



ACCREDITATION UNIT

RULES FOR FORMATION AND OPERATION OF THE TECHNICAL COMMITTEE (TC)

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Accreditation Unit

Title: Rules for Formation and Operation of the Technical Committee (TC)

1 Purpose

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

2 Scope

These rules apply to the relevant Accreditation Unit (JAS-AU) staff members, the chair, **vice chair** and members of TC.

3 Definition

Technical Committee: Members appointed by JAS-AU from the private and public sectors on a voluntary basis.

4 General

4.1 TC is formed whenever needed for:

- Supporting, advising and improving JAS-AU on technical requirements for accreditation and the technical matters related to the operation of the accreditation system.
- If the number of applications in a particular field has reached a level which requires the cooperation of experts in the respective field.
- If the integration of external experts who formulate the required rules, checklist, etc. appears necessary in a new conformity assessment area in which no accreditation experience has been gathered in this system.
- To evaluate applications of assessors, to classify the assessors according to their specific technical expertise and to nominate assessors to conduct assessments on the Conformity Assessment Bodies (CABs).
- Participating in Accreditation Committee to review the assessment reports and to vote on the final accreditation decision

4.2 JAS-AU Director (AUD) forms the TC to execute the tasks assigned to it. TC is divided into (10) different technical sectors as follows:

1. Chemical and Biological Sector.
2. Foodstuff Sector
3. Environmental Sector
4. Measurements and Calibration Sector.
5. Construction Materials Sector.
6. Electrical Sector.
7. Mechanical and Materials Testing Sector.
8. Non-Destructive Testing Sector.
9. Medical testing Sector.
- 10- Proficiency Testing Sector

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5 Responsibilities

5.1 Responsibilities of JAS-AU Director:

- 5.1.1 Formulation of the TC every two years.
- 5.1.2 Deciding on working Groups (WGs) of TC.
- 5.1.3 Appointing members in WGs.
- 5.1.4 Coordinating all activities of WGs in general and ensuring the provision of needed resources.
- 5.1.5 Reviewing and approving TC action plan on annual basis.

5.1.6 Reviewing and approving the annual report on the activities of TC.

5.2 Responsibilities of TC Chair/Vice Chair:

- 5.2.1 Providing assistance to working Groups
- 5.2.2 Follow-up action plan of working Groups with TC secretary

5.3 Responsibilities of Chair of TC Sectorial Working Group:

- 5.3.1 Convening meetings with the cooperation of TC secretary and chairing them.
- 5.3.2 Submitting to JAS-AU proposals for accepting assessors based on evaluations made of their qualifications by his/her sectorial WG.
- 5.3.3 Representing the WG in activities conducted by JAS-AU.
- 5.3.4 Assisting the TC **Secretary** in preparing reports of achievements of his/her WG.

5.4 Responsibilities of TC Working Groups (WGs):

- 5.4.1 Developing specific technical requirements for accreditation that form interpretation of ISO/IEC 17025 requirements for each specific test or calibration, ISO 15189 for medical labs, and **ISO/IEC 17065** for Product Certification
- 5.4.2 At least Two members of each WG can be members in the Accreditation Committee to review the assessment reports and to vote on the final accreditation decision; given that the appointed member(s):
 - 5.4.2.1 Possess competence in the technical field of the CAB under discussion.
 - 5.4.2.2 Be free from (potential) conflicts of interest.
 - 5.4.2.3 Not working or owning a body which is in direct competition with the CAB.
- 5.4.3 Advising JAS-AU on developing procedural approaches including the amendment of JAS-AU's rules, improvement of the technical requirements for accreditation and the technical matters related to the operation of the accreditation system.

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- 5.4.4 Evaluating the “Assessor Application” form filled and submitted by the technical experts to JAS-AU in order to ensure that their qualifications comply with the “Assessors' selection, appointment training, evaluation and monitoring procedure” (QP -061) prepared by JAS-AU, and defining their specific field(s) of expertise.
- 5.4.5 Nominating technical assessors for particular assessments in cooperation with the Accreditation Section in JAS-AU, if requested by the Assessment Section .
- 5.4.6 Proposing training procedures and programs for the technical assessors, as needed and providing assistance on making training materials for such programs available.
- 5.4.7 Supporting the exchange of information, experience and documents among its members from one side, and between its members and the members of the accreditation committee from the other side.
- 5.4.8 Participating in meetings or sessions organized by JAS-AU in order to promote the Jordanian accreditation or explain technical requirements.

