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Scope :

This procedure applies to accreditation activity committee as well as specialist accreditation committee.

Responsible for application :

The Director General, technical heads of departments, as well as the Presidents of committees are responsible for applying this procedure.

Modifications :

The procedure for managing committees has been totally reviewed.

Established on :
18/01/2023

By : Heads of technical
departments

Visa

Verified on :
18/01/2023

By : Quality Manager

Visa

Approved on :
22/01/ 2023

By : Director General

Visa



1. Purpose :

This procedure aims to define the rules for creating and managing (AAC, SAC) committees.

2. Vocabulary and abbreviations :

Accreditation Activity Committee (AAC) : a committee comprising the competences necessary for evaluating SAC's work and all other activities related to accreditation.

Specialist Accreditation Committee (SAC) : a committee comprising the different competences necessary for making a decision on accreditation.

Accreditation maintenance : DG decides to maintain accreditation on the basis of a report by lead assessor and HD's proposal if, after a surveillance evaluation, no major nonconformity has been detected, and the actions undertaken to address previous nonconformities are deemed efficient.

Minor extension: minor extension applies to a body that has already been accredited with regard to a standard within which extension is made, and it is up to HD to appreciate this minor extension.

Note:

When it comes to certification, extension involves EA/IAF codes.

Meeting through videoconferencing or mailing: this is a work meeting of SAC members who remotely process a file, through videoconferencing, in order to reach a decision in real time.

ALGERAC chooses this technique when its premises do not allow a meeting to be held for reasons beyond its control (health crisis ..).

Hybrid meeting : it is about SAC members meeting face to face and remotely.

Conditional granting of accreditation: this accreditation is granted followed by an additional or close assessment

2. Vocabulary and Abbreviations :

CAB : Conformity Assessment Body

AAC : Accreditation Activity Committee

SAC : Specialist Accreditation Committee

CV : Curriculum Vitae

PV : Procès-Verbal

GD : General Director

HD : Head of Department

QM : Quality Manager

LA : Lead Assessor

MS : Management System



3. Review procedure :

QM shall review this procedure whenever they feel this results in a better functioning of ALGERAC's management system.

4. Reference documents

ISO/IEC 17011 : Conformity assessment - General requirements for accreditation bodies assessing and accrediting conformity assessment bodies.

- PRO 29 : Remote assessment procedure
- GEN 14 : Skills matrix
- GEN 01 : Quality manual

5. Description of the procedure :

5.1 Creation of committees :

- a) **Accreditation Activity Committee (AAC)**: it comprises competent members selected by HD/QM; a (03) three-year contractual agreement for services shall be established to these members individually.
- b) **Specialist Accreditation Committee (SAC)** : SACs shall be created whenever need be in order to ensure competency and impartiality in ALGERAC's decision-making process. A (03) three-year contractual agreement for services shall be established for a SAC member.

5.2 Composition :

5.2.1 AAC composition :

AAC committee consists of twelve (12) members having the required competency, namely:

- a) Assessors from ALGERAC
- b) Representatives from conformity assessment bodies accredited by ALGERAC,
- c) Experts from universities, organisations, and trade associations.

5.2.2 SAC composition :

HD shall prospect, select and propose SAC members (new applicants) to AAC in order to approve the required competences so as to ensure the good running of accreditation committees.

To ensure the impartiality of its accreditation activities, the top management has delegated its decision-making power to the specialized accreditation committees (CAS) of which there are nine (09).



- a) Testing laboratory SAC consists of a minimum of five (05) competent members whose activities cover the technical accreditation scopes listed by ALGERAC uptil now.

The list of SACs is not exhaustive and is likely to expand as new accreditation scopes come to be identified:

- -Biology and agrifood,
 - Building- civil Engineering,
 - Mechanics- chemistry- environment,
 - Thermal- Electrical.
- b) SAC inspection, SAC calibration, SAC certification MS , SAC product certification : each committee comprises a minimum membership of five (05) members.
- c) CAS Biologie médicale : Le comité est composé de cinq (05) membres au minimum.
- d) Medical SAC : committee membership includes at least five (05) members.

NB :

Each committee has a membership, namely:

- A president and vice-president stemming from university, research centre, technical department; or from university hospital, trade association or specialised technical institute.
- the rest of the members should be competent (experts) and may include a metrologist, if needed. They are designated according to their competence in relation to the file to be treated.

NB : in the case of :

- if both the president and vice-president happen to be absent, then SAC meeting shall be adjourned and postponed to a later date.
- a member of the SAC is absent (recusals, illness, unavailability), he will be replaced by another member of the same skill.

