



CNAS-J01

CNAS Constitution

**China National Accreditation Service for
Conformity Assessment**

CNAS CONSTITUTION

CHAPTER I GENERAL

Article 1

China National Accreditation Service for Conformity Assessment (hereinafter referred to as “CNAS”) is the national accreditation body established under the approval of Certification and Accreditation Administration of the People’s Republic of China (hereinafter referred to as “CNCA”) and authorized by CNCA in accordance with the Regulations of the People’s Republic of China on Certification and Accreditation. CNAS assumes the unitary responsibility for the accreditation of certification bodies, laboratories and inspection bodies etc. (hereinafter referred to as “conformity assessment bodies” and abbreviated as CABs).

Article 2

The purpose of CNAS is to promote conformity assessment bodies to strengthen their development in accordance with the requirements of applicable standards and specifications, and to facilitate the conformity assessment bodies to provide service effectively and impartially to the society with scientific means and accurate results.

Article 3

CNAS performs accreditation in accordance with relevant national laws and regulations as well as international and national standards and specifications. CNAS operates on the basis of following principles: objective and impartial, scientific and normalized, authoritative and creditable, honest and efficient. CNAS ensures the impartiality of accreditation, and is responsible for its decision on accreditation.

Article 4

CNAS safeguards the confidentiality of the non-publicly available information obtained in the process of its accreditation activities regarding conformity assessment bodies. CNAS will not disclose such information, other than the publicly available information as specified in the accreditation notice etc, to other organizations and individuals without written consent of relevant conformity assessment bodies, except where the laws and regulations require otherwise.

Article 5

CNAS accepts the supervision and administration of CNCA.

CHAPTER II MISSION

Article 6

The mission of CNAS is:

- (1) To establish and operate the national accreditation system for conformity

assessment bodies, and to develop and issue the normative documents e.g. rules, criteria and guidance etc for accreditation, in accordance with relevant national laws and regulations as well as international and national standards and specifications;

- (2) To assess the competence of local or foreign applicant conformity assessment bodies, make accreditation decisions, and conduct accreditation-related surveillance and management on accredited conformity assessment bodies;
- (3) To assume the responsibility for directing and regulating the application of CNAS logo and accreditation symbols;
- (4) To organize the personnel training related to accreditation, and to qualify, recruit and manage the accreditation personnel;
- (5) To offer relevant technical services to conformity assessment bodies, and to provide the society with publicly available information about accredited conformity assessment bodies;
- (6) To participate in the international activities related to conformity assessment and accreditation, and to sign the bilateral or multi-lateral accreditation cooperation agreements with relevant accreditation bodies, related bodies or international organizations;
- (7) To handle the appeals and complaints related to accreditation;
- (8) To undertake the tasks assigned by relevant government departments;
- (9) To carry out other activities related to accreditation.

CHAPTER III ORGANIZATIONAL STRUCTURE

Article 7

The organizational structure of CNAS includes: the Board, Executive Committee, Special Committee on Certification Body Accreditation, Special Committee on Laboratory Accreditation, Special Committee on Inspection Body Accreditation, Appraisal Special Committee, Appeal Special Committee, End-user Special Committee and Secretariat. Other special committees may also be established if necessary.

Article 8

The Board is constituted by representatives of the accreditation-related government departments, conformity assessment bodies, clients of conformity assessment services, users of conformity assessment and relevant professional bodies and technical experts etc. The composition of the Board shall ensure the balance of interests with no single party predominating.

The member composition of the Board is approved by CNCA. The Board members are nominated by the member organizations with an office term of 4 years. The Board members may be supplemented as needed; the procedure for supplementation is the same as that for initial selection.

The Board has one Chairman, one Executive Vice Chairman and several Vice Chairmen, who are elected by the Board with an office term of 4 years.

Article 9

The Executive Committee is composed of the Chairman, the Executive Vice Chairman and the Vice Chairmen of the Board and the Chief Executive, with an office term of 4 years.

The Chairman of the Board is the Chairman of the Executive Committee, the Executive Vice Chairman of the Board is the Vice Chairman of the Executive Committee, and the Vice Chairmen of the Board and the Chief Executive are the members of the Executive Committee.

