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|  | United States Accreditation, INC. Procedure for International Cooperation and Relations | Document No: | USACC-P-15 |
| | | Release Date: | 01/04/2021 |
| | | Rev Date / No: | 0 |
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1. PURPOSE

The purpose of this procedure is to explain the methods to be followed for cooperation and coordination with accreditation bodies abroad, transfer of knowledge and experience through participation in international activities, follow-up of activities related to accreditation, and distribution and archiving of the information obtained.

2. SCOPE

This document covers all international activities carried out and departments within United States Accreditation, INC..

3. DEFINITIONS

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

4. RELATED DOCUMENTS

- USACC-FR-43 Subcontractor Assessment Proposal Form
- USACC-FR-34 Foreign Mission Report
- USACC-G-21 Accreditation Fees Guide

5. IMPLEMENTATION

5.1 Cooperation and Contact with International Bodies

United States Accreditation, INC. cooperates and carries out projects with many international bodies within the scope of various projects. During the execution of these projects, the Deputy President makes and carries out the necessary contact and ensures coordination with the relevant bodies within the knowledge and approval of the President.

Technical knowledge and experience sharing support is provided with other national accreditation bodies and international accreditation bodies in order to meet the necessary criteria for membership to regional and international accreditation bodies such as APAC, ILAC, IAF and multilateral arrangements (MLA). The use of these supports in order to increase the efficiency of the services of our Body is carried out through trainings, seminars and workshops under the coordination of the relevant Deputy President in line with the policies determined by the President.


5.2 Following Developments Abroad on Accreditation

The latest developments in accreditation abroad are realized through meetings, seminars, technical collaborations and following relevant publications. The relevant Deputy President and President concludes all these developments. Subscriptions are made to periodicals and points determined based on the requirement notification of the departments, and information about the activities of other international accreditation bodies is collected on the internet.

Developments abroad are followed up with the participation of bilateral, regional and global international meetings and the work of sector committees on certain issues. The obtained information, experiences and documents are evaluated by the relevant Deputy President and, in accordance with the instructions, are transferred to the International Relations and Projects Department for the purpose of informing the relevant departments or for archiving. The relevant Deputy President carries out the recording and/or copying of these information or documents and their delivery to the relevant department. She/he keeps the original copy in the relevant file (APAC, ILAC, IAF, Bilateral Relations, etc.).

5.3 Determination of International Activities

All activities are followed by the personnel in the relevant International Relations and Projects Department, and the relevant Deputy President is informed. In addition to the activities determined by the President on matters regarding accreditation, the departments communicate international activities related to their own work and which is beneficial for the departments to the President for consideration, and the relevant Deputy President is informed.

| | | | |
|---|--|-----------------------|-------------------|
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The relevant department makes the required applications, preparations and arrangements for activities whose participation is approved as a result of the evaluations made by the President and the Board of Directors. If needed, the relevant Deputy President carries out the necessary correspondence and coordination.

5.4 Subscription and Membership

Membership to relevant international points and subscription to publications are carried out in line with the general needs of the Body and reasonable requests of the departments. The determined subscriptions are submitted to the President for approval and if the subscription is deemed necessary, the relevant Deputy President makes the application. The priority order of the bodies is determined for the membership applications to be made to the organizations. After the requirements for the application are determined, the departments are informed in order to meet these requirements and the application is made by ensuring that they complete their preparations within the specified time.

5.5 Distribution of Information and Filing

The Deputy President communicates international information obtained from various sources and through various means to the departments deemed necessary by the President in order to support and guide accreditation studies. The relevant Deputy President sends this source of information to the relevant departments by e-mail or distributes the copy, keeps the original hard copy in its file (APAC, ILAC, IAF, BILATERAL RELATIONS, etc.). Documents received electronically are recorded in the area designated in the United States Accreditation, INC. Intranet for the use of all United States Accreditation, INC. personnel. The department directly benefiting from the information shares the information with relevant parties and United States Accreditation, INC. personnel.

5.6 Information Sharing with International Points

The relevant Deputy President submits the information and documents prepared regarding United States Accreditation, INC.'s accreditation activities and deemed appropriate to be distributed by the President or required to be regularly sent to international points as per agreements. Significant changes within the scope of APAC, IAF Multilateral Arrangements (MLA) and ILAC Mutual Recognition Arrangements (MRA) and which occur within United States Accreditation, INC. are notified immediately to the parties of the agreement and to the MLA / MRA secretariat (taking into account deadlines specified in APAC 1/06 and APAC 2/02). These changes can occur in:

- . United States Accreditation, INC.'s status
- . United States Accreditation, INC.'s management and key personnel
- . accreditation schemes and its implementations.

When necessary, support is received from the Training, Promotion and Information Department for information gathering, editing, printing, etc. The prepared document is transferred by mail, e-mail, fax, etc. A copy of this information sent is kept in the relevant file of the relevant Deputy President.

