

GLOBAL ACCREDITATION  
COOPERATION INCORPORATED  
LOGO

## **TERMS OF REFERENCE**

### **TECHNICAL COMMITTEE 1**

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## **FURTHER INFORMATION**

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## 1. INTRODUCTION

### 1.1 Purpose

This document defines the terms of reference for the Global Accreditation Cooperation Incorporated Technical Committee 1.

### 1.2 Scope

1.2.1 This document applies to members of Global Accreditation Cooperation Incorporated that provide accreditation in the fields of testing (including medical testing/examination), calibration, provision of proficiency testing, production of reference materials, and biobanking.

1.2.2 These terms of reference should be read in conjunction with Global Accreditation Cooperation Incorporated-GOV-008 *Permanent Committees and Subordinate Groups*.

## 2. TERMS OF REFERENCE

Technical Committee 1 is the Permanent Committee responsible for the harmonisation and improvement of accreditation practices for testing, calibration, provision of proficiency testing, production of reference materials, and biobanking activities at the international level.

### 2.1 Responsibilities of Technical Committee 1

2.1.1 Discuss and harmonise the implementation of accreditation activities performed by laboratories, proficiency testing providers, reference material producers and biobanks by Global Accreditation Cooperation Incorporated members.

2.1.2 Develop, maintain and revise as appropriate Global Accreditation Cooperation Incorporated documents on the application of standards, guides and similar documents to ensure the consistent application of conformity assessment standards used in the fields of testing, calibration, provision of proficiency testing, production of reference materials, and biobanking.

2.1.3 Establish groups of relevant interested parties to develop the required application documents.

2.1.4 Ensure consistency among the various application documents prior to recommending them to Global Accreditation Cooperation Incorporated's eligible voting members for approval.

2.1.5 Monitor the development of accreditation standards and similar material outside Global Accreditation Cooperation Incorporated and determine where Global Accreditation Cooperation Incorporated should take account of and/or participate in such work. Obtain inputs from ACRONYM members during development of such standards and take it up with the standards drafting/revising organisation.

2.1.6 Support Global Accreditation Cooperation Incorporated members in the management of transitions (for example, standards, and Global Accreditation Cooperation Incorporated mandatory documents).

- 2.1.7 Recommend relevant enquiries and surveys of ACRONYM members and stakeholders in order to gather relevant information for developing policies, procedures and technical guidance.
- 2.1.8 Advise the General Assembly and the Executive Committee in all matters related to laboratory, proficiency testing provider, reference material producer, and biobank accreditation.
- 2.1.9 Make recommendations concerning the practical application of Global Accreditation Cooperation Incorporated documents, including issues arising from the implementation of the Global Accreditation Cooperation Incorporated MRA.
- 2.1.10 Develop and maintain a close relationship with the other Global Accreditation Cooperation Incorporated permanent committees to ensure smooth communication and collaboration.
- 2.1.11 Discuss and prepare decisions, opinions and resolutions on issues of common interest across conformity assessment activities within its scope.
- 2.1.12 Organise workshops (as relevant and agreed with the ACRONYM chair), to be held at the Annual meetings.
- 2.1.13 Provide clear and timely answers to questions from members and maintain a list of frequently asked questions (FAQs) to support transparency and knowledge sharing.

4 Maintain liaisons with relevant stakeholders, including scheme owners.

## 2.2 Meetings

Technical Committee 1 shall generally meet annually in conjunction with the Annual General Meeting of Global Accreditation Cooperation Incorporated and at mid-term. However, as needed, it may conduct its work through virtual meetings or correspondence.

## 3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global Accreditation Cooperation Incorporated