



# **Management of ILAC Documents**

**ILAC-R1:12/2021**

## About ILAC

ILAC is the global association for the accreditation of laboratories, inspection bodies, proficiency testing providers and reference material producers, with a membership consisting of accreditation bodies and stakeholder organisations throughout the world.

It is a representative organisation that is involved with:

- the development of accreditation practices and procedures,
- the promotion of accreditation as a trade facilitation tool,
- supporting the provision of local and national services,
- the assistance of developing accreditation systems,
- the recognition of competent testing (including medical) and calibration laboratories, inspection bodies, proficiency testing providers and reference material producers around the world.

ILAC actively cooperates with other relevant international organisations in pursuing these aims.

ILAC facilitates trade and supports regulators by operating a worldwide mutual recognition arrangement – the ILAC Arrangement - among Accreditation Bodies (ABs). The data and test results issued by laboratories, and inspection bodies, collectively known as Conformity Assessment Bodies (CABs), accredited by ILAC Accreditation Body members are accepted globally via this Arrangement. Thereby, technical barriers to trade, such as the re-testing of products each time they enter a new economy is reduced, in support of realising the free-trade goal of “accredited once, accepted everywhere”.

In addition, accreditation reduces risk for business and its customers by assuring that accredited CABs are competent to carry out the work they undertake within their scope of accreditation.

Further, the results from accredited facilities are used extensively by regulators for the public benefit in the provision of services that promote an unpolluted environment, safe food, clean water, energy, health and social care services.

Accreditation Bodies that are members of ILAC and the CABs they accredit are required to comply with appropriate international standards and the applicable ILAC application documents for the consistent implementation of those standards.

Accreditation Bodies having signed the ILAC Arrangement are subject to peer evaluation via formally established and recognised regional cooperation bodies using ILAC rules and procedures prior to becoming a signatory to the ILAC Arrangement.

The ILAC website provides a range of information on topics covering accreditation, conformity assessment, trade facilitation, as well as the contact details of members. Further information to illustrate the value of accredited conformity assessment to regulators and the public sector through case studies and independent research can also be found at [www.publicsectorassurance.org](http://www.publicsectorassurance.org).

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[@ILAC\\_Official](https://twitter.com/ILAC_Official)



<https://www.youtube.com/user/IAFandILAC>

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**PREAMBLE**

In 2007 the ILAC Secretariat in conjunction with the ILAC Marketing and Communications Committee (MCC), undertook a major revision of the document formerly known as ILAC S1:2003 Guidelines for the Proposal, Drafting, Approval and Publication of ILAC Documents. This coincided with a revision of the document classification system and the result was the R-Series publication ILAC R1:09/2009 Classification and Publication of ILAC Documents.

A revision was undertaken in 2015 and then again in 2017 to include a mechanism for highlighting changes to revised documents. The 2021 revision includes updates as a result of the publication of the revised ILAC Articles of Association<sup>[1]</sup> and Bylaws<sup>[2]</sup> in November 2019.

**PURPOSE**

To provide rules and procedures for the classification, development, approval, revision, publication and withdrawal of ILAC documents.

This document is effective from the date of publication on the ILAC website.

**AUTHORSHIP**

The ILAC Secretariat and MCC revised the precursor S-series document to produce ILAC R1 that was endorsed for publication in 2009.

The document was revised in 2015 by the Executive Committee and endorsed for publication by the ILAC membership in 2016.

A revision in 2017 was undertaken by the ILAC MCC. It was endorsed for publication by the ILAC membership in 2018.

The 2021 revision was carried out by the ILAC Secretariat and endorsed for publication by the ILAC membership in 2021.

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## 1. GENERAL REQUIREMENTS

### 1.1 ILAC Documents subject to Voting by the ILAC Membership

1.1.1 The following categories are used:

- ILAC-G** *Guidance documents* for accreditation bodies and accredited organisations. These guidance documents provide information on the interpretation of the accreditation requirements for specific applications. These documents are approved for publication by the ILAC voting members after the prescribed comment and voting periods. Use of the documents in this category is voluntary for ILAC members, however, all members are encouraged to adopt the principles included in these documents.
- ILAC-P** *Procedural and policy documents for the operation of the ILAC Arrangement*, and which form part of the criteria for ILAC Arrangement evaluations. These documents are approved for publication by the ILAC voting members after the prescribed comment and voting periods. Use of the documents in this category is mandatory for ILAC MRA signatories and for the ILAC peer evaluation process.
- ILAC-R** *Rules (Requirements) documents including the Articles and Bylaws and other documents covering the operation of ILAC as an incorporated entity*. These documents are approved for publication by the ILAC voting members after the prescribed comment and voting periods. The rules and requirements included in the documents in this category are mandatory for all ILAC members and office bearers.
- IAF/ILAC-A** *Joint IAF and ILAC documents used for the evaluation of regions and unaffiliated bodies*. These documents are approved for publication by the ILAC and IAF voting members after the prescribed comment and voting periods. Use of the documents in this category is mandatory for ILAC MRA signatories and for the ILAC peer evaluation process including the committees involved in this process.