5.5 Responsibilities of TC Secretary:

- 5.5.1 Providing assistance to the AUD on issues arising in WGs.
- 5.5.2 Providing JAS-AU with the results of TC or TC WGs meetings.
- 5.5.3 Maintaining day-to-day contact between JAS-AU and the WGs.
- 5.5.4 Keeping all records of TC work.
- 5.5.5 Preparing the needed materials and records of TC work for the good conduct of meetings.
- 5.5.6 Drafting TC action plan and seeking its approval.
- 5.5.7 Providing the TC **Chair/Vice Chair** or the chairs of WGs with the information needed once requested.
- 5.5.8 Preparing an annual report on the activities of TC based on TC action plan including:
- **Constitution.**
 - Evaluation of assessors.
 - Assignment of assessors.
 - Activities taken to raise quality and exchange of experience.
 - Technical support provided to JAS-AU.
 - New documents prepared by TC.
 - Statistical data and evaluation of performance.
- **Suggestions and Recommendations.**
- 5.5.9 Writing the minutes of meetings of TC WG and may deputize it to the WG chair when not able to attend.

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6 Membership

6.1 Constitution:

TC is formed by AUD in such a way that an appropriate participation of the concerned stakeholders (private and public labs, academic and research institutions, etc.) is ensured. The number of members depends on the depth and number of activities assigned to each sectorial working group taking into consideration that the following parties shall be represented as a minimum:

6.1.1 Representatives from the public laboratories

6.1.2 Representatives from the private laboratories.

6.1.3 Representatives from the academic and scientific institutions.

6.1.4 Representatives from the manufacturers of the relevant sector.

Representatives from Professional Associations (engineering, chemists...) **may be nominated.**

6.2 Qualifications:

The members shall fulfill the following qualifications as a minimum:

6.2.1 B.Sc. in Science or Engineering **or any related field.**

6.2.2 Five years of practical experience in conformity assessment (testing, calibration, product certification) in the relevant field, or equivalent.

6.2.3 Good command of English.

It is preferable to have a good background in accreditation of conformity assessment bodies and internal procedures of JAS-AU. **If no background exists, JAS-AU should conduct an induction program whenever possible.**

7 General Rules

7.1 TC structure:

7.1.1 TC shall be headed by a chair who is elected by the members in the **opening** meeting. The chair is elected for a period of two years and is allowed to be re-elected once (i.e. maximum of two technical committees). A vice of the chair shall also be elected in the same meeting.

7.1.2 Each WG is entitled to elect on **the opening meeting or on** its first meeting a chair to represent it in front of JAS-AU.

7.1.3 All members shall be free from any commercial, financial and other pressures that might influence their decisions. They shall disclose to JAS-AU all their interests with CABs to enable JAS-AU to avoid conflict of interests as possible.

7.1.4 All TC members before convening in their first meeting shall sign a “Declaration of Impartiality and Confidentiality (qf041-01)” form provided by JAS-AU, in order to guarantee that all information from and about CABs is held in strict confidence.

7.2 Termination or expulsion of the membership of TC:

7.2.1 The termination of the membership of TC will be decided upon by the AUD. Reasons for termination of the membership of TC:

A member requests to resign from TC in case of:

- Old age, sickness,
- Shift in competence,
- Potential conflict of interest,
- Professional or personal reasons.

Provided that they submit their resignation to the AUD one month before their intended date of resignation.

7.2.2 A member may be expelled immediately from TC in case of:

- A serious breach of confidentiality.
- A serious breach of JAS-AU's rules.
- Negative influence resulted from a conflict of interest.
- If the member did not attend two consecutive meetings without submitting any reasonable justification to **the TC Secretary**

If the member has an objection against the decision of changing him/her, he/she may submit a complaint to JAS-AU and will be dealt with according to the complaints procedure (QP-058).

7.2.3 AUD is entitled to change the members of TC every two years, he/she also has the right to omit or add any representatives from other parties interested in accreditation.

7.2.4 JAS-AU is entitled to assess the competence of TC members and their impartiality in the way it considers appropriate.

7.3 Appointment of new members:

- When required, the TC WG **or the TC Secretary** may apply to the AUD to appoint new members.

7.4 Meetings

7.4.1 The quorum of TC meetings is considered acceptable if at least 50% of the members attend the meeting.

7.4.2 Decisions of TC are taken by general consensus and if this was not reached, the members can use voting and the decision shall be reached by the agreement of the majority of 75% of members attending the meeting; given that the quorum is met.

7.4.3 **Each TC WG shall meet whenever needed.**

7.4.4 JAS-AU is entitled to specify the date and venue for the meetings.

7.4.5 **The TC Secretary is** appointed by the AUD **from the accreditation section to take the overall** responsibilities of the secretarial work of TC.

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7.4.6 The secretary of TC is responsible for writing and distributing the minutes of meetings of TC, preparing and sending the agenda and relevant documents for the coming meetings one week before the date of the meeting, as well as calling the members for meetings.

8 Documentation

All activities of TC and TC WGs shall be documented. The following documents are particularly important:

- Minutes of Meetings.
- List of Participants.
- List of TC, TC WGs decisions.
- Annual report of TC.
- List of TC members.
- Appointment letters of TC members.
- Termination letters of TC members.
- Documents developed by TC.
- **Records of qualifications of TC members.**
- **Evaluations of TC members**
- **Declaration of Impartiality and Confidentiality**

9 Revision

Amendment and revision of TC rules shall be taken in according to Document Control Quality Procedure

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