

**TERMS OF REFERENCE**

**PROFICIENCY TESTING SUB-COMMITTEE**

1. **Definitions and Interpretations**

The definitions that apply to the activity of this committee are those established in the APAC Constitution and any further definitions as follows:

1. ISO/IEC 17000, Conformity assessment – General principles and vocabulary.
2. ISO/IEC 17043, Conformity assessment – General requirements for proficiency testing

Interpretations of these definitions in the business of this committee can be provided by the APAC Secretary.

1. **Purpose**

The Proficiency Testing Sub-Committee is a sub-committee of the APAC Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing).

The purpose of the Sub-Committee is to oversee all work in relation to APAC proficiency testing activities and to facilitate the availability of proficiency testing in member economies in support of the APAC MRA.

1. **Functions, responsibilities and powers**

The functions, responsibilities and powers of the Committee are to:

* document proficiency testing policy procedures and periodically review them;
* survey the members needs for proficiency testing;
* review and approve proposals for APAC Proficiency testing programs, and review the conduct of PT programs including reporting and collaboration with organizations that provide the PT programs;
* review the final report of each programme, prior to release;
* provide proficiency testing participation and performance summaries to evaluation team leaders to assist in the establishment and maintenance of the APAC MRA;
* cooperate with ILAC regional co-operations and unaffiliated bodies;
* represent the APAC’s PT interests at the ILAC Accreditation Committee Proficiency Testing Working Group;
* provide APAC members with proficiency testing activity updates;
* provide APAC members with the skills to evaluate the competence of proficiency testing providers and to evaluate the results obtained by their accredited and applicant laboratories in proficiency testing programs (e.g. training, guidance documents etc);
* cooperate with other organizations for PT related activities;
* respond to requests from the MRA council on issues regarding the MRA.

1. **Composition**

**4.1 Membership**

All APAC Full Members, Associate Members, and Affiliates may nominate one person to be a member of the Sub-Committee.

The nominated person is expected to actively contribute to the work of the Sub-Committee during meetings and out-of-session, especially in relation to reading and commenting on draft documentation and otherwise actively participating in face-to-face, email and online discussions.

The APAC Secretariat shall maintain a list of members of the Sub-Committee based upon information provided by the Sub-Committee Chair. The list shall include name, organisation, contact details, appointment date and membership expiry date.

Each member shall be designated as either: P = Participating member, O = Observer member, or X = Ex-officio member.

The term of membership to the Sub-Committee is three (3) years concluding at the end of the General Assembly meeting in the third year of the membership. A person may be re-nominated by an APAC Member or Affiliate.

**4.2 Chairperson**

The Chair of the Sub-Committee shall be appointed by the Chair of the Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing).

The participating Sub-Committee members may elect a Vice-Chair; this appointment does not require ratification by the Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing).

The term of appointment of the Chair and Vice Chair of the Sub-Committee shall be for three years. The Chair and Vice-Chair may be reappointed.

**4.3 Secretary**

The Committee Secretary shall be appointed by the Chair at each meeting.

**4.4 Declarations and commitments**

Sub-Committee members shall conduct their activities in line with the APAC Code of Conduct set out in the APAC Regulations and Codes (APAC GOV-002).

1. **Meetings and Records**
   1. **Meetings**

All Sub-Committee members are expected to attend each meeting in person or, if the facility is made available, via tele- or video-conference.

In the absence of the Chair of the Sub-Committee, the Sub-Committee Vice Chair shall act as the Chair for that meeting.

* 1. **Frequency**

The Sub-Committee shall meet at least once every 12 months.

* 1. **Notice, agendas and working documents**

The Sub-Committee Secretary shall distribute a notice of each meeting confirming the date, time, venue and agenda to each member of the Committee at least 14 days prior to the date of the meeting. The notice of the meeting shall also include details of the relevant supporting working papers to be discussed.

Meeting papers shall be distributed to each member of the Sub-Committee at least 14 days prior to the date of the meeting.

* 1. **Quorum**

The quorum for a meeting to be held and for voting and decision-making to take place shall be at least one-half of the Sub-Committee members listed.

* 1. **Other attendees**

The Chair of the Sub-Committee may invite any person to attend meetings of the Sub-Committee, for all or any part of the meeting. Such attendees shall not have voting rights or participate in decision-making.

* 1. **Voting and decision making**

The Sub-Committee shall seek to reach decisions by a process of consensus but if a vote is necessary, a simple majority of Sub-Committee members attending the meeting is required.

Observer and ex-officio members do not take part in decision making.

* 1. **Reporting to the** **Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing)**

The Chair of the Sub-Committee (or person nominated by the Chair of the Sub-Committee for that purpose) shall report to the Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing) at its next meeting on all matters relevant to the Sub-Committee’s role and responsibilities.

* 1. **Minutes and records**

Minutes of proceedings and resolutions of the Sub-Committee shall be kept by the Sub-Committee Secretary. Minutes shall be prepared and confirmed by the Sub-Committee Members in attendance at the next meeting.

All meeting agendas, papers, resolutions and minutes shall be kept in accordance with the Retention Periods set out in APAC MS-001 Document and Records Control.

1. **Sub-Committee Performance Evaluation**

The Sub-Committee shall review its performance by self-assessment, at least once every two years.

The performance evaluation shall consider the extent to which the Sub-Committee has met its responsibilities under this Terms of Reference.

The Sub-Committee shall present to the Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing) annually a report of its activities for the previous financial year, and on its performance following the performance evaluation.

1. **Review and Changes to the Terms of Reference**

The Sub-Committee shall review its Terms of Reference from time to time and make recommendations to the Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing) as to any changes it considers should be made.

Amendments to these Terms of Reference may be suggested by any Sub-Committee member.

The Sub-Committee shall endorse suggested changes from members by consensus. If a vote is necessary, a simple majority of Sub-Committee members attending the meeting is required.

Endorsed suggested changes to these Terms of Reference may be approved by the Technical Committee (Laboratories, Inspection Bodies, Reference Materials Producers, and Proficiency Testing).

1. **Amendment Table**

This table provides a summary of the changes to the document with this issue.

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| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. |
| End |  |