5.7 Missions Abroad

In line with the goal of having an international status, United States Accreditation, INC. personnel participate in international meetings, seminars and workshops, thus conducting the necessary information exchange and training activities. The relevant Deputy President carries out all these activities within the knowledge of the President. When necessary, the relevant Deputy President is assigned in the organization, planning and execution of missions abroad. The President determines and approves the delegation that will represent United States Accreditation, INC. on the relevant international platforms. The determination and provision of the necessary documents to support the experience of the delegation regarding the mission to be performed is provided with the support of the relevant International Relations and Projects Department and President. Members of the delegation are subjected to in-service training on specific matters in coordination with the relevant Deputy President and Training, Promotion and Information Department when needed. The program about the bodies which the delegation to realize the mission abroad will go to, the meetings it will hold and negotiations it will conduct or the training it will receive is provided or prepared by the International Relations and Projects Department personnel, and the delegation is informed of this program. Other preparations related to travel such as accommodation and transportation are carried out by

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|---|--|-----------------------|-------------------|
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the personnel themselves and by the International Relations and Projects Department. The information and observations obtained by United States Accreditation, INC. personnel who are temporarily assigned abroad are submitted to the International Relations and Projects Department using USACC-FR-34 Foreign Mission Report. The report is kept in the relevant file by the personnel in charge of the International Relations and Projects Department. If the mission abroad is about training, a copy of the said report is submitted to the Training, Promotion and Information Department. In addition, United States Accreditation, INC. personnel who are temporarily assigned abroad make informative presentations to share the information (changes in standards and documents, international accreditation policies, etc.), observations and experiences they have acquired as soon as possible after their return.

5.8 Required Preparations and Coordination with Foreign Experts and Bodies to Perform Certain Missions in Cooperation with United States Accreditation, INC.

In cases where United States Accreditation, INC. is in technical cooperation and it is deemed necessary to benefit from the knowledge and experience of foreign experts and bodies in its own accreditation activities, the first correspondence of preparation and coordination with foreign experts and bodies is carried out by the relevant Deputy President, if requested by the relevant department. A copy of all foreign correspondence made by the departments by registering general documents is delivered to the International Relations and Projects Department against signature and these documents are kept in the FOREIGN CORRESPONDENCE file.

A copy of all correspondence made by the departments electronically is submitted to the International Relations and Projects Department.

In accreditation assessments, organization of visits to be made by foreign experts and delegations, except for the assignment of foreign experts organized by the Departments, the meeting, moderation and, when necessary, accompaniment of the person or delegation are carried out by the International Relations and Projects Department.

5.9 Procedures for News, Mail, Messages and Printed Materials from Abroad


Information and messages sent to the International Relations and Projects Department via electronic mail from abroad are forwarded to the President for review. As a result of the review, the President gives instructions to the International Relations and Projects Department when s/he deems necessary. The document received by post is sent to the President by the Deputy President. The President sends the documents to the relevant Deputy President to remain in the International Relations and Projects Department or to be submitted to the relevant department. The International Relations and Projects Department keeps the document in its relevant file.

5.10 Accreditation Services to be subcontracted in the APAC-MLA Region

Where there is a request from the APAC-MLA Region, and if United States Accreditation, INC. has the necessary resources (assessor/technical expert) for the scope requested to be subcontracted on the requested dates, United States Accreditation, INC. performs the assessment as the subcontractor. Requests made to United States Accreditation, INC. are received by the International Relations and Projects Department. According to the scope of the application and the accreditation standard, the relevant case officer is contacted and the availability of the Lead Assessor/Assessor/Technical Expert resource suitable for the scope on the dates specified for the requested assessment is checked. After checking the availability of resources, the foreign Accreditation Body is informed in any case by the International Relations and Projects Department within the framework of the Asia Pacific Accreditation Cooperation guidelines.

Where the assessment team can be formed for the requested assessment, the relevant case officer calculates an estimated assessment period for the assessment in person-days and submits it to the International Relations and Projects Department. Where the Foreign Accreditation Body provides a schedule and assessment period information (assessment brief or pre-assessment) in person-days, the case officer takes this information into consideration.

In cases where the person- day calculation exceeds the requested assessment period (i.e. if there is no assessor in the relevant field, an assessor joins the technical expert), the International Relations and Projects Department informs the foreign Accreditation Body. If the said matters are agreed upon, USACC-FR-34 Foreign Mission Report is filled in including the names of the assessment team members and, after it is signed by the President, it is submitted to the foreign Accreditation Body by the International Relations and Projects Department. With this form signed by the President, the assessment team is

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deemed to have been assigned. When submitting the USACC-FR-34 Foreign Mission Report, the foreign Accreditation Body is required to send an approval, such as a Purchase Order, if this proposal is accepted.

