



TERMS OF REFERENCE

TECHNICAL COMMITTEE (LABORATORIES, INSPECTION BODIES, REFERENCE MATERIALS PRODUCERS, AND PROFICIENCY TESTING)

1. Definitions and Interpretations

The definitions that apply to the activity of this committee are those established in the APAC Constitution and any further definitions as follows:

- a) ISO/IEC 17000, Conformity assessment – General principles and vocabulary.

Interpretations of these definitions in the business of this committee can be provided by the APAC Secretary.

2. Purpose

The purpose of the Committee is to:

- a) consider technical issues relating to the accreditation of testing and calibration laboratories, reference material producers (RMP), medical testing laboratories, inspection bodies (IB) and proficiency testing providers (PTP);
- b) provide an opportunity for APAC members to share interpretations and details of accreditation programmes, criteria and procedures; and
- c) support the consistent interpretation and application of accreditation requirements by APAC Members in the areas of:
 - i. testing and calibration (e.g. ISO/IEC 17025)
 - ii. reference material producers (e.g. ISO/IEC 17034);
 - iii. medical testing (e.g. ISO 15189);
 - iv. inspection (e.g. ISO/IEC 17020);
 - v. proficiency testing (ISO/IEC 17043); and
 - vi. other conformity assessment activities that are covered by the Technical Committee.

3. Functions, responsibilities and powers

The functions, responsibilities and powers of the Committee are to:

- a) identify, discuss and resolve technical issues related to accreditation of testing and calibration laboratories, reference material producers (RMP), medical testing laboratories, inspection bodies (IB) and proficiency testing providers (PTP);
- b) recommend adoption of ILAC mandatory/guidance documents with amendments as necessary to meet APAC needs;
- c) prepare APAC documents on technical issues related to accreditation of testing and calibration laboratories, reference material producers (RMP), medical testing laboratories, inspection bodies (IB) and proficiency testing providers (PTP), which may contain material additional to existing ILAC documents, for approval by the Executive Committee or the General Assembly;
- d) when requested, assist in developing requirements for the MRA process;
- e) provide a forum for APAC Members to discuss and make recommendations to the ILAC Accreditation Committee (AIC) and its relevant working groups and task forces, or other appropriate organizations on behalf of APAC;
- f) avoid duplicating the work of other organisations, including duplication of requirements already contained in accreditation standards, nor set requirements additional to those contained in accreditation standards; and
- g) enhance the consistent understanding and implementation of the accreditation standards among APAC members by formulating relevant guidance, criteria or consensus, which shall not, in principle, contradict to those formulated by ILAC;
- h) consider questions relating to the operation of accreditation programs, and the need for development of mandatory or guidance documents for such programs; and
- i) make recommendations to the Executive Committee for submission to ILAC, ISO/CASCO or other appropriate organizations on behalf of APAC for the development of such documents.

4. Composition

5.1 Membership

All APAC Full Members, Associate Members, and Affiliates may nominate one person to be a member of the Committee.

The nominated person is expected to actively contribute to the work of the Committee during meetings and out-of-session, especially in relation to

78 reading and commenting on draft documentation and otherwise actively
79 participating in face-to-face, email and online discussions.

80 The APAC Secretary shall maintain a list of members of the Committee based
81 upon information provided by the Committee Chair. The list shall include
82 name, organisation, contact details, appointment date and membership expiry
83 date.

84 Each member shall be designated as either: P = Participating member, O =
85 Observer member, or X = Ex-officio member.

86 The term of membership to the Committee is three (3) years concluding at the
87 end of the General Assembly meeting in the third year of the membership. A
88 person may be re-nominated by an APAC Member or Affiliate.

89 Committee Members who have failed to attend two consecutive meetings shall
90 automatically have their names removed from the Committee membership list;
91 the Committee Secretary will contact the APAC Member or Affiliate to
92 nominate an alternative person to be on the Committee.

