TERMS OF REFERENCE (ToR)

FOR

SMIIC COMMITTEE ON STANDARDS
FOR CONFORMITY ASSESSMENT (SMIIC/CCA)

THE STANDARDS AND METROLOGY
INSTITUTE FOR ISLAMIC COUNTRIES
(SMIIC)

CONTENTS

0. FOREWORD

SMIIC Committee on Standards for Conformity Assessment (SMIIC/CCA) was established with the BOD Resolution 16/2015 of the 11th SMIIC Board of Directors Meeting which was held on 30 November 2015 in İstanbul, Republic of Turkey.

This Terms of Reference (ToR) was prepared by this committee and sets out the procedures to be followed within the SMIIC/CCA in carrying out its technical work: primarily the development of policies and OIC/SMIIC Standards on conformity assessment.

This document also provides a description of operational rules, structure and working mechanism used in SMIIC/CCA to enable the achievement of its objectives.

The processes explained in this document cover the management of SMIIC/CCA work. These processes are in line with the SMIIC Directives focused on the development of OIC/SMIIC standards.

1. SCOPE

This ToR applies to:

- The Tasks of SMIIC/CCA,
- The Management of SMIIC/CCA,
- The Operations of SMIIC/CCA.

2. OBJECTIVES

Main objectives of the SMIIC/CCA are the preparation of policies and standards (including guidelines, criteria, technical specifications etc.) for bodies involved in testing, calibration, certification, inspection, accreditation, and other related standards especially halal conformity assessment and accreditation.

Note: All policy activities shall be harmonized with relevant committees within SMIIC.

3. TERMS AND DEFINITIONS

For the purposes of this ToR, the following terms and definitions apply. For terms and definitions not used herein, those found in the SMIIC Directives, Part 1 and 2 and related OIC/SMIIC Standards shall apply.

OIC: The Organization of Islamic Cooperation.

SMIIC: The Standards and Metrology Institute for Islamic Countries.

Member State: An OIC Member State having membership in the SMIIC.

Observer State: An OIC Observer State having membership in the SMIIC.

SMIIC Board of Directors (BOD): The organ entrusted with the supervision of the execution of the programs, plans and activities of the Institute.

Standardization Management Council (SMC): The organ of SMIIC assigned the task of development of OIC/SMIIC standards in cooperation with Member States.

OIC/SMIIC Standards: Standards that are prepared, adopted and published by the SMIIC.

Management of the SMIIC/CCA: The Chair and Secretary of the committee.

Technical Committees (TCs): Key bodies that drive the standardization and are comprised of experts from the members.

Conformity Assessment: Demonstration that specified requirements relating to a product, service, process, system, person or body are fulfilled.

Halal Conformity Assessment: Demonstration that specified requirements relating to a product, service, process, system, person or body are fulfilled according to OIC/SMIIC standards and the Islamic rules.

4. TASKS

The main tasks which the SMIIC/CCA may undertake to achieve its objectives are:

- To study means of assessing the conformity of products, processes, services and management systems to appropriate standards or other technical specifications.

- To prepare OIC/SMIIC guides and standards relating to the practice of testing, inspection and certification of products, processes and services, and to the assessment of management systems, testing laboratories, inspection bodies, certification bodies, accreditation bodies and their operation and acceptance as well as bodies that certify persons.

- To promote mutual recognition and acceptance of national and regional conformity assessment systems, and the appropriate use of OIC/SMIIC Standards for testing, inspection, certification, assessment and related purposes.

- To propose to the SMIIC General Secretariat the relevant globally recognized regional or international standards for direct adoption.

- To provide answers to the clarification requests on the relevant SMIIC/CCA guides or standards which is submitted by any SMIIC Member State or liaison organization.

5. STRUCTURE

SMIIC/CCA is composed of the following:

- **Chair**: Chair of SMIIC/CCA shall be nominated by the SMIIC General Secretariat from the potential nominees received from the Member States and be appointed for a term of 3 years

upon the approval of SMIIC Chairman of Board of Directors and may be re-appointed for consecutive terms. The term of office of the Chair shall commence on 1st January of the year following the election and ends on 31st December of the third year of the commencement of the term.

SMIIC/CCA Chair shall be responsible for the overall management of the SMIIC/CCA in consultation with SMIIC Standardization Management Council (SMC) and divests himself/herself of his/her national position.

The responsibilities of the SMIIC/CCA Chair as outlined in the SMIIC Directives, Part 1, Clause 1.6.3, are applicable.

- **Secretary (Secretariat)**: The Secretariat work of the SMIIC/CCA shall be conducted by the SMIIC General Secretariat. The Secretary is the person appointed by the Secretary General to manage the technical and administrative services provided.

