PROCEDURE FOR ARAC ADOPTION OF

INTERNATIONAL DOCUMENTS

CLASSIFICATION
This document is classified as ARAC Procedures Document.

AUTHORIZATION
Issue Nº:	02
Prepared by:	TC
Date:	12/04/2023
Revision Nº:	01
Approved by:	General Assembly
Issue Date:	22/10/2023
Application Date:	Immediate
Document number:	ARAC PR 007

Inquiries:	ARAC Secretariat
E-mail:	secretariat@arabarac.org

AVAILABILITY
Copies of this document is available from the ARAC Secretariat, and on the ARAC website.

COPYRIGHT

ARAC holds the copyright of this document and it may not be copied for resale.

Original: English

1. PURPOSE

This procedure covers the formal adoption by ARAC of international documents issued by ISO International Organization for Standardization, IAF International Accreditation Forum and ILAC International Laboratory Accreditation Cooperation.

2. RELEVANT DOCUMENTS

2.1. International documents mandatory for the MLA

As members of a Recognized Regional Cooperation recognized by IAF and ILAC, the ARAC MLA signatories shall abide by the requirements of those MLAs and use international standards and guides, as well as ILAC and IAF mandatory documents applicable to the IAF and ILAC MRA/MLA. These standards and guides include ISO/IEC 17011, the accreditation standards, and the documents which replace them. IAF and ILAC documents mandatory documents include the ILAC/IAF A-Series documents, ILAC policy documents in the ILAC P-series and IAF mandatory documents in the IAF MD-series.

2.2. International documents mandatory for ARAC membership

For ARAC membership, accreditation bodies must meet the requirements of applicable international documents. The documents that depend on the scope of the accreditation body and may include, among others, ISO/IEC 17011, the accreditation standards, and other technical and normative documents.

2.3. Recommended international documents

ARAC is required to have and use certain policies and procedures and may also wish to issue guidance. It is not mandatory that these be international document, however, ARAC strongly encourages the adoption of the relevant international documents without changes. Only the most serious of reasons will be considered for not adopting and accepting an appropriate international document or even for including minor changes.

2.4. Other international documents/ Reading List

A significant number of other ISO, ILAC and IAF documents (such as ISO/IEC standards on peer evaluation and others) constitute a significant library of documents, useful to ARAC and its member bodies.

3. PROCEDURE FOR ADOPTION

3.1. International documents mandatory for the MLA

ARAC adopts international standards and guides applicable to the ILAC and IAF MLA as well as ILAC and IAF mandatory application documents immediately upon ILAC and IAF decisions without further voting. The ARAC Secretary shall inform ARAC members and ARAC evaluators about the ILAC and IAF decisions on the implementation of international standards and guides applicable to the MLA and about the publication of any ILAC and IAF mandatory application documents, including information of their implementation date. The ARAC Secretary shall update the ARAC website Documents section when a mandatory document is approved.

The ARAC MLA Group shall review the ILAC and IAF decisions and mandatory documents in order to decide whether there is a need for ARAC to take any other actions, such as: changes in ARAC peer evaluation documents, mechanisms for monitoring their implementation, training of evaluators, need for publication of additional ARAC mandatory or guidance application documents.

3.2. international documents mandatory for ARAC membership

The ARAC General Assembly (GA) is responsible for decisions on adoption of documents required for ARAC membership. The GA decisions may be supported by the Executive Committee recommendations. These documents will be endorsed during the GA meetings. Arabic translations of these documents may be prepared, as soon as practicable.

3.3. Recommended international documents

The relevant ARAC Committee or Subcommittee is responsible for the decisions on adoption of any recommended international documents. Such decisions may be supported by the General Assembly, Executive Committee or Committee recommendations. These documents are reviewed by the appropriate Committee or

Subcommittee members before adoption by the ARAC GA, in an effort to help members become fully cognizant of the documents. All ARAC members should be informed of these Committee or Subcommittee actions. The documents will be adopted, in English by the committee.

3.4. Other international documents

The appropriate Committee or subcommittee of the Technical Committee, e.g., the MLA Committee, the MLA Group, Laboratories Subcommittee, the Certification Bodies Subcommittee and the Inspection Bodies is responsible for the decisions on adoption.