



**REPUBLICAN UNITARY ENTERPRISE  
"BELARUSIAN STATE CENTRE FOR ACCREDITATION"**

**P SM 5.8-2019**

**PROVISION  
ON TECHNICAL ACCREDITATION COMMITTEES**

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## 1 SCOPE

**1.1** This Provision on Technical accreditation committees (hereinafter – the Provision) is a management system document of Republican Unitary Enterprise "Belarusian State Centre for Accreditation" (hereinafter – BSCA) developed to further clause 5.8 of BSCA Quality Manual with account of clause 5.8 GOST ISO/IEC 17011 and lays down tasks, functions, compositions, rights, obligations, and rules of procedure of technical committees operation.

**1.2** The requirements of this Provision are mandatory for Technical committees members.

## 2 REFERENCES

This Provision references the following documents:

Law of the Republic of Belarus N 437-3 of October 24, 2016 «On assessment for compliance with technical requirements and on accreditation of conformity assessment bodies (hereinafter – the Law 437-3);

GOST ISO/IEC 17011 (ISO/IEC 17011, IDT) Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies;

RK SM BSCA Quality Manual;

PL SM 4.4 Impartiality policy;

DP SM 9.8 Management review;

RI SM 7-05 Work instruction. Classifier of the scope of activity in the field of conformity assessment (laboratories/inspection bodies);

RI SM 7-07-2017 Work instruction. Classifier of scope of activities in the field of conformity assessment (certification bodies).

*Note: When using this Provision the current versions of the referenced documents shall be used. If the reference documents are replaced (modified), then the modified documents should be used. If reference documents are cancelled without replacement, the provisions of the procedure in which references are given to them are applied in the part that does not affect these references.*

## 3 TERMS, DEFINITIONS, DENOTATIONS, ABBREVIATIONS

**3.1** Terms and definitions used in this procedure are those of GOST ISO/IEC 17000, , Quality Manual.

**3.2** Denotations and abbreviations used in this Provision are as follows:

IS «Accreditation» – unified information system in the field of conformity assessment;

OORA – Department of accreditation activity management;

CAB – conformity assessment body;

TK – Technical committee;

IDT – Identification of the level of identity with the international standard (identity in technical content and structure).

## 4 GENERAL

**4.1** Technical Accreditation Committees (hereinafter – TK) are created by accreditation body in accordance with the Law of the Republic of Belarus No. 437-Z of October 24, 2016, “On assessment of conformity to technical requirements and accreditation of conformity assessment bodies”. Technical accreditation committees are constituent party of accreditation and are included into the National Accreditation System of the Republic of Belarus.

**4.2** Total number of the Technical Committees in the structure of National Accreditation

System of the Republic of Belarus is not regulated.

**4.3 In its activity** Technical Committees are guided by NPA and TNPA which regulate accreditation activities. TKs are also guided by EA, ILAC, IAF documents and this Provision.

**4.4** Members of the Technical Committees sit on the Technical Committees a voluntary basis.

## **5 TECHNICAL COMMITTEES TASKS AND FUNCTIONS**

**5.1** The main tasks of the Technical Committees are as follows:

- development of methodological recommendations on issues related to accreditation, as well as preparation, as required, of recommendations to accreditation body regarding accreditation;
- participation in launching new accreditation schemes, extending accreditation schemes, evaluation of appropriateness of conformity assessment schemes;
- evaluation of technical competence of technical experts/experts and claimed technical codes.

**5.2** The main functions of the Technical Committees are as follows:

- discussion of Technical issues relating to assessment of CAB; preparation of recommendations;
- participation in the consideration of drafts or amendments to normative legal acts, including technical normative legal acts in the field of accreditation and conformity assessment in order to harmonize approaches to assessment of competence in the corresponding fields of activity;
- advisory support to the accreditation body in accreditation decision-making, addressing complaints and appeals regarding technical aspects of the issues under consideration;
- participation in preparation trainings for applicants for CABs;
- respective cooperation with the Technical Committees in adjacent functional fields;
- development of recommendations on problem issues and on further development of National Accreditation System of the Republic of Belarus;
- consideration of documents of technical expert/experts, conducting interviews with technical expert/experts as needed to confirm their technical competence.

## **6 COMPOSITION AND FORMATION OF TECHNICAL COMMITTEE**

**6.1** The composition of the Technical Committee is formed on the basis of voluntary participation of interested parties.

**6.2** The following persons may become technical committee member:

- a representative of an accredited CAB who is a technical expert/expert and has carried out conformity assessment activities in the relevant field of technical activity for at least three years;
- BSCA staff member who is a technical expert.

The same specialist can simultaneously be a member of several technical committees.

**6.3** The head of the Technical committee is elected at the first meeting from among the members of the Technical committee with the knowledge, skills, competence, organizational skills for planning and conducting the work of the Technical committee.

**6.4** The Secretary of the Technical Committee is appointed by BSCA Director from among BSCA specialists involved in accreditation in the relevant field of activity.

