 **APPROVED BY:**

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**Acting Director**

**“National Accreditation Body” SNCO**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019

Order No\_\_\_\_\_\_\_\_\_\_\_

**MANAGEMENT SYSTEM**

**PROCEDURE**

**ON**

**OPERATION OF ADVISORY TECHNICAL COMMITTEES**

**K-06**

**PREPARED BY:**

**Management System Manager**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(first, last names, signature)

Enforcement date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yerevan 2019

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# Scope

The procedure on operation of Advisory Technical Committees (hereinafter referred to as the Procedure) is a management system document of the “National Accreditation Body” SNCO (hereinafter referred to as the “ARMNAB”), developed as specified in Clause 5.8 of GOST ISO/IEC 17011 Standard. The Procedure defines the functions, rights and responsibilities of Advisory Technical Committees (hereinafter referred to as the “ATC”), as well as the establishment and operation thereof.

# General Provisions

2.1 ATCs shall be established by the ARMNAB.

2.2 The ATC shall carry out its activities in compliance with normative, standardization and intergovernmental documents related to accreditation, as well as documents developed by European and international accreditation organizations (EA, ILAC, IAF), and this Procedure.

2.3 ATC activities shall be carried out publicly.

2.4 ARMNAB shall establish ATCs for:

- laboratories (testing and calibration) and inspection bodies;

- certification bodies (products, services, management systems, persons).

2.5 By decision of the members of the ATC, working groups (subgroups) may be created within its structure.

# Functions

3.1 ARMNAB may establish an ATC to provide consulting on the following issues:

- Developing and reviewing specific technical criteria and guidelines to facilitate effective and strict conformance to the ARMNAB operation and accreditation requirements.

- If questions arise, providing advice for accreditation decision-making, per request of the ARMNAB;

- Extending the new activities/technical scope/scheme of the ARMNAB according to the relevant ARMNAB procedure;

- Discussing issues related to interlaboratory comparisons (ILC) and proficiency testing (ILC);

- Providing recommendations towards the development and enhancement of the national accreditation system, etc.

# Procedure of ATC Establishment, Structure, Rights and Responsibilities

4.1 The ATC structure shall be generated from voluntary stakeholder participation.

4.2 The following entities may become members of an ATC:

- Representatives of non-governmental organizations, regulatory bodies, governmental stakeholders, scientific-research and academic institutions;

- Technical assessors/experts of accredited Conformity Assessment Bodies (hereinafter referred to as the “CAB”), who have at least 2 years of work experience in the given technical field;

- ARMNAB internal assessors.

4.3 The number of the ATC members shall not be limited; it shall depend on the areas of ATC activities.

4.4 ATC members shall be selected through an interview with the ARMNAB management and the relevant accreditation expert (assessor), who has technical knowledge and at least two years work experience related to the scope of accreditation. ATC members shall be appointed by Order of the ARMNAB Director for a term of three years and may be reappointed for a further term or terms.

**4.4 Chairman of the ATC**

4.4.1 The Chairman of the ATC shall be elected by the majority of votes of ATC members during the first session of the ATC.

4.4.2 The Chairman of the ATC shall:

a) Lead the activities of the ATC;

b) Conduct the sessions of the ATC;

c) Summarize the results of the ATC sessions;

d) Cooperate with the Secretary of the ATC (organize sessions, provide recommendations on the session agenda, adhere to the ARMNAB policies, prepare the session protocols).

4.4.3 The Chairman of the ATC shall be obliged to carry out the tasks assigned to him/her, lead the sessions according to the agenda, review the decisions made during the previous sessions.

**4.5 Secretary of the ATC**

4.5.1 The Secretary of the ATC shall be appointed by the Director of the ARMNAB from the ARMNAB staff in the subject field.

4.5.2 The Secretary of the ATC shall:

a) Organize the sessions;

b) Provide the session agenda to the Chairman of the ATC for his/her approval;

c) Carry out the document circulation related to activities of the ATC;

d) Prepare the Order for appointment of an ATC member, and Declarations of Impartiality and Confidentiality (according to Annex 1);

e) Keep records of the ATC members (including the contact data, the order on appointment of an ATC member, signed Declarations of Impartiality and Confidentiality, etc.)

f) Keep protocols and records of the ATC sessions;

g) Ensure the provision of relevant information on ATC activities to the management of ATC;

h) Carry out other functions as assigned by the Chairman of the ATC.

4.5.3 The Secretary of the ATC shall formulate the scope of activities of the ATC, establish and update the structure of the ATC and records related thereto, register the ATC members, and oversee compliance with the decisions adopted during the previous session.

**4.6 ATC members shall**:

a) Participate in ATC sessions;

b) Discuss and make recommendations on issues indicated, as well as others not indicated in the agenda.

4.7 The same person may be a member of several ATCs.

4.8 The members of the ATC shall sign a Declaration of Impartiality and Confidentiality (according to Annex 1).

4.9 In case of disagreement with an ATC decision, the members of the ATC shall have the right to provide their opinions in writing, which shall be enclosed with the protocol of the session.

