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**TECHNICAL COMMITTEE TERMS OF REFERENCE**

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Technical Committee

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**1 SCOPE OF COMMITTEE**

The i-NAF Technical Committee (sTC) is the forum for the discussion of all matters related to the accreditation of natural conformity assessment bodies (certification, inspection and testing bodies).

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

- 2.1.1 To participate in developing, implementing and reviewing the quality management system of i-NAF (Manual, procedures, working documents...etc).
- 2.1.2 To maintain a continuous coordination and relationships with regional and international accreditation cooperation to assure the achievement of i-NAF objectives and interests.
- 2.1.3 To support i-NAF membership at other cooperation membership with other i-NAF committees
- 2.1.4 To global cooperate with i-NAF secretary and i-NAF members to assure the proper implementation of between organizations technical support process and methodology programs.
- 2.1.5 To provide the advice and support to the Chairperson of i-NAF on technical related matters.
- 2.1.6 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 i-NAF guidelines and programs;
- 2.1.7 To serve as liaison between the Natural Accreditation (Executive) Committee and its technical subcommittees, and to inform the Natural Accreditation (Executive) Committee and i-NAF's General Assembly regarding the work performed by the TC and the subcommittees under its responsibility;
- 2.1.8 To coordinate with other i-NAF committees the accomplishment of i-NAF objectives;
- 2.1.9 To identify the needs and to develop and adopt guidance documents related to the scope of the committee;
- 2.1.10 To ensure that i-NAF's technical criteria and documents are based on international documents, guidelines and practices.
- 2.1.11 To monitor regional and international activities and document generation related to the scope of the committee, and to propose to the Natural Accreditation (Executive) Committee actions to be taken;
- 2.1.12 To keep the i-NAF Secretariat informed about committee activities, including minutes and attendance registries of meetings or other activities.
- 2.1.13 To discuss and harmonize the implementation of accreditation activities by i-NAF members, namely by preparing and updating a set of documents as well as resolution.
- 2.1.14 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.

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- 2.1.15 To promote and facilitate the participation of i-NAF members in the proficiency testing schemes and to review the results of interlaboratory comparisons provided by reliable designated fields.
- 2.1.16 To represent i-NAF at technical committees of relevant regional and international organizations, and to propose i-NAF's participation in joint working groups with other bodies; and
- 2.1.17 To perform any other task specified by the i-NAF General Assembly and Natural Accreditation (Executive) Committee.

### **3 COMPOSITION**

#### **The Technical Committee 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 i-NAF 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:**

- 4.1.1 To carry out these Terms of Reference;
- 4.1.2 To chair TC meetings;
- 4.1.3 To report the General Assembly and Natural Accreditation (Executive) Committee about the work that is being carried out;
- 4.1.4 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);
- 4.1.5 To submit to the General Assembly, for ratification, major resolutions adopted by the TC;
- 4.1.6 To distribute to committee members, through the i-NAF Secretariat, working papers for committee meetings at least two weeks before meetings.
- 4.1.7 To formulate the TC work plan in coordination with the TC members and other related committees.

#### **4.2 TC members' responsibilities are:**

- 4.2.1 To attend TC meetings and actively participate on specialized working groups formed to undertake committee tasks;
- 4.2.2 To formulate initiatives to assist the accomplishment of committee objectives;
- 4.2.3 To perform tasks and duties that they receive individually or as part of working groups in a timely manner;



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- 4.2.4 To report to the TC on undertaken activities;
- 4.2.5 To implement the TC Work Plan and those of its subcommittees;
- 4.2.6 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 i-NAF 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 1/2 of the nominated members of whom at least one shall be the chair or the vice chair

## **7 VOINGS**

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.