5.3 AAC and SAC membership selection criteria

5.3.1 AAC membership selection criteria

- have a university level plus an experience of at least seven (07) years in the relevant scope,
- practice in the field of the activity concerned and have not left the field for more than three (03) years;
- have the required knowledge in regulations, standardisation, quality management in the scopes concerned by SAC.



5.3. SAC membership selection criteria

- have a university level plus an experience of least five (05) years in the relevant scope,
- currently active in the relevant scope, and not having been out of activity for a period of time exceeding three (03) years,
- have the required knowledge in regulations, standardisation, quality management in the scopes concerned by SAC.

5.4 Attendance :

Any member who, without good reason, fails to attend two AAC/SAC meetings in a row shall be replaced with another member having similar skills.

5.5 Training of SAC and AAC members :

Rules, procedures and criteria of accreditation and other useful documents shall be submitted to SAC/AAC members by the concerned technical department through harmonisation forums or technical encounters.

Induction and training on procedures, policies, guides, and accreditation standards are provided by ALGERAC upon installation of CAS members (see Appendix A) and CAA members (see Appendix B).

The content of training is registered in the file of (SAC, AAC) members.

Each evolution of documents and other information, HD/MQ concerned is required to regularly inform the members by mail or presented them during the plenary meetings and recorded them in the minutes of CAS and CAA meetings

5.6 Monitoring the competence of SAC's and AAC's members:

5.6.1 AAC monitoring the competence of SAC:

Competence monitoring is ensured for every three (03) years on the basis of the following:

- Updated CV (FOR 20),
- Assessment of training by the trainer,
- Assessment of SAC's works by AAC,
- De l'entretien (procédures, politiques, documents applicables EA, IAF/ILAC).

GD shall decide to maintain or terminate the agreements SAC members have with ALGERAC upon the assessment of the results established by AAC/QM.

Les dossiers des membres CAS sont classés dans le département technique concerné
Files of SAC members are classified in the technical department concerned.



5.6.2 QM monitoring the competence of AAC:

Le suivi des compétences est assuré chaque trois années sur la base :

Competence monitoring is ensured for every three (03) years on the basis of the following:

- Du CV actualisé;
- Updated CV,
- Assessment of training by the trainer,
- Assessment of the works of AAC's members by QM,
- Maintenance of (procedures, policies, EA, IAF/ILAC regulatory documents).

GD shall decide to maintain or terminate the agreements for services SAC members upon the assessment of the results established QM (FOR 65-8).

CAA member files are filed in the technical/quality direction.

5.7 Renewal of SAC/AAC membership composition:

Three (03) months before the expiration of the mandate and on the advice of the AAC/QM, the GD decides on the renewal of the members taking into account the assessments of the monitoring of competencies (FOR 65-2/FOR 65-8).

5.8 Removal of a AAC/SAC member

for an AAC/SAC member may come to an end for the following reasons:

- a) The appointment of AAC/SAC members may be terminated before the end of the term as a result of failing to comply with attendance rules, and on the basis of inconclusive results of their works. On a proposal from HD/QM, GD shall appoint new members after which new agreement for services is established.
- b) On the free will of an AAC/SAC member,
- c) For non-compliance with the provisions set out in the agreement

In all sorts of ways, the agreement for services of an AAC/SAC member is terminated by GD.

5.9 Roles and missions of the committees

5.9.1 Roles and missions of AAC

AAC has the following roles and missions:

1. Approve the list of CAS members based on verification of their competence CVs and proof of qualification;
2. Examining policies, procedures, and technical regulations on a proposal from the top Management;
3. Ensuring the monitoring of the activities of SAC committees through the following:
 - a. Participation of an AAC member in the works of SAC as rapporteur (*), and exploiting the PV established by the rapporteur (efficiency and coherence of the opinions made by the members of the committee),
 - b. Checking of CAS decision files (FOR 14, FOR 15, FOR 42)
4. Etablir le formulaire de suivi des compétences des membres CAS (FOR 65-2) ;



NB:

(*) The reporting form (FOR 42-1) of the rapporteur is transmitted to QM, HD, and AAC members for information.

After the works of SAC, if the rapporteur happens to notice any dysfunction, the form (FOR 42-1) shall be transmitted to AAC and QM who, in turn, communicates the findings to the DTQ concerned who shall handle them appropriately.

5.9.2 Roles and missions of SAC:

SAC's roles and missions consist of examining assessment files and making a decision regarding each granting, extension, suspension, lifting of suspension, reduction, withdrawal and renewal of accreditation, transfer of accreditation, and the findings sheets collected during assessments, except for:

- a. Accreditation maintenance,
- b. Voluntary withdrawal,
- c. Voluntary suspension,
- d. Voluntary reduction ,
- e. Minor extensions in the field of certification,
- f. Suspension or withdrawal of accreditation by the top Management.

