



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

P SM 5.8-2019

**PROVISION
ON TECHNICAL ACCREDITATION COMMITTEES**

Developed by	Department for accreditation activities management
Responsible for review	Department for accreditation activities management
Approved by	Order of 28.06.2019 №46/1
Entered into force	05.08.2019
Issue	03
Amendment	01 of 31.01.2020, order No8 of 10.01.2020
Type of copy	REFERENCE COPY
Substitutes	P SM 4.2-01-2017

Minsk, 2019

TABLE OF CONTENTS

1 SCOPE.....	3
2 REFERENCES	3
3 TERMS, DEFINITIONS, DENOTATIONS, ABBREVIATIONS	3
4 GENERAL.....	3
5 TECHNICAL COMMITTEES TASKS AND FUNCTIONS	4
6 COMPOSITION AND FORMATION OF TECHNICAL COMMITTEE	4
7 RIGHTS	6
8 OBLIGATIONS.....	6
9 RULES OF PROCEDURE.....	6
10 CONFIRMATION OF TECHNICAL COMPETENCE	8
11 FORMS TO BE APPLIED	8
12 MANAGEMENT OF RECORDS	9
Amendments registration sheet.....	11

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 4.6-02 Launching, extending and discontinuation of accreditation schemes

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(s) for accreditation;

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

4 GENERAL

4.1 TKs are created by accreditation body in accordance with the Article 51 of 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 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.

4.3 Organizational and methodological management of the TK activities, coordination, information and technical support and support of their activities is carried out by BSCA.

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, 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;
- drafting of recommendations to the accreditation body concerning 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 information on technical experts/experts to confirm their technical competence;
- preparation of an expert report on requested issues from the accreditation body, state supervision (control) bodies, republican state administrative body, etc. in the field of conformity assessment and accreditation.

6 COMPOSITION AND FORMATION OF TECHNICAL COMMITTEE

6.1 The number of TKs in the structure of the National Accreditation System of the Republic of Belarus is not regulated. The list of TKs is approved by the Accreditation Council, if necessary, it is reviewed once every 3 years.

6.2 The composition of the TK is formed on the basis of voluntary participation of interested parties.

6.3 The following persons may become technical committee members:

- 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.

6.4 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.

6.5 The Secretary of the Technical Committee is appointed by BSCA Director from among

BSCA specialists involved in accreditation in the relevant field of activity. The secretary can simultaneously be a member of the TK.

The functions of the TK secretariat can be transferred to the employee of another legal entity from among the accredited entities in agreement with the head of this legal entity.

6.6. The formation of the Technical Committee on the corresponding activity is carried out on the basis of proposals from interested parties, including BSCA staff involved in accreditation process, taking into account the results of the competency monitoring of experts/technical experts, the confirmed accreditation scope of experts/technical experts represented by technical codes. 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.

The composition of the Committee is approved by order of the Director of BSCA for a period of 3 years, agreed by the Accreditation Council.

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

6.8 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).

6.9. 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.

6.10. The decision on exclusion from the composition of the TK is made 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.

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

Decision to create and dissolve the working group / subgroup, as well as on appointment of the head and the secretary of the working group / subgroup, 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.

6.12 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.

6.13 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.

6.14 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. The invited persons sign a declaration on ensuring the independence, impartiality and confidentiality of a member of TK (F 5.8-02).

7 RIGHTS

7.1 TK is entitled to:

- make proposals to Gosstandart on the development and improvement of technical regulations;
- apply through the head of the TK to Gosstandart on issues related to the scope of the TK;
- bring to bear organizations, specialists and scientists to the work of the TK.

7.2 The TK members have the right to:

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

- prepare an expert report on requested issues from the accreditation body, state supervision (control) bodies, republican state administrative body, etc. in the field of conformity assessment and accreditation according to its competencies;

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

- withdraw from the TK, notifying the head of the TK about this no later than 10 days before the moment of withdrawal.

7.3 Persons invited to a Technical Committee meeting have the right to make proposals before the beginning of the TK meeting, submit issues for consideration to be included to the meeting agenda and participate in their discussion without the right to vote.

8 OBLIGATIONS

8.1 Obligations of TK members include:

- participation in regular and extraordinary meetings of the committee in order to consider and develop recommendations on issues submitted to the meeting;

- 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;

- comply with the requirements of this Provision.

8.2 Obligations of TK head include:

- development, 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 TK operation report and 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, the issue is addressed on exclusion from the membership of a TK.

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, by decision of the TK head upon the order of BSCA Director;

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.

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 based on consolidated opinions, representatives of each organization or other interested party participating in the TK meeting. Each organization or other interested party has the right to one vote expressing the common opinion of all representatives. With an equal number of votes “in favor” and “against”, the vote of the 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 the members of the TK 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 assessments carried out;
- information on the number of assessments conducted for each declared code, indicating the code, date, organization in which the assessment was carried out;
- information on witnessing the technical experts / experts 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 interviewing and witnessing cards of a candidate during accreditation of the certification body in which the candidate works (if available).

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;
- in hard copy at the TK meeting.

10.4 Criteria for confirming technical competency are shown in Tables 1 and 2.

Table 1. Criteria for confirming the competence of the candidate for experts / technical experts of testing, calibration, medical laboratories, inspection bodies and proficiency testing providers.

Name of criterion	Criterion requirement	Documented evidences of completion
Work experience (for each applied code)	At least 2 years	Resume
Knowledge of relevant specialized standards and rules related to the applied field of competence	1. Advanced training / attending courses, workshops in the applied field 2. Certification (if there are requirements in the NLAs of the Republic of Belarus)	1. Documented evidences of training, participation in workshops 2. Certificates (in accordance with the NLAs of the Republic of Belarus)

Table 2. Criteria for confirming the competence of the candidate for experts / technical experts of certification bodies

Name of criterion	Criterion requirement	Documented evidences of completion
Knowledge of relevant specialized standards and rules related to the applied field of competence	1. Advanced training / attending courses, workshops in the applied field 2. Certification (if there are requirements in the NLAs of the Republic of Belarus)	1. Documented evidences of training, participation in workshops 2. Certificates (in accordance with the NLAs of the Republic of Belarus)
Practical experience in the applied field of competence (not in the certification body)	At least 2 years for each applied code	Resume
Experience in certification work	At least 2 works for each applied code	Personal Card / Assessment Information
Practical knowledge and skills of certification works	Positive monitoring results	Reports on monitoring/internal audits or in any other form established by the certification body

10.5 Confirmation of technical competence is carried out according to the results of file 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 any further information.

10.6 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 by all members of the TK. The decision in this case is made in accordance with clause 9.7.

10.7 If there are no specialists in the TK with the relevant field of competence declared by the applicant, independent representatives of organizations and specialists of the field of competence declared by the applicant are invited to the TK meeting. The invited persons consider the information provided by the applicant for the status of the TK in accordance with clause 10.4 and submit their opinion for discussion to the members of the TK. 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 documents/ P SM 5.8/ Forms/F 5.8-07	Permanently
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