ARAC DOCUMENT CONTROL PROCEDURE

CLASSIFICATION

This document is classified as an ARAC Procedures Document.

AUTHORIZATION

Issue No: 04
Prepared by: Technical Committee
Date: 26/08/2020
Revision No: 01
Approved by: ARAC Executive Committee
Issue Date: 13/05/2021
Application Date: Immediate
Document number: ARAC PR 001

Original: English

AVAILABILITY

A Copy of this document in English is available at the ARAC Secretariat and ARAC website.

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Appendix 2:

ARAC Document Formatting

ARAC DOCUMENT CONTROL PROCEDURE

1. **PURPOSE**

   1.1. This document provides guidance on all documents that are to be published as ARAC documents, which shall be drafted, reviewed, submitted, formatted, classified, approved and controlled in accordance with the rules set out in this document.

2. **CONTROLLED DOCUMENTS**

   2.1. The controlled ARAC documents are listed in the ARAC Master Documents List and are posted in the ARAC web site. Any hard copy is considered an uncontrolled copy.

3. **LANGUAGE AND FORMAT**

   3.1. All ARAC documents are published in English and in Arabic. The English version of each ARAC document is the governing version. In the event of a contradiction among language versions, the English one will govern.

   3.2. All ARAC documents, irrespective of the language of publication, shall contain the information and format according to Appendix 1 of this document.

   3.3. The Cover page of all ARAC documents shall state what language(s) the document is available in: English and/or Arabic.

4. **TRANSLATIONS**

   4.1. Members of ARAC whose language of operation is not English and Arabic have the right to translate all ARAC documents into their own language of operation. A copy of each document as translated shall be provided to the Secretariat, who shall make a copy available to other members that use the same language.

   4.2. The procedures for translating IAF/ILAC documents are described in ARAC PR 009.

   4.3. The procedures for adopting IAF/ILAC documents as ARAC documents are described in the ARAC PR 007.

5. **COPYRIGHT**

   5.1. Copyright of ARAC documents is held by ARAC unless otherwise stated in the copyright note in each document. ARAC documents may be used as a reference by member bodies, but acknowledgement to the source of the document must be made. ARAC documents may be photocopied or electronically reproduced by ARAC members for their own professional use; however copies cannot be sold without permission from the ARAC Secretariat.

6. **DOCUMENT PREPARATION AND APPROVAL PROCESS**

   6.1. The steps below shall be followed for the development of all ARAC documents, in accordance with their appropriate classification, and made available in the ARAC website.

   6.2. Proposals for a new ARAC controlled document, or for revision of an existing ARAC controlled document may be initiated by any ARAC Working Group or Committee member via the Chair of the relevant committee.
The Committee Chair shall allocate the work of preparing the draft.

The Chair of the Committee or the convenor of the Working Group responsible for revising the document shall provide the draft revision as a "track change" version of the current issue of the document.

   6.3. The first draft shall be circulated to all members of the Committee or Subcommittee, with comments or explanations as necessary, inviting for comments.

   6.4. All comments received shall be referred to the authors, who shall decide on an appropriate response to each comment.

   6.5. 6.5. Further drafts may be prepared at the discretion of the authors in consultation with Chair of their Committee.

   6.6. When the Chair of the Committee is satisfied that sufficient consultation has been carried out, he/she shall submit the final draft to the Committee and seek its approval.

   6.7. Upon approval, the Chair of the Committee or the convenor of the Working Group responsible for revising the document shall provide the draft revision as a "track change" version of the current issue of the document to the Secretariat.

   6.8. The Secretariat shall submit the draft document to the Executive Committee or to the General Assembly for a 60-day comment period using the ARAC document template provided".

   6.9. Any comments on the draft will be forwarded by the ARAC Secretariat to the Chair of the relevant committee.

6.10.   The Committee Chair will, after consultation with the committee to address these comments, forward the final draft to the Secretariat for voting. ARAC Secretariat shall allocate the appropriate publication identification code, if not already allocated, and send out the final draft as a PDF file for 30 day ballot

6.11.   For changes to existing ARAC Documents which are of an editorial nature only, the 60 day comment period is not required, ie move directly to 30 day vote. If any member considers the revision not to be an editorial change, the voting period shall be stopped and the normal ARAC document approval process shall be implemented.

