



**Decisions of the
Fifth ILAC General Assembly,
Kyoto, Japan,
1 and 2 November 2001
(FINAL VERSION- 2 November 2001)**

ILAC DECISION GA 5.01

The General Assembly agrees that the Minutes of its Fourth Meeting held in Washington DC from 2 to 3 November 2000 be accepted as a true and correct record of the meeting, and thanks Ann Margret Gilmour for her work in preparing these minutes.

ILAC DECISION GA 5.02

The General Assembly agrees that its minutes should be a summary of important issues, proposed actions and Decisions.

ILAC DECISION GA 5.03

The General Assembly expresses its deep appreciation to the Japanese organising committee for a very successful General Assembly and joint ILAC/IAF General Assembly.

ILAC DECISION GA 5.04

The General Assembly notes the *ILAC Strategic and Business Plan for Financial Years 2001/2005* and instructs the Executive Committee to continue to develop the Plan. Feedback on the Plan should be forwarded to the ILAC Chair by 31 December 2001.

ILAC DECISION GA 5.05

The General Assembly notes the increase in workload for the ILAC Secretariat and thanks NATA for providing extra resources to meet this need.

Arrangement Management Committee (AMC)

ILAC DECISION GA 5.06

The General Assembly endorses the continuation of the work outlined in the AMC report.

Arrangement Council

ILAC DECISION GA 5.07

The General Assembly accepts the report of the ILAC Arrangement Council and endorses the continuation of their activities

ILAC DECISION GA 5.08

The General Assembly welcomes the following new signatories to the ILAC Arrangement since the last General Assembly:

- ENAC (Spain) - Testing and Calibration
- SINAL (Italy) - Testing Only
- DASMIN (Germany) - Testing Only
- KAN (Indonesia) - Testing Only
- KOLAS (Korea) – Extension to include Calibration
- SNAS (Slovakia) - Testing and Calibration
- ISRAC (Israel) - Testing and Calibration
- CCIBLAC (People's Republic of China) - Testing Only
- TLAS (Thailand) - Testing and Calibration

Accreditation Policy Committee (APC)***ILAC DECISION GA 5.09***

The General Assembly endorses the continuation of the work outlined in the APC report.

ILAC DECISION GA 5.10

The General Assembly welcomes the work of the joint task force to achieve clearly structured documents with requirements for procedures, harmonised with IAF, for the evaluation of regions.

ILAC DECISION GA 5.11

The General Assembly accepts unaffiliated accreditation bodies that are members of ILAC as ILAC Arrangement signatories if they have a contract of cooperation with a recognised region and have signed a bilateral recognition arrangement with the region.

ILAC DECISION GA 5.12

The General Assembly agrees that applicants from unaffiliated bodies for membership of the ILAC Arrangement must decide either to apply directly to ILAC, or via a contract of cooperation with a recognised region (the document ILAC P3 to be amended accordingly).

ILAC DECISION GA 5.13

The General Assembly encourages the work of the joint ILAC/IAF task force developing, jointly with IAF, modular training documents for peer evaluators.

ILAC DECISION GA 5.14

The General Assembly endorses the document *Regulatory Recognition of Accreditation and the ILAC Mutual Recognition Arrangement* for promotion of accreditation to regulators and to place it on the ILAC website.

ILAC DECISION GA 5.15

The General Assembly endorses the proposal to seek input from accreditation bodies on a voluntary basis to a database with examples where regulators successfully used accreditation to meet their requirements.

ILAC DECISION GA 5.16

The General Assembly encourages the collection of data on non-acceptance of accredited test reports to identify the extent of non-acceptance.

ILAC DECISION GA 5.17

The General Assembly accepts the proposal to sign a document of cooperation with ICSCA following further discussion with the Accreditation Policy Committee on the text of the document of cooperation, with the object of completing it by February 2002.

ILAC DECISION GA 5.18

The General Assembly agrees to continue the liaison with IEC-CAB and to identify additional items of cooperation.

ILAC DECISION GA 5.19

The General Assembly endorses the guidance document *Cross-frontier accreditation principles for avoiding duplication* as code of good practice for ILAC member bodies.

