



# **IAF Procedures Document**

## **Assignment of IAF Liaisons**

**Issue 1**

**(IAF PR 6: 2011)**

The International Accreditation Forum, Inc. (IAF) operates programs for the accreditation of bodies that provide conformity assessment services, and such accreditation facilitates trade and reduces demands for multiple certifications.

Accreditation reduces risk for business and its customers by assuring them that accredited Conformity Assessment Bodies (CABs) are competent to carry out the work they undertake within their scope of accreditation. Accreditation Bodies (ABs) which are members of IAF and their accredited CABs are required to comply with appropriate international standards and IAF mandatory documents for the consistent application of those standards.

AB members of the IAF Multilateral Recognition Arrangement (MLA) conduct regular evaluations of each other to assure the equivalence of their accreditation programs. The IAF MLAs operate at two levels:

- A MLA for the accreditation of CABs to standards including ISO/IEC 17021 for management systems CABs, ISO/IEC 17024 for personnel CABs and ISO/IEC Guide 65 for product CABs, is considered a framework MLA. A framework MLA provides confidence that accredited CABs are equally reliable in the performance of conformity assessment activities.
- A MLA for the accreditation of CABs that also includes the specific conformity assessment standard or scheme as a scope of accreditation provides confidence in the equivalence of certification.

The IAF MLA delivers the confidence needed for market acceptance of certification. An organization or person with certification to a specific standard or scheme that is accredited by an IAF MLA signatory AB can be recognized worldwide thereby facilitating international trade.

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Issue No 1

Prepared by: IAF Technical Committee

Approved by: IAF Members

Date: 1 October 2010

Issue Date: 8 November 2011

Application Date: 8 November 2011

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## **Assignment of IAF Liaisons**

### **1. IAF Liaisons**

Individuals are appointed to represent IAF or act as contact persons between organizations where IAF and its members have special interests.

A liaison serves as a contact between IAF and other organizations such as:

- an industry sector;
- an individual scheme;
- the users of that scheme;
- the authorities of relevant involved schemes; or
- other stakeholders.

Liaisons have important responsibilities to the IAF community, therefore this procedure should be followed.

### **2. Terms of Reference for IAF Liaisons**

A liaison is expected to:

- provide information about accredited certification and inspection and requirements of standards;
- promote IAF in general and provide the liaison partner information about IAF;
- participate in meetings with the liaison partner (industry/association/organisation; scheme owner; user groups, associations/organizations) and make statements on behalf of IAF in an appropriate way;
- gather information about expectations of stakeholders to assist IAF in making decisions about developing its co-operation with that organisation; and
- influence decisions of the liaison partner consistent with IAF policy;
- provide periodically, or as otherwise required, a brief report on the activities with the liaison partner. Particular issues of interest to IAF should be highlighted and opportunities for ongoing or increasing cooperation should be identified.

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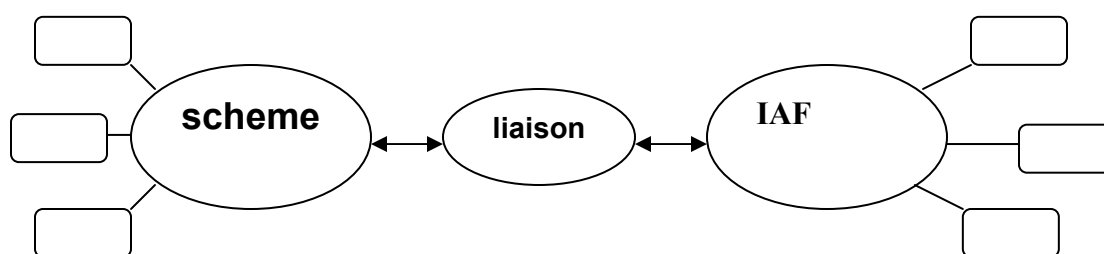
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### 3. To Whom is an IAF Liaison Accountable?

A liaison is representing IAF to the other organisation (industry, scheme owner, authority) and may also represent the other organisation to IAF. However the liaison is accountable to IAF through the IAF committee which had endorsed the liaison's nomination.

Stakeholders

Interested parties



### 4. Selection of an IAF Liaison

Before selection of a person to represent IAF, IAF should determine its goals for the relationship and based on this establish the criteria that will assure the selection of a person suitably qualified and competent for the task, including consideration of any conflict of interest. The candidate should be presented to the relevant IAF committee for endorsement. The appointed liaison should be briefed on what IAF expects and the support the liaison can expect from IAF.

#### Note:

The IAF representation is voluntary and expenses are not paid by IAF.

End of IAF Procedures Document for Assignment of IAF Liaisons

#### Further Information

For further Information on this document or other IAF documents, contact any member of IAF or the IAF Secretariat.

For contact details of members of IAF see - IAF Web Site - <<http://www.iaf.nu>>

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