



TECHNICAL COMMITTEE TERMS OF REFERENCE

AUTHORIZATION

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TECHNICAL COMMITTEE TERMS OF REFERENCE

1 Scope of committee:

The ARAC technical Committee (ARAC TC) is the forum for the discussion of all matters related to the accreditation of conformity assessment bodies (testing and calibration labs, certification bodies, inspection bodies, medical labs, reference material providers(RMP) and proficiency testing providers(PTP).

2 FUNCTIONS

2.1 The functions of the Technical Committee (TC) are:

- a. To participate in developing, implementing and reviewing the quality management system of ARAC (Manual, procedures, working documents...etc).
- b. To maintain a continuous coordination and relationships with regional and international accreditation cooperation to assure the achievement of ARAC objectives and interests.
- c. To support and follow up ARAC membership at ILAC/IAF in cooperation with other ARAC committees
- d. To cooperate with ARAC secretary and ARAC members to assure the proper implementation of technical support (country-support) program(process and methodology).
- e. To provide the advice and support to the Chairperson of ARAC on technical related matters.
- f. To create and dissolve ad-hoc groups/teams as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress; and To approve the Terms of Reference and Work Programs of these technical subcommittees and ensure that their documents are consistent with ARAC guidelines and programs;
- g. To serve as liaison between the Executive Committee and its technical subcommittees, and to inform the Executive Committee and ARAC's General Assembly regarding the work performed by the TC and the subcommittees under its responsibility;

- h. To coordinate with other ARAC committees the accomplishment of ARAC objectives;
- i. To identify the needs and to develop and adopt guidance documents related to the scope of the committee;
- j. To ensure that ARAC's technical criteria and documents are based on international documents, guidelines and practices.
- k. To monitor regional and international activities and document generation related to the scope of the committee, and to propose to the Executive Committee actions to be taken;
- l. To keep the ARAC Secretariat informed about committee activities, including minutes and attendance registries of meetings or other activities.
- m. To discuss and harmonize the implementation of accreditation activities by ARAC members, namely by preparing and updating a set of documents as well as resolution.
- n. To enhance the equivalence and consistency of accreditation system and practice namely by organizing training events, surveys ,workshops and dedicated networks as well as maintain records of the exchange and sharing of experience and knowledge.
- o. To promote and facilitate the participation of ARAC members in the proficiency testing schemes and to review the results of interlaboratory comparisons provided by reliable designated fields.
- p. To represent ARAC at technical committees of relevant regional and international organizations, and to propose ARAC's participation in joint working groups with other bodies; and
- q. To perform any other task specified by the ARAC GA and executive committee EXCOM.

3 COMPOSITION

The TC is consisted of:

- 3.1 The chair will be elected by the general assembly.
- 3.2 The vice chair will be elected by the TC members.

- 3.3 The membership of the Technical Committee is limited to one delegate appointed by each ARAC member. Members may be accompanied by other persons with the consent of the Technical Committee Chair.

4 RESPONSIBILITIES

4.1 The TC Chair's responsibilities are:

- a. To carry out these Terms of Reference;
- b. To chair TC meetings;
- c. To report the General Assembly and Executive Committee about the work that is being carried out;
- d. To ensure that TC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);
- e. To submit to the General Assembly, for ratification, major resolutions adopted by the TC;
- f. To distribute to committee members, through the ARAC Secretariat, working papers for committee meetings at least two weeks before meetings.
- g. To formulate the TC work plan in coordination with the TC members and other related committees.

4.2 TC members' responsibilities are:

- a. To attend TC meetings and actively participate on specialized working groups formed to undertake committee tasks;
- b. To formulate initiatives to assist the accomplishment of committee objectives;
- c. To perform tasks and duties that they receive individually or as part of working groups in a timely manner;
- d. To report to the TC on undertaken activities;
- e. To implement the TC Work Plan and those of its subcommittees;
- f. To contribute to the implementation of resolutions and instructions of the General Assembly.

5 MEETINGS

- 5.1 The TC shall meet at least twice a year.
- 5.2 Additional meetings may be held, when considered necessary by the Chair, by the ARAC General Assembly, or by at least one half of the TC members.
- 5.3 Draft agendas shall be distributed at least four weeks before the meeting.
- 5.4 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 5.5 Draft minutes shall be distributed within two months after the meeting.

6 Quorum

The quorum at a meeting shall be at least 50 % of the nominated members of whom at least one shall be the chair or the vice chair

7 Voting

The technical Committee shall seek to make all decisions by consensus .If a vote is necessary the votes of the majority of the members present at a meeting at which a quorum is present shall determine the decision Each member of the technical committee has one vote, the chair has casting vote