2012 A2LA Technical Forum – Product Certification Advisory Committee - Exploratory Meeting

March 23, 2012
9:00 AM – 10:30 AM

ATTENDEES:  David Waitt, Werner Schaefer, Thomas Dickten, Yukio Tanuma, John Gumpper, Bruce Fagley, Roger Brauninger, Sandy Johnson, Craig Spooner, Shirley Dewi, Ryan Hyer, Barry Quinlan, Steve Lerman, Craig Maytrott, Dagmar Epsten, Nathan Belsher, Michael Bosley, Janet Norris, Adam Gouker, Dawn Mettler, Mac Elliott, Dan Sigouin, Rob Miller, Gene Zerlaut, Ned Gravel, Lauryl Smith, Michelle Bradac, Dennis McCully, Deborah Jansen, Mohammed Magbool, Squeed Hashim Almeer

ABSENT:  First Meeting-no one absent

SUMMARY

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<th>AGENDA ITEM</th>
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<td>1 – Introductions</td>
<td>At 9 AM, the 2012 PCAC Meeting began with the introduction of all present persons.</td>
<td>None.</td>
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<td>2 – Review and Approval of Agenda (see Attachment 1)</td>
<td>The agenda was reviewed and it was decided that there were no items to add or remove. Agenda was approved.</td>
<td>None.</td>
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| 3 – Purpose of PCAC / Place in A2LA | Criteria Council:  
- Advisory Committees report to the Chairman of the Criteria Council who reports directly to the Board of Directors (BOD).  
- The Criteria Council (CC) acts to define the fields in which the Association shall grant accreditation and is responsible for reviewing and approving specific criteria that may be | None. |
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<td>adopted by each of the fields. The CC votes on revisions to specific and general requirements, new policy documents, applications of various Standards clauses, and Technical Advisory Committee (TAC) consensus items. - If you wish to become a member of the CC (voluntarily), please contact Teresa Barnett, A2LA Director of Quality (<a href="mailto:tbarnett@A2LA.org">tbarnett@A2LA.org</a>). - Criteria Council meets once a month (via teleconference) where Teresa Barnett presents documents for discussion and voting. The CC typically has at least two weeks to review changes followed by a teleconference for a final decision. If a negative vote is received on a PCAC-related document, M. Buzard will discuss this with the PCAC to see if further consideration is needed. <strong>PCAC:</strong> - PCAC reports to the CC as a technical advisory committee and all items decided upon by the PCAC must be approved before they can be mandated to accredited CABs. - Operates under Committee Bylaws (A121).</td>
<td>None.</td>
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<td>4 – Review of Advisory Committee Bylaws (see Attachment 2)</td>
<td>The Bylaws were provided for each member’s reference via email prior to the Technical Forum. Review during the meeting was not necessary.</td>
<td>None.</td>
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<td>5 – Membership Roster / Attendance</td>
<td>- Only a single representation (voting member) is allowed per organization; all others representing the same organization are allowed as participatory members only. - New members must request membership through A2LA by contacting Mike Buzard at <a href="mailto:mbuzard@A2LA.org">mbuzard@A2LA.org</a> or the Chairperson. Normally a majority vote to approve new members is required; however, this rule was exempted as this was the inaugural meeting. All attendees present were invited to become members. - Membership must be maintained by attending at least 50% of meetings in a two year timeframe. The only formal meeting scheduled at this time is during the Technical Forum which is held one time per year. An announcement will be made if another formal meeting</td>
<td>None.</td>
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| 6 – Election of Chairperson | - Mac Elliott nominated David Waitt as Chairperson. David Waitt Accepted.  
- Werner Schaefer was nominated; he did not accept the nomination.  
- Rob Miller nominated Gene Zerlaut; he did not accept the nomination.  
Voted by Voice - David Waitt voted as the Chairperson for the PCAC. All votes affirmative.  
David must be appointed by the Chair of the CC and A2LA President. His nomination will be presented to the CC on Sunday March 25th. | ACTION: Mike Buzard to notify PCAC members regarding approval of David Waitt as PCAC Chair (by May 1, 2012). |
| 7 – New / Emerging Areas of Interest in Product Certification | - ISO/IEC 17065 (general discussion on the progress and A2LA’s expectations):  
1. ISO/IEC Guide 65 is currently under revision and is expected to be published as ISO/IEC 17065. The standard is being prepared to go into FDIS (Final Draft International Standard) status. It is expected to be published in the July to August timeframe. CASCO is pushing IAF to consider a 3-year transition period to see how the standard is implemented before IAF publishes any guidance documents with additional mandatory applications.  
a. Barry Quinlan noted that CASCO is confident the FDIS version of ISO/IEC 17065 will be approved around July and published by October.  
2. A2LA would like to transfer CABs to ISO/IEC 17065 during their renewal process instead of requiring interim assessments, but will work with each CAB to complete the transition as quickly as possible.  
Different Certification Schemes which the committee is aware of:  
- FCC TCB Program  
- EPA ENERGY STAR Program  
- LEED Certification (Green Building) | None. |
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<td>- Gaming Industry</td>
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<td>- Small Wind Turbine</td>
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<td>- P25 (Project 25)</td>
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<td>1. A public safety communications standard dedicated to ensuring interoperability in communications.</td>
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<td>2. Applicable to 1st responders, Army, Navy, Police, Ambulances, etc.</td>
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<td>3. At the moment there are no certification schemes which do not allow us anything to assess the CABs to. If a certification scheme arises this will be discussed at the next meeting.</td>
