

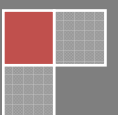
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# AFRAC MRA DOCUMENTS WORKING GROUP TERMS OF REFERENCE

**AFRICAN ACCREDITATION COOPERATION**

*This document outlines the Terms of Reference of the AFRAC Mutual Recognition Arrangement Documents Working Group.*

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## **CONTENTS**

1. PURPOSE.....	4
2. FUNCTIONS OF THE MRA COMMITTEE.....	4
3. COMPOSITION OF MRA DOCUMENTS WORKING GROUP .....	4
4. RESPONSIBILITIES OF THE CHAIR.....	5
5. RESPONSIBILITIES OF THE SECRETARY .....	5
6. RESPONSIBILITIES OF THE MRA DOCUMENT WORKING GROUP MEMBERS.....	5
7. MEETINGS.....	5

## **1. PURPOSE**

- 1.1 This document describes the functions, composition and responsibilities of the Mutual Recognition Arrangement (MRA) Documents Working Group.
- 1.2 The objective of the MRA Documents Working Group is to ensure the availability of up to date MRA policies and procedures, aligned to the ILAC MRA and IAF MLA requirements.

## **2. FUNCTIONS OF THE MRA COMMITTEE**

The functions of the MRA Documents Working Group are:

- 2.1 To develop policies and procedures of AFRAC's MRA;
- 2.2 To maintain and continually improve on all AFRAC MRA documents;
- 2.3 To ensure harmonisation of its documented processes with the relevant ILAC MRA / IAF MLA and ISO/IEC 17011 requirements;
- 2.4 To carry out the tasks relating to the MRA Documents, as identified by the MRA Committee;
- 2.5 To report to the MRA Committee on the MRA Document Working Group's activities; and
- 2.6 To submit new / revised documents to the MRA Committee for decision.

## **3. COMPOSITION OF MRA DOCUMENTS WORKING GROUP**

The MRA Documents Working Group shall be composed of:

- 3.1 At least 3 members drawn from the MRA Committee:
  - 3.1.1 One of the members shall be a representative of AFRAC on the ILAC/IAF A series Documents Working Group; and
  - 3.1.2 One of the members shall be an experienced Evaluator.
- 3.2 A Chair who is elected by and from amongst the Documents Working Group members;
- 3.3 A Secretary who may be one of the Documents Working Group members;
- 3.4 Additional members may be invited on an as-need basis;
- 3.5 Observers may attend the meeting, on prior arrangement with the AFRAC Secretariat and the Chair of the MRA Documents Working Group.
- 3.6 Members of the MRA Documents Working Group shall be knowledgeable in the requirements of the AFRAC MRA processes and ISO/IEC 17011 requirements.

#### **4. RESPONSIBILITIES OF THE CHAIR**

- 4.1 The Chair's responsibilities are to:
  - 4.1.1 Operate according to these Terms of Reference;
  - 4.1.2 Chair meetings of the MRA Documents Working Group;
  - 4.1.3 Report to the MRA Committee about the work being carried out by the MRA Documents Working Group;
  - 4.1.4 Submit to the MRA Committee new / revised documents for approval; and
  - 4.1.5 Inform the MRA Committee of new documents / requirements identified, and where AFRAC does not yet have the documents.

#### **5. RESPONSIBILITIES OF THE SECRETARY**

- 5.1 The MRA Documents Working Group Secretariat's responsibilities are to:
  - 5.1.1 Assist the Chair in the fulfilment of his/her duties;
  - 5.1.2 Prepare an agenda for the meeting, in consultation with the Chair;
  - 5.1.3 Circulate the approved agenda, and relevant meeting documents at least 2 weeks prior to the scheduled meeting; and
  - 5.1.4 Record the meeting minutes and distribute them to the Working Group Members within 1 day of the meeting.

#### **6. RESPONSIBILITIES OF THE MRA DOCUMENT WORKING GROUP MEMBERS**

- 6.1 The responsibilities of the MRA Document Working Group Members are to:
  - 6.1.1 Attend and actively participate in the MRA Document Working Group meetings; and
  - 6.1.2 Perform the tasks and responsibilities assigned either individually or as part of the Working Group.

#### **7. MEETINGS**

- 7.1 The MRA Document Working Group shall meet at least once a year.
- 7.2 The following shall form a part of the meeting documents:
  - 7.2.1 Resolutions passed by the AFRAC MRA Committee and GA, of relevance to the MRA documents; and
  - 7.2.2 New / revised relevant ILAC/IAF documents.
- 7.3 At least 3 members should be present at the meeting.