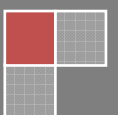


2019

QUALIFICATION CRITERIA FOR AFRAC POSITIONS AND TRANSFER OF RESPONSIBILITIES

AFRICAN ACCREDITATION COOPERATION

Publication reference: P008-02



Authorship

This document has been prepared by the AFRAC Secretariat.

Classification

This document is classified as an AFRAC Procedural Document.

Authorisation

Issue Number: 02
Prepared by: AFRAC Secretariat
Approved by: General Assembly
Issue and application date: 27 September 2019

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

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1. PURPOSE

The purpose of this document is to describe the qualification criteria for chair and vice-chair positions and the transfer of responsibilities to ensure succession and continuity in the various positions described below.

2. CRITERIA FOR AFRAC POSITIONS

2.1 The criteria for candidates for all AFRAC Chairs and Vice-Chairs, including those of the MRA Council and all Committees are:

- i) Must have the required support of its AB / government to attend the meetings of AFRAC;
- ii) Must possess good knowledge of the international accreditation systems of conformity assessment bodies;
- iii) Must possess the ability to direct and administer meetings effectively;
- iv) Must possess leadership skills;
- v) Must be able to communicate in English; and
- vi) Must be willing to travel.

2.2 In addition to the criteria above, the following criteria must be met by the candidates for the specific chairs and vice-chairs:

2.2.1 Candidates for the AFRAC Chair and Vice-Chair:

- i) Must be a representative of an Arrangement or Full member of AFRAC; and
- ii) 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.

The responsibilities of the AFRAC Chair and Vice-Chair are contained in the AFRAC Bylaws (A001).

2.2.2 Candidates for the AFRAC MRA Council Chair and Vice-Chair:

- i) Must be a representative of an Arrangement member; and
- ii) 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.

The responsibilities of the MRA Council Chair and Vice-Chair are contained in the AFRAC Bylaws (A001) and MRA Council Terms of Reference (A020).

2.2.3 Candidates for the AFRAC MRA Committee Chair and Vice-Chair:

- i) Must be a representative of an Arrangement or Full member of AFRAC;
- ii) Must possess good knowledge of the operation of Mutual Recognition Arrangements; and
- iii) 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.

The responsibilities of the AFRAC MRA Committee Chair and Vice-Chair are contained in the MRA Committee Terms of Reference (A012).

2.2.4 Candidates for the AFRAC Technical Committee Chair and Vice-Chair:

- i) Must be a member of AFRAC;
- ii) Must possess good knowledge of the operation of Mutual Recognition Arrangements;
- iii) Must have technical knowledge and skills in accreditation requirements and schemes; and
- iv) Must have occupied management positions in public or private organisations involved in accreditation and/or conformity assessment, for at least three years.

The responsibilities of the AFRAC Technical Committee Chair and Vice-Chair are contained in the Technical Committee Terms of Reference (A010).

2.2.5 Candidates for the AFRAC Marketing and Communication Chair and Vice-Chair:

- i) Must be a member of AFRAC; and
- ii) Must possess marketing and communication knowledge, as well as being up to date with latest technology as it pertains to marketing and communication tools.

The responsibilities of the AFRAC Marketing and Communication Committee Chair and Vice-Chair are contained in the Marketing and Communication Committee Terms of Reference, (A024).

2.3 The criteria for the AFRAC Secretariat are:

- i) Must be an Arrangement or Full member of AFRAC;
- ii) Must possess general knowledge of national or international accreditation systems of conformity assessment bodies;
- iii) 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;
- iv) Must be proficient in English; and
- v) Must be willing to travel.

The responsibilities of the AFRAC Secretariat are contained in AFRAC A019 “AFRAC Secretariat Responsibilities”.

3. TRANSFER OF AFRAC POSITIONS

3.1 Transfer of Chairs, Vice-Chairs and the Secretariat

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 AFRAC Secretariat in order to review:

- i) A summary of the proceedings and issues undertaken to date;
- ii) Pending tasks and the tasks in progress; and
- iii) The documentation to be handed over.

3.2 Transfer of Chairs and Vice-Chairs of the AFRAC MRA Council and the Committees

In the period immediately after the election of a new AFRAC MRA Council or Committee Chair and Vice-Chair, the outgoing Chair of the Council or Committee, shall request a meeting with the Chair elect of the MRA Council or appropriate Committee Secretary, as relevant, in order to review the following:

- i) A summary of the proceedings and issues undertaken to date;
- ii) Pending tasks and the tasks in progress; and
- iii) The documentation to be handed over.

ANNEX 1: AMENDMENT RECORD

Section	Change
Title	Changed from “AFRAC Transfer of Responsibilities: Qualifications for Positions Procedure”
All	Reformatted document
2	Changed title from “Qualifications for AFRAC Positions”
2.1	Bullet (i) added Bullet (ii): Changed “laboratories, certification bodies and/or inspection bodies” to “conformity assessment bodies”
2.2.1	Added reference to A001 Bullet (i) Changed from “must be a member of an accreditation body”
2.2.2	Added entire section
2.2.3	Added reference to A012 Bullet (i) Changed from “must be a member of an accreditation body” Bullet (ii) Added “mutual”
2.2.4	Added reference to A010 Bullet (i) Changed from “must be a member of an accreditation body” Bullet (ii) Added “mutual” Bullet (iii) added Bullet (iv) “Management positions” replaced “positions at an executive level”
2.2.5	Added entire section
2.3	Bullet (i) added Bullet (ii) Changed “laboratories, certification bodies and/or inspection bodies” to “conformity assessment bodies” Bullet (iv) “Fluent” changed to “proficient” Bullet (v) added Added reference to AFRAC A019 “AFRAC Secretariat Responsibilities”.