

	United States Accreditation, INC. Procedure for Establishment, Operation Rules and Principles of United States Accreditation, Inc. Expert Committees	Document No:	USACC-P-13
		Release Date:	01/04/2021
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PURPOSE

The purpose of this procedure is to explain the establishment of expert committees formed by United States Accreditation, Inc., if needed, and their operation rules and principles.

2. SCOPE

This procedure covers the selection, operation rules and principles, authorities, duties and responsibilities of all members of expert committees to be formed within United States Accreditation, Inc..

3. DEFINITIONS

Definitions related to this procedure are given in USACC-IN-01 Instructions on Terms and Definitions Used in United States Accreditation, Inc. Documentation.

4. RELATED DOCUMENTS

USACC-P-04 Procedure for Control of Records

USACC-FR-10 Confidentiality and Impartiality Commitment of Committee/Board/Working Group Members

5. IMPLEMENTATION

The accreditation system operated by United States Accreditation, Inc. must be in line with the demands and expectations of the relevant parties; the technical criteria for accreditation must be determined according to general and technological needs and must be in line with international developments and standards. If required, expert committees shall provide technical expertise and specialization in order to meet the said requirements to the National Accreditation Center.

5.1 Qualifications and Selection of Expert Committee Members

Expert committees are of advisory nature and their members are provided from circles directly or indirectly related to United States Accreditation, Inc.'s activities. These circles include the United States Accreditation, Inc. pool of assessors/technical experts, professional organizations, organizations which represent consumers, accredited bodies, public authorities, institutes and academic units. Personally active experts shall also be assigned in expert committees. Members to be assigned to expert committees shall be determined and selected from among people who have knowledge on the following issues, who are capable of presenting technical opinions as a result of their analyses and observations:

- Management systems and management audit
- Accreditation of conformity assessment bodies
- Conformity assessment services and certification of these services
- Product/production-related issues regulated by legislation
- International standards and technical regulations, areas that require technical expertise in the fields of testing/calibration and laboratory management,
- International accreditation studies

While forming expert committees, United States Accreditation, Inc. shall try to ensure a balanced representation of relevant parties.

United States Accreditation, Inc. shall maintain records of qualifications, educational background, experience and competencies of expert committee members.

5.2 Appointing Expert Committee Members

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Expert committees shall be formed for the fields needed by the relevant heads of accreditation. The General Secretary shall assign committee members with the recommendation of the relevant head of accreditation. An expert committee shall consist of at least 3 members, including a chairperson and vice chairperson. Where the committee chairperson cannot attend a meeting, the vice chairperson shall chair the meeting. Alternate members may be designated for committee members in case of need.

As expert committee members may have access to information and confidential documents of a body accredited by United States Accreditation, Inc. when necessary, all members shall sign a Confidentiality and Impartiality Commitment.

5.3 Meeting and Operation Principles of Expert Committees

The chairperson and vice chairperson of expert committees shall be elected from among the members by majority vote. Communication between expert committees and United States Accreditation, Inc. shall be provided by a United States Accreditation, Inc. representative appointed by the relevant head of accreditation. A reporter, determined among committee members, shall carry out the secretariat services of the committee. The committee reporter shall take meeting minutes to record issues discussed and opinions expressed during the meeting. The head of accreditation shall determine the meeting place and agenda of the expert committee after taking the opinions of the committee members, and the relevant head of accreditation shall invite members to the meeting. Meetings may also be held using remote access tools.

The United States Accreditation, Inc. representative shall notify the determined agenda, place, date and time of the meeting to the committee members with a letter at

least 15 days before the scheduled meeting date, and the committee shall convene with the participation of at least half of the members. When a scheduled meeting is required to be postponed, the United States Accreditation, Inc. representative shall announce the date, place and time of the new meeting.

The expert committee meetings shall be conducted according to the meeting agenda. While creating the meeting agenda, the status of the activities which were decided to be carried out in the previous meeting and the specified items shall be taken into account. Where there is a need for experts for the agenda items, experts may be temporarily assigned by the relevant head of accreditation at the meeting in question or they may be proposed to the General Secretary to be appointed as committee members for permanent assignment.

If notified before a meeting, an alternate member, if appointed, shall attend in place of a member who has an excuse not to attend the meeting. In meetings, if members of a committee are assigned to conduct any work within a certain period, the chairperson of the relevant expert committee shall be responsible for the timely completion of these works. In cases where a meeting is not required, the United States Accreditation, Inc. representative concerned with the expert committee shall provide the necessary coordination, when deemed necessary, to exchange views with each other in writing. The expert committee shall respond to United States Accreditation, Inc.'s request for opinions through the relevant committee chairperson within 15 days, if the period has not been defined, and communicate this response to United States Accreditation, Inc.

Decisions taken in committee meetings are of advisory nature and taken by majority vote. Each member is entitled to one vote. When necessary, members who do not agree with the decisions taken by the expert committee and that are advisory, write a letter stating their reservations with their justifications.

At the last meeting of each year, the expert committee shall prepare a general work program for the next year. This program shall be organized by taking into consideration the demands from stakeholders and the expectations from the expert committee (guide documents, interpretation of some standards etc.) in the accreditation areas where United States Accreditation, Inc. operates.

5.4 Duties of Expert Committees

Expert committees may be assigned to prepare policies, and provide opinions and technical consultancy to

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United States Accreditation, Inc. regarding the following issues:

- Presenting opinions during the determination and review of special technical criteria which establish the effectiveness and stability of the accreditation services provided by United States Accreditation, Inc.,
- Evaluating the applicability of special procedures based on the provision of accreditation services and presenting opinions on these matters,
- Presenting opinions on the determination of qualification criteria for accreditation assessors and technical experts, if needed,
- Making suggestions, when necessary, on the sources from which accreditation assessors and assessor candidates will be procured,
- Presenting opinions on the requirements of inter-laboratory comparison measurements and proficiency tests which laboratories should attend,
- Providing support to the relevant heads of accreditation for the preparation of guidelines and implementation documents for the assessment of conformity assessment bodies,
- Conducting research on the effects of APAC and other international implementations on matters related to accreditation and conformity assessment and providing feedback to United States Accreditation, Inc. about the results,
- Conducting and reporting analyses, research and development studies on matters requested by the relevant head of accreditation,
- If assigned, representing United States Accreditation, Inc. in international technical working groups and committees.

5.5 Decisions of Expert Committees

The relevant head of accreditation shall record decisions taken by expert committees. Decisions, if deemed necessary by the relevant head of accreditation, may be published on United States Accreditation, Inc.'s website.

6. AUTHORITY AND RESPONSIBILITIES

Authority and responsibilities are described in USACC-G-34 Job Description and Organization Chart Guide.