



CNAS-J07

**CNAS Procedural Rules for the
Board/Executive Committee**

**China National Accreditation Service for
Conformity Assessment**

CNAS Procedural Rules for the Board/Executive Committee

1. General

1.1 This document is developed by China National Accreditation Service for Conformity Assessment (CNAS) according to CNAS Constitution to ensure that the Board/Executive Committee acts adequately and normatively.

1.2 This document is supplementary to CNAS Constitution, and specifies the detailed rules for CNAS Board/Executive Committee.

2. Responsibilities

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

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

3. Procedures of the Board/Executive Committee

3.1 Procedures of the Board

3.1.1 The Board normally holds the annual plenary meeting in the first quarter of each year. If necessary, CNAS Chair or Executive Vice Chair as authorized by Chair may decide to hold a Board meeting at hoc or carry out letter ballot for special issues, so as to decide related significant issues of CNAS. The agenda of Board meeting mainly covers those items under Article 15 of CNAS Constitution, e.g.

a) issues related to developing the constitution of CNAS;

b) approving critical documents for accreditation such as the policies, rules and criteria of CNAS, which includes approving committee rules, general rules and criteria. Authorizing the special and specialized committee to reviewing or approval for the corresponding domain specific accreditation rules and criteria and the other documents; Authorizing the secretariat to approve and perform editing revision or regulatory and statutory revision to accreditation rules and criteria already issued, the result of which shall be reported to the Board;

c) deliberating annual reports, work plans and financial reports from special committees and the Secretariat;

d) being informed on the outcomes of important international meetings and the operation of MLA/MRA;

e) overseeing, from the aspects of impartiality etc, the critical issues such as agreements signed with external parties.

3.1.2 Secretariat shall send the documents describing the significant issues related to 3.1.1, the items to be voted and all other necessary information, after being reviewed and approved by CNAS Chair/Executive Vice Chair, to the Board members prior to the meeting.

3.1.3 The Board shall be constituted by representatives from accreditation related government departments, conformity assessment bodies, clients of CABs, users of conformity assessment results technical experts and other related professional bodies. The constitution and members shall fulfill relevant requirements in CNAS Constitution. Members shall be nominated by relevant body members, who shall be qualified in aspects as follows:

- 1) Representing the corresponding interest party, possessing relevant technical or management experience, honest and impartial.
- 2) Holding a position related to administration, be capable of taking and active part in relevant activities of certification and accreditation.

Procedure for changing of the Board members is similar to that of initial selection. The Board members could take consecutive terms.

3.1.4 Board member shall have the right and obligation to attend Board meeting and vote. If the Board member is unable to attend the meeting due to special circumstances, he may assign a proxy to attend the meeting and vote for him. Such proxy shall sign "Confidentiality and Impartiality Statement".

3.1.5 CNAS Chair is responsible for presiding over the Board meeting, who may also delegate the Executive Vice Chair or authorizing the member of Executive Committee to preside over the meeting. Any resolution of the Board meeting shall not be passed unless 2/3 or of the total Board members are presented at the meeting and more than half of the presenting members vote in favor. All members of the Board shall be informed with the resolutions.

3.2 Procedures of Executive Committee

3.2.1 When the Board is not in session, CNAS Chair or Executive Vice Chair as authorized by Chair may, with regard to following situations, decide to hold Executive Committee meeting or carry out letter ballot for special issues:

- 1) Studying and revising CNAS Constitution;
- 2) Studying relevant policies, rules and criteria of CNAS;
- 3) Directing and coordinating the work of special committees, including relevant change to the chair or vice chair of special committee;
- 4) Deliberating the middle-long term development plan of CNAS;
- 5) Directing the work of Secretariat, deliberating on significant issues such as annual work report and annual focus of work etc.

3.2.2 Secretariat shall compiling and send relevant documents, after being reviewed and approved by CNAS Chair/Executive Vice Chair, to the Executive Committee members prior to the meeting.

3.2.3 The Executive Committee member shall have the right and obligation

to attend the Executive Committee meeting and vote. If the Executive Committee member is unable to attend the meeting due to special circumstances, he shall be deemed as absent from the meeting.

3.2.4 CNAS Chair is responsible for presiding over the Executive Committee meeting, who may also delegate the Executive Vice Chair to or authorizing the member of Executive Committee preside over the meeting.

3.2.5 Any resolution of the Executive Committee meeting shall not be passed unless 2/3 of the total members of Executive Committee are presented at the meeting and more than half of the presenting members vote in favor. Resolutions of the Executive committee shall be reported to the Board members.

3.3 Procedure for Letter Ballot

3.3.1 When CNAS Chair or Executive Vice Chair as authorized by Chair decides to carry out letter ballot for significant issues of CNAS, Secretariat is responsible for sending the ballot form to Board members or Executive Committee members. Any resolution shall not be passed unless 2/3 of the total members of Board or Executive Committee have cast a vote, all interest parties are represented and more than half of the voting members vote in favor.

3.3.2 Resolution passes by Board or Executive Committee in letter ballot shall be submitted to CNAS Chair/Executive Vice Chair.

3.4 Procedure for Implementing Resolutions

3.4.1 Secretariat is responsible for organizing the implementation of resolutions, and shall report CNAS Chair/Executive Vice Chair and all the members on the implementation in a timely manner.

3.4.2 If Secretariat has not carried out relevant responsibilities, the Board/Executive Committee shall be entitled to inform Certification and Accreditation Administration of People's Republic of China and/or other authorities.

4. Miscellaneous

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

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

4.3 CNAS is responsible for the interpretation of this document.