

TERMS OF REFERENCE FOR TECHNICAL COMMITTEES OF ACCREDITATION

1. Goals for activities of technical committees

- 1.1 A technical committee of accreditation (*hereinafter technical committee*) is a group of experts advising the Foundation Estonian Accreditation Centre (*hereinafter the EAK*) on technical issues of accreditation and the EAK approaches them when issues and problems arise in the field of accreditation and the responsibilities of technical committees include the following:
- 1.1.1 giving recommendations to the EAK on the interpretation of accreditation requirements in different fields;
 - 1.1.2 giving recommendations to the EAK for the implementation of new or changed accreditation criteria;
 - 1.1.3 giving recommendations to the EAK on the interpretation of legal requirements;
 - 1.1.4 on the proposal of the EAK to participate in the preparation of the EAK guidelines for a specific field on the implementation of standards and guidance documents bearing on accreditation;
 - 1.1.5 giving recommendations to the EAK for entering/adding experts of a specific field to the assessors` register;
 - 1.1.6 on the proposal of the EAK review of assessment reports of laboratories/bodies and based on them giving recommendations to the EAK to make a decision of accreditation;
 - 1.1.7 on the proposal of the EAK or Accreditation Council participation in resolving of appeals submitted against EAK decisions and complaints submitted on the incorrect activities of the EAK customers;
 - 1.1.8 on the proposal of the EAK participation in education and further training of assessors organized by the EAK;
 - 1.1.9 on the proposal of the EAK preparation of the Estonian position on the drafts of international (ISO/IEC, CEN, ILAC, IAF, EA) standards and guidance documents on accreditation;
 - 1.1.10 making proposals to the EAK on the improvement of accreditation activities.
- 1.2 The EAK convenes a *ad hoc* technical committee as appropriate for resolving of a specific, topical issue of an area in order to receive recommendations and proposals from experts.

2. Composition and authority of a technical committee

- 2.1 Members of a technical committee are selected according to their professional competence required for resolving the arisen issue.
- 2.2 When the issue concerns all parties of accreditation, the members of the technical committee will be appointed from among the interested parties of a particular accreditation scheme, e.g. including representatives of accredited bodies, legislator, government agencies, supervisory agencies, competent bodies, users of accredited conformity assessment, etc.
- 2.3 When the technical committee has to resolve an issue related to a particular field of technical activity, generally recognized experts of that technical field, who have long-term work experience in the laboratory/organization and/or

- assessment experience as assessors and know the principles of quality assurance and accreditation requirements are appointed to be members of the committee.
- 2.4 To involve the best experts of different fields in technical committees the EAK Management Board asks for proposals from conformity assessment bodies, professional associations, assessors, the EAK personnel, etc.
 - 2.5 The composition of a technical committee is determined with the decision on the establishment of the committee made by the EAK Management Board.
 - 2.6 The authority of a technical committee is limited to giving recommendations and making proposals to the EAK with regard the particular issue.

3. Activities of a technical committee

- 3.1 If a problem or issue arises convening of a technical committee is initiated by the EAK scheme holder, the EAK Accreditation Manager or the EAK Quality Manager.
- 3.2 A technical committee is convened with the decision on the establishment of the technical committee which sets forth the scope of the technical committee (a problem or issue to be resolved).
- 3.3 The initiator for convening a technical committee will perform the duties of the head and secretary of the committee and the role is confirmed by the decision for convening the technical committee.
- 3.4 The members of technical committee will sign the confidentiality declaration whereby they commit to treat that information gained in the course of committee work confidential the publication of which can inflict damage to relevant legal and natural persons.
- 3.5 The secretary of technical committee will send the agenda of the meeting to the members of the technical committee before the meeting is held.
- 3.6 The members of the technical committee have the right to examine the assessment reports and other relevant materials intended for discussion/decision-making before the committee meeting, addressing the committee secretary with the corresponding request.
- 3.7 A technical committee makes decisions on the issues within their competence at the committee meetings.
- 3.8 The members of technical committee attending the meeting are registered and references are recorded to documents or data validating their professional competence.
- 3.9 The secretary of technical committee takes the minutes of the technical committee meeting and takes down the decisions.
- 3.10 The secretary of technical committee sends the minutes of the committee meeting to committee members and the EAK Management Board at the latest within one week after the meeting was held.
- 3.11 The minutes of technical committee meetings are retained in the technical committees folder and, if appropriate, are published according to the decision of the Member of Management Board on the EAK website

4. Remuneration of committee members and technical services to the committee

- 4.1 Participation of technical committee members in the technical committee work is not remunerated.
- 4.2 The rooms, equipment and technical services necessary for the work of a technical committee are provided by the EAK.