



CNAS-J05

**CNAS Special Committee Rules for
Appraisal**

**China National Accreditation Service for
Conformity Assessment**

CNAS Special Committee Rules for Appraisal

1. General

1.1 This document is developed by China National Accreditation Service for Conformity Assessment (CNAS) according to CNAS Constitution for the purpose of ensuring the impartiality, normativeness and effectiveness of the accreditation.

1.2 As authorized by CNAS Board, the Appraisal Special Committee is responsible for carrying out accreditation appraisal. This document specifies the organizational structure and basic rules for the operation of the Appraisal Special Committee (hereinafter referred to as the Committee), and shall be followed by the Committee when carrying out its responsibilities and conducting accreditation appraisals.

1.3 The “accreditation appraisal” specified in this document refers to: in accordance with the requirements of accreditation rules and criteria, reviewing the conclusions of accreditation assessment and relevant information and making recommendations on decisions on the granting, maintaining, extension, reduction, suspension or withdrawal of accreditation.

2. Composition

2.1 The Committee shall have one Chair and, as necessary, several Vice Chairs.

2.2 CNAS Secretariat shall nominate the candidate of the Chair of the Appraisal Special Committee. The candidate shall be appointed upon passing the review by CNAS Chair and the ballot of the Board.

2.3 The Vice Chairs of the Committee shall be recommended by Special Committee on Certification Body Accreditation, Special Committee on Laboratory Accreditation, Special Committee on Inspection Body Accreditation and CNAS Secretariat respectively, and approved by CNAS Executive Committee or CNAS Chair.

2.4 The member of the Committee shall be pre-qualified by CNAS Secretariat, then approved by the Chair of the Committee.

2.5 The office term of the chair, vice chair and member of Appraisal Special Committee is four years, and consecutive terms could be served.

3. Membership Qualification

3.1 Members of the Appraisal Special Committee shall be familiar with the requirements of relevant accreditation specifications and the accreditation procedures. Members of the Appraisal Special Committee shall be knowledgeable in relevant fields or industries with some accreditation assessment experiences. Besides, members of the Appraisal Special Committee shall have competence to analyze, evaluate and judge the issues identified in assessment.

3.2 Members of the Appraisal Special Committee shall meet the following

qualifications:

- a) Observing professional ethics i.e. impartiality, honesty, loyalty, confidentiality and due care;
- b) Bachelor degree or above, or with more than 10 years of managing or technical experience, or with a senior technical qualification;
- c) Normally, being an assessor of CNAS, or personnel with assessing experiences.

4. Responsibilities

4.1 Appraisal Special Committee shall carry relevant resolutions of the Board and participate in relevant activities held by CNAS.

4.2 Appraisal panel shall conduct accreditation appraisal, raise comments and reach appraisal conclusions. An appraisal panel shall be composed of several appraisal Special committee members and, where necessary, several appraisal technical experts.

4.3 CNAS Chief Executive or representative shall make decisions on approving, maintaining, extending, reducing, suspending and withdrawing accreditation of CABs.

4.4 CNAS Secretariat shall assist Appraisal Special Committee to establish appraisal panels, assist Appraisal Special Committee on its routine management, i.e. select, employ, evaluate, train, appraise, terminate and extend competencies of committee members.

5. Procedures

5.1 Meeting of the Committee

5.1.1 The Chair of the Committee or the Vice Chair authorized by the Chair is responsible for convening relevant meetings, coordinate the work, and report to CNAS Board. In principle, the meeting shall be held annually.

5.1.2 The meeting shall be participated by at least 2/3 of the members. Major resolutions cannot come into force until it gets half of favorable votes from the whole appraisal special committee.

5.1.3 CNAS Secretariat is responsible for arranging the meeting and other daily liaisons for Appraisal Special Committees.

5.2 Appraisal and Approval of Accreditation

5.2.1 CNAS Chief Executive or representative shall, authorized by the Board and in accordance with the conclusions of the Appraisal Special Committee, make accreditation decisions on approving, maintaining, extending, reducing, suspending and withdrawing accreditation of a CAB.

5.2.2 With regard to initial assessment and scope extension, an appraisal panel composed of appraisal Special committee members shall, in accordance with CNAS requirements, conduct appraisal, raise comments and reach appraisal conclusion by casting a vote. In accordance with the appraisal conclusion, CNAS Chief Executive or

representative shall make decisions on behalf of CNAS on decisions on granting accreditation, extending accreditation, etc.

5.2.2.1 When the committee is composed of three members, the appraisal conclusion shall obtain all favorable vote.

5.2.2.2 When the committee is composed of three members or above, the appraisal conclusion shall obtain two third of the favorable votes.

5.2.2.3 When the appraisal conclusion can not obtain prescriptive votes, Secretariat shall provide corresponding evidence and necessary information and the Chair or Vice Chair authorize to reconvenes the appraisal meeting and reach the conclusion.

5.2.3 With regard to supervision or reassessments, CNAS Secretariat shall organize competent personnel to review assessment conclusions and recommend on whether to maintain accreditation. CNAS Chief Executive or representative shall, on behalf of CNAS make decisions on maintaining accreditation of a CAB.

5.2.4 Where competence judgment or competence assessment is not involved in a project, or where accreditation competence scope does not change, CNAS Secretariat or representative can make decisions on whether to maintain, reduce, suspend, withdraw or cancel accreditation of a CAB.

5.2.5 Where necessary, appraisal can use technical experts to provide technical support. Technical experts do not have the right to vote.

5.2.6 Appraisal Special committee members who have conflict of interests with the appraised CAB or who have participated in the assessment of the appraised CAB shall not participate in the appraisal.

6. Changes to membership

6.1 The Chair, Vice Chair or any other member of Committee may apply for resignation within his office term. CNAS Secretariat is responsible for accepting the application for resignation. Such application from the Chair of the Committee will be submitted by CNAS Secretariat to CNAS Chair, and such application from the Vice Chair of the Committee will be submitted by CNAS Secretariat to the Chair of the Committee. Such application from the member of the Committee will be handled by CNAS Secretariat.

6.2 If the Chair, Vice Chair or any other member of the Committee cannot properly carry out his responsibilities or does not observe relevant requirements of CNAS, he shall be dismissed. The procedure for dismissal shall be the same as that for initial appointment.

6.3 If necessary, new Vice Chair or member may be added to the Committee, or the Chair of the committee may be changed. In such case the procedure for nomination and approval shall be the same as that for initial appointment.

7. Rights and Obligations of Appraisal Special Committee Members

7.1 The member of the Committee has the rights of being informed, recommending, and voting on matters relevant to his/her work.

7.2 The member of the Committee shall comply with relevant CNAS rules especially the requirements on impartiality and confidentiality. If any member has detected any conflict of interest between him/her and the work assigned to him/her, he/she shall avoid such assignment. The member shall undertake the duty assigned by CNAS and carry out the work according to specified procedures. The member shall accept the supervision of CNAS.

8. Miscellaneous

8.1 This document is deliberated and approved by CNAS Board, and shall be effective on the date of issue.

8.2 The revision and revocation of this document shall follow the same procedures.

8.3 CNAS is responsible for the interpretation of this document.