ILAC DECISION GA 5.20

The General Assembly endorses the proposal to establish an ILAC mark with a uniform design.

ILAC DECISION GA 5.21

The General Assembly endorses the proposal to develop, in cooperation with IAF as appropriate, rules for the application and legal protection of a mark, and for these to be checked from a legal perspective.

Technical Accreditation Issues Committee (TAIC)

ILAC DECISION GA 5.22

Policy on Traceability

The General Assembly endorses the TAIC recommendation that this document be accepted if votes reach a 2/3 majority (because it is a policy document). The TAIC Chair will only incorporate editorial suggestions received. This is to become mandatory from 1 January 2003, if approved.

ILAC DECISION GA 5.23

Guidance for forensic laboratories

The General Assembly endorses the decision to publish this document.

ILAC DECISION GA 5.24

Scope of accreditation*

The General Assembly endorses the decision to publish this document.

ILAC DECISION GA 5.25

Uncertainty of measurement in calibration*

The General Assembly endorses the TAIC recommendation that ILAC P1 be revised to reflect the Rio decision about EA 4/02.

ILAC DECISION GA 5.26

Uncertainty of measurement in testing*

The General Assembly endorses the decision to publish this document.

ILAC DECISION GA 5.27

Questions on introducing uncertainty into standards and educating laboratory users and - The SP (Sweden) document may assist and is to be recommended to members.

The General Assembly endorses the decision to include the SP document on ILAC website.

ILAC DECISION GA 5.28*Grading of noncompliances*

The General Assembly endorses the decision that this work item continues with a form of round robin of writing nonconformities, amongst accreditation bodies using several scenarios developed by the LC.

ILAC DECISION GA 5.29*Proficiency testing*

The General Assembly endorses the decision to accept EA 2/10, edited for ILAC, to be sent out to ILAC members for comments.

ILAC DECISION GA 5.30*Use of proficiency testing as a tool for accreditation in testing, EA 3/04*

The General Assembly endorses the addition of this item to its work program and approves an ILAC revision of the EA document to be sent out to ILAC members for comment.

ILAC DECISION GA 5.31*Selection and Use of Reference Materials*

The General Assembly approves a new work item for the TAIC to review ILAC G 9 and consider adopting the EEEE document in its place. (EEEE = Eurolab, Euromet, Eurochem, EA).

ILAC DECISION GA 5.32*Accreditation Requirements and Operating Criteria for Horseracing Laboratories (ILAC G7)*

The General Assembly endorses a new work item to revise ILAC G7 and to include an extended scope to include human and animal matrices.

ILAC DECISION GA 5.33*Fire testing*

The General Assembly endorses the decision to add Fire Testing as a new work item and to approve Patrick McCullen of ICBO ES as the convenor.

ILAC DECISION GA 5.34*Guidance on Assessors Qualification and Competence (ILAC G 11)*

The General Assembly endorses the revision of G 11 as a new work item (with Roxanne Robinson as the convenor).

ILAC DECISION GA 5.35

The General Assembly agrees that ILAC ballots should identify any actions that are mandatory for the ILAC Arrangement and set an effective date for implementation.

ILAC DECISION GA 5.36

The General Assembly approves the following TAIC's work program:

- a) Continuing - Traceability, EMC, Surveillance and reassessment, Calibration intervals, Uncertainty in calibration, Uncertainty in testing, Grading of nonconformities, Inspection (in conjunction with the ILAC/IAF working group), Drugs in body matrices, Internal audit and management review, Opinions and interpretations, Proficiency testing, Reference materials, Review of guidelines,
- b) Expect to delete - Forensic, Scope of accreditation, Preventive actions
- c) New work item proposals – Use of PT for accreditation, Selection of RMs, Drugs in humans and animals, Fire testing, and Assessors' qualifications and competence.

Public Affairs Committee (PAC)

ILAC DECISION GA 5.37

The General Assembly endorses the continuation of the work outlined in the PAC report.

Laboratory Committee (LC)

ILAC DECISION GA 5.38

The General Assembly adopts the report of the Chair of the LC and commends the LC in its ongoing efforts to collaborate with bodies representing laboratory interests.