Article 10

The Special Committee on Certification Body Accreditation, Special Committee on Laboratory Accreditation and Special Committee on Inspection Body Accreditation are the special committees established under the approval of the Board. They are mainly constituted by representatives of interested parties in line with the principle of balance of interests.

Article 11

The Appraisal Special Committee, Appeal Special Committee and End-user Special Committee are special committee established under approval of the Board. They are constituted by associated personnel.

Article 12

Other special committees may also be established by the approval of the Board or Executive Committee according to the operational needs.

Article 13

The Secretariat is the standing executive body of CNAS. The Secretariat is incorporated as China National Accreditation Institute for Conformity Assessment and is the legal entity of CNAS.

Article 14

CNAS has one Chief Executive and several Deputy Chief Executives, who also act respectively as the President and Vice Presidents of China National Accreditation Institute for Conformity Assessment.

CHAPTER IV RESPONSIBILITIES

Article 15

The Board is the supreme authority of CNAS, and assumes the overall responsibility for establishing and operating the accreditation system, including:

- (1) Developing the constitution of CNAS;
- (2) Approving critical documents for accreditation such as the policies, rules and criteria of CNAS;
- (3) Overseeing the implementation of the policies, rules and criteria of CNAS;
- (4) Supervising the finance of accreditation;

- (5) Making decisions on accreditation;
- (6) Overseeing the signing of agreements with external bodies;
- (7) Establishing and authorizing special committees or special operation mechanisms to take responsibilities of carrying out relevant activities;
- (8) Authorizing the Chief Executive to be responsible for the operation of Secretariat;
- (9) Making decisions on other critical issues of CNAS.

Article 16

The Board meets in session at least once a year. The quorum of the session is at least two thirds of the Board members. It shall be ensured that all interested parties are presented. Any resolution passed at the session shall be agreed by a simple majority of the presenting members.

Article 17

When the Board is not in session, the Executive Committee carries out the duties and responsibilities delegated by the Board.

Article 18

The Special Committee on Certification Body Accreditation, Special Committee on Laboratory Accreditation and Special Committee on Inspection Body Accreditation are responsible for reviewing or approval the public available documents in corresponding accreditation fields such as the accreditation rules, criteria, guidance and schemes, providing technical direction to the implementation of corresponding accreditation rules, criteria and guidance documents, and providing relevant recommendations to the Board.

When needed, the Special Committee on Certification Body Accreditation, the Special Committee on Laboratory Accreditation and the Special Committee for Inspection Body Accreditation could establish specialized committees for technical projects in the corresponding field.

Article 19

The Appraisal Special Committee is responsible for reviewing the conclusions of accreditation assessments and related information against the requirements of accreditation rules and criteria etc, and recommending for decisions on granting, extending, reducing, suspending or withdrawing accreditation.

Article 20

The Appeal Special Committee is responsible for investigating the appeals in accreditation, and make decisions on the appeals.

Article 21

The End-user Special Committee is responsible for suggesting or complaining to CNAS and feedback information about the results of conformity assessment.

Article 22

The Secretariat is responsible for the routine operation of CNAS, and assumes legal liabilities for the operation of CNAS. Its major responsibilities include:

- (1) To enforce the resolutions of the Board, and report its operation to the Board;
- (2) To draft the public available documents for accreditation such as accreditation rules, criteria and guidance etc;
- (3) To draft and implement the internal management system documentation;
- (4) To sign agreements with external bodies;
- (5) To accept the applications for accreditation, arrange accreditation assessments, issue accreditation certificates and carry out post-accreditation surveillance activities;
- (6) To accept the appeals and handle the complaints in accreditation;
- (7) To carry out other activities related to accreditation.

CHAPTER V FUNDS**Article 23**

CNAS operates in a non-profit distributing manner. CNAS are funded by the revenues from accreditation and related activities and the financial supports from government. CNAS does not accept any financial support which compromises the impartiality of accreditation.

CHAPTER VI Miscellaneous**Article 24**

This constitution is deliberated and approved by the Board, and is effective on the issuing date.

Article 25

The revision and revocation of this constitution shall undergo the same procedure.

Article 26

CNAS is responsible for interpreting this constitution.