



IAF Procedures Document

Procedure for Handling Applications for MoU Membership in IAF

Issue 3

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The International Accreditation Forum, Inc. (IAF) facilitates trade and supports industry and regulators by operating a worldwide mutual recognition arrangement among Accreditation Bodies (ABs) in order that the results issued by Conformity Assessment Bodies (CABs) accredited by IAF members can be accepted globally.

Accreditation reduces risk for business and its customers by assuring them that accredited CABs are competent to carry out the work they undertake within their scope of accreditation. ABs that 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.

ABs that are signatories to the IAF Multilateral Recognition Arrangement (MLA) are evaluated regularly by an appointed team of peers to provide confidence in the operation of their accreditation programs. The structure of the IAF MLA is detailed in IAF PL 3 - Policies and Procedures on the IAF MLA Structure and for Expansion of the Scope of the IAF MLA. The scope of the IAF MLA is detailed in the IAF MLA Status document.

The IAF MLA is structured in five levels: Level 1 specifies mandatory criteria that apply to all ABs, ISO/IEC 17011. The combination of a Level 2 activity(ies) and the corresponding Level 3 normative document(s) is called the main scope of the MLA, and the combination of Level 4 (if applicable) and Level 5 relevant normative documents is called a sub-scope of the MLA.

- The main scope of the MLA includes activities e.g. product certification and associated mandated standards e.g. ISO/IEC 17065. The attestations made by CABs at the main scope level are considered to be equally reliable.
- The sub scope of the MLA includes conformity assessment requirements e.g. ISO 9001 and scheme specific requirements, where applicable, e.g. ISO 22003-1. The attestations made by CABs at the sub scope level are considered to be equivalent.

The IAF MLA delivers the confidence needed for market acceptance of conformity assessment outcomes. An attestation issued, within the scope of the IAF MLA, by a body that is accredited by an IAF MLA signatory AB can be recognized worldwide, thereby facilitating international trade.

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Prepared by: IAF Secretary

Approved by: IAF Board

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Name for Enquiries: Elva Nilsen

IAF Corporate Secretary

Telephone: +1 613 454-8159

Email: secretary@iaf.nu

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PROCEDURE FOR HANDLING APPLICATIONS FOR MoU MEMBERSHIP IN IAF

1. INTRODUCTION

1.1. This document describes procedures to be followed in the processing of applications from Accreditation Bodies, Industry and Certification Body Associations, and Regional Accreditation Groups for Memorandum of Understanding (MoU) Membership status in IAF, consistent with the IAF Bylaws (IAF PL 2) and IAF MoU (IAF PL 6).

Note: MoU Membership is a prerequisite to MLA Membership. This document is only applicable for the processing of MoU applications, the process(es) for recognition under the IAF MLA are separate and distinct.

1.2. Definitions of bodies eligible for MoU Membership and for formal Observer Status can be found in Article III Section 3.01 and Section 3.10 of the IAF Bylaws (IAF PL 2).

2. PROCEDURE FOR RECEIVING AND PROCESSING MEMBERSHIP APPLICATIONS

2.1. The forms *Application for Accreditation Body Membership in IAF*, *Application for Association Membership in IAF* and *Application for Regional Accreditation Group Membership in IAF* shall be made available to all intending applicants for membership, and shall be available for downloading from the IAF website.

2.2. Applications to join IAF will only be accepted when submitted using one of the current forms and sent to the Secretary of IAF.

2.3. Upon receipt of an application, the Secretary shall ensure that all documentation required is included with the application, and that the application fee has been received by the Treasurer. If all necessary documentation is not included, or the application fee has not been received, the Secretary shall seek it from the applicant body. No further action shall be taken in regard to the application until all documentation has been provided and the application fee paid. If the applicant is a previous IAF member who left IAF with outstanding dues, all outstanding dues must be paid before the application will be considered. The application fee will not be refundable, but if the application is successful the entire amount of the application fee will be credited to the new member's membership fees in the first year of membership.

