July 27, 2018

TO: IAS-ACCREDITED PERSONNEL CERTIFICATION BODIES AND OTHER INTERESTED PARTIES

SUBJECT: Proposed Revisions to the Accreditation Criteria for Bodies Operating Certification of Persons, Subject AC474-0918-0918-R1 (DN)

Hearing Information:
IAS Accreditation Committee
Thursday, September 27, 2018
8:00 a.m.
Fullerton Marriott at California State University
2701 Nutwood Avenue
Fullerton, CA 92831
(714) 738-7800

Dear Madam or Sir:

The proposed IAS Accreditation Criteria for Bodies Operating Certification of Persons, AC474, has been placed on the agenda for committee consideration at the above-noted meeting. The proposed revisions reference an external publication which interprets requirements of ISO/IEC 17024 for certification bodies which operate in multiple countries. In addition, a revision is proposed to IAS’ requirements for certification bodies which recognize third-party certificates.

You are cordially invited to submit written comments, or to attend the committee hearing and present verbal comments. Written comments will be forwarded to the committee, prior to the hearing, if received by September 6, 2018. Please use the comment form link found on the Accreditation Committee meeting page on the IAS website, www.iasonline.org. Comments may be postal mailed to the address above, or emailed to iasinfo@iasonline.org.

Any written material submitted for committee consideration will be available for public distribution as set forth in Section 4.0 of the Rules of Procedure for Accreditation Committee Meetings (copy enclosed).
Visual aids (including, but not limited to, charts, slides, videos, or presentation software) for viewing at meetings will be permitted only if the presenter provides to IAS, before the presentation, a copy of the visual aid(s) in a medium that can be retained by IAS with its record of the meeting, and that can also be provided to interested parties.

Your cooperation is requested in forwarding to the Brea office, as noted above, all material directed to the committee. Prior to the hearing, parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. The committee reserves the right to refuse communications that do not comply with this request.

If you have any questions, please contact David Nelson, program director, at 562-364-8201, extension 5275, or the undersigned at 562-364-8201. You may also reach us by e-mail at iasinfo@iasonline.org.

Yours very truly,

Raj Nathan
President

RN/dn/nl

Enclosures

cc: Accreditation Committee
RULES OF PROCEDURE FOR ACCREDITATION COMMITTEE MEETINGS

1.0 PURPOSE

The purpose of the Accreditation Committee and its meetings is to safeguard IAS’ impartiality to monitor the work of and to approve accreditation criteria for International Accreditation Service, Inc. (IAS).

The committee meetings, which are open public hearings, provide an opportunity for effective involvement by all interested parties.

2.0 MEETINGS

2.1 The Accreditation Committee shall schedule meetings that are open to the public in discharging its duties under Section 1, subject to Section 5.0 of these rules.

2.2 To properly discharge its responsibilities with respect to monitoring of IAS accreditation activities, the committee shall have a standing item on its meeting agenda for a presentation by staff on the status of its accredited programs and information on any pending appeals.

2.3 All scheduled meetings shall be publicly announced.

2.4 A majority of the voting Accreditation Committee members shall constitute a quorum. A majority vote of members present is required on any action.

2.5 If a specific interest group is not represented, votes by the committee on subjects related to that interest group will be held in abeyance. IAS staff shall make pertinent information available to absentee committee members, and ballot the members at a later stage. Records of such ballots shall be made available upon request.

2.6 In the absence of the nonvoting Chair-Moderator, Accreditation Committee members present shall elect an alternate Chairman from the committee for that meeting. The alternate Chairman shall be counted as a voting committee member for purposes of maintaining a committee quorum and to cast a tie-breaking vote of the committee.

2.7 Minutes of the meetings shall be kept.

3.0 MEMBER COMPETENCE CRITERIA

Members of the Accreditation Committee shall be familiar with conformity assessment and the implementation of regulatory requirements within their industry sector. They shall possess:

- A Baccalaureate degree from an accredited institution or a minimum of ten years equivalent experience as determined by IAS;
- Current employment within the conformity assessment, regulatory field, academia, industry, or IAS accredited CAB; and
- Demonstrated expertise in one or more accreditation programs offered by IAS.
4.0 MEETING RECORDS

An electronic record of meetings shall be made by IAS; no other audio, video, electronic or stenographic recordings of the meetings will be permitted. Visual aids (including, but not limited to, charts, slides, videos, or presentation software) viewed at meetings shall be permitted only if the presenter provides IAS before presentation with a copy of the visual aid in a medium which can be retained by IAS with its record of the meeting and which can also be provided to interested parties requesting a copy. A copy of the IAS recording of the meeting and such visual aids, if any, will be available to interested parties upon written request made to IAS together with a payment as required by IAS to cover costs of preparation and duplication of the copy. These materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.

