Within 10 working days of the approval of the General Assembly and the Executive Committee resolutions, the Executive Secretariat shall disseminate them respectively to IAAC members, and to Executive Committee members for comments. Once the comments have been resolved, resolutions will be posted on the IAAC website in the Members Only section.

13. MAINTENANCE AND CONTROL OF IAAC DOCUMENTS

- 13.1 The master copy of all IAAC documents shall be held and controlled by the IAAC Executive Secretariat and posted on the IAAC web site. The Executive 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, document review year, and website availability. This master list shall be made available to IAAC members after each amendment by posting it on the IAAC website. Refer to the IAAC format FM 14 IAAC Document Master List.



14. TRANSLATIONS

- 14.1 The IAAC Committees (Executive Committee, MLAC, Technical Committee, STKC Committee) shall submit to the Management Committee the need for translation of documents through a resolution.
- 14.2 The Management Committee shall request the Documentation Subcommittee to coordinate the translation of the documents. The Documentation Subcommittee shall consult the Executive Secretariat if a translation is available in a previous version, or the IAAC members if a translation is already available.
- 14.3 The Documentation Subcommittee shall apply one of the following options for translations:
- a.) As indicated above, the support of the Executive Secretariat may be requested for management documents (non-technical) and the support of the Technical Secretariat for technical documents.

Once the final draft of the translation is available, it shall be sent to the corresponding committee or subcommittee, especially in cases where a review of specific technical issues is required for final revision, and then the translation shall be sent to the Documentation Subcommittee.

- b.) Send the request to the chairs of the corresponding committees and subcommittees, who will coordinate the translation process with their members and the final draft will be sent to the Documentation Subcommittee.
 - c.) Define a translation working group (identifying a leader) when required, for example, in the case of translation of mandatory documents.
- 14.4 The final version of the translation will be approved by the Documentation Subcommittee and sent to the IAAC Executive Secretariat for publication and dissemination.

15. IAAC DOCUMENT FORMATTING

- 15.1. The format of the IAAC documents will be provided through a template available from the IAAC Executive Secretariat.



15.2. The formats of IAAC documents that can be used are, but are not limited to, Word, Excel, power point, pdf.

15.3. When using Google Forms, ensure that the form has all the coding and control information from the IAAC management system, as per 3.15 and 16. Additionally, it must be ensured that a PDF copy of the individual responses to the form will be available.

16. IAAC LOGO AND DOCUMENT COVER PAGE

16.1. The documents must include the IAAC logo as a header in accordance with IAAC PR 023 procedure for the use of the IAAC logo, in addition should 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.

17. DOCUMENTS CODIFICATION

17.1. The documents shall have a codification that must correspond to two letters, according to the abbreviations indicated in item 5.2, followed by three digits. The correlative of this numbering must be controlled by the Executive Secretariat.

18. INQUIRIES

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

19. IAAC RECORDS MANAGEMENT

19.1 **Records** Are the documented information 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.

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



- 19.3 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.
- 19.4 In order to protect IAAC records, the IAAC Executive Secretary shall carry out an electronic back up files of the MLA Committee and MLA Group records
- At least once a month
 - Provide password protected access of the electronic files to the Chair and/or Vice Chair of the MLA Committee/Group.
- 19.5 The IAAC Executive Secretary must provide password protected access of the electronic files of the IAAC records to the IAAC Chair.
- 19.6 The IAAC Executive Secretary maintains an electronic back up copy of all the IAAC records.
- 19.7 IAAC records are retained, maintained, and stored electronically. The IAAC Executive Secretariat stores electronic files and information to allow it to be readable, easily identifiable and retrieval.
- 19.8 The IAAC Executive Secretary shall retain and maintain IAAC records relevant to the IAAC management system and MLA process, in electronic format, for a maximum period of 8 years, unless permanent retention is specified in 19.11 below or another condition is identified by the IAAC Chair and the IAAC MLA Chair.
- 19.9 The final disposition of the records is the responsibility of the IAAC Executive Secretary.
- 19.10 All IAAC records are stored electronically by the IAAC Executive Secretary and are organized as described in clause 19.7 – Organization of records in IAAC Executive Secretary’s electronic files.
- 19.11 The IAAC Executive 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 support and exchange among regional accreditation bodies

b) Additional IAAC Records

- Records of IAAC Executive Secretary, IAAC MLA Chair, and IAAC Chair e-mails;
- 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.
- 19.12 List of IAAC records that must be maintained and 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
- 19.13 IAAC records are organized electronically by the IAAC Executive Secretary. The IAAC documents and records are stored in electronic format. 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, Executive Secretary, MLA Chair, MLA Secretary correspondence regarding MLA Group; 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 Evaluators 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 PTB Project (activities, reports)
- 10.2 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.

Annex A. Document classification for approval.

Document Category	Document identification	Approval
AD – Administrative Documents	AD 001, 002, 003, 004, 006, 020, 021, 022,023, 024, 025, 026, 027, 028, 029, 030, 031, 032, 033, 034, 035, 036, 037, 038, 039, 045.	General Assembly
AD – Administrative Documents	AD 008, 010, 011, 012, 013, 040, 041, 043.	Executive Committee
PR- Procedures	PR 004, 005, 013, 015, 025.	General Assembly
PR- Procedures	PR 003, 011, 016, 017, 022, 023, 024.	Executive Committee
GD – Guidance Documents	All	Executive Committee
MD- Mandatory Documents	MD 001, MD 002.	General Assembly
MD- Mandatory Documentos	All, except MD 001, MD 002.	Automatic adoption by IAAC when published by IAF/ILAC.
CN – Concluding Notes of working groups	All	Executive Committee
FM - Forms	FM 029, 030, 031.	General Assembly
FM - Forms	All, except FM 029, 030, 031.	Executive Committee

The IAAC master list of documents contains the approval responsibility for each document and is published on the IAAC website.