1.1.2 The documents in the G, P, R and A series are numbered consecutively. The numbers are issued by the Secretariat.

### 1.2 ILAC Documents not subject to Voting by the ILAC Membership

1.2.1 The following categories are used:

- ILAC-B** *General ILAC brochures or promotional publications*. These documents are drafted, reviewed and approved for publication by the ILAC MCC with input from the relevant committee and approval by the committee chair as required. Use of the material in this category is voluntary for ILAC members. It is provided

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to ILAC members to assist in the promotion of ILAC and of accreditation.

The documents in this series are numbered consecutively by the Secretariat and include brochures or promotional publications produced jointly with IAF.

**ILAC-SEC** *Secretariat documents* including the Secretariat Procedures Manual and other general information documents used by the ILAC Secretariat and the Executive Committee. These documents are approved by the ILAC Secretary, Executive Committee and/or General Assembly via resolutions as appropriate.

#### 1.2.2 Documents with Liaison Partners

Documents such as Memoranda of Understanding (MoU), Policy Statements, Communiqués, Declarations, Agreements, etc., that ILAC enters into with liaison partners (organisations) to help achieve a mutual goal/benefit for the members of the participating organisations or to formalise an existing cooperation as identified and agreed by the parties involved.

These documents are approved for publication and implementation by the ILAC Executive Committee and signed as required by the ILAC Chair or designated delegate.

### 1.3 Non-ILAC Publications

Documents developed by external bodies that are of interest to ILAC members and stakeholders are listed on the ILAC website under Non-ILAC Publications. Documents are included only after review and approval by the appropriate ILAC Committee.

### 1.4 Language

1.4.1 The official language of ILAC documents is English. Translations into other languages may be made, but are the responsibility of the member body that requests the translation.

1.4.2 Acknowledgement must be made in the translated edition to the English language edition, which shall be the definitive version.

### 1.5 Copyright

1.5.1 Copyright of ILAC publications is held by ILAC unless otherwise stated in the copyright note in each publication.

1.5.2 ILAC publications may be used as the basis of publications issued by member organisations, but acknowledgement in these publications to the source document must be made.

1.5.3 Organisations that are not members of ILAC seeking permission to reproduce material from ILAC publications must contact the ILAC Secretariat in writing.

1.5.4 ILAC reserves the right to refuse permission without disclosing the reasons for such refusal. ILAC shall not be held liable for any use of its material in another document. Any breach of the above permission to reproduce or any unauthorised use of ILAC material is strictly prohibited and may result in legal action.

## **1.6 Implementation**

All documents are effective from the date of publication on the ILAC website unless otherwise specified. A statement indicating the implementation date is to be included in all P, R and A series documents under the section titled “purpose” and in an appropriate location for SEC series documents.

## **1.7 Withdrawal**

On receipt of a proposal for the withdrawal of an ILAC document, the committee responsible for the document will consider the proposal and provide a recommendation, including the rationale, to the original approving authority as per sections 1.1 and 1.2.

Where this approval requires endorsement by the voting members, this is generally achieved by resolution at the subsequent ILAC General Assembly meeting.

A list of withdrawn ILAC documents is retained on the ILAC website.

## **1.8 Archiving**

The ILAC Secretariat will retain copies of published ILAC documents for a minimum period of five years after the document is withdrawn. These copies will be made available upon request.

# **2 DOCUMENT DEVELOPMENT AND PUBLICATION PROCESS**

## **2.1 Proposal**

A proposal to draft a new ILAC document or to revise an existing document may be made by the ILAC Secretariat, a regional group, any ILAC committee, or individual member of ILAC. In the case of documents under 1.2.2, the proposal may come from the partner or liaison organisation. Proposals must be made directly to the relevant committee or to the ILAC Secretariat, for matters that fall outside the terms of reference for the ILAC Committees. Proposals submitted to the Secretariat will be referred directly to the Executive Committee for consideration. The Committees will submit a list of proposals for the drafting and/or revision of documents to the Executive for consideration and endorsement.

In the case of A-series documents this process will be managed in accordance with the Terms of Reference for the JWG A-Series.

## **2.2 Justification for New Documents and Revisions to Existing Documents**

2.2.1 Proposal to draft a new document

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For drafting a new document, the proposal must include:

- ◆ the purpose and value in preparing the proposed document;
- ◆ details on whether the subject matter is being addressed elsewhere within ILAC or by other international organisations, or regional groups;
- ◆ the envisaged designation of the document in terms of the categories described in section 1.1 or 1.2; and
- ◆ when applicable, the approval by the relevant committee.

