



CNAS-J08

CNAS Specialized Committee Rules

**China National Accreditation Service for
Conformity Assessment**

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1. General

1.1 This document is developed by China National Accreditation Service for Conformity Assessment (CNAS) according to “Rules for CNAS Special Committee on Certification Body Accreditation”, “Rules for CNAS Special Committee on Laboratory Accreditation” and “Rules for CNAS Special Committee on Inspection Body Accreditation” for the purpose of ensuring the standardization of the specialized committees.

1.2 This document specifies the basic rules applicable to the organization and operation of CNAS Specialized Committees under the Special Committees (hereinafter referred to as “Specialized Committee”).

2. Composition

2.1 In line with the principle of impartiality, specialized committees mainly consist of technical experts related to accreditation in the corresponding field.

2.2 The Special Committee on Certification Body Accreditation, Special Committee on Laboratory Accreditation and Special Committee on Inspection Body Accreditation shall establish relevant specialized committees if necessary. The Individual specialized committee could establish its secretariat if needed.

2.3 Every Specialized Committee shall have one Chair, several Vice Chairs and members as necessary, whose qualification shall be review by CNAS Secretariat and determined by relevant special committees.

2.4 Members of Specialized Committees shall hold a term of 4 years and consecutive terms are permitted.

2.5 Qualifications of specialized committee members:

Members of specialized committee shall be qualified in aspects as follows:

- a) with at least a diploma of graduate and technical title of the middle level;
- b) working in the corresponding field for at least 5 years;
- c) knowing the technical and management knowledge of the corresponding field well;
- d) knowing the related CNAS accreditation norms well;
- e) being honest, impartial and possessing good professional ethics.

2.6 If necessary, the specialized committee could establish project teams for given projects. Chair of the specialized committee shall determine the members of the project team and appoint a convener for the team.

2.7 Specialized committees shall be established according to “Rules for CNAS Special Committee on Certification Body Accreditation”, “Rules for CNAS Special Committee on Laboratory Accreditation” and “Rules for CNAS Special Committee on Inspection Body Accreditation”. Procedure for changing of the specialized committee is similar to that of establishment.

3. Responsibilities

3.1 Specialized committees are responsible for:

- a) Enforcing the relevant resolutions of CNAS Board/Executive Committee and special committees, suggesting to relevant special committees;
- b) Organizing routine affairs in the specialized committee and reporting to the relevant special committee on work plans and summaries;
- c) Participating in formulation and revision of relevant accreditation normative documents and undertake reviewing or approval for corresponding domain special accreditation rules, criteria guidance and schemes etc.;
- d) Following international activities related to the specialized field and participating actively to the Special communications among international peers;
- e) Studying the conformity assessment techniques related to the specialized committee and support technically to conformity assessments;
- f) Providing trainings on techniques concerning the specialized field under CNAS delegation;
- g) Providing technical support to the handling of Appeals and Complaints concerning the professional field;
- h) Organizing and completing other tasks entrusted by the relevant special committee and CNAS Secretariat;

3.2 Responsibility of the Specialized Committee Chair

The Chair is responsible for the overall control of the specialized committee.

3.3 Responsibility of the Vice Chair of the Specialized Committee

The Vice Chair is responsible for assisting the Chair and undertaking relevant technical research and organization.

3.4 Responsibility of the secretary

The secretary is responsible for organizing the implementation of the specialized committee resolutions and other routine affairs of the specialized committee.

4. Procedures

4.1 At the beginning of the year, the secretary of specialized committee shall formulate the annual work plan according to the annual work requirement made by the relevant special committee, demand of the specialized committee, suggestion from the related member and CNAS Secretariat. The work plan shall be submitted to the secretariat for deliberation after passed by the specialized committee and implemented after approved by the chair of the relevant special committee. CNAS Secretary shall record the work plan. If special tasks emerge, the implementation needs the approval of the chair of the specialized committee and the deliberation and record in the secretariat. The implementation of critical issue needs the approval by the chair of the relevant special committee.

4.2 A specialized committee shall hold its plenary meet at least once in two years,

which shall be convened by the chair. If necessary, relevant meetings could be convened at hoc. The meeting condition (including the meeting result and relevant documents) shall be reported to CNAS relevant special committees and Secretariat.

4.3 Generally, specialized committees make decisions in negotiation. If voting is needed (no matter on the meeting or by letter ballot) in making any decision, the principles as follows shall be complied with:

- a) the members participated in the voting shall be no less than 2/3 of the total;
- b) the resolution would be invalid unless over half favor votes from the whole specialized committee are obtained.

4.4 If necessary, the specialized committee could apply for relevant activity funds from CNAS secretariat.

5. Changes to membership

5.1 Specialized committees may accept new member as necessary. The procedure for nominating and approving the new member shall be the same as the procedure for initial selection of members.

6. Rights and obligations of member

6.1 The member of specialized committee has the rights of being informed, recommending, criticizing and voting on matters relevant to its work.

6.2 Member of the specialized committee shall perform the obligations as follows:

- a) Obeying relevant CNAS requirements, especially rules about impartiality and confidentiality. The member shall take the initiative to avoid the task if conflict of interest exists;
- b) Report to CNAS relevant special committee and accept surveillance from the relevant special committee.

7. Miscellaneous

7.1 This document 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.