



ACCREDITATION UNIT

RULES FOR FORMATION AND OPERATION OF THE ACCREDITATION COMMITTEE (AC)

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Accreditation Unit

Title: Rules for Formation and Operation of the Accreditation Committee (AC)

1 Purpose

These rules lay down the procedures and responsibilities for Accreditation Committee (AC) members as well as their work.

2 Scope

These rules apply to the relevant Accreditation Unit (AU) staff members, the chairperson and members of AC.

3 Definition

Accreditation Committee: A body appointed by AU according to article (8) of the bylaw (88) year 2015.

It constitutes of representative members from AU and technical experts. AC takes the final decision regarding granting, confirming, suspending, withdrawing, reducing, extending and renewing of accreditation.

4 General

4.1 AC decides on issues related to the general overall policy related to accreditation. Also AC takes the final decision regarding granting, confirming, suspending, withdrawing, reducing, extending and renewing of accreditation.

5 Responsibilities

5.1 Responsibilities of the Director of Accreditation and Standardization Systems (DASS):

5.1.1 Chairing the meetings and ensuring their conduct as scheduled. If the DASS couldn't attend for any reason, her/his vice chair the AUD director chairs the meeting.

5.2 Responsibilities of the AU Director (AUD):

5.2.1 Coordinating all activities of AC in general and ensuring the provision of needed resources.

5.2.2 Chairing the AC meetings in case of absence of DASS.

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5.2.3 Appointing an Accreditation Officer from the Accreditation Section to take the responsibilities of the secretarial work of AC.

5.2 Responsibilities of AC:

5.2.1 Taking the final decision regarding granting the accreditation on the basis of the recommendation of the assessment team and the submitted assessment reports after examining all the documentation related to the accreditation procedure, including applications, reports, etc.

The AC ensures the compliance of these documents with the accreditation requirements and procedures, as well as the technical competence of the Conformity Assessment Body (CAB).

5.2.1.1 AC takes the final decision in cases of: granting, renewing and confirming/extending/suspending/withdrawing/reducing of accreditation.

5.2.1.2 AC decides upon the problematic cases related to the accreditation system and policies.

5.2.1.3 Specifying surveillance deadlines for the CAB under discussion based on the recommendation of the assessment section and according to the time frames between successive surveillance visits specified in the accreditation instructions.

5.2.2 Developing of policies relating to the operation of the AU.

5.2.3 Preparing the draft budget plan for the AU.

5.2.4 Preparing draft instructions related to the accreditation process management.

5.2.5 Deciding on issues related to the general overall policy related to accreditation.

5.2.6 Other roles assigned by the Minister of Industry and Trade.

5.3 Responsibilities of AC Secretary:

5.3.1 Providing assistance to the AUD on issues raised in AC meetings.

5.3.2 Maintaining day-to-day contact between AU and the AC.

5.3.3 Keeping all records of AC work.

5.3.4 Preparing the agenda, documents and records needed to facilitate AC work, and the good conduct of meetings as well as distributing them beforehand.

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5.3.5 Documenting and distributing the minutes of meetings of AC.

5.3.6 Following up on the decisions taken by AC.

6 Membership

6.1 Constitution:

As per article (8) of the bylaw (88) 2015, AC shall include the following members:

- DASS (as the chairperson of AC)
- AU Director.
- Head of assessment section.
- TWO members of the concerned sectorial working group(s) of the technical committee, with the right to vote on the accreditation decision taken, named by the AUD, from TC members assigned by DASS.

In case if the AUD or Assessment Section Head are the lead assessor of the accreditation case presented, a senior accreditation officer will be deputized as a member.

At least 2 members of AU should attend the AC meetings.

7 General Rules

7.1 AC members impartiality:

7.1.1 All members shall be free from any commercial, financial and other pressures that might influence their decisions. They shall disclose to AU any interest with CABs to enable AU to avoid (potential) conflict of interests as possible.

7.1.2 TC member attending the AC shall not be working in or owning a body that is in direct competition with the CAB under discussion.

7.1.3 AU shall make sure that all AC members sign a “Declaration of Confidentiality (qf041-01)” form provided by AU before convening their first meeting, in order to guarantee that all information from and about the CABs is held confidential.

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7.1.4 The AC is entitled to invite any expert where his/her expertise might be necessary. And the lead assessor shall attend - if possible - the relevant meeting to clarify and resolve any related issues but has no right to vote on decision taken.

7.1.7 A representative of the relevant CAB can attend the meeting of AC upon request of AU as an observer but he/she has no right to vote for any of the taken decisions.

7.2 Monitoring of AC Members:

7.2.1 AC secretariat will evaluate the performance of external AC members using the form qf-044-05, and raise it to the AUD for any recommendations.

7.2.2 A member may be expelled from AC if the member did not attend two consecutive meetings without submitting any reasonable justification to the AUD.

When objections are lodged, a complaint can be submitted to AU within maximum (2) weeks of AU decision and will be dealt with according to AU complaint procedure (QP-058).

7.2.3 The AUD is entitled to change the members of AC when needed, he/she also has the right to omit or add any representatives from other parties interested in accreditation. AC members are changed based on the changes in the TC which takes place every two years

7.2.4 in case of Evident breach of confidentiality or occurrence of conflict of interest, the membership will be terminated.

7.3 Meetings

7.3.1 The quorum of AC meetings is considered acceptable with the attendance of the majority of members; (i.e 3 members, of which 2 are from the AU).

7.3.2 Decisions shall be taken by a majority vote of its members, in case of equal votes; the decision shall be in favour of the side that the head has voted with.

7.3.3 AC convenes once every 2 months at least or whenever there is an accreditation case or any matter to discuss and according to the meetings plan prepared by AC secretary.

7.3.4 AU invites the AC and informs them with the date and venue for the meetings. AU informs the concerned parties of the resolution taken by the AC.

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7.3.5 AC may hold more than one meeting to decide upon the accreditation, if necessary; given that decisions of AC on any accreditation case shall be taken within one month.

7.3.6 AU prepares and sends the agenda and the relevant documents for the coming meetings at least one week before the date of the meeting, as well as calling the members for meetings.

7.3.7 AC meetings could be held electronically via e-mail.

8 Documentation

All activities of AC shall be documented. The following documents are particularly important:

- Minutes of Meetings.
- List of Participants.
- List of AC decisions.
- Decisions for accreditation.

9 Revision

Amendment and revision of AC rules shall be taken in according to AU Document Control Quality Procedure (QP-051).

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