



Harmonisation of ILAC Work with the Regions

© Copyright ILAC 2005

ILAC encourages the authorised reproduction of its publications, or parts thereof, by organisations wishing to use such material for areas related to education, standardisation, accreditation, good laboratory practice or other purposes relevant to ILAC's area of expertise or endeavour.

Organisations seeking permission to reproduce material from ILAC publications must contact the ILAC Chair or Secretariat in writing or via electronic means such as email.

The request for permission should clearly detail

- 1) the ILAC publication, or part thereof, for which permission is sought;
- 2) where the reproduced material will appear and what it will be used for;
- 3) whether the document containing the ILAC material will be distributed commercially, where it will be distributed or sold, and what quantities will be involved;
- 4) any other background information that may assist ILAC to grant permission.

ILAC reserves the right to refuse permission without disclosing the reasons for such refusal.

The document in which the reproduced material appears must contain a statement acknowledging ILAC's contribution to the document.

ILAC's permission to reproduce its material only extends as far as detailed in the original request. Any variation to the stated use of the ILAC material must be notified in advance in writing to ILAC for additional permission.

ILAC shall not be held liable for any use of its material in another document.

Any breach of the above permission to reproduce or any unauthorised use of ILAC material is strictly prohibited and may result in legal action.

To obtain permission or for further assistance, please contact:

The ILAC Secretariat,
c/- NATA,
7 Leeds Street,
Rhodes, NSW, Australia, 2138,
Fax: +61 2 9743 5311,
Email: ilac@nata.asn.au



Harmonisation of ILAC Work with the regions

ILAC-P12:2005

Preamble

ILAC and its members regions are determined to work together effectively. As ILAC and the regions depend on the same people from the accreditation bodies and as the resources are limited, any duplication of work should be avoided. This can best be achieved by having as many policies, guidelines and documents as possible, harmonised and agreed upon between ILAC and regional accreditation cooperations.

Purpose

This document provides information on the steps involved in harmonising work between ILAC and regional accreditation cooperations, as well as criteria for adopting new ILAC work items.

Authorship

ILAC Arrangement Committee (formerly the ILAC Accreditation Policy Committee).

Introduction

ILAC and its members regions are determined to work together effectively. As ILAC and the regions depend on the same people from the accreditation bodies and as the resources are limited, any duplication of work should be avoided. This can best be achieved by having as many policies, guidelines and documents as possible, harmonised and agreed upon between ILAC and the regions.

The basic idea to avoid duplication is as follows. The regions shall inform ILAC of any new work item, which can be understood to be internationally relevant. This includes development of guidelines and criteria, including work at the request of regulators. If ILAC is interested to have the results of this work item globally in place, a working group should be composed such that all interested parties are represented and that in this way the results can be recognised, accepted and used internationally. The following steps describe the process in detail.

Steps involved in the process for harmonisation

1. The regions commit to formally inform ILAC, when any relevant new work item is planned. ILAC will in turn inform all other regions of this proposal.
2. ILAC will consider the proposal in a short time, using the filter criteria detailed in Appendix 1. The Executive Committee will decide within four (4) weeks, if this work item is of ILAC or only of regional interest. If appropriate, the decision includes consultation with IAF.
3. If ILAC decides to adopt the proposal presented by the region, then the most effective method to carry out the task shall be decided. Generally, the region that proposed the work item will take the lead in establishing a working group. The region shall ensure balanced membership in the working group, so that the results can be internationally accepted.
4. If ILAC does not wish to pursue the proposal as an international activity, the region will proceed with the work as a regional activity only. This does not prevent other interested parties from participating in the work, if the region agrees. Regions are free to carry on with their work.
5. If the proposed item is accepted as an international activity, the usual ILAC procedures for adopting the results apply.
6. All work items should be reviewed from time to time to see if the work should still continue.

APPENDIX 1:

Criteria for Adopting New ILAC Work Items

The following outlines a set of criteria that acts as a filter to help select the work that ILAC should adopt.

Criteria for accepting new work items

1. Items of significant international interest, having direct impact on the ILAC MRA.
2. Items having potential to increase competence of ABs and regions.
3. Items that increase recognition or acceptance by stakeholders, customers, regulators.
4. Tasks given by the decision of the General Assembly.
5. Development of accreditation criteria for new fields/“scopes”

The proposed work items should be addressed according to their degree of urgency, which is determined by their immediate impact on ILAC work.

Criteria for discontinuing

1. The work has lost its significance and/or superseded by other more important items or overtaken by events.
2. The work lasts too long and/or consumes too much effort

If the decision to discontinue is taken, the convenor of the working group shall submit the results achieved so far to the party who first proposed the work item.

The International Laboratory Accreditation Cooperation (ILAC) is the principal international forum for the exchange of ideas and information on laboratory accreditation. Established in the late 1970s, ILAC membership has grown rapidly and includes representatives from the world's major laboratory accreditation systems in Europe, Asia, North America, Australia and the Pacific. Countries that are developing their own laboratory accreditation systems are also welcome to participate and contribute.

ILAC operates a series of committees which investigate issues such as the harmonisation of international laboratory accreditation practices, the effectiveness of mutual recognition agreements in facilitating trade and the promotion of the aims and awareness of laboratory accreditation around the world. There are regular meetings of individual ILAC committees as well as a major plenary meeting of all ILAC members.

The activities of ILAC affect a diverse range of areas including standardisation, accreditation, certification, testing, calibration, and regulation in both the public and private sectors.

ILAC has a comprehensive website at www.ilac.org which contains a wealth of information regarding accreditation, testing, trade related publications and other information of interest to industry, regulators, government, trade bodies, laboratories, accreditation bodies, and users of testing and calibration services. The latest versions of ILAC publications can be downloaded free of charge from the 'Publications' area of this website.