**6.5.** The formation of the Technical Committee is carried out on the basis of proposals from interested parties, as well as from BSCA staff involved in accreditation process in the relevant field of activity. The initial number of members of the Technical committee is established taking into account the total competence of the codes included in the committee's operation. If necessary, the

number of members can be increased based on the volume of work performed.

6.6 Terms of Reference (F 5.8-01) is drawn up according to the specialization of the formed Technical Committee.

6.7 At the first meeting of the Technical committee:

the head of the Technical Committee is elected;

composition of the Technical committee is specified;

members of the Technical committee sign a Declaration on independence, impartiality and confidentiality of a Technical committee member (F 5.8-02).

6.8. Following the meeting, an updated composition of the Technical Committee (F 5.8-03) is drawn up, which is submitted for approval to BSCA Director.

6.9. Exclusion from the Technical committee occurs in the following cases:

voluntary refusal of membership;

termination of work in the organization which delegated their representative to participate in the Technical committee work;

upon suggestion of the organization delegated their representative to participate in the Technical committee work;

absence at two or more Technical committee meetings.

6.10. Working groups and working subgroups of at least three persons may be created within the Technical committee as necessary. The head and secretary of the working group / subgroup shall be appointed.

Decision to create and dissolve the working group is made at a Technical Committee meeting by the majority of votes provided that more than half of all TK members are present at the meeting.

6.11 The work plan of the Technical committee is prepared in accordance with the form F 5.8-04. It is agreed with the TK head and is submitted for approval to BSCA Director before December 30 of the year preceding the coming year.

6.12 In order to discuss issues related to assessments, consideration of CABs' complaints, confirmation of technical competence of a technical expert/expert, composition of TK participants shall take into account:

necessary technical competence to provide recommendations on issues under consideration;

ensuring impartiality, independence and absence of a conflict of interest in accordance with PL SM 4.4.

6.13 Invitees may also attend Technical Committee meetings.

BSCA director, Deputy Director, the heads of BSCA structural units, who are not members of the Technical committee, have the right to participate in meetings as invited persons.

## **7 RIGHTS**

**7.1** Members of the Technical committee are entitled to:

take part in regular and extraordinary meetings of the committee with the aim of reviewing and making decisions on agenda issues;

submit proposals to TK consideration of on any matter falling within the competence of the Technical committee;

involve BSCA specialists with relevant competence when preparing materials for the meeting.

7.2 Technical committee members have the right to express their opinion, which does not coincide with the decision of the Technical committee, in any form. The opinion is attached to the minutes of the meeting.

7.3 Persons invited to a Technical Committee meeting have the right to make proposals, submit issues for consideration and participate in their discussion without the right to vote.

## **8 OBLIGATIONS**

**8.1** Obligations of Technical committee members include:

attend Technical committee meetings, active participation in TK work;

facilitate implementation of TK functions;

inform TK head of the progress of implementation of TK recommendations related to assessment of CAB activities;

respect independence, impartiality and confidentiality of information obtained in the course of the TK operation in particular during confirming the competence of a technical expert / expert;

comply with the requirements of this Provision.

**8.2** Obligations of TK head include:

coordination and enforcement of the TK annual working plan;

management of TK meetings;

consideration of issues in accordance with the TK meeting program;

analysis of the implementation of decisions of the previous TK meeting.

**8.3** Obligations of TK Secretary include:

registration of the TK scope of activity;

formation and updating TK composition including contact details of TK members;

provision of annual TK working plans to TK members;

formation of the TK meeting program;

notification TK members of the upcoming meeting and bringing the program of the meeting to TK members;

providing a set of documents of applicants for the status of technical expert / expert to TK members to confirm technical competence;

registration of TK members participating in the meeting;

registration of the minutes of TK meeting and bringing it to interested parties;

reporting on the work of the Technical committee;

monitoring of the implementation of decisions taken at a previous TK meeting;

posting TK working plans on BSCA website including TK composition, minutes of the TK meetings and other necessary information on TK activities.

**8.4** In case of improper implementation of obligations duties laid down by this Provision, a decision is made on exclusion from the membership of a Technical committee.

## **9 RULES OF PROCEDURE**

**9.1** Meetings are the main form of TK work. Meeting are held:

according to the TK working plan (F 5.8-04);

unscheduled meetings can be held by decision of the Technical Accreditation Commission, Appeals Commission, upon the order of BSCA director;

by decision of the TK head.

**9.2** A duly constituted meeting shall be the one at which at least half of TK members present.

9.3 To solve operational issues, meetings can be held online using modern means of communication and scanned documents are transmitted in pdf format. Confirmation of technical competence of a technical expert / expert is also carried out through IS “Accreditation”.

9.4. At the meetings issues are considered according to the program of the meeting (F 5.8-05), which is formed taking into account the instructions of the head and proposals of TK members.

9.5 TK members are notified of the date and venue of the meeting, the content of the meeting program a least 5 (five) days before the meeting. Notification occurs by one or a combination of the following methods: orally, by posting information on BSCA website, by mail, email, facsimile.

