



ACCREDITATION UNIT

RULES FOR FORMATION AND OPERATION OF THE STEERING COMMITTEE

Contents:	Page
Purpose	2 -
Scope	2 -
Definition	2 -
Composition of the committee	2-
Meetings	3 -
Responsibilities	3 -
General Rules... ..	3 -

Document No.: JAS-R04	Revision / Issue	Page
Date: 2016-08-17	1/1	Page 1 of 3

Accreditation Unit

Title: Rules For Formation And Operation of The Steering Committee

1 Purpose

These rules lay down the procedures and responsibilities for the steering committee (SC) members as well as their work to ensure the impartiality of AU-JAS operations.

2 Scope

These rules apply to the Chairperson, Secretary and members of SC.

3 Definition

Steering Committee: A permanent committee formed by Director of Accreditation and Standardization Systems (DASS), according to article (8) of the “Instructions for Administration of Accreditation Procedures of Conformity Assessment Bodies No. (4) for the Year 2016” .

4 Composition of the committee

4.1 The Director of Accreditation and Standardization Systems (DASS), as the chairperson.

4.2 The Accreditation Unit Director (AUD), as the Secretary.

4.3 Members of committee are selected from interested parties including experts working either in public organizations, regulatory bodies, private organizations specialized in the field of conformity assessment and any other organization affected directly or indirectly by the accreditation process, with no single party predominating. It shall consist of the following interest groups:

1. At least three representatives from the regulatory authorities and Ministries.
2. At least three representatives from the private laboratories.
3. At least three representatives from the academic, scientific institutions, associations and societies.
4. At least one representative from the inspection bodies.
5. At least one representative from Certification bodies.
6. A representative from Jordan Standards and Metrology Organization.
7. A representative from Jordan National Metrology Institution.
8. A representative from the users of accreditation services (e.g. chamber of industry).

4.4 DASS can invite additional persons to attend the SC meetings but they will not have the rights for voting.

Document No.: JAS-R04	Revision / Issue	Page
Date: 2016-08-17	1/1	Page 2 of 3

5 Meetings

- 5.1 The Committee shall meet once a year at least.
- 5.2 The quorum of SC meetings is considered acceptable if at least 70% of the members have attended the meeting, excluding the Chair and Secretariat.
- 5.3 Decisions of SC are taken by general consensus and if this was not reached, the members can use voting. The decisions shall be reached by the agreement of the majority of 75% of members attending the meeting; given that the quorum is met and that the Chair and Secretariat have no voting rights.
- 5.4 AU-JAS is entitled to specify the date and venue for the meetings.

6 Responsibilities

- 6.1 The SC is chaired by DASS.
- 6.2 The main tasks of the committee are as follows:
- a- To discuss plans and general policies of the operation of accreditation.
 - b- To give feedback on the analysis of relationships of AU-JAS with related bodies.
 - c- To participate in the appeals committee (if needed).
- 6.3 The SC Secretary prepares an agenda and writes and distributes the minutes of the committee meetings.

7 General Rules

- 7.1 All members shall be free from any commercial, financial and other pressures that might influence their decisions. They shall disclose to AU all their interests with CABs to enable AU to avoid conflict of interests as possible.
- 7.2 All SC members before convening in their first meeting shall sign a “Declaration of Confidentiality (qf041-01)” form provided by AU, in order to guarantee that all information from and about the CABs is held in strict confidence.

Document No.: JAS-R04	Revision / Issue	Page
Date: 2016-08-17	1/1	Page 3 of 3