

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IEC SCHEME FOR CERTIFICATION TO STANDARDS FOR SAFETY OF ELECTRICAL EQUIPMENT FOR EXPLOSIVE ATMOSPHERES (IECEX SCHEME)

Ex Management Committee, ExMC

ILAC Operational Document

Introduction

This ILAC Operational Document is submitted to the ExMC for information purposes for discussion under agenda item 9 of the 2000 ExMC Meeting to be held in Braunschweig. Refer ExMC/56/DA, Draft Agenda.

COVER

ILAC Mutual Recognition Arrangement (Arrangement): Terms of Reference and Composition of the Arrangement Management Committee

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**ILAC Mutual Recognition
Arrangement (Arrangement):
Terms of Reference and Composition
of the Arrangement Management
Committee**

TERMS OF REFERENCE

- ♦ To plan and manage the implementation and maintenance of the Mutual Recognition Arrangement (Arrangement), based on peer evaluations among the International Laboratory Accreditation Co-operation (ILAC) full member bodies, on the equivalence of the operations of their Accreditation Systems.
- ♦ To verify the proper conformance of Accreditation Systems of Regional Arrangement Groups of Signatories to the ILAC Mutual Recognition Arrangement (Arrangement), by evaluating and monitoring those systems to establish and maintain mutual confidence in their performance. The elements of this arrangement also include:
 - participation of Arrangement Group members in the meetings of the ILAC plenary and in the meetings of the Arrangement Council,
 - interchange of personnel to take part in evaluation, re-evaluation, witness audit, and/or surveillance visits to Accreditation Bodies and applicant organisations,
 - participation in evaluations and re-evaluations based on periodic visits to ILAC member bodies that are Signatories to the ILAC Mutual Recognition Arrangement (Arrangement),
 - training of ILAC evaluation team leaders,
 - general co-operation with all ILAC member bodies.
- ♦ To make recommendations to the ILAC Arrangement Council for acceptance, withdrawal, retention or suspension of membership to the ILAC Mutual Recognition Arrangement.
- ♦ To monitor the operation of the Accreditation Systems of member accreditation bodies and regional co-operations of accreditation bodies by participating in activities that maintain and assure mutual confidence.

- ♦ To implement the rules and procedures for the operation of the ILAC Arrangement.
- ♦ To identify specific needs for development and continual refinement of ILAC and other documents related to the Arrangement process and to the accreditation of applicant organisations.
- ♦ To report to the ILAC Arrangement Council on the operation of the Arrangement.
- ♦ Make recommendations to General Assembly for any issues that have been identified as needing attention.
- ♦ To evaluate the procedures and practices of the Arrangement peer evaluation process.
- ♦ To keep a current list of ILAC Arrangement team leaders and team members for the Arrangement peer evaluation process.
- ♦ To evaluate nominated team leaders and team members and approve their use as evaluators for the Arrangement evaluation process.
- ♦ To maintain and publish the list of Arrangement Group members.
- ♦ To liaise with the IAF MLA Management Committee.

COMMITTEE MEMBERSHIP

An initial core membership of, the Vice Chair of ILAC and the Chair or representative of the arrangement committee of each regional co-operation body member. In addition representatives of:

- a) the ILAC LLC,
- b) an unaffiliated Body, representing ILAC Full Members who have signed the ILAC MoU but are not part of any regional arrangement,
- c) a non-Laboratory stakeholder member to represent users,
- d) a member of the IAF MLA Management Committee,

can be invited as observers.

APPOINTMENT AND NOMINATION OF MEMBERS

Chair: Initially, this would be the Vice-Chair of ILAC.

Secretary: Appointed by the members of the Arrangement Management Committee (this is not an additional committee membership) with appropriate support from the ILAC secretariat.

Nomination of members:

- ◆ Members are to be nominated by each ILAC regional accreditation body member, which is a Signatory to the ILAC Memorandum of Understanding (ILAC MoU). The person(s) nominated must be from a body which has signed the ILAC MoU.
- ◆ One (1) observer to be nominated from amongst the ILAC Accreditation body members that have not signed the Arrangement, and who are signatories to the ILAC/MoU.
- ◆ One (1) observer to be nominated by the LLC to represent the Accredited Laboratories.
- ◆ One (1) observer to be nominated as a non-laboratory stakeholder to represent users.
- ◆ One (1) observer to be nominated to represent the IAF MLA Management Committee.

TERMS OF SERVICE

- ◆ A confidentiality agreement will be required from each member and observer.
- ◆ Terms of service shall be for two (2) years with the initial nominations staggered two years and three years. Upon expiration of term, members shall continue to serve until a replacement is appointed. A maximum of two (2) consecutive terms can be served with a break required before additional reappointment.