9.6 Before the meeting TK members and invited persons are registered in the form specified in F 5.8-06.

9.7 Decisions are taken by open vote by a simple majority of TK members present. With an equal number of votes “in favor” and “against”, the vote of TK head is decisive.

9.8 The results of the meeting are recorded in the minutes (F 5.8-07). After signing a scanned copy of the minutes is sent:

- to all TK members;
- to OORA for entering information on confirmation of technical competence in technical experts’ / experts’ files;
- to other interested parties.

9.9 Rules of procedure of working groups and working subgroups is similar to the procedure described in clauses 9.1-9.8.

9.10 Based on the results of year work, a report on the TK work is drawn up according to the form in DP SM 9.8, and is transmitted to the quality manager.

## **10 CONFIRMATION OF TECHNICAL COMPETENCE**

**10.1** The technical competence of the applicant for the status of a technical expert / expert is confirmed by three members of the Technical committee with a similar field of competence.

10.2 The following information is provided to TK members for consideration:

1) to confirm the technical competence of the applicant for the status of technical expert / expert of testing, calibration, medical laboratories, inspection bodies, proficiency testing providers:

- contact and personal data;
- claimed field of technical competence (in accordance with RI SM 7-05);
- copies of documents on education and certificates confirming technical competence in the declared field;

2) to confirm the technical competence of the applicant for the status of technical expert / expert of certification bodies:

- contact and personal data;
- the claimed field of technical competence (in accordance with RI SM 7-07);
- copies of documents on education and certificates confirming competence in the declared field;
- information from a personal card containing information about work experience and the number of assessments carried out according to the declared codes;
- information on monitoring of this technical expert / expert which was conducted at the certification body – candidate’s place of work (monitoring reports, internal audit reports or in any other form established by the certification body);
- copies of candidate’s observation cards (observation of candidate during accreditation of the certification body in which the candidate works).

10.3 Information about candidates for the status of technical expert / expert is provided to TK members in the following ways:

- through a personal account in IS "Accreditation";
- by email.

10.4 Confirmation of technical competence is carried out by the method of information review.

If the information provided is not sufficient to evaluate technical competence of the candidate, a TK member may contact the candidate and/or his/her supervisor to obtain the necessary information by interviewing.

10.5 The technical competence of the candidate is considered confirmed upon unanimous confirmation by all TK members who have reviewed the information on the candidate. In case of refusal to confirm competence by at least one TK member, this issue is submitted for open discussion at the next TK meeting. The decision in this case is made in accordance with clause 9.7.

### 11 FORMS TO BE APPLIED

F 5.8-01 Technical committee Terms of Reference;

F 5.8-02 Form of Declaration on independence, impartiality and confidentiality of a Technical committee member;

F 5.8-03 Form of Composition of Technical committee;

F 5.8-04 Form of Working plan of Technical committee;

F 5.8-05 Form of Technical committee meeting programme;

F 5.8-06 Registration list of Technical committee meeting;

F 5.8-07 Form of Minutes of Technical committee meeting.

### 12 MANAGEMENT OF RECORDS

Management of records laid down by this Provision is provided in Table 1.

**Table 1**

Name and type* of record	Location of the record storage	Person responsible for record maintenance	Location of record form	Storage period of the record
TK Terms of Reference	TK Secretary/ TK file	OORA/TK secretary	IPS Standart/ Our documents/ P SM 5.8/ Forms/F 5.8-01	Permanently
Declaration on independence, impartiality and confidentiality of a TK member	TK Secretary/ TK file	OORA/TK secretary	IPS Standart/ Our documents/ P SM 5.8/ Forms/F 5.8-02	Permanently
Composition of TK	TK Secretary/ TK file	OORA/TK secretary	IPS Standart/ Our documents/ P SM 5.8/ Forms/F 5.8-03	Permanently
Working plan of TK	TK Secretary/ TK file	OORA/TK secretary	IPS Standart/ Our documents/ P SM 5.8/ Forms/F 5.8-04	Permanently
TK meeting programme	TK Secretary/ TK file	OORA/TK secretary	IPS Standart/ Our documents/ P SM 5.8/ Forms/F 5.8-05	Permanently
Registration list of TK meeting	TK Secretary/ TK file	OORA/TK secretary	IPS Standart/ Our documents/ P SM 5.8/ Forms/F 5.8-06	Permanently
Minutes of TK meeting	TK Secretary/ TK file	OORA/TK secretary	IPS Standart/ Our	Permanently



Name and type* of record	Location of the record storage	Person responsible for record maintenance	Location of record form	Storage period of the record
	TK file		documents/ P SM 5.8/ Forms/F 5.8-07	
Report on TK work	OORA/Quality manager	OORA/TK secretary	IPS Standart/ Our documents/ DP SM 9.8/Annex 2	Permanently
<p>*EM – the document is stored on the electronic media;            PM – the document is stored on the paper medium.</p>				

**Amendments registration sheet**

N	Date of introduction of the amendment	N of notification of change, date of approval	Paragraph changed	Signature of the person who introduced the change	Full name of the person who introduced the change
1	2	3	4	5	6