NB:

- SAC members can possibly participate in the works establishing technical guidelines and procedures in the relevant fields according to their competence.
- SAC may hold a videoconference or hybrid meeting (face to face, remotely) for health reasons or others (through risk analysis).

5.9.2.1 Assessment file

Assessment file being submitted to SAC includes the following:

- agenda of the meeting,
- assessment reports and findings sheets,
- technical annex and/or technical information forms,
- evidence of addressing the findings at SAC's request.

5.9.2.2 Informing CAB

CAB gets informed about SAC composition prior to holding the meeting through mail for approval.

In the case of conflict of interest, CAB may reject a member who shall be replaced with another member with the same skills.

Any decision made by SAC shall be notified by mail, carrier, or postal system.

5.10 Voting conditions :

The opinion of the CAS can only be valid if it is taken by a simple majority of the votes of the members present. The right to vote is applied for each accreditation file presented.

When the voices expressed by the attending members are equal, Chairman's voice is counted double.



5.11 Functioning :

5.11.1 AAC functioning : QM together with AAC president shall decide on the planning of AAC meeting.

- Provided competence is guaranteed, a minimum of seven (07) members shall constitute a quorum.
- QA shall attend AAC work sessions as observer for all purposes.
- AAC president shall fill in and approve the monitoring form of SAC members (FOR 65-2)
- AAC committee is to meet at least once yearly.

5.11.2 SAC functioning :

HD, in conjunction with the president, shall decide on the planning of SAC meeting.

- Each SAC members shall fill in the form FOR 01 related to risk analysis and commitment to confidentiality and impartiality of SAC members and rapporteur.
- A notification (FOR 58) is provided to SAC members.
- The committee consists of a president and/or a vice-president as well as competent members object of the file(s) responding to the meeting agenda.
The minimum composition of the meeting is three (03) persons.
- In the event of requesting a viewpoint on a technical matter, other than that which relates to accreditation, SAC president may arrange for member consultation by mail.
- When a SAC member happens to be :
 - a) involved as assessor/expert in the file to be examined, (s)he should retreat,
 - b) CAB member, risk analysis shall be established.
- SAC members shall fill in the forms (FOR 14 and (FOR 15).
- SAC president shall prepare the report (FOR 42) (session minute).

NB: the same provisions apply in the case of a remote SAC meeting except for document transmission.

6. Records :

- CV (FOR 20)
- AAC member agreement for services (Doc 08-02)
- SAC member agreement for services (Doc 08- 03)
- Notification(FOR 58)
- Risk analysis and commitment to confidentiality and impartiality for SAC member and rapporteur (FOR 01)
- SAC/AAC member appointment decision (FOR 43)
- SAC attendance list (FOR 33)
- SAC members's opinion(s) (FOR 14)
- SAC decision (FOR 15)
- SAC meeting report (minute) (FOR 42)
- Appreciation of SAC works (FOR 42-1)
- SAC Member Skills Monitoring Form (FOR 65-2)
- AAC member follow up form (FOR 65-8)



Annex (A)
Criteria of skills of SAC members

Critères de compétences Skills criteria
Knowledge of accreditation rules and processes <ul style="list-style-type: none">- Training on ISO/IEC 17011- Induction to ALGERAC's accreditation policies, guidelines and procedures; and (EA, ILAC) regulatory documents.
Knowledge of the principles, practices and techniques of assessment.
Knowledge of the principles and tools of the general management system.
Knowledge of accreditation requirements and accreditation programs and appropriate guidance and application documents: <ul style="list-style-type: none">- Training on the accreditation standard by field of activity.
Knowledge of the requirements of the conformity assessment schemes as well as other procedures and methods in use by conformity assessment body.
Knowledge of the assessment principles based on risks.

Annex (B)
Skills criteria for SAC members

Competency criteria
Knowledge of the rules and process of accreditation : <ul style="list-style-type: none">- Training on ISO/IEC 17011- Induction to ALGERAC's accreditation policies, guidelines and procedures, and (EA, ILAC) regulatory documents.
Knowledge of the principles, practices and techniques of assessment.
Knowledge of the principles and tools of the general management system.
Knowledge of the accreditation requirements and accreditation schemes, as well as relevant guidance and regulatory documents: <ul style="list-style-type: none">- Training on the accreditation standard by field of activity.
Knowledge of the requirements of the conformity assessment schemes as well as other procedures and methods in use by conformity assessment body.



Knowledge of the assessment principles based on risks.