



CNAS-J04

**CNAS Special Committee Rules for
Inspection Body Accreditation**

**China National Accreditation Service for
Conformity Assessment**

CNAS Special Committee Rules for Inspection Body Accreditation

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, standardization and effectiveness in the accreditation of Inspection Bodies.

1.2 This document specifies the basic rules applicable to the organization and operation of CNAS Special Committee on Inspection Body Accreditation (hereinafter referred to as "SC on IB").

2. Composition

2.1 In line with the principle of impartiality, SC on IB mainly consists of the representatives from government authorities, inspection bodies, clients of inspection bodies, users of inspection results, professional organizations and technical experts. The composition of SC on IB shall ensure the balance of interests with no single interest predominating.

2.2 SC on IB shall have one Chair and, as necessary, several Vice Chairs.

2.3 The Chair of SC on IB shall be determined by CNAS Board. The office term for the Chair of SC on IB shall be 4 years, and the Chair may serve consecutive terms.

2.4 Other members of SC on IB shall be approved by CNAS Board or CNAS Executive Committee with a term of 4 years and consecutive terms permitted.

2.5 SC on IB may establish specialized committees as necessary. Each specialized committee shall have one Chair and a certain number of Vice Chair and members, who shall be determined by the Chair of SC on IB on the basis of specialized committee membership qualification review conducted by CNAS Secretariat.

2.6 The qualification criteria for the member of SC on IB: representing the corresponding interested party, having relevant technical or managing experience, honest and impartial.

3. Responsibilities

3.1 SC on IB is responsible for:

- a) Enforcing the relevant resolutions of CNAS Board;
- b) Reviewing or approval the public documents specially applicable to accreditation of IB, e.g. accreditation rules, criteria, guidance and schemes accreditation specification files for IB;
- c) Providing technical direction on the implementation of accreditation rules,

accreditation criteria and accreditation guidance applicable to the accreditation of Inspection Bodies;

- d) Providing relevant recommendations to CNAS Board;
- e) Establishing, as necessary, relevant specialized committee to undertake specific technical tasks, and authorize the all specialized committee to deliberation or approval the corresponding technical field guide to dedicated accreditation rules, criteria, guidance and schemes dedicated accreditation specification files.

4. Procedures

4.1 The meeting of SC on IB shall be convened by the Chair of SC on IB or any person designated by the Chair. SC on IB shall meet at least once a year.

4.2 The meeting shall be participated by at least two thirds of the members. It shall be ensured that all interested parties are presented. Any resolution adopted in the meeting shall be approved by the majority of the members presenting.

5. Changes to membership

5.1 SC on IB 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.

5.2 Any member body of SC on IB may, within its office term, propose to change its representative in SC on IB. The newly nominated representative shall meet applicable qualification criteria, and shall be approved by CNAS Board or Executive Committee after his qualification has been reviewed by CNAS Secretariat.

6. Rights and obligations of member

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

6.2 The member of SC on IB 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.