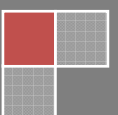


2012

AFRAC TRANSFER OF RESPONSIBILITIES: QUALIFICATIONS FOR POSITIONS PROCEDURE AFRICAN ACCREDITATION COOPERATION

This document describes the procedures for the transfer of responsibilities to ensure succession and continuity for various AFRAC positions.

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Further information

For further information about this publication, contact the AFRAC Secretariat on:

AFRAC Secretariat
Private Bag X23
Sunnyside
Pretoria
0132
South Africa
Tel: +27 12 394 3788
Fax: +27 12 394 4788
Email: nonhlanhlah@sanas.co.za

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1. PURPOSE

- 1.1 The purpose of this document is to describe the transfer of responsibilities as well as the qualifications for positions to ensure succession and continuity in the various positions described below.

2. TRANSFER OF CHAIR, VICE-CHAIR AND SECRETARIAT

- 2.1 In the period immediately after the election of a new AFRAC Chair and Vice-Chair, the outgoing Chair shall request a meeting with the Chair elect and the Secretariat in order to review the following:
- 2.1.1 A summary of the proceedings and issues undertaken to date;
 - 2.1.2 Pending tasks and the tasks in progress;
 - 2.1.3 Documentation to be handed over.

3. AFRAC MRA COMMITTEE: TRANSFER OF CHAIR AND VICE-CHAIR

- 3.1 In the period immediately after the election of a new AFRAC MRA Committee Chair and Vice-Chair, the outgoing MRA Committee Chair shall request a meeting with the MRA Committee Chair elect and the MRA Committee Secretary in order to review the following:
- 3.1.1 A summary of the proceedings and issues undertaken to date;
 - 3.1.2 Pending tasks and the tasks in progress;
 - 3.1.3 Documentation to be handed over.

4. QUALIFICATIONS FOR AFRAC POSITIONS

4.1 AFRAC Chair and Vice-Chair

- 4.1.1 The responsibilities of the AFRAC Chair and Vice-Chair are contained in Clause 12 of the AFRAC Bylaws.
- 4.1.2 The qualifications for candidates for AFRAC Chair and Vice-Chair are:
- 4.1.2.1 Must be a Member of an accreditation body;
 - 4.1.2.2 Must possess good knowledge of the international accreditation systems of laboratories, certification bodies and/or inspection bodies;
 - 4.1.2.3 Must have occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years;
 - 4.1.2.4 Must possess the ability to direct and administer meetings effectively;
 - 4.1.2.5 Must possess leadership skills;
 - 4.1.2.6 Must be able to communicate in English;
 - 4.1.2.7 Must be willing to travel.

4.2 AFRAC MRA Committee Chair and Vice-Chair

- 4.2.1 The responsibilities of the AFRAC MRA Committee Chair and Vice-Chair are contained in Clause XX of the MRA Committee Terms of Reference (document number).
- 4.2.2 The qualifications for candidates for AFRAC MRA Committee Chair and Vice-Chair are:
- 4.2.2.1 Must be a member of an accreditation body;
 - 4.2.2.2 Must possess good knowledge of the international accreditation systems of laboratories, certification bodies and/or inspection bodies;
 - 4.2.2.3 Must possess good knowledge of the operation of Multi-lateral Recognition Arrangements;

- 4.2.2.4 Must have occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years;
- 4.2.2.5 Must possess the ability to direct and administer meetings effectively;
- 4.2.2.6 Must possess leadership skills;
- 4.2.2.7 Must be able to communicate in English;
- 4.2.2.8 Must be willing to travel.

4.3 AFRAC Technical Chair and Vice-Chair

- 4.3.1 The responsibilities of the AFRAC Technical Committee Chair and Vice-Chair are contained in Clause XX of the Technical Committee Terms of Reference (document number).
- 4.3.2 The qualifications for candidates for AFRAC Technical Committee Chair and Vice-Chair are:
 - 4.3.2.1 Must be a member of an accreditation body;
 - 4.3.2.2 Must possess good knowledge of the international accreditation systems of laboratories, certification bodies and/or inspection bodies;
 - 4.3.2.3 Must possess good knowledge of the operation of Multi-lateral Recognition Arrangements;
 - 4.3.2.4 Must have occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years;
 - 4.3.2.5 Must possess the ability to direct and administer meetings effectively;
 - 4.3.2.6 Must possess leadership skills;
 - 4.3.2.7 Must be able to communicate in English;
 - 4.3.2.8 Must be willing to travel.

4.4 AFRAC Secretariat

- 4.4.1 The responsibilities of the AFRAC Secretariat are contained in Clause 14 of the AFRAC Bylaws.
- 4.4.2 The qualifications for candidates for AFRAC Secretariat are:
 - 4.4.2.1 Must possess general knowledge of national or international accreditation systems of laboratories, certification bodies and/or inspection bodies;
 - 4.4.2.2 Must possess experience in public or private organisations focused on standards, accreditation, and/or international trade, with a minimum of two years of professional experience.
 - 4.4.2.3 Be fluent in English.