5.0 WRITTEN COMMUNICATIONS AND SUBMISSIONS

Parties interested in the deliberations of the committee should refrain from communicating, whether in writing or verbally, with committee members regarding agenda items. All written communications and submissions regarding agenda items should be delivered to IAS. All such written communications and submissions shall be considered nonconfidential and available for discussion in open session of an Accreditation Committee meeting, and shall be delivered at least twenty days before the scheduled Accreditation Committee meeting if they are to be forwarded to the Committee. Correspondence received by IAS will not be released to any party, except to the Accreditation Committee, prior to the meeting without permission of the author. The committee reserves the right to refuse recognition of communications which do not comply with the provisions of this section. All such communications and submissions will be available from IAS upon written request and payment of costs associated with duplication. The materials will be available shortly after the conclusion of the meeting but will no longer be available after 60 days have elapsed from the conclusion of the meeting.

6.0 CLOSED SESSIONS

Meetings shall be open except that the chairman may call for a closed session to seek advice of counsel.

7.0 ACCREDITATION CRITERIA

Criteria are established by the committee to provide a basis for International Accreditation Service, Inc., accreditations. Consideration of accreditation criteria must be in conjunction with a current and valid application for an IAS accreditation listing or as otherwise determined by the Accreditation Committee.

7.1 Procedure

7.1.1 New Criteria

7.1.1.1 Proposed accreditation criteria may be submitted by interested parties to IAS, and/or shall be developed by the IAS staff and discussed in open session with the Accreditation Committee during a scheduled meeting.

7.1.1.2 Proposed accreditation criteria shall be available to interested parties approximately 60 days before discussion at the committee meeting, unless determined by IAS management that extraordinary consideration and electronic balloting are needed.

7.1.1.3 The committee shall be informed of all pertinent written communications received by IAS. Parties interested in proposed new criteria may deliver communications and submissions regarding such proposed criteria to IAS within 40 days of the posting of the public notice on the IAS website. Such communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

7.1.1.4 Attendees at Accreditation Committee meetings shall have the opportunity to speak on accreditation criteria listed on the meeting agenda, to provide information to committee members.
7.1.2 Existing Criteria

7.1.2.1 Changes to existing accreditation criteria may be submitted by interested parties to IAS, and/or shall be changed by the IAS staff. Existing accreditation criteria may be revised by the committee either (i) at a public meeting pursuant to the procedures set forth herein, or (ii) by electronic ballot, provided public notice is provided as stipulated in Section 7.1.1.2.

7.1.2.2 The committee shall be informed of all pertinent written communications received by IAS. Parties interested in the proposed revisions to accreditation criteria may deliver communications and submissions regarding such proposed revisions to IAS within the following timelines:

<table>
<thead>
<tr>
<th>Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Meeting</td>
<td>40 Days after posting of proposed criteria</td>
</tr>
<tr>
<td>Electronic Balloting Process</td>
<td>30 Days after posting of proposed criteria</td>
</tr>
</tbody>
</table>

Such communications and submissions will otherwise be subject to the provisions of Section 4.0 of these rules.

7.1.3 ELECTRONIC BALOTTING

7.1.3.1 IAS management shall provide written rationale and seek permission and documented approval from the IAS Accreditation Committee chair to propose new criteria or to revise existing criteria for extraordinary consideration and electronic balloting by the committee.

7.1.3.2 Proposed accreditation criteria shall be available to interested parties approximately 30 days before consideration by the committee. All pertinent written communications received by IAS relating to the proposed criteria shall be received no later than 30 days after the posting of the criteria. Ballots, along with comments received and staff recommendations, will be submitted to the committee for consideration. The committee shall return their ballots with their recommendations within 10 days from the date ballots are sent. The results of the balloting will be compiled and forwarded to the chair of the committee for validation and decision.

7.1.3.3 The electronically balloted criteria shall be brought back to the next regularly scheduled accreditation committee hearing as per Section 7.1.2 of these rules.

7.1.4 Effective Date of Published Criteria

7.1.4.1 The effective date of approved accreditation criteria or approved revisions to existing accreditation criteria shall be no earlier than 30 days following the public meeting.

7.1.4.2 Approved criteria using electronic balloting shall be effective the date of posting of the criteria on the IAS website.

7.2 Approval

Approval of accreditation criteria shall be as specified in Section 2.4 of these rules.

8.0 ACCREDITATION COMMITTEE MEMBERS
8.1 The IAS Accreditation Committee members are appointed or reappointed annually by the IAS Board of Directors in consultation with the IAS President.