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<td>- Solar Panels</td>
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<td>- Environmental (42012)</td>
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<td>- Roadside Barriers for Safety (no certification schemes; only standards)</td>
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<td>- Natural Resources Canada (NRCan): Canada’s equivalent program to Energy Star</td>
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<td>1. Barry Quinlan can provide names of people to contact for more information</td>
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<td>8 – Technical</td>
<td>- TACs create Consensus Documents to address inconsistencies or ambiguities in technical and conformity assessment standards.</td>
<td>None.</td>
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<td>Consensus Documents</td>
<td>- The documents must be reviewed and voted on by everyone in the committee before being presented to the CC.</td>
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<td>- Currently there is not a consensus document planned for product certification, as the committee will likely wait until ISO/IEC 17065 is approved and published.</td>
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<td>9 – ISO/IEC Guide</td>
<td>- A Working Group was formed to work on applications to ISO/IEC Guide 65 clauses in case any applications are needed prior to ISO/IEC 17065.</td>
<td>None.</td>
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<td>65 Interpretations</td>
<td>- Participation is voluntary.</td>
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<td>Task Group</td>
<td>- This working group would be responsible for developing the first draft of an application. The applications can be requested by certification bodies, staff members, etc.</td>
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<td>- Applications formulated by the working group would then go to the committee for vote, and finally presented to the CC for approval.</td>
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| - These applications would be similar to those of ISO/IEC 17025-available on the A2LA website at [http://www.a2la.org/faq/faqfinder170252005.cfm](http://www.a2la.org/faq/faqfinder170252005.cfm). Once approved and posted to the website, these would be considered requirements that the CABs would be expected to adhere to. Volunteers for the working group included:  
  a. Barry Quinlan  
  b. David Waitt  
  c. Craig Spooner  
  d. Ned Gravel  
  e. Ryan Hyer (CAB) | | |
| 10 – New Business | No new business was discussed | None. |
| 11 – Next Meeting | Tentatively set to occur during the 2013 Technical Forum.  
- ISO 17605 publication may call for a meeting prior to the next Technical Forum; if so, M. Buzard will contact all members. | None. |
| Application Issues: | Application issues were brought up for discussion following the completion of the meeting agenda. See below for discussion of each. | None. |
| (a) Should vs. Shall | As noted in A2LA R307-General Requirements : Accreditation of ISO/IEC Guide 65 Product Certification Bodies:  
“A ‘should’ is a ‘shall’ unless you can show us an equivalent way that you are meeting the requirement.” Therefore, using the word ‘should’ gives the lab the option for providing justification as to why they would do differently. ‘Should’ can be viewed as a “shall ensure” as the assessor would be looking for evidence of implementation. | None. |
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<td>(b) Internal Audits</td>
<td>The question was raised regarding how A2LA assesses the Internal Audit performed by a CAB:</td>
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<td>- There are no specific requirements other than auditing the quality system and the testing activities.</td>
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<td>- The internal audit should consist of the review of procedures, records and personnel involved in the activities in the certification process.</td>
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<td>- ISO/IEC 17065, Section 8.6- Internal Audits requires:</td>
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<td>- A procedure for the internal audit.</td>
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<td>- The audit shall normally be done in a 12 month period.</td>
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<td>- Section 8.6.2 states “to take into account” which means that the ultimate result must show that you have checked on the important processes that need to be audited as well as through previous audits.</td>
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<td>- A2LA would expect audits of changes in certification schemes.</td>
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<td>- ISO 9001, Option B Requirement, Section 8.1 defines that the internal audit must cover all elements of ISO/IEC17065.</td>
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<td>- Gene Zerlaut recommended formation of a committee to develop a formal interpretation to include:</td>
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<td>- Implementation of procedures and observations of the actual processes and possibly interviewing personnel.</td>
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<td>- Implementation of the quality system should include observations; however it was felt that not all CABs will agree with this.</td>
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<td>- A definitive answer on whether the competence of who performs internal audits must be defined.</td>
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<td>- A2LA does not want to be more restrictive than IAB, IAF. The Italian and Asian ABs are much less restrictive than those in the U.S.</td>
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<td>- ISO/IEC 17025 Explanations available on the A2LA Website on what is expected for the Internal Audit is helpful, however CAB’s would like even more guidance as to what A2LA expects. A more explicit explanation of the requirements would be helpful.</td>
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<td>(<a href="http://www.a2la.org/faq/faqfinder170252005.cfm">http://www.a2la.org/faq/faqfinder170252005.cfm</a>)</td>
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### AGENDA ITEM