4.10 The ATC member shall have the right to waive to participate in ATC activities. He/she shall notify of it in written form to the Director of the ARMNAB and the Secretary of the ATC. The membership shall expire on the day following the submission of the waiver.

4.11 The members of the ATC shall be obliged to be present at the ATC sessions, actively participate in the ATC activities, inform the Secretary in case of a failure to participate in an ATC session, keep confidentiality of the information received during the session, and comply with the requirements set forth in this Procedure.

# 5. ATC Activities

5.1 ATC activities shall be organized through sessions once a year, and in case of urgent issues or problems, based on the necessity. ARMNAB may also contact the ATC members by email and get answers from them.

5.2 The ATC session shall be valid if more than half of the ATC members eligible to vote are present at the session.

5.3 The decisions of the ATC sessions shall be adopted by simple majority of votes of the present members. In the event of a tie vote, the Chairman of the ATC shall give the casting vote.

5.4 The Secretary of the ATC shall send electronically the draft agenda of the session to the Chairman of the ATC for his/her review. Once reviewed, the Secretary shall submit the agenda of the session to the Director of the ARMNAB for approval. At least 3 days prior to the session, the Secretary of the ATC shall send the approved agenda, together with enclosed documents, to ATC members by e-mail and/or as a hard copy.

5.5 In the absence of the Chairman of the ATC, the session shall be chaired by one of the managerial staff members of the ARMNAB, based on the Order of the ARMNAB Director.

5.6 By consent of the Chairman of the ATC and the Director of the ARMNAB, other stakeholders, including the representatives of the ARMNAB may be invited to ATC sessions, with no right to vote. The representatives may make suggestions, ask questions and participate in discussions thereof. In case of participation of representatives, the protocols shall indicate the first, last names of invitees, name of the organization, and the invitees shall sign a Declaration on Impartiality and Confidentiality.

5.7 The results of the ATC decision shall be recorded in the protocol, according to Annex 2, which shall be signed by all members and the Secretary of the ATC.

5.8 Within 3 working days upon completion of the session, the Secretary of the ATC shall prepare the protocol and send it to the ATC members for signature. The ATC members may provide their comments on the content of the protocol. The Chairman of the ATC shall have the right to review/accept/discuss/disregard these comments. Once the protocol has been signed by the ATC members and the Secretary, the Secretary shall send a copy of it to the Director of the ATC and keep the original in the folder "Advisory Technical Committee Sessions".

# Annex 1

#

# DECLARATION ON IMPARTIALITY AND CONFIDENTIALITY

1. I hereby undertake to maintain the confidentiality and impartiality of the information provided by the “National Accreditation Body” SNCO, in conformity with the ARMNAB rules, procedures and policies, and GOST ISO/IEC 17011 Standard.
	1. For the purpose of this Declaration, confidential information implies any information provided by the ARMNAB or the Conformity Assessment Body in written, oral, electronic or any other form during the session of the Advisory Technical Committee, as well as actual and analytical data, opinions and materials, including but not limited to notes, documentation and correspondence, except from the information which may not be considered confidential under the current legal acts of the RA.
2. I undertake to adhere to the rules set out by the ARMNAB regarding its impartiality and independence from participating or third parties or other interests. When problems arise related to assessment, I shall be obliged to inform the ARMNAB on any current or past contacts with the Conformity Assessment Body subject to assessment, which may affect the impartiality.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (first, last names; signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (name of the organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20

# Annex 2

# Minutes Form

# for an Advisory Technical Committee Session

MINUTES

of

 the Advisory Technical Committee Session

№ \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_, 20

The session of the Advisory Technical Committee (hereinafter referred to as the “ATC”) shall be conducted according to Order N ------ of the ARMNAB Director, dated ------, and Procedure on ATC Operation.

Participants of the ATC session:

Chairman of the ATC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(first, last names)

Secretary of the ATC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(first, last names)

Members of the ATC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names)

  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names)

  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names)

Invited representatives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(first, last names; name of the organization)

**AGENDA:**

1. Discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in accordance with the requirements of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

 (document(s) name and reference number(s))

\_\_\_\_\_ members participated in the voting:

“For” \_\_\_\_\_\_ members,

“Against” \_\_\_\_\_\_ members,

“Abstain” \_\_\_\_\_\_members.

**DECISION:**

Chairman of the ATC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (first, last names; signature)

Members of the ATC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names; signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names; signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names; signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (first, last names; signature)

Secretary of the ATC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (first, last names; signature)

**DOCUMENT AMENDMENTS LIST**

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| --- | --- | --- | --- | --- |
| **Edition:** | **Amendment:**  | **Amended points / words** | **Amended (previous) version** | **Signature of the amending person** |
| **N/N** | **Date of approval** | **N/N** | **Date of approval** |
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**FAMILIARIZATION LIST**

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