

IAF TC WG Accreditation (ISO/IEC 17011) Terms of Reference

Overall Purpose

The aim of this Working Group is to ensure consistency in the development, monitoring and maintenance of IAF Technical documents and to provide centralised coordination with regard to consistent and harmonised application of Technical requirements of ISO/IEC 17011.

To monitor and maintain the effectiveness of the IAF documented system to meet the technical requirements of ISO/IEC 17011 and to take ownership of the **Technical Aspects** of all IAF specific Mandatory and Informative documents directly relating to the application of ISO/IEC 17011, within the accreditation process and rules.

To harmonise the technical application of ISO/IEC 17011 through the IAF documentation system, taking full account of Regional issues and general implementation rules via the MLA Committee as well as the work of other related committees including the Joint A Series Working Group (specifically A2), and to ensure consistency among the various application documents.

This will be achieved through reacting to developments leading to the need for new documents, reviewing new and updated documents prior to recommending them to the voting Members for approval, as well as proactively offering input to other Working groups, with the aim of ensuring updates and new documents meet the technical requirements of ISO/IEC 17011 and are consistent with other documents.

The WG will be called upon as necessary by the Convenor and Co-Convenor (in coordination with the TC Chair) and will carry out their activities either remotely or by formal meetings when needed.

Specific Responsibilities

1. Provide guidance and direction to the TC in relation to ISO/IEC 17011 Technical Application and Common Understanding of those technical application documents, that relate to IAF only,
2. Monitor, react to, discuss and participate in the development of documentation to harmonise the application of ISO/IEC 17011.
3. As part of the review process, review all new and revised IAF documents based on ISO/IEC 17011 specifically for ISO/IEC1 17011 compliance issues.
4. Discuss and prepare decisions on ISO/IEC 17011 issues requiring a common approach across some or all of the sector specific WGs, for consideration by the TC.
5. Promote consistency of the application of ISO/IEC 17011,
6. Monitor and influence continual improvement in relation to the application and common understanding of ISO/IEC 17011,
7. Establish Task Forces as required,

8. Participate in Task Forces established by other WGs where the Technical Application of ISO/IEC 17011 is a consideration,
9. Consider and make recommendations to the TC, as part of the discussion paper process, in relation to discussion papers received from interested parties,
10. Liaise with other specific WGs and TFs as required for the subject matter concerned.
11. Liaise with the IAF MLA Management Committee as necessary, to ensure consistency and prevent crossover.
12. Liaise with JWG A Series as required.
13. Liaise with Regional Groups as required.
14. Take overall responsibility for all application documents that relate to ISO/IEC 17011, noting that expertise may be seconded from other Working Groups/Committees.
15. To oversee the activities of the Accreditation Auditing Practices Group (AAPG)

Membership

- Convenor and Co-Convenor (the Convenor will be from an Accreditation Body; Co-Convenor will be from a stakeholder).
- Representation from each IAF member Accreditation Body
- Representation from each Recognised Stakeholder.