6.12.   An affirmative vote by two thirds of the Executive Committee members or General Assembly members shall be required to approve the document during their meetings.

6.13.   Upon approval, the Secretariat shall publish the document and make it available to all members by posting it on the ARAC website, with an email notification to members, committee Chairs, lead evaluators and evaluators

6.14.   If the document is not approved by the Executive Committee or the General Assembly the Secretariat shall refer the document back to the Committee Chair which made it for further consideration.

7.   **RULES FOR VOTING OUT OF SESSION**

7.1.   When a matter needs agreement of General Assembly members or Executive Committee members out-of-session, the issue will be put to the vote by e-mail. The rules for the voting procedures are as follows:

a) The Secretary shall forward by e-mail the draft document and the Committee comments or recommendation, if any, to the members entitled to vote, and for information to non-voting members;

b) Members are required to cast their vote within the voting period as described in § 6.13 and §6.14 of this document;

c) The rules of voting that are described in the Bylaws apply. For the proposal to be approved, two thirds of the votes cast must be in favor. Only ballots cast shall be used in calculating the approval. Any persuasive comments accompanying the votes shall be considered for the next revision.

d) The Secretariat shall advise all members of the results of the vote within one week of the close of voting.

8. **REVISION OF ARAC DOCUMENTS**

8.1. Each ARAC Committee shall carry out a review of the ARAC Master List of Documents during its meeting and determine whether any of its owned documents need to be revised and when there are changes in other documents or requirements, and when there are Non Conformities from internal audits or peer evaluations. When it is determined that a document must be revised or updated, the appropriate Committee or Subcommittee shall carry out this task.

8.2. When an ARAC document is revised, the entire document is to be re-issued. If the revision is to the content or substance of the document, a new issue number is to be allocated to the document. If the revision is due to correction of errors, typing mistakes or similar, the same issue number shall be retained, but a new revision number and issue date shall be assigned to the revised document. in case of a new issue the revision number must be reset to 1

8.3. Authorization for the issue of revisions to ARAC documents shall follow the same rules as for the authorization of issue of the original document, unless the revision is due to correction of errors, typing mistakes or similar, in which case the Secretary shall make the proper corrections and assign a new revision number to the document.

8.4. After each revision is approved, it shall be made available to members by posting it on the ARAC website, with an email notification to members.

9. **CUSTODY AND CONTROL OF ARAC DOCUMENTS**

9.1. **ARAC Document Master List.** The master copy of all ARAC documents shall be held and controlled by the ARAC Secretariat and posted on the ARAC web site. The Secretariat shall prepare, and keep up-to-date, a document master list of all publicly available ARAC documents. The master list shall identify the following information of each ARAC document: Document number, issue number, preparation by, preparation date, revision number, approval by, language, name of the Committee or authors that prepared the translation, and document review year. This master list shall be made available to ARAC members after each amendment by posting it on the ARAC website, with email notification to members. Refer to the ARAC format FM 14 ARAC Document Master List.

9.2. When a new member of ARAC signs the ARAC MoU, the Secretariat shall make available to the new member a full set of ARAC documents by notifying the new member by email of document availability in the ARAC website.

9.3. This procedure is complemented by the Procedure for Distribution of ARAC Documents, ARAC PR 008. Access to documents on the website is authorized according to membership category and MLA status

9.4. Management of the ARAC system documents is as electronic files.

The ARAC management system documents are administered in an electronic form and are organized in folders in the ARAC Secretary's computer. ARAC documents are kept in the following folders:

- Administrative Documents
- Procedures Documents
- Guidance Documents
- Mandatory Documents
- Publications Documents
- Forms

These folders contain all of the necessary subfolders according to the functioning and organizational structure of ARAC (Committees, Working Groups, etc.).

