



AC/ToR/001
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**THE STANDARDS AND METROLOGY INSTITUTE FOR
ISLAMIC COUNTRIES (SMIIC)**

ACCREDITATION COUNCIL (AC)

TERMS OF REFERENCE (ToR)

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1. PURPOSE

- 1.1. This document defines the formal structures and procedures to be followed so that the objectives of the SMIIIC Accreditation Council (AC) as defined in Articles 3 and 6.5 of the SMIIIC Statute and Clause 6 of the SMIIIC Rules of Procedure are fulfilled.

2. LEGAL BASIS

- 2.1 The presence of the SMIIIC AC as an organ of the SMIIIC and this document derive their legitimacy from Article 6.5 of the SMIIIC Statute.

3. SCOPE

- 3.1 This ToR applies to:

- The Management of the SMIIIC AC (MAC);
- The Accreditation Technical Committees (ATCs), Working Groups and Task Force Groups;
- The Secretariat.

4. TERMS AND DEFINITIONS

- 4.1 For the purposes of this ToR, the following terms and definitions apply. For terms and definitions not used herein, those found in the related OIC/SMIIIC Standards shall apply.

a. **OIC:** The Organization of Islamic Cooperation (OIC).

b. **SMIIIC:** The Standards and Metrology Institute for Islamic Countries.

c. **OIC/SMIIIC Standards:** Standards that are adopted and published by the SMIIIC.

d. **Member State:** An OIC Member State having membership in the SMIIIC.

e. **SMIIIC AC:** SMIIIC Accreditation Council.

f. **Management of the SMIIIC AC (MAC):** Elected/appointed¹ 12 authorized national accreditation bodies of SMIIIC Member States that have membership in the management of the SMIIIC Accreditation Council (AC).

g. **National Accreditation Body:** The national body in SMIIIC Member State that performs accreditation with authority derived from the government.

h. **Accreditation Technical Committees (ATCs):** Committees established by the MAC to discuss and develop accreditation related policies/projects/programs in line with the SMIIIC Strategic Plan entrusted with specific tasks of a permanent nature in the fields of multilateral agreement, harmonization of activities, provision of advice on accreditation of conformity assessment activities (testing, inspection, certification), and promotion and publications of the SMIIIC AC.

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

¹ Appointment of the members for the management of SMIIIC AC is only performed when the nominated members are less or equal to 12.

- j. Accreditation:** Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.
- k. Halal Accreditation:** Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks relevant to halal products/services/management systems according to OIC/SMIIC standards.
- l. Halal Accreditation Body:** Authoritative body that performs accreditation for conformity assessment bodies involved in halal products/services/management systems according to OIC/SMIIC standards.
- m. Accreditation Scheme:** Rules and procedures specified in OIC/SMIIC standards included in Multilateral Recognition Arrangement (MLA/MRA) that address the process for the accreditation of conformity assessment bodies.
- n. Peer Assessment:** Evaluation of an accreditation body against specified requirements by evaluators from signatory accreditation bodies of the Multilateral Recognition Arrangement (MLA/MRA), or candidates for signing the multilateral arrangement.
- o. Multilateral Recognition Arrangement (MLA/MRA):** Signed agreement among accreditation bodies of OIC Member States whereby the signatories recognize and accept the equivalence of the accreditation systems operated by the signing members, and also acknowledge the reliability of the conformity assessment results provided by the conformity assessment bodies accredited by the signing members which may be carried out by a designated structure recognized by SMIIC to operate the peer assessment system of its Members.
- p. Designated Structure:** An entity whose purpose is to develop and maintain MLA/MRA and is a cooperation of accreditation bodies of OIC Member States which signed Memorandum of Understanding (MoU) with the designated structure.
- q. Signatory:** A Member of designated structure who has signed MLA/MRA with the designated structure.

5. TASKS

- 5.1** The main tasks which the SMIIC AC may undertake to achieve its objectives are:
- a) Carrying out activities aimed at the establishment of sectoral accreditation schemes in the OIC or SMIIC Member States;
 - b) Supporting actions for establishing a sound accreditation system and raise awareness on importance of accreditation;
 - c) Support implementation of related OIC/SMIIC standards;

