



CNAS-J09

**CNAS Special Committee Rules for
End-user**

**China National Accreditation Service for
Conformity Assessment**

CNAS Special Committee Rules for End-user

1. General

1.1 This document is developed by China National Accreditation Service for Conformity Assessment (CNAS) for the purpose of ensuring the impartiality, standardization and effectiveness, considering the suggestions and opinions from the end-users and sending back information about conformity assessment result.

1.2 This document specifies the basic rules applicable to the organization and operation of CNAS End-user Special Committee.

2. Composition

2.1 The end-user Special committee mainly consists of the end-user representatives of conformity assessment result from industries(e.g. purchasers, producers), consumers, social organizations, governmental supervision departments, etc.

2.2 End-user Special committee shall consist of Chair, Vice Chairs, Members and Associated Members.

2.3 The Chair of End-user Special Committee shall be determined by CNAS Board. The office term for the Chair shall be 4 years, and the Chair may serve consecutive terms.

2.4 The Vice Chair of End-user Special Committee shall be approved by CNAS Board or CNAS Executive Committee with a term of 4 years and consecutive terms permitted.

2.5 The members of the End-user Special Committee and the associated members shall be nominated and qualified by the Secretariat and approved by the Chair of the End-user Special Committee. Members and associated members have a term of 4 years and could serve consecutive terms.

2.6 The qualification for End-user Special Committee member: experienced in management or technical work, knowing accreditation and conformity assessment, honest and impartial.

2.7 The qualification for associated member of End-user Special Committee: with certain experiences in management or technical works, be enthusiastic about conformity assessment.

3. Responsibilities

3.1 End-user Special Committee is responsible for:

- a) Suggesting on relevant issues to CNAS;
- b) Giving back information on conformity assessment result;
- c) Implementing resolutions of CNAS Board and participating in relevant activities organized by CNAS.

3.2 End-use Special Committee Associated members are responsible for:

- a) Suggesting on associated issues to CNAS;
- b) Giving back information on conformity assessment result.

4. Procedures

4.1 The meeting of End-user Special Committee shall be convened by the Chair of End-user Special Committee or any person designated by the Chair. Generally the End-user Special Committee shall meet once a year.

4.2 The voting on the resolution shall be participated by at least two thirds of the members. Any resolution adopted in the meeting shall be approved by the majority of the members presenting.

4.3 CNAS shall inform the members with relevant information in newsletters or periodicals.

4.4 Collecting member's information, suggestions and opinions in surveys, meetings or special research.

4.5 If needed, CNAS could invite members to participate in critical activities.

5. Changes to Membership

5.1 New members could be added to the End-user Special Committee when needed. The nomination and approval procedures are similar to the initial selections.

5.2 Member body of the End-user Special Committee could apply for changing its representative within its office term, the approval procedure of which is similar to the initial produce.

6. Rights and obligations of members

6.1 Members of the End-user Special Committee have the rights of being informed, recommending, criticizing and voting on matters relevant to its work.

6.2 Members of the End-user Special Committee shall comply with relevant CNAS regulations on impartiality and confidentiality, perform its responsibilities and participate in relevant activities of CNAS.

7. Miscellaneous

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

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

7.3 CNAS is responsible for the interpretation of this document.