

STATUTE OF THE ACCREDITATION COUNCIL

(translation from Estonian)

I Objectives and scope of activity

1.1 The Accreditation Council (*hereinafter Council*) is a public body counselling the Estonian Accreditation Centre (*hereinafter EAK*) on the activities related to conformity assessment and accreditation, whose competence is within:

1.1.1 contribution to the establishment and development of national accreditation strategy and policy;

1.1.2 promotion of national accreditation strategy and policy in the Estonian society to achieve widespread approval and support;

1.1.3 advising the EAK on the implementation of national accreditation policy, hearing of the activity reports of the accreditation body and appraisal of the reports;

1.1.4 on the EAK proposal harmonization of the draft accreditation decisions;

1.1.5 participation in handling the appeals filed against the activities of the EAK;

1.1.6 approval of the resolutions of the Head of EAK on the establishment of technical committees and instructions for their activity;

1.1.7 on the EAK proposal evaluation of the annual budgets and applications by the EAK for the financial support;

1.1.8 making proposals to the EAK on the accession to international organisations and agreements on mutual recognition;

1.1.9 settlement of issues raised by governmental institutions within the competence of the Council.

II Composition

2.1 Governmental institutions, companies, employers, employees, universities, standardisation and conformity assessment bodies and consumers interested in conformity assessment and accreditation shall be represented in the Accreditation Council. Each institution or association, which is a member of the Council, shall have one official representative, authorised to represent the organisation. The representative shall have sufficient knowledge on principles of conformity assessment and accreditation in order to participate in the Council's activities.

2.2 The following institutions and associations are members of the Council:

- Ministry of Environment
- Ministry of Economic Affairs and Communication
- Ministry of Agriculture
- Ministry of Financial Affairs
- Ministry of Social Affairs
- Tallinn University of Technology
- Tartu University
- Estonian Association of Employers
- Estonian Chamber of Commerce and Industry
- Estonian Chamber of Agriculture and Commerce
- Rescue Board
- National Consumer Protection Board
- Technical Inspectorate
- Estonian Association for Quality
- Estonian Consumer Protection Union
- Estonian Standards Centre

- National Metrology Institution
- Representative of accredited laboratories
- Representative of accredited certification and/or inspection bodies

2.3 The Council has 25 members as a maximum. The composition of the members of the Council can be changed by the resolution of the Council.

2.4 An institution or association may authorise a deputy to represent them at the Council meeting on the occasion when their official representative cannot participate in the activities of the Council.

2.5 The Council will elect a Chairman and a Deputy Chairman from among the representatives of the members.

2.6 The Head of EAK will appoint a secretary (see clause 4.2). The secretary has no voting rights.

2.7 The term of authority of the Council members is unlimited.

2.8 A representative of a Council member shall treat as confidential the information which has come to his notice in the course of the work of the Council and disclosing of which may cause damage to the relevant companies or institutions. Each representative of a member shall sign the relevant declaration on commitment to follow the confidentiality obligations.

III Activity

3.1 As a rule, the regular meetings of the Council are held once in a half-year. If required, extraordinary meetings will be held. All the Council members will be notified of the meeting at least 10 working days before the meeting.

3.2 The agenda of the Council meeting will be distributed to all the representatives of the Council members at least 5 working days before the meeting.

3.3 The Council will make resolutions on the issues within their competence at Council meetings. The Council meeting has a quorum if at least half of the Council members participate and the percentage of any interested party does not exceed 1/3. The Council meetings are chaired by the Chairman of the Council or in his/her absence by the Deputy Chairman of the Council.

3.4 The Council resolution will be deemed adopted at the Council meeting by simple majority. If the votes are equally divided, the vote of the Chairman will be decisive. The Council resolutions are signed by the Chairman of the meeting and the secretary.

3.5 On the EAK proposal (*see cl. 1.1.4*) the Council presents its opinion on the draft accreditation decision. On behalf of the Council the Chairman harmonizes (*approves*) the draft decision after familiarizing him/herself with the assessment materials and evaluating the validity of the designed decision. If necessary, the Chairman may consult the experts of the area in question from among the members of Council or the technical committees.

3.6 The Council participates in handling the appeals against the activity of the EAK, harmonizing the relevant decisions with the Head of EAK or forming an *ad hoc* committee for thorough investigation of the circumstances. The Council approves the procedure for handling the appeals as well as basis and procedure for the activity of the *ad hoc* committee.

3.7 The public will be informed of the activity of the Council.

3.8 The secretary will take the minutes of the meetings and record the decisions. The secretary will issue notes on the time and agenda of the meetings. The secretary will send the minutes of

the Council meetings to the representatives of Council members no later than in two weeks after the meeting. The secretary ensures also publication of the Council's decisions at the EAK website.

IV Remuneration and technical services

4.1 Participation of the representative of a member of the Council will not be remunerated.

4.2 The EAK will provide for work arrangements of the Council.

V Approval of the Statute

This statute has been approved by the Accreditation Council's decision of 16 May 2013.