10. CLASSIFICATION OF ARAC DOCUMENTS AND AUTHORITY TO ISSUE

10.1.   Documents shall be classified as provided below. Documents issued and published under the authority of the General Assembly and those issued under the authority of the Executive Committee are also specified below. These documents are available in the ARAC website.

a) **AD - Administrative Documents** that define and formalize the rules and commitments for membership in ARAC and in the ARAC MLA are issued on the authority of the ARAC General Assembly. ARAC Administrative Documents that are not related to membership in ARAC or the MLA are issued under the authority of the ARAC Executive Committee.

b) **PR - Procedures Documents** are documents that lay down the procedures to be followed in implementing the ARAC programs, spelling out the procedures and process that must be followed in order to achieve the ARAC objectives, e.g. for implementation of the MLA. ARAC Procedures Documents that are directly related to the MLA process and membership in ARAC are issued on the authority of the ARAC General Assembly, all other ARAC Procedures Documents are issued on the authority of the ARAC Executive Committee.

c) **GD - Guidance Documents** are documents which provide non mandatory applications of MLA requirements published on the authority of the Executive Committee.

   i. This category also includes the *Recommended International Documents* which are ILAC and IAF non mandatory documents adopted by ARAC, as described in ARAC PR 007. Translations of ILAC/IAF documents prepared by ARAC also apply to this category.

d) **MD - Mandatory Documents** are documents that provide MLA requirements and mandatory applications of MLA requirements published under the authority of the ARAC General Assembly.

This category also includes the *International Documents Mandatory for the MLA* which are ILAC and IAF mandatory documents adopted by ARAC, as described in ARAC PR 007. Translations of ILAC/IAF documents prepared by ARAC also apply to this category.

e) **PU - Publications documents**
Publications documents are other documents that may be of interest to ARAC members and are published under the authority of the Executive Committee.

f) **FM - Forms**
Forms and templates are used to keep records of implementation of ARAC management system and MLA procedures, and are published under the authority of the Executive Committee.

11. DOCUMENT NUMBERING

11.1. **ARAC Documents numbering.** For control purposes all ARAC documents posted in the ARAC website must have a reference number as follows:

ARAC – ZZ – NNN / YY

The letters "ARAC" shall appear at the beginning of the number

The letters "ZZ" shall be replaced by one of the following groups:

AD   ARAC Administrative Documents
PR   ARAC Procedures Documents
GD   ARAC Guidance Documents
MD   ARAC Mandatory Documents
PU   ARAC Publications Documents
FM   ARAC Forms

The letters "NNN" shall be replaced by a sequential number from the Master Documents List supplied by the ARAC Secretariat

The letters "YY" shall be replaced by the Year

Note 1: International documents adopted by ARAC will keep their original number.

12. INQUIRIES

12.1. All **inquiries** regarding ARAC documents shall be referred in a first instance to the ARAC Secretariat.

Note. The formatting of documents will be facilitated by a template available from the ARAC Secretariat. Users may also use the Word version of this document and edit and save as a new document.

1.   TITLE AND COVER PAGE

1.1.   The initial page shall include as a header the ARAC logo and on the following line below the full name of the organization, "Arab Accreditation Cooperation", centered at the top of the page and in 14 point bold text (the typeface used in this document is Arial) in Black. See figure 1 in Section 2.1 below.

1.2.   The document title shall be centered in bold upper case Arial text at 14 points.

1.3.   The Cover page of all ARAC documents shall include the following information: Issue Number, Prepared by, Date, Revision No., Approved by, Issue Date, Application Date, and Document number.

1.3.1.   The Issue Number is assigned following the order of the ARAC Master List of Documents.

1.3.2.   Prepared by: Name of the Committee or Subcommittee that prepared the original draft.

1.3.3.   Date: Date of the latest draft. Every time a change to the draft is made, the date is revised.

1.3.4.   Revision No: This number changes every time the document is revised.

1.3.5.   Approved by: Final approval by the General Assembly or the Executive Committee depending on the type and classification of the document. If the draft document has not been approved, it must say: Pending.

