



# **Approval Process for IAF/ILAC A-Series Documents**

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## 1. Scope

- 1.1 This document describes the procedures to be followed in the development, approval and maintenance of IAF/ILAC A-Series documents. The date of implementation for this document is the date of publication on the IAF and ILAC websites.

## 2. Responsibility

- 2.1 The approval of work items for the A-Series documents is the responsibility of the IAF and ILAC Executive Committees via the joint meetings of these committees (JEC).
- 2.2 The Joint Working Group A-Series (JWGA) is responsible for the development and maintenance of the A-Series documents.
- 2.3 In accordance with the structures of ILAC and IAF, the main committees of ILAC and IAF with relevant responsibilities are as follows:
- The ILAC Arrangement Committee (ARC) shall be responsible for the A1, A2, A3 and A5 documents.
  - The IAF MLA Committee (MLAC) shall be responsible for the A1, A2 and A3 documents and the IAF Technical Committee (TC) shall be responsible for the A5 document.
  - The IAF and ILAC Executive Committees shall be responsible for the A6 document.
- 2.4 The IAF and ILAC Secretariats are responsible for the publication and administration of the A-series documents in accordance with the individual IAF and ILAC procedures. This also includes maintaining the forms associated with the A-series documents that are available from the IAF and ILAC websites.

## 3. Categories of Requirements in the A-Series Documents

- 3.1 The requirements in the A-Series documents are divided into two categories in terms of the approval process as follows:
- Joint requirements of the A-Series documents applicable for members of both IAF and ILAC (Refer to Clauses 4, 5 and 6).
  - Individual requirements of the A-Series documents applicable only for IAF members or ILAC members (Refer to Clause 7).

## 4. Process for Initiating the Drafting of New Joint Documents

- 4.1 The respective main committees of IAF and ILAC which are proposing a new document in relation to the peer evaluation process or application of ISO/IEC 17011 shall report this to the JEC through their own Executive Committee (EC), regardless of whether the document is joint or individual.

- 4.2 The JEC shall discuss and decide whether this is a topic of common interest or whether it should be considered by only one of the organisations. This decision has to be made expeditiously, e.g. within 1 month, in order not to delay work in the two organisations.
- 4.3 If the JEC decides that the topic is of interest for both organisations, then the committee requesting the document shall be tasked with fully and completely describing the request and/or providing the initial draft text to the JWGA for further edit and consensus.
- 4.4 During the draft document edit and consensus process the JWGA shall always communicate with the relevant main committees of the two organisations for input and advice as appropriate and necessary.
- 4.5 Forms for internal use and based on an A-series document (e.g. application, application review and peer evaluator performance forms) can be drafted, reviewed and approved for use by the JWGA.
- 4.6 Forms that impact the IAF or ILAC membership (e.g. the report template for a single AB) will be drafted by the JWGA and then processed using the IAF and ILAC membership comment and ballot processes prior to implementation.

## **5 Process for Initiating the Review of Existing Joint Documents**

- 5.1 The initiative to review and revise existing A-Series documents may come through different channels, but must be agreed by the responsible main IAF and/or ILAC committee as per Clause 2.3 prior to seeking JEC approval
- 5.2 A review and revision of the existing A-Series documents may be initiated at the joint meetings of the ILAC AMC and IAF MLA MC (JMC) as a result of experience gained through the peer evaluation process. In that case the JMC shall report the need to the JEC for approval.
- 5.3 The respective main committees of IAF and/or ILAC may also request a review and revision of the existing A-Series documents as needed. The committees shall report the initiative to the JEC through their own EC for approval.
- 5.4 The JWGA may initiate a review and revision of the existing A-Series documents as needed. The JWGA shall report the need to the JEC through the conveners of the JWGA.
- 5.5 The JEC shall decide on the review and request it be included in the JWGA work plan.
- 5.6 Forms associated with the A-series documents that may require changes as a result of the revision and modification of an A series document, will be reviewed and updated by the JWGA following the approval of the revised A-series documents by the IAF and ILAC memberships.

## **6 Joint Requirements Applicable for both IAF and ILAC Members**

- 6.1 When the JWGA has a draft ready, it shall seek comments from the respective main committees of ILAC and IAF if the request for the amendment originated with one of

these committees. This will be done as an official 30 day committee comment period. The JEC will be kept informed of the development.

- 6.2 Once there is a final draft, this shall be approved within 30 days by the respective main committees, if required, as being ready to go for a general 60 day comment period in ILAC and IAF.
- 6.3 If agreement cannot be reached in the committees, the document will be presented to the JEC for decision on the way forward.
- 6.4 The JWGA will put together a new draft based on the comments from the 60 day comment period of the members of ILAC and IAF. The final draft will be presented to the respective committees, if required, for approval.
- 6.5 If needed the document may be sent out for a further comment period and steps 6.1 to 6.4 may be repeated until there is a final draft.
- 6.6 Upon approval by the respective committees, the final draft will be sent out for a 30 day ballot. The results of the ballot shall be reported to the JEC.

## **7 Specific Requirements Applicable only for IAF or ILAC Members**

- 7.1 The comment and approval process for draft documents for the inclusion of specific IAF or ILAC requirements shall follow the normal document development procedures of either IAF or ILAC.
- 7.2 The specific requirements of the A1, A2 and A3 documents approved by IAF or ILAC members will be added to the relevant A-Series documents under the coordination of the JEC.
- 7.3 In specific cases the JEC may decide to incorporate specific requirements related to only ILAC or only IAF, as an annex to the present main document. For the A5 document, the specific requirements will normally be defined in a separate document of either IAF or ILAC and a link to the separate IAF or ILAC document will be included in the A5 document. However, if the specific requirements are minimal (i.e. too small for a separate document, e.g. less than half a page), it could be included into the A5 document and this shall be approved by the JEC on a case-by-case basis.