93 **5.2 Chairperson**

94 The participating committee members shall elect the Chair, whose
95 appointment shall be ratified by the Executive Committee, by simple majority.
96 If the Committee is unable to agree and elect a Chair, the Executive
97 Committee will appoint a Chair.

98 The participating committee members may elect a Vice-Chair; this
99 appointment does not require ratification by the Executive Committee.

100 The term of appointment of the Chair and Vice Chair of the Committee shall be
101 for three years. The Chair and Vice Chair shall not be eligible for re-election
102 or appointment for more than two consecutive three-year terms.

103 **5.3 Secretary**

104 The secretariat of the Committee shall be provided by the APAC Secretary or
105 a delegate.

106 **5.4 Declarations and commitments**

107 Committee members shall conduct their activities in line with the APAC Code
108 of Conduct set out in the APAC Regulations and Codes (APAC GOV-002).

109 All participants in the activity of the Committee shall sign the Confidentiality
110 Declaration (APAC FGOV-007).

111 **5. Meetings and Records**

112 **5.1 Meetings**

113 All Committee members are expected to attend each meeting in person or, if
114 the facility is made available, via tele- or video-conference.

115 In the absence of the Chair of the Committee, the Committee Vice Chair shall
116 act as the Chair for that meeting.

117 The APAC Secretary, or delegate, shall attend all meetings except when the
118 Committee Chair declares a matter is to be discussed without their presence.

119 **5.2 Frequency**

120 The Committee shall meet at least once every 12 months.

121 **5.3 Notice, agendas and working documents**

122 The Committee Secretary shall distribute a notice of each meeting confirming
123 the date, time, venue and agenda to each member of the Committee at least
124 14 days prior to the date of the meeting. The notice of the meeting shall also
125 include details of the relevant supporting working papers to be discussed.

126 Meeting papers shall be distributed to each member of the Committee at least
127 14 days prior to the date of the meeting.

128 **5.4 Quorum**

129 The quorum for a meeting to be held and for voting and decision-making to
130 take place shall be at least one-half of the Committee members listed.

131 **5.5 Other attendees**

132 The Chair of the Committee may invite any person to attend meetings of the
133 Committee, for all or any part of the meeting. Such attendees shall not have
134 voting rights or participate in decision-making.

135 **5.6 Voting and decision making**

136 The Committee shall seek to reach decisions by a process of consensus but in
137 the event that a vote is necessary, a simple majority of committee members
138 attending the meeting is required.

139 Observer and ex-officio members do not take part in decision making.

140 **5.7 Reporting to the Executive Committee**

141 The Chair of the Committee (or person nominated by the Chair of the
142 Committee for that purpose) shall report to the Executive Committee at the
143 Executive Committee's next meeting on all matters relevant to the
144 Committee's role and responsibilities.

145 **5.8 Minutes and records**

146 Minutes of proceedings and resolutions of the Committee shall be kept by the
147 APAC Secretary. Minutes shall be prepared and confirmed by the Committee
148 Members in attendance at the next meeting.

All meeting agendas, papers, resolutions and minutes shall be kept in accordance with the Retention Periods set out in APAC MS-001 Document and Records Control.

6. Committee Performance Evaluation

The Committee shall review its performance by self-assessment, at least once every two years.

The performance evaluation shall take into account the extent to which the Committee has met its responsibilities under this Terms of Reference.

The Committee shall present to the Executive Committee annually a report of its activities for the previous financial year, and on its performance following the performance evaluation.

7. Review and Changes to the Terms of Reference

The Committee shall review its Terms of Reference from time to time and make recommendations to the Executive Committee as to any changes it considers should be made.

Amendments to these Terms of Reference may be suggested by any Committee member.

The Committee shall endorse suggested changes from members by consensus. In the event that a vote is necessary, a simple majority of committee members attending the meeting is required.

Endorsed suggested changes to these Terms of Reference may be approved by the Executive Committee.

8. Amendment Table

This table provides a summary of the changes to the document with this issue.

Section(s)	Amendment(s)
All	New issue on establishment of APAC.
End	