

# ANAB Accreditation Council Operating Procedure



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## **1. Purpose**

To define and establish the functions, activities, and method of operation of the ANAB Accreditation Council (hereinafter referred to as “the Council”).

## **2. Scope**

This procedure addresses:

- Formation of the Council
- Qualifications of members
- Training of members
- Methods of holding meetings
- Responsibilities of members
- Decision making
- Interaction with other groups including the board of directors (BOD) of the ANSI-ASQ National Accreditation Board, staff, and other councils, boards, and committees

## **3. Principle**

- 3.1. The Council is responsible for oversight of ANAB certification body (CB) accreditation programs. The Council also:
  - 3.1.1. Develops, modifies, reviews, and approves accreditation criteria, procedures, and ANAB Advisories for CBs.
  - 3.1.2. Makes accreditation decisions on CBs.
  - 3.1.3. Hears appeals on accreditation-related decisions.

## **4. Council Organization**

- 4.1. The BOD delegates the responsibility and authority of the Council.
- 4.2. The Council shall have a Chair and Vice Chair and a minimum of nine additional members. Members shall be selected to provide a balance of experience among the types of programs offered by ANAB and the interests of stakeholders in the programs, with no single interest group predominating.
  - 4.2.1. A list of members of the Council shall be maintained by staff to document stakeholder representation.
  - 4.2.2. The ANAB Vice President shall be designated an ex officio member.
  - 4.2.3. Each Council member shall be identified as representing one of the following categories. Each category shall have at least one representative. To the extent practical, members within each category shall represent different interests appropriate to the Council.
    - 4.2.3.1. Industry
    - 4.2.3.2. Government
    - 4.2.3.3. Non-governmental organization (NGO)/consumers/public at large
    - 4.2.3.4. Management systems consultant/trainer
    - 4.2.3.5. Standards committee
    - 4.2.3.6. ANAB-accredited certification body (CB)
    - 4.2.3.7. ANAB accreditation assessor

For each standard for which ANAB offers accreditation, there shall be at least one member of the Council recognized as a subject-matter expert. A single Council member may be recognized as a subject-matter expert for more than one standard.

Standards to which ANAB offers accreditation can be found on ANAB's Web site ([www.anab.org](http://www.anab.org)).

- 4.3. The Council is not limited to a maximum number of voting members.
- 4.4. Member alternates are not permitted.
- 4.5. Liaison members are permitted as non-voting participants in Council meetings.

### **5. Chair Nomination, Appointment, and Responsibilities**

- 5.1. The Chair and Vice Chair shall be recommended by the Nominating Committee for approval by the Council.
- 5.2. The Chair is responsible for ensuring:
  - 5.2.1. Agendas are established and meetings are held.
  - 5.2.2. Council members meet attendance requirements
  - 5.2.3. Necessary committees are formed in a timely manner.
  - 5.2.4. Implementation of this procedure.
- 5.3. Neither the Chair nor Vice Chair shall be a CB or accreditation assessor.
- 5.4. The Vice Chair shall function as the Chair in the absence of the Chair.

### **6. Member Appointment, Qualifications, and Orientation**

- 6.1. A Nominating Committee shall be convened as necessary to identify new members and/or evaluate the reappointment of current members.
  - 6.1.1. The Chair shall appoint at least three members to serve on the Nominating Committee. The Chair may appoint a member of staff to serve on the Nominating Committee if there are at least two Council members on the Committee.
  - 6.1.2. The Nominating Committee shall present its recommendations to the Council, including the category as listed in Section 4.2.3 and standard each individual represents.
  - 6.1.3. Members of the Council shall have experience working with national and international management systems standards, regulatory requirements imposed within specific areas of industry or commerce, and/or implementing management systems.
- 6.2. Members shall be capable of working well together as an independent team, exercising good judgment, communicating effectively, and supporting the decisions of the Council.
- 6.3. Members are appointed by the Council to three-year terms.
- 6.4. Members are required to abide by the ANAB Conflict of Interest Policy and Confidentiality Statement (AG 1000), which shall be executed prior to appointment for each term.
- 6.5. Liaison members are appointed by the Chair with the concurrence of the Council.
- 6.6. Information on operations of the Council, background of ANAB, and introductions to staff will be provided to each new member of the Council by the ex officio member. All

appropriate policies, procedures, and documentation, including information on agreements and arrangements with other bodies, shall be made available to members.

- 6.7. As appropriate, periodic briefings will occur to provide Council members information on relevant topics, current events, and other pertinent developments.
- 6.8. For each new member, the Chair will appoint a member of the Council to act as a mentor during the initial six to 12 months of membership to assist the new member in understanding the accreditation decision process.
- 6.9. The Council Chair, ex officio member, and designated mentors shall be available to evaluate the progress of members and provide coaching to any member requesting such help or as deemed warranted by the Council Chair, ex officio member, or designated mentor.

## **7. Member Performance**

- 7.1. Council members are expected to participate in a minimum of 60% of Council meetings during any 18-month period.
  - 7.1.1. Participation in person is expected at face-to-face meetings. By exception, members may participate in face-to-face meetings via teleconference only because of circumstances beyond their control.
  - 7.1.2. While the expectation is that each member will participate in the entire meeting, the member must participate through at least the Action Items portion of the agenda to be counted as participating in that meeting and satisfying the minimum 60% participation expectation.
  - 7.1.3. If a member's participation falls below 60% during an 18-month period, the Chair will remind the member once of the expectation. If the member subsequently fails to meet the attendance expectation, the member's appointment will be subject to termination by action of the Council.
  - 7.1.4. Excused absences may be granted by the Chair in unique circumstances; such absences shall be documented by staff. An excused absence is not considered in calculating participation to meet the 60% expectation.
- 7.2. Members may be assigned to work with committees focusing on specific tasks.
- 7.3. The Council may terminate any member's appointment with cause at any time. Notification of termination shall be in writing from the Council Chair. If the Council Chair's appointment is terminated, notification shall be in writing from the ANAB Vice President. A member's appointment may be terminated if the member no longer represents the category designated in Section 4.2.3.
- 7.4. Staff shall monitor the voting and participation of Council members to assist the Chair in periodically evaluating performance.