2.4. Membership of IAF is granted by invitation only. The Secretariat shall review the provided documentation and be satisfied that it provides evidence that the applicant body is eligible for admission to the category of membership sought. The Secretariat shall prepare a Summary of Application which shall be sent to the IAF Board, with a finding as to the acceptability of the applicant for the classification of membership sought.

2.5. If the Secretariat believes the application should proceed, a recommendation should be made to the IAF Board that the application be submitted to IAF members for approval, or in the case that the applicant is an accreditation body member of a Recognized Regional Accreditation Group, the application may be considered and decided by the Board of Directors in accordance with Clause 3.01.05 of the Bylaws. If it is believed the application should not proceed at that time, the appropriate recommendation should be made to the Board.

2.6. If any Director wishes to examine the documentation, the Secretariat shall provide all requested documentation to that Director immediately upon receiving a request from the Director.

2.7. The Directors shall respond to the Secretariat either approving or rejecting the recommendation, or if the Secretariat makes another recommendation, approving or rejecting that recommendation. If the Directors wish more information from the applicant before making a decision, they shall specify the information required and the Secretariat shall write to the applicant seeking the additional information.

2.8. Upon receipt of all the information sought by the Directors, the Secretariat shall provide that information to all Directors and invite either approval or rejection of the recommendation.

2.9. If a majority of Directors approve the submission of a recommendation by the Secretariat that the applicant be admitted to membership, the Secretary shall submit the application to IAF members for a 30-day ballot, advising members of the Board's recommendation. Or in the case that the application for membership is from an accreditation body member of a Recognized Regional Accreditation Group, then the Board of Directors may decide that the applicant be admitted to membership.

2.10. Should a majority of Directors decline to approve a recommendation that the applicant be admitted, the Secretary shall include the application in the agenda for the next meeting of the Board of Directors for discussion. If the Board confirms the decision to reject that application the Secretary shall advise the applicant of that fact.

2.11. At the conclusion of 30 days from the date the application was submitted to IAF members, the Secretary shall declare the result of the ballot, and advise all members of the result. Or in the case that the application for membership was from an accreditation body member of a Recognized Regional Accreditation Group, and the Board of Directors made a decision on the admission of the applicant to membership, the Secretary shall declare the decision of the Board of Directors, and advise all Directors of the result.

2.12. The Secretary shall advise the applicant of the result and, if that result is acceptance, the Secretary shall require the applicant to sign an IAF MoU Certificate and IAF Code of Conduct.

2.13. The Secretary shall calculate the membership fees due from the new member for the remainder of the calendar year, in accordance with the Rules for IAF Membership Fees (IAF PL 4). If the amount of membership fees due exceeds the application fee already paid the Secretary shall send the member an invoice for the amount now due, payable immediately. If the application fee already paid exceeds the amount due, the Secretary shall record the remainder as a credit towards membership fees in the following year.

2.14. After the applicant has complied with all the requirements in 2.12 and 2.13, the Secretary shall advise all members of the admission of the new applicant.

3. ACTIONS SUBSEQUENT TO ADMISSION TO MEMBERSHIP

3.1. After the admission of a new member has been approved, the Secretariat shall take the following actions:

- i) Confirm that the person nominated as Contact Person is correctly identified and that contact details are correct.
- ii) Enter the full address and contact details for the Chief Executive/Chair and the Contact Person in the Secretariat records.
- iii) Seek advice from the new member of the person nominated as Member Representative in accordance with Section 3.01.06 of the Bylaws.
- iv) Enter the name of the member and the name of the nominated Member Representative in the Member List as required by Section 3.05 of the Bylaws.
- v) Enter the contact details of the member in the Membership page of the IAF website, including the logo of the member.

- vi) Ensure that the member is included in distribution lists for all future notifications to members.
- vii) Provide the new member with a username and password to access the Members Only part of the IAF website.

End of Procedure for Handling Applications for MoU Membership in IAF.

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 the IAF website: <http://www.iaf.nu>

Secretariat:

IAF Corporate Secretary
Telephone: +1 613 454-8159
Email: secretary@iaf.nu