MP 10 - 03

COMMITTEE MANAGEMENT

Prepared by:	Okechukwu Ejiofor, Quality Manager
Reviewed by:	Lawrena Okoro, Director of Accreditation
Approved by:	Celestine Okanya, DG/CEO
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1. Purpose/Scope

The purpose of this procedure is to outline the role of the committees in NiNAS accreditation process.

2. References/Definitions

ISO/IEC 17011:2017 _Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies_

QM 1.0 NiNAS Quality Manual

3.0 General

NiNAS makes use of several committees to carry-out its functions in line with international requirements for accrediting bodies. These committees are described in the Quality Manual and each has Terms of Reference in the NiNAS Management System. From time-to-time sub-committees may be formed to conduct specific and short-term tasks.

3.1   COMMITTEES

NiNAS Committees are:

The **Board of Directors:** Its function is to oversee the DG/CEO, finances, business strategy implementation and legal compliance of NiNAS.

The **Accreditation Advisory Committee (AAC):** which has the function of ensuring the impartial and objective operations of NiNAS as required by the international standard ISO/IEC 17011. It also has a role in the accreditation decision making. The AAC reports to the NiNAS DG/CEO .

The **Technical Committee:** is generally formed for all the accreditation schemes and provide a depth of technical expertise to address issues that arise in the application of standards related to accreditation and conformity assessment.

3.2   PROCEDURES

Procedures associated with the operation of each of the committees are provided in the Terms of Reference of each.

4.0 Forms

Table: 10.1 Forms in use with Procedure 10	
Form Number	Title
F-10-002	TOR – Board of Directors
F-10-003	TOR – Accreditation Advisory Committee
F-10-004	TOR – Technical Advisory Committee
F-10-005	
F-10-006	
F-10-007	

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5.0 Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
30/04/2020	Quality Manager		Updated to reflect the new format of NiNAS procedures and meet the requirements of ISO/IEC 17011:2017.
22/02/2023	Quality Manager	All	to implement the non existence of the BOT.