8.2 Committee members are selected from senior management positions within accredited organizations, users of accreditation, industry groups and governmental or regulatory organizations. The individuals appointed to the committee shall have knowledge of regulatory codes within their industry sector and international conformity assessment process and practices.
PROPOSED REVISIONS TO THE ACCREDITATION CRITERIA FOR BODIES OPERATING CERTIFICATION OF PERSONS

AC474

Proposed September 2018

PREFACE

The attached accreditation criteria have been proposed to provide all interested parties with an opportunity to comment. These criteria may be further revised as needed. The criteria are developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the first of the month following approval by the Accreditation Committee, but no earlier than 30 days following the approval.
1. INTRODUCTION
1.1. Scope: These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Bodies Operating Certification of Persons accreditation. These criteria supplement the IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.

1.2. Normative and Reference Documents: Publications listed below refer to current editions (unless otherwise stated).
   1.2.2. ISO 9001: Quality management systems – Requirements.
   1.2.3. ISO/IEC 17000: Conformity assessment – Vocabulary and general principles.
   1.2.4. ISO/IEC 17011: Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.
   1.2.5. ISO/IEC 17024: Conformity assessment – General requirements for bodies operating certification of persons.
   1.2.6. APA/AERA/NCME Standards for Educational and Psychological Testing.
   1.2.7. NCCA Standards for the Accreditation of Certification Programs.
   1.2.8. IAF MD 12: Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries
   1.2.9. ISO/IEC TS 17027: Conformity assessment – Vocabulary related to competence of persons used for certification of persons.

2. DEFINITIONS
Applicable terms and definitions of ISO/IEC 17000, and ISO 17024 and TS 17027 apply.

3. ELIGIBILITY
Accreditation services are available to third party certification bodies that meet all of the following requirements:
3.1 Program development shall demonstrate, through pilot programs, sufficient evidence of fairness, validity and reliability.
3.2 Completion of at least one (1) internal audit, and one (1) management review.

4. REQUIRED BASIC INFORMATION
Certification bodies must demonstrate compliance with each of the following requirements:
4.1. IAS Accreditation Criteria AC474,  
4.2. ISO/IEC 17024, and  
4.3. IAS Rules of Procedure for Accreditation of Personnel Certification Bodies.

5. ADDITIONAL INFORMATION (AS APPLICABLE)

5.1. APA/AERA/NCME and NCCA Standards: Certification bodies which demonstrate compliance  
to relevant requirements of APA/AERA/NCME or NCCA Standards will satisfy examination  
process requirements of Section 9.3 of ISO/IEC 17024.

5.2. Recognition of Third-party Examinations: Certification bodies which outsource examination  
services provided by external vendors shall provide evidence of vendor compliance with all  
relevant requirements of ISO/IEC 17024. Separate accreditation of external vendors to ISO/IEC  
17024 does not waive this requirement.

5.3. Recognition of Third-party Certificates: Certification bodies may recognize individuals who  
are certified by external certification bodies for competencies which are equivalent to the  
approved certification scheme. This recognition shall be restricted to certificates issued by  
accredited certification bodies which hold Multilateral Recognition Arrangement (MLA)  
endorsement through the International Accreditation Forum (IAF) or another internationally-  
recognized organization.

5.4. Certification Decisions: Certification bodies shall identify individuals that are authorized to  
make decisions on certification.

5.5. International Services: When certification schemes are intended to demonstrate competency  
in multiple countries or in multiple languages, certification schemes shall list all countries and  
languages in which local recognition is supported by the certification body, with this information  
made available to the public without request. Certification bodies shall demonstrate the  
relevance, fairness, validity and reliability of examinations for each country and language in  
which local recognition of certificates is supported. Assessment requirements of certification  
bodies with activities in multiple countries will include requirements of IAF MD 12.

5.6. Certification Scheme: Evidence of compliance of certification scheme(s) shall include the  
following requirements:  

5.6.1. Job or Practice Analysis: Identification of job tasks and associated knowledge, skills  
and abilities which are required for competent practice.
5.6.2. **Required Competence:** Evidence that the pass/fail standard for examination(s) fairly and objectively reflects competence which is required for practice.

6. **LINKS TO ADDITIONAL REFERENCES**

6.1. International Accreditation Service (IAS) – www.iasonline.org


6.3. International Accreditation Forum (IAF) – www.iaf.nu


6.5. International Personnel Certification Association (IPC) – www.ipcaweb.org


*These criteria were previously issued October 2011, June 2013, February 2015, and June 2016 and April 2017.*