



TRANSFER OF RESPONSIBILITIES

CLASSIFICATION

This document is classified as an IAAC Procedures Document.

AUTHORIZATION

Issue N°:	03
Prepared by:	Executive Committee
Date:	July 2012
Revision N°:	01
Approved by:	Executive Committee
Issue Date:	July 30,2021
Application Date:	Immediate
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Original: Spanish



TRANSFER OF RESPONSIBILITIES

1. IAAC – TRANSFER OF CHAIR, AND VICE-CHAIR

1.1 In the period immediately after an election of a new IAAC Chair and Vice-Chair, the outgoing Chair shall request a meeting with the Chair and Vice-Chair elect and the Secretary to review the following points:

- A summary of the proceedings and issues undertaken to date
- Pending tasks and the tasks in progress
- Documentation to be turned over

1.2 It is the responsibility of the Chair to inform the nominees for Chair and Vice-Chair regarding the expected work load: permanent email contact between the Chair, Vice-Chair and Secretary; permanent email participation with the IAF and ILAC Executive Committees and attending their meetings; participation in the regional and international non permanent meetings.

2. IAAC MLA COMMITTEE – TRANSFER OF CHAIR AND VICE-CHAIR

2.1 In the period immediately after an election of a new IAAC MLA Committee Chair and Vice-Chair, the outgoing MLA-C Chair shall request a meeting with the MLAC Chair and Vice-Chair elect and the MLA Secretary to review the following points:

- A summary of the proceedings and issues undertaken to date
- Pending tasks and the tasks in progress
- Documentation to be turned over

2.2 It is the responsibility of the MLA Chair to inform the nominees for MLA Chair and MLA Vice-Chair regarding the expected work load: permanent email contact between the MLA Chair, MLA Vice-Chair and Secretary; permanent email participation with the IAF and ILAC Committees related to the MLA/MRA and to attend their meetings.

3. QUALIFICATIONS FOR IAAC POSITIONS

3.1 IAAC Chair and Vice-Chair

3.1.1 The responsibilities of the IAAC Chair and Vice-Chair are contained in Chapter 6 of the IAAC Bylaws.

3.1.2 The qualifications for candidates for IAAC Chair and Vice-Chair are:

- Be a member of an accreditation body
- Possess good knowledge of the international accreditation systems of Laboratories, Certification Bodies and Inspection Bodies.
- To have occupied positions at an executive level in public or private organizations involved in accreditation and/or conformity assessment. The minimum required experience is 3 years.
- Possess the ability to direct and administer meetings effectively.



- Possess leadership skills.
- Preferably speak English.
- Be willing to travel.