The responsibilities of the SMIIC/CCA Secretary as outlined in the SMIIC Directives, Part 1, Clause 1.7.5, are applicable.

- **P-Members:** SMIIC Member States' representatives who participate actively in the work, with an obligation to vote on all questions formally submitted for voting throughout all standardization stages, and contribute to meetings. P-Members are obliged to assign focal points/experts.

- **O-Members: OIC and** SMIIC Member and Observer States' who work as an observer, and therefore to receive committee documents and to have the right to submit comments and to attend meetings (O-members).

- **Liaison Organizations:** Any liaisons deemed necessary may be made with the organizations who are able to make technical contribution to the standardization work. Liaison organizations (official Muslim community representatives in non-OIC countries, conformity assessment organizations, manufacturer associations, commercial associations, the relevant OIC Organs and Institutions, industrial organizations, user groups and professional and scientific societies etc.) may make an effective contribution to the work of the SMIIC/CCA for questions dealt by the SMIIC/CCA. Such organizations are given access to all relevant documentation and may be invited to meetings. They may nominate experts to participate in a Working Group (WG) as full members.

- **Working Groups (WGs):** SMIIC/CCA may establish WGs for specific tasks. WGs develop documents on conformity assessment. They can be established jointly with other SMIIC Technical Committees (TCs) as needed. A WG shall report to the SMIIC/CCA through a convenor appointed by the SMIIC/CCA.

WGs operate in accordance with the SMIIC Directives, Part 1, Clause 1.9. Upon completion of the task, the WG is disbanded.

The originator of a New Work Item Proposal (NP) should nominate a Convenor for the WG, as part of the NP submission. A brief résumé of the proposed Convenor should be submitted so that SMIIC/CCA members have a basis for accepting the nomination. If other SMIIC/CCA P

members nominate an alternative Convenor, the SMIIC/CCA Chair makes the final decision on who should be appointed as Convenor.

6. SMIIC/CCA OPERATIONS

6.1 Membership

SMIIC/CCA membership is open to all interested Member States of SMIIC as participating (P) or observer (O) members, to Observer States as observer (O) members and to interested liaison organizations active in conformity assessment.

6.2 SMIIC/CCA Meetings

SMIIC/CCA holds at least one annual meeting unless agreed by the SMIIC/CCA. The date of the meeting is determined by SMIIC/CCA in accordance with the members at each meeting, unless otherwise agreed by the members. It is preferable that the meetings will be held within the SMIIC Technical Committee Weeks which are organized by SMIIC General Secretariat.

SMIIC/CCA members are encouraged to host the SMIIC/CCA meetings. SMIIC General Secretariat will host the SMIIC/CCA meetings in İstanbul if no invitation is received.

Working Groups (WGs) are encouraged to have one meeting hosted by a SMIIC/CCA member over the duration of the WG. WG Convenors are responsible for setting the dates of meetings in consultation with the General Secretariat.

The WG members need to agree to any such meeting. The hosts are expected to provide suitable venues (meeting rooms, adequate internet and refreshments (tea/coffee)) for WG meetings. The hosts are also responsible to provide necessary facilities for the issuance of visa for the travel to their respective countries. The hosts should confirm if the meeting will be available via any suitable internet meeting platform. Only the venue costs are borne by the hosts. Lunches are provided at the discretion of the hosts. Delegates are responsible for all their own travel, subsistence and accommodation and other costs.

Provisional agenda and meeting documents shall be sent to all contact persons at least one month before the date of the meetings.

Final draft agenda shall be sent to all contact persons at least two weeks before the date of the meetings, and all agenda items subject to decisions shall be specified in the agenda.

Resolutions are considered and approved at the meetings and published immediately after the meetings.

7. WORKING MECHANISM

The committee shall prepare, systematically review and revise OIC/SMIIC deliverables in accordance with SMIIC Directives and other related SMIIC documents.

For the issues that have not been stated in this document, OIC/SMIIC Directives and other related SMIIC documents shall apply.

8. MISCELLANEOUS PROVISIONS

SMIIC/CCA Chair shall report to the SMIIC Board of Directors and SMIIC General Assembly at least annually.

SMIIC/CCA shall plan and prioritize NPs received by the SMIIC Board of Directors or by at least 5 (five) SMIIC Member States or by SMIIC General Secretariat.

The working language of the SMIIC/CCA meetings shall be English.

A majority of the SMIIC/CCA members shall constitute a quorum.

All SMIIC/CCA records and written documents will be kept in SMIIC Information System (IS) portal which is established by the SMIIC General Secretariat through giving user name and password to the SMIIC/CCA members. These correspondences will be via the SMIIC IS portal.

This ToR may be amended by decision of the SMIIC/CCA and is effective from the date of its adoption by the committee.