## **8. Meetings**

- 8.1. The Council will meet either face to face or via electronic means a minimum of two times annually.
- 8.2. Special meetings of the Council may be called by the Council Chair as needed.
- 8.3. Working or standing committees formed by the Council may meet at additional times as determined by the committee and/or its chair.

- 8.4. Staff and other guests may attend Council meetings and may participate in the discussion of specific agenda items, subject the conditions of the ANAB Conflict of Interest Policy and Confidentiality Statement (AG 1000), which shall be executed prior to participating in Council meetings.
  - 8.4.1. Such guests may be invited by the Council Chair or the ex officio member.
  - 8.4.2. Guests may promote a particular view but may not take part in Council decisions.
- 8.5. Staff provides administrative support to the Council, including but not limited to preparing meeting agendas and exhibits, arranging meeting logistics, documenting Council actions, and maintaining Council records.

## **9. Quorum**

- 9.1. Decisions binding on the Council shall be made by a quorum of voting members participating in the decision, unless otherwise delegated by the Council.
- 9.2. A quorum is established as half of the voting members.

## **10. Council Decisions**

- 10.1. Decisions are made by the Council following discussion among knowledgeable experts. A vote shall be taken, provided a quorum is present, with a majority ruling.
- 10.2. Balloting by mail, fax, or electronic means is permissible under rules established by the Council. Decisions may be made by electronic voting that allows all members to view the votes and comments of other members and to change their votes if they are swayed by the comments of other members. Except as otherwise specified in this procedure, decisions by electronic ballot require a majority of all voting members of the Council.

## **11. Accreditation Decisions**

- 11.1. The Council is responsible for all decisions related to the accreditation of each CB: granting, extending, maintaining, renewing, reducing, suspending, and withdrawing ANAB accreditation. The Council may delegate these decisions to a committee of its members and/or staff.
- 11.2. The Council shall form accreditation committees to make decisions on accreditation, re-accreditation, suspension of accreditation, and withdrawal of accreditation. The composition of the accreditation committees shall be reviewed annually or more frequently if needed to ensure appropriate representation of stakeholders and expertise.
- 11.3. Each committee shall be composed of voting members. To ensure decisions are made by technically competent members, each committee shall include for each base standard at least two members with the expertise to make decisions and for each subordinate standard at least one member with the expertise to make decisions.
  - 11.3.1. Members representing CBs under section 4.2.3 shall not participate in accreditation decisions.
  - 11.3.2. The accreditation committee may consult with staff, ANAB executive audit team leaders, committees of experts, and technical-expert Council members as needed.
- 11.4. The accreditation committee may make decisions by face-to-face meeting, teleconference, or balloting by mail, fax, or electronically. Decisions made by electronic voting should allow all members to view the votes and comments of other members and to change their votes if they are swayed by the comments of other members.

- 11.4.1. A majority of committee members and a majority of committee members with expertise for each standard being considered shall participate in the accreditation decision.
- 11.4.2. Members casting negative votes shall be contacted by staff to determine their concerns and action needed (for example, a meeting of the committee).
- 11.5. Staff is authorized by the accreditation committee to maintain accreditation between re-accreditation periods.
- 11.6. Staff is authorized by the Council to make decisions to extend or reduce QMS accreditations for specific technical areas, based on the requirements of ANAB Accreditation Rules 2 and 3. Staff shall base its decisions on recommendations by accreditation assessor experts.
- 11.7. To hear an appeal of an accreditation decision, the Chair or Vice Chair of the Council shall appoint a panel of a minimum of three members of the Council with appropriate qualifications who were not involved in the decision under appeal, with one member appointed Chair of the panel. The appeal process shall follow the ANAB Accreditation Manual (MA 6000).
- 11.8. To hear a suspension or withdrawal recommendation, the Chair or Vice Chair of the Council shall appoint a panel of three members of the accreditation committee for that CB with appropriate qualifications, with one member appointed Chair of the panel. The process shall follow the ANAB Accreditation Manual (MA 6000).

## **12. Committees of Experts**

- 12.1. The Council may form a committee of experts for each standard or group of standards for which ANAB offers accreditation to consider any aspect of accreditation to that standard or group of standards, and to provide advice to the Council (including accreditation committees), staff, and accreditation assessors.
- 12.2. When appointing members of a committee of experts, consideration shall be given to the representation of all stakeholders (see 4.2.3).
- 12.3. The Council shall appoint a member of the Council to serve as Chair for the committee of experts.
- 12.4. Members of each committee of experts shall be appointed according to the ANAB Committee of Experts Operating Procedure (PR 1001).
- 12.5. Other members of the committee may or may not be members of the Council.

## **13. Other Committees**

- 13.1. Other committees may be formed by the Council as deemed necessary to focus on a particular problem, issue, or ANAB line of business in an advisory capacity.
- 13.2. The Chair of any committee shall be a member of the Council. Other members may or may not be members of the Council.
- 13.3. There are no quorum requirements for other committees.