- d) Developing harmonized application, guidance and information documents on the accreditation of conformity assessment bodies including development of sectoral accreditation schemes;
- e) Identifying any need for standards and guides relating to the accreditation of conformity assessment bodies to the SMIIIC General Secretariat and contributing to the development of such standards and guides;
- f) Publishing and communicating the outcome of the peer assessment of national accreditation bodies including halal accreditation bodies to the MLA/MRA signatory members;
- g) Publishing position papers, documents, guidelines and reports;
- i) Encouraging mutual assistance among members;
- j) Encouraging members to:
 - i. Exchange information and experience,
 - ii. Harmonize procedures,
 - iii. Cooperate in joint assessment on conformity assessment bodies and in assessments on conformity assessment bodies where the cross-frontier accreditation principles for cooperation applies,
 - iv. Cooperate in training activities,
 - v. Participate in the SMIIIC AC activities;
- k) Organizing expert meetings in specific fields;
- l) Support establishing and maintaining liaisons with SMIIIC Technical Committees and the other relevant organizations²;
- m) Consulting and cooperating with stakeholders³ on relevant issues;

6. MEMBERSHIP

6.1 The membership of SMIIIC AC is defined in Article 6.5.1 of the SMIIIC Statute and consists of authorized national accreditation bodies of SMIIIC Members and Observer States.

7. RIGHTS AND RESPONSIBILITIES

7.1 Rights

To achieve the aims and tasks of the SMIIIC AC, each authorized national accreditation body of SMIIIC Member States and Observers shall have the following rights:

- a) To obtain non-confidential information on the operation of accreditation activities of other SMIIIC Member States including halal;

² The definitions of “relevant organizations” will be decided by the MAC.

³ The definitions of “stakeholders” will be decided by the MAC.

- b) To witness assessment activities of conformity assessment bodies during peer assessment and re-assessment visits;
- c) To participate in meetings organized by the SMIIC AC;
- d) To apply for the peer assessment and re-assessment of its accreditation activities including halal;
- e) To participate in ATCs, Working Groups and Task Force Groups.

7.2 Responsibilities

Each SMIIC AC Member agrees to the pursuance of the aims and tasks of the SMIIC AC such as:

- a) To reference its halal accreditation activities in compliance with OIC/SMIIC standards;
- b) To make available on request to the other SMIIC AC Members information on the operation of its accreditation activities including halal;
- c) To promote the acceptance of certificates including halal certificates and reports issued by the conformity assessment bodies accredited by accreditation bodies including halal accreditation bodies that are Signatories to the MLA/MRA, among OIC members;
- d) To respect any confidential information gained within the SMIIC AC;
- e) To abide by the decisions of the SMIIC AC;
- f) To actively contribute to the work of the SMIIC AC by participation in the ATCs, Working Groups and Task Force Groups' activities as appropriate and by providing feedback during comment periods and other requests;
- g) To participate in SMIIC AC ballots.

8. MANAGEMENT OF THE SMIIC AC

8.1 Management of the SMIIC AC (MAC)

8.1.1 The MAC is composed of 12 (twelve) members from national accreditation bodies authorized by Member States that shall be appointed or elected by the SMIIC Board of Directors on the basis of an equitable geographic distribution as described in Article 6.5.2 of the SMIIC Statute and Clause 6.3 of the SMIIC Rules of Procedure.

8.1.2 Each authorized national accreditation body shall inform the SMIIC General Secretariat of the names of its appointed representatives to the MAC.

8.2 Responsibilities and Obligations of the MAC

8.2.1 Responsibilities

The MAC is responsible for all accreditation related matters contained in the SMIIC Statute and Rules of Procedure, including:

- a) Ensure the proper functioning, and coherent and transparent operation of the SMIIC AC;
- b) Approval of policies and the SMIIC AC Strategic Plan in line with the SMIIC Strategic Plan;
- c) Approval of the annual work plan in line with the SMIIC AC Strategic Plan;
- d) Election of Chair and Vice-Chair;
- e) Setting up and dissolving ATCs, Working Groups and Task Force Groups in specific areas;
- f) Monitor and ensure proper coordination of the work, activities and reporting of the ATCs, Working Groups and Task Force Groups;
- g) Approval of rules and work programs for ATCs, Working Groups and Task Force Groups;
- h) Endorsement of reports on work and activities of ATCs, Working Groups, and Task Force Groups;
- i) Receipt of information on the outcome of evaluations;
- j) Endorsement of procedures for handling appeals and complaints.

8.2.2 Obligations

Each MAC Member commits itself to the pursuance of the aims and tasks of the SMIIC AC. In particular, the obligations of each MAC Member are:

- a) To be responsive to requests aiming at the resolution of complaints;
- b) To provide evaluators to be used by the SMIIC AC in its peer assessments according to the rules established by the MAC;
- c) To participate in MAC ballots.