For revision of an existing document outside of the scheduled review period, the proposal must include the rationale and the general scope of the proposed revisions.

In the case of A-series documents this process will be managed in accordance with the Terms of Reference for the JWG A-Series.

#### 2.2.2 Approval to Draft

The ILAC Executive Committee will decide whether to proceed with drafting or revision of an ILAC document. This decision will be based on policy, technical and other considerations. After the ILAC Executive Committee has given the approval, the document is then either written or revised by the relevant committee or the Secretariat.

Note: The word versions are available from the ILAC Secretariat in the case of an ILAC committee being allocated the responsibility to review a current publication.

### 2.3 Document Control of Drafts

For the purposes of document control, draft ILAC documents must contain the following information:

- ◆ Reference to “ILAC” or “IAF/ILAC” to identify the document as either an ILAC document or an IAF/ILAC joint document or in the case of a joint document with a liaison organisation, the acronyms of those organisations involved in the drafting of the document.
- ◆ A title, or in the case of a new document, a working title.
- ◆ Date and/or version number.

The precise way in which the above information is included is the responsibility of the relevant committee.

### 2.4 Circulation of Draft for Comment

- 2.4.1 The committee drafting or revising the publication will forward the draft to the Secretariat, for distribution to all ILAC Members, for a defined comment period. For documents undergoing revision, the changes (if not too extensive) should be shown in word-track for the convenience of members. Where

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appropriate, ILAC's liaison partners will also be provided with the opportunity to submit comments.

The committee should include a preferred or recommended time frame for the comment period, eg 3 - 6 weeks commensurate with the impact of the content of the document on the members as well as any internal committee comment period(s) that may have been conducted.

Line numbers will be included by the Secretariat prior to distribution for use in submitting comments, except when one clause only is the subject of the revision.

Comments are to be submitted to the ILAC Secretariat, using the template provided, by the designated closing date. The comments received will be collated by the Secretariat and then sent to the committee responsible for drafting or revising the document.

- 2.4.2 For documents prepared under 1.2.2 by a working group, often involving participants from multiple organisations, the Executive Committee is responsible for the initial review and comment phases.

Upon completion of the Executive Committee review, the resulting draft document will be forwarded to all ILAC members for a comment period. As these documents have been reviewed and undergone detailed editing in each of the organisations involved, a three week review period is generally conducted.

At the commencement of the review period ILAC members shall be provided with relevant background information about the development of the document and the Executive Committee proposal for the final endorsement and/or official signing of the document. The members shall be requested to advise the ILAC Secretariat of any major concerns by the specified deadline.

Editorial comments received from members of any of the organisations involved may be taken into account where the comment is agreed by all parties.

ILAC members' requests for significant changes to the document will be considered in conjunction with all parties participating in the drafting of the document.

Following completion of the review period and subsequent resolution of any comments received, the Executive Committee shall decide whether a further review is necessary (in cases where significant changes have been introduced) or to proceed to signature and/or publication on behalf of the ILAC Membership.

## 2.5 Adoption of ILAC Documents

- 2.5.1 The relevant committee will review the comments from the membership and document the action taken (and reason) in relation to each comment. This information together with a word-tracked version of the document, reflecting the changes made following the comment period, is then forwarded to the Secretariat. The final draft of a document that is being revised must, at this

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stage, include the revision table in accordance with Section 3.8. The Secretariat will conduct the referendum of the voting members in accordance with the ILAC Rules when such approval is required by Section 1.1 and 1.2.

2.5.2 Where, in accordance with Section 1.2, approval is processed at the Committee level, the Secretariat will move directly to publication as per Section 2.6.

2.5.3 In the case of a referendum of the voting members being required, the Secretariat will provide the following information for voting:

- ◆ A clean copy of the final draft document;
- ◆ A word-tracked copy of the final draft document showing the changes made following the comment period;
- ◆ A table of the comments received and the action taken on each comment, including the rationale, by the committee;
- ◆ A voting form.

The Secretariat will provide the results of the voting, together with any additional comments received to the relevant committee. The comments are considered and any editorial amendments are made. If any substantial comments are received during the voting period the responsible committee must determine whether these comments can be considered during the next revision or whether the matter is serious enough to begin the comment and voting process again.

On resolution of any comments received during the referendum, the Secretariat in accordance with Article 11 of the revised Articles of Association (ILAC-R2A<sup>1</sup>), will conduct a ballot of the Executive, as the Executive holds the mandate to approve issues outside of a convened meeting of the General Assembly and must therefore make a decision on the publication of a document in accordance with the outcome of the referendum.