For assessments to be subcontracted, United States Accreditation, INC. applies its own procedures and uses its documentation (assessment report, witness assessment report, assessment participant list, nonconformity forms, etc.). If there is a request from the foreign Accreditation Body to use its own documentation, the attitude to be adopted is decided with the assessment team. Sample actions that can be developed when such a request is received are as follows:

- Using the documentation of the foreign Accreditation Body with the acceptance of the assessment team;
- Submitting the United States Accreditation, INC. procedure and documentation to the foreign Accreditation Body, determining the differences and reporting the issues not included in the procedure and documentation, together with the United States Accreditation, INC. documentation;
- Using the United States Accreditation, INC. procedures and documentation in the absence of any agreement;

After the assessment is carried out in accordance with the said matters, the assessment report is submitted to the International Relations and Projects Department together with the assessment participant list, witness assessment report(s), nonconformity forms, if any, and other required documents and records within 1 month at the latest. The International Relations and Projects Department sends these to the foreign Accreditation Body together with the invoice (the whole amount at once) based on the price in the Assessment Proposal and Purchase Order, if there is no corrective action review process. When there is a need to review corrective actions, the International Relations and Projects Department sends the above-mentioned documents and records together with the invoice after the process is completed. The International Relations and Projects Department keeps and maintains all documents and records of these assessments. While calculating the assessment fee, the principles in USACC-G-21 Accreditation Fees Guide are taken into consideration. The members of the assessment team assigned to the assessments are paid using the person/day calculation based on the time they took part in the assessments. This payment is realized according to the relevant United States Accreditation, INC. procedures and guidelines.

United States Accreditation, INC. personnel organizing the assessment makes the request for payment by receiving the approval of the President. After receiving the President's approval, this approval and a certified copy of the USACC-FR-34 Foreign Mission Report is sent to the Purchasing and Administrative Affairs Department for budgeting and the payment order is prepared. It is submitted to the Purchasing and Administrative Affairs Department in order to receive the payment and to keep the relevant payment documents. The processes regarding the issuance and collection of the invoices are carried out by the Purchasing and Administrative Affairs Department, with the request to be made through the system, if not, the approval of the relevant Deputy President. Purchasing and Administrative Affairs Department notifies the International Relations and Projects Department about the collection unpaid within 3 months following the submission of the invoice. The International Relations and Projects Department makes the necessary notifications regarding delayed collections. Requests from regions other than the APAC- MLA region are submitted to the President. If it is decided to meet the request as a result of the evaluation made by the President, the rules are applied in a similar manner.

5.11 Handling and Managing Projects

All projects arising from U.S. Accreditation Inc's bilateral cooperation activities, taking part in projects (member or leader of a consortium) financed by international bodies and organizations (World Bank, United Nations, IAF, ILAC) and all project activities to be planned and carried out on the international platform on the instructions of the President, the International Relations and Projects Department is responsible for:

- Preparing detailed project plans and controlling these plans,
- Communication with the parties related to the project and the coordination of these parties,
- Managing the project results in line with the project plan,
- Monitoring the progress and performance of the project,
- Preparing status reports,

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|--|--|-----------------------|-------------------|
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Distribution of project evaluation and information on the evaluation to the relevant parties, Working closely with all parties, including project users, to ensure that needs are met depending on the results of the project.

5.12 Provisions Concerning International Recognition

United States Accreditation, INC. recognizes the activities of accreditation bodies that sign APAC/ILAC/IAF Multilateral Recognition or Mutual Recognition Arrangements (MLA/MRA) as equivalent to their own. In addition, United States Accreditation, INC. accepts that the accredited conformity assessment results produced by CABs accredited by the said accreditation bodies are equivalent to the accredited conformity assessment results produced by CABs accredited by United States Accreditation, INC.. United States Accreditation, INC. references, supports and promotes Multilateral Recognition or Mutual Recognition Arrangements made with APAC/ILAC/IAF in each of its events, activities and legislation.

CABs accredited by United States Accreditation, INC. may only refer to APAC MLA for the scopes they are accredited for. United States Accreditation, INC. notifies the APAC Secretariat of any key personnel change, significant changes in legislation and any other significant changes within 1 month after the change occurs, according to APAC 1/06 and APAC 2/02 documents. While notifying the APAC Secretariat, United States Accreditation, INC. also performs impact analysis. United States Accreditation, INC. adapts the changes that may occur in APAC MLA to its own management system within the framework of the decisions taken by the APAC General Assembly and informs CABs when necessary and requires compliance with the changes. If United States Accreditation, INC. decides to voluntarily withdraw or narrow the scope of MLA, it will notify the APAC Secretariat in writing (3 months ago at the latest).

6. AUTHORITY AND RESPONSIBILITIES

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