1.3.6.   Issue Date: Date of approval is the same as date of issue. If the document has not been approved, it must say: Pending

1.3.7.   Application Date: Date the approved document becomes effective. If the draft document has not been approved, it must say: Pending

1.3.8.   Document number: Follow instructions on section 11 of this procedure ARAC PR 001.

2   ARAC LOGO AND COOPERATION NAME

2.1   The use of the ARAC logo is described in document ARAC AD 044. A copy of the ARAC logo to be used on the header of all ARAC documents is shown below:

Arab Accreditation Cooperation

ARAC logo

3   TABLE OF CONTENTS

3.1   A Table of Contents, if warranted, shall follow immediately after the Cover page and the Preface, if any.

3.2   The Table of Contents shall identify page numbers for all headings.

4   PARAGRAPH NUMBERING AND INDENTING

4.1   All paragraphs are to be numbered using Arabic numerals and decimal divisions. A tab shall follow after the number on the first line.

4.2   Subsidiary numbering of paragraphs shall follow the sequence as set out here, with a single tab after the number in the first line, and subsequent lines justified to the left and right margins. Note that where there are more than three numbers in the paragraph number, the first tab will in fact take the beginning of the text to the second tab distance.

4.3   Subsidiary paragraphs shall be numbered under the main paragraph, with no identification.

4.4   Further subsidiary paragraphs shall each be identified by a further decimal number.

4.5   Should a list or set of alternatives be inserted in a paragraph the items in the list shall be numbered using letters in alphabetical order, and indented one stop, for example:

       a) ....
       b) ....
       c) ....

5   **HEADINGS AND SUB-HEADINGS**

5.1   The following example shall be followed:

   1.   **SECTION HEADINGS** (12 point) BOLD UPPER CASE AT LEFT
   1.1.   **Sub-Section Headings** (12 point) Bold Lower Case at Left
   1.1.1. Minor Headings (12 point) Lower Case at the Left.
   1.1.1.1. Paragraph numbering to be subsidiary to the numbering of the relevant heading.
   1.1.1.2. Further Headings follow the same pattern (but the limit of four levels of numbering should not normally be exceeded).
   1.1.1.3. With text under each heading following the same logic.

6.   **TEXT**

6.1   Arial is preferred.

6.2   The preferred type size for normal text and for headings shall be 12 point, with 14, point for titles, and 10 point for minor insertions, notes and references.

6.3   Text quoted verbatim from a referenced document shall be in italics, or if there are large numbers of quotations from the same referenced document the quoted text may be in the alternate typeface (font of quote should be Arial too).

6.4   Normally text in paragraphs shall be justified (both ends of lines vertically aligned), but text in lists and tables shall be left aligned.

7.   **PAGE HEADERS AND FOOTERS**

7.1   All pages shall include a header with the ARAC logo and beside the name "Arab Accreditation Cooperation" as described in Section 2.1 of Appendix 1.

7.2   A footer shall be included on each page with name & number of the document (upper left), issue date (lower left), and page no/number of pages (upper right).

8.   **PAGE MARGINS**

8.1 Margins for paper shall be as follows:

   Top 2,5 cm, with Header at 1,25 cm
   Bottom 2,0 - 4,0 cm, with Footer at 2,75 cm
   Left 2,5 cm   and   Right 2,5 cm

9.   PARAGRAPH SPACING AND FORMATTING

9.1   The space between paragraphs shall be one or two full line space.

9.2   The space between items in a list may be half a line or a line.

10.   SECTIONS

10.1   If the document is broken up into Sections or Parts, the Sections or Parts are to be numbered in Arabic numerals, beginning at 1.

10.2   The Section or Part number is to be included in the header on every page, at the right hand side above the page numbers.

10.3   Page numbers shall continue unbroken from the Cover page to the last page of the document.

11.   WORD PROCESSORS

11.1   Microsoft Word for Windows and Word documents in PDF format are the preferred formats for dissemination of ARAC documents by electronic means (e.g. as an attachment to an e-mail message) which also may be available for downloading from the ARAC website.