The Secretariat in addition to providing a ballot form and the results of the referendum to the Executive will also provide the comments received as part of the referendum and the responses following consultation with the responsible Committee.

The Secretariat is also responsible for advising any members that submitted comments during the referendum process of the outcome of the review of their comment.

## 2.6 Publication

2.6.1. Once approved by the relevant committee as per section 1.1 or 1.2, the approved document is submitted to the Secretariat for publication on the ILAC website. The Secretariat will follow the layout and format details described in Section 3 of this document. Documents under section 1.2 are not required to be published in the format described in Section 3 of this document. For joint IAF and ILAC publications this last step is carried out in conjunction with the IAF Secretary.

ILAC members are notified by e-mail about the publication of new and revised documents.

- 2.6.2 Where revised versions of documents include an implementation date other than ‘effective from the date of publication’ the superseded version of the document will be retained on the ILAC website until the implementation period has expired.
- 2.6.3 The ILAC publications are scheduled for review every 4 years unless otherwise specified.

The Executive Committee, at least once a year, reviews the list of publications, and confirms the committee responsible for the maintenance of each publication and monitors the scheduled review periods.

### 3 PREPARATION AND LAYOUT

#### 3.1 Page Layout and Format

- 3.1.1 Page size A4. Font *Times New Roman* point size 11.

**Margins** should follow the specifications below:

Left	3 cm
Right	2 cm
Top	2.5 cm
Bottom	3 cm

**Numbering Tab settings** should be set as follows:

Main Headings and Section Headings – 1 cm from number.

Subsection Headings and Further Subsection Headings – 1.5 cm from number.

**Bullets** must be a *diamond* symbol and text set at 1.5 cm from bullet.

Example:

◆ Text....

- 3.1.2 Title Page

The ILAC logo (or the IAF and ILAC logos in the case of the A series documents) is on the top centre of the page and the publication title is below the logo in font *Times New Roman*, **bold**, point size 26 in *Title Case*. The number of the publication and the month/year is in the bottom left of the page.

- 3.1.3 Contents Page

The Table of Contents provides page numbers for all main headings and section headings.

### 3.1.4 Introductory Page

The introductory page follows the Table of Contents page and must include the following:

3.1.4.1 *Preamble* containing the background and, where relevant, the history of the publication.

3.1.4.2 *Purpose* containing a brief statement of the aims of the publication and the date of implementation if applicable.

3.1.4.3 *Authorship* states the committee(s) responsible for preparing the publication.

### 3.1.5 Subsequent Pages

Each page of the publication has a footer with the page number, written as page x of y, and the ILAC logo. Each page also has a header with the title and publication number.

## 3.2 Body Text

The body of the publication starts on page 4 with the *Preamble* and the body text is printed in font *Times New Roman* point size 11, using the headings and sections as described under 3.3.

## 3.3 Headings and Sections

### 1 MAIN HEADINGS (Bold capital)

Body text.....

#### 1.1 Section Headings (bold, leading capitals)

Body text.....

##### 1.1.1 Subsection headings (not bold)

Body text.....

###### 1.1.1.1 Further subsection headings (not bold, underlined)

Body text.....

Body text must be aligned with the relevant main/section/subsection heading text – not its number (see above).

## 3.4 Illustrations and Tables

3.4.1 Figures must be numbered according to the section or subsection in which they are mentioned.

3.4.2 Authors must provide, where possible, the original artwork for any illustrations to be used in the publication.

### 3.5 References

All references in the text must be numbered using a superscript number in the order that the reference appears. References are then listed numerically at the end of the publication.

### 3.6 Appendices

Appendices must be labelled alphabetically using bold capitals (e.g. **APPENDIX A**). Appendix sections and subsections must be numbered in the same way as the main sections, but must be preceded by the respective appendix identification character (thus A1.1 and so on).

### 3.7 Notes

Notes must be in *italics* and numbered in consecutive plain numerical style (ie *Note 1*;, *Note 2*;, *Note 3*;) etc) throughout the document.

### 3.8 Revision Table

The last appendix of any document being revised and covered by the categories included in Section 1.1 must contain a table listing the significant revisions to produce the latest edition of the document. That is, this table is not an on-going history of all the changes since its initial publication.

## 4. REFERENCES

<sup>[1]</sup> ILAC-R2A:11/2019 *ILAC Rules: Articles of Association*

<sup>[2]</sup> ILAC-R2B:11/2019 *ILAC Rules: Bylaws*

**APPENDIX A**

**Revision Table** – The table provides a summary of the key changes to this document from the previous version.

<u>Section</u>	<u>Amendment</u>
<u>Clause 2.4</u>	<u>Updates to reflect changed Articles of Association (AoA) and Bylaws</u>
<u>Clause 2.5</u>	<u>Updates to reflect changed AoA and Bylaws</u>