ILAC DECISION GA 5.39

The General Assembly endorses the decision of the LC to continue its work program and to actively participate in the programs of the other ILAC committees, recognising the limited resources available.

ILAC DECISION GA 5.40

The General Assembly endorsed the proposal from the LC that, on each occasion that an ILAC Committee is mandated to produce an ILAC document that includes mandatory requirements for accredited laboratories, the LC shall receive an invitation to designate representative(s) to the relevant working group.

ILAC DECISION GA 5.41

The General Assembly agrees that ILAC's preferred requirements document for the accreditation of laboratories is ISO/IEC 17025. This may be supported by field-specific application documents developed in accordance with Annex B of ISO/IEC 17025.

For a sector-specific, stand-alone standard or other document to be considered by ILAC as an alternative to ISO/IEC 17025, and be considered for recognition within the ILAC Arrangement, it shall have support from the user market and should include as fully as possible the requirements of ISO/IEC 17025.

ILAC DECISION GA 5.42

The General Assembly agrees that ILAC should continue its interaction with ISO TC 212 so that ISO 15189 requirements for laboratory accreditation are harmonised with those of ISO/IEC 17025. On publication with acceptable text, the decision regarding ISO 15189 made at the previous General Assembly in Washington in 2000 can be reconfirmed.

ILAC DECISION GA 5.43

The General Assembly has decided to admit the following new associate members:

Organo Nacional de Acreditacion
de la Republica de Cuba

Associate Member

Dept of Technical Supervision,
Standardization and Metrology
of the Republic of Moldova

Associate Member

National Forensic Science
Technology Center, Inc

Associate Member

ILAC DECISION GA 5.44

The General Assembly, recognising that the act of incorporation by ILAC and the consequent adoption of the Articles of Association by the General Assembly, will make the ILAC Memorandum of Understanding (MOU) redundant, decides to terminate the MOU as from the date of incorporation.

ILAC DECISION GA 5.45

The General Assembly resolves that, after clarification of the liability issues and any resulting modification of the articles and bylaws, these shall be sent out for a sixty (60) day comment period. Following the review of any comments, the articles and bylaws will be circulated for a sixty (60) day ballot, accompanied by comments received.

ILAC DECISION GA 5.46

The General Assembly expresses its thanks to John Gilmour for his tremendous work in developing the proposed ILAC Articles and Bylaws.

ILAC DECISION GA 5.47

The General Assembly accepts the report from Mr. Hans Peter Ischi, Chair of the Finance and Audit Committee.

ILAC DECISION GA 5.48

The General Assembly accepts the audited financial accounts for 2000.

ILAC DECISION GA 5.49

The General Assembly notes the financial report to 31 August 2001.

ILAC DECISION GA 5.50

The General Assembly approves the budget to 31 December 2002, as proposed by the ILAC Executive Committee.

ILAC DECISION GA 5.51

The General Assembly accepts the formula for setting fees for ILAC membership as proposed by the ILAC Executive Committee.

ILAC DECISION GA 5.52

The General Assembly accepts with pleasure the reports from the following international organizations and takes note of the numerous opportunities for cooperation and information sharing with these organisations:

- BIPM
- ICSCA
- IEC

ILAC DECISION GA 5.53

Following consideration and agreement on the text of a Memorandum of Understanding (MOU) between ILAC and CIPM, the ILAC General Assembly endorses the proposal to sign this MOU.

ILAC DECISION GA 5.54

The General Assembly expresses appreciation for the generous support provided by UNIDO to facilitate the participation of accreditation bodies from developing countries in the ILAC General Assembly and encourages ILAC members to actively support UNIDO in this work.

ILAC DECISION GA 5.55

ILAC, recognising the successful evaluator training workshop, conducted as part of the joint ILAC/ISO/UNIDO Pre-Peer Evaluation (PPE) Program, and the development of a document that contributes valuable input to the ILAC Arrangement document ILAC-P1 and the ILAC KPIs; agrees that:

UNIDO be congratulated on its initiative in establishing the PPE Program and be urged to continue it in 2002 with continuing support and participation from ILAC.

**ILAC secretariat to add document identification to this decision.*