8.3 Meetings of the MAC

8.3.1 In consultation with members of the MAC, the Chair will decide on the date and place of meetings of the MAC. The meetings shall be held in one of the SMIIC Member States. The MAC will meet at least twice a year.

8.3.2 A provisional agenda and meeting documents shall be sent to all contact persons and invited observers at least one month before the date of the meeting.

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

8.3.4 Each member shall inform the SMIIC AC Secretariat of the names of its delegates to the MAC meeting.

- 8.3.5** A majority of the members (half plus one) of the MAC shall constitute a quorum.
- 8.3.6** Resolutions are considered and approved at the meetings and published immediately after the meetings.
- 8.3.7** Draft minutes of meetings shall be circulated to all contact persons and invited observers within one month following the meetings.
- 8.3.8** Comments on the draft minutes shall be sent to the SMIIC AC Secretariat within one month after circulation of the draft minutes.
- 8.3.9** The confirmed minutes shall be circulated after the feedbacks of the members of the MAC are reflected into the minutes.

8.4 Voting

- 8.4.1** Voting shall be conducted as defined in Article 5.1 of the SMIIC Statute.

8.5 Reports to the SMIIC Board of Directors

- 8.5.1** The MAC shall report to the SMIIC Board of Directors at least annually.

9. CHAIR AND VICE-CHAIR

The Chair and Vice-Chair shall actively work in their national accreditation bodies and shall hold at least senior positions. The Chair and Vice-Chair shall have a fluent command of English and shall act in an independent and impartial manner while carrying out his/her duties. The Chair and Vice-Chair shall treat equally and shall pursue the joint interest of all SMIIC members.

9.1 Elections

- 9.1.1** The MAC will elect the Chair and Vice-Chair from representatives of the MAC for a period of three years which shall be limited with the period of the MAC. The Chair shall not act as a delegate. The Chair and the Vice-Chair may be re-elected for successive terms.
- 9.1.2** Nominations for the position of Chair and Vice-Chair shall be requested by the SMIIC General Secretariat after the composition of the MAC is approved by the SMIIC Board of Directors. Candidates shall be nominated by a member of the MAC.
- 9.1.3** A Chair and a Vice-Chair shall be considered as elected when a candidate obtains at least half plus one of the votes cast.
- 9.1.4** If more than two nominations are received at any election and a 50% majority vote is not achieved by one of the candidates, a further voting shall be held between the two candidates who received the highest number of votes in the first ballot. If the result of this second ballot is a tie, the decision is taken by a toss of a coin.
- 9.1.5** In case of vacancy of the Chair during the elected three year term, Vice-Chair will represent the SMIIC AC until the new Chair is elected and the new chair shall finish

the remaining term of office.

9.1.6 The election of Chair/Vice-Chair shall be approved by the SMIIIC Board of Directors.

9.2 Responsibilities

9.2.1 The Chair will be responsible for:

- a) Chairing meetings of the MAC;
- b) Ensuring the proper functioning of the SMIIIC AC;
- c) Directing, on behalf of the MAC, the regular business of the SMIIIC AC, and ensuring the execution of decisions entrusted to him/her by the MAC;
- d) Acting on behalf of the SMIIIC AC for the representation of the Council between meetings of the MAC;
- e) Ensuring efficient and coherent cooperation with national accreditation bodies of the SMIIIC Member States, SMIIIC General Secretariat, national authorities and other interested parties;
- f) Delegating tasks as appropriate.

9.2.2 The Vice-Chair will be responsible for:

- a) Taking over all the functions of the Chair if he/she is unavailable;
- b) Undertaking special tasks as delegated by the Chair.

10. MULTILATERAL RECOGNITION ARRANGEMENT (MLA/MRA)

10.1 The rules and procedures for the governance, administration and details of the Multilateral Recognition Arrangement (MLA/MRA) as well as the cooperation mechanism with the designated structure will be defined in a separate document which will be prepared and approved by the relevant SMIIIC Organ according to type of the document.

11. ACCREDITATION TECHNICAL COMMITTEES (ATCs), WORKING GROUPS AND TASK FORCE GROUPS

11.1 ATCs shall be set up by the MAC to deal with specific tasks of a permanent nature in the fields of multilateral agreement harmonization of activities, provision of advice for the conformity assessment activities (testing, inspection, certification, etc.), and promotion and publications of the SMIIIC AC. These shall be set up to carry out the objectives, aims and tasks of the SMIIIC AC in an appropriate way and membership is open to all national accreditation bodies of the SMIIIC Member States.

11.2 ATCs shall be named according to their specific working area.

11.3 ATCs may have defined rules and annual work programs that shall be endorsed by

the MAC.

- 11.4** ATCs may develop accreditation schemes in line with the SMIIIC Strategic Plan.
- 11.5** Rules for the ATCs may contain provisions concerning the competencies of its members to ensure that the ATCs have the expertise available to perform their specific task. Rules may also include provisions on the organization of the ATCs.
- 11.6** The ATCs shall have a chair elected by the MAC. The term of office of the chair of the ATCs is three years. The Chair may be re-elected for successive terms.
- 11.7** The ATCs members shall be nominated by the national accreditation bodies of SMIIIC Member States. Each SMIIIC AC Member State is entitled to nominate one member to each of the ATC.
- 11.8** The ATCs shall report to the MAC at least annually.
- 11.9** The MAC is entitled to set up Working Groups and Task Forces Groups to implement accreditation related policies/projects/programs in line with the SMIIIC AC Strategic Plan. These shall be set up to carry out the objectives, aims and tasks of the SMIIIC AC in an appropriate way and membership is open to all national accreditation bodies of SMIIIC Member States.
- 11.10** The MAC and the ATCs may decide to set up Working Groups and Task Force Groups, to deal with specific issues. Working Groups will be set up to deal with specific questions of a long-term nature that are within the competence of the ATCs, and Task Force Groups to deal with questions or projects that can be solved within a limited time.
- 11.11** The SMIIIC AC may work on some of its tasks together with other SMIIIC Councils/Committees in common Working Groups or Task Force Groups. The relevant ATCs shall endorse the rules of such co-operations and the regulation for each such Working Groups or Task Force Groups.
- 11.12** The conveners of the Working Groups and Task Force Groups shall be endorsed by the relevant ATCs. The term of office of conveners shall be decided in the rules.
- 11.13** The ATCs to which the Working Groups or Task Force Groups report decide how members of these groups shall be appointed. Relevant organizations of stakeholders may be invited to participate.
- 11.14** The ATCs chairs and the conveners of the Working Groups and Task Force Groups may invite other experts to participate in their work.

12. SECRETARIAT

- 12.1** The national accreditation body holding the chairmanship of the SMIIIC AC, in coordination with the SMIIIC General Secretariat, shall hold the overall responsibilities for the activities and operation of the SMIIIC AC Secretariat at the SMIIIC General Secretariat.

12.2 The SMiIC AC Secretariat shall observe the relevant SMiIC AC procedures in all its activities.

12.3 The main functions of the SMiIC AC Secretariat shall be:

- a.** To conduct the day-to-day activities of the SMiIC AC, in particular, the execution of the decisions taken by the MAC;
- b.** To provide administrative support to the operation of the peer-assessment system for national accreditation bodies including halal accreditation bodies;
- c.** To document, implement and maintain the management system of the SMiIC AC;
- d.** To ensure that all of the processes and activities performed by the SMiIC AC are done in strict compliance of the SMiIC AC relevant procedures;
- e.** To prepare and circulate documents for and minutes of meetings of the MAC, the ATCs, Working Groups, Task Force Groups, etc.;
- f.** To liaise with stakeholders and other interested parties;
- g.** To provide administrative support to the ATCs, Working Groups and Task Force Groups in planning activities and in execution and implementation of decisions;
- h.** To deal with external correspondences in coordination with SMiIC AC Chair;
- i.** To publish information on the SMiIC AC decisions, activities and the SMiIC AC documents;
- j.** To manage the archives of the SMiIC AC;
- k.** To safeguard all correspondence and works on the SMiIC AC website and to open their accessibility to the AC members;
- l.** To manage other administrative activities of the SMiIC AC.

13. MISCELLANEOUS PROVISIONS

13.1 Languages

13.1.1 The official language of the SMiIC AC shall be as stated in Article 11 of the SMiIC Statute and Clause 10 of the SMiIC Rules of Procedures.

13.2 Storage and Announcement of Information

13.2.1 All SMiIC AC 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 AC members. These correspondences will be via the SMIIC Information System (IS) portal.

13.3 Website

13.3.1 A particular website for the SMIIC AC and its activities will be built by the SMIIC General Secretariat.

14. VALIDITY OF THE SMIIC AC TERMS OF REFERENCE (ToR)

14.1 This ToR may be amended by decision of the MAC and subject to the approval of the SMIIC Board of Directors.

14.2 This ToR is effective from the date of its adoption by the SMIIC Board of Directors.