#### DISCUSSION

**MOTION by Rob Miller.** Defer the explanation of the requirements of the internal audit to Guide 65, ISO/IEC 17065 and GD5 to the task group. Motion properly seconded. Vote by voice, no opposition.

(c) **Technical Competence**

Determining technical competence of the reviewers and decision-makers of the certification process was discussed. It was noted that the level of competency that the assessor should expect of the evaluators and the certifiers includes being competent for the decisions they are making as well as having knowledge close to that of the testers. They should be able to demonstrate this in some way and the CB should define this so that they understand how their decisions affect the marketplace.

- Question arose as to what determines the competence of the evaluator and the decision-maker.
  - Is the level of education, certification and experience sufficient?
  - Shirley Dewi mentioned that, at times, the person performing the testing is totally separate from the certification body and, from the CB’s perspective, they do not want the requirements too stringent or too loose. They do not want the evaluators to evaluate the CB as if they were a testing body.
  - A suggestion was made that the evaluators be familiar with the standard and possibly be required to take an exam to determine their competency.
  - Craig Spooner suggested that the level of competency should be based on the risk of the product and that this should determine the level of competency that an evaluator needs to possess. There should be a domain-specific competency of the evaluator and the decision-maker.

- Deb Jansen raised the question of how assessors determine technical competence.
  - This is determined by what the scheme owners require and the assessor will then

### ACTION ITEMS

None.
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| review the certification scheme.  
  - The assessors that are sent in for each assessment are technical experts and have the knowledge and expertise to determine the technical competency.  
  - Section 5.2.1 of ISO/IEC 17065 does require the CB to have a minimum technical competency.  
  - A question arose as to whether or not assessors should expect to see domain-specific competency (specific to product types) and M. Buzard indicated that, no, assessors should expect to see more of a generalized technical competency.  
  - Gene Zerlaut noted that he looks for what a scheme owner wants and requires, looks to see if the job descriptions are adequate and to see if the training files adequately reflect the requirements of the job description. | (d) ISO/IEC 17065 Interpretations  
Group members will receive the FDIS version and may review and provide suggestions, interpretations, etc to any member of the task group, David Waitt (chairperson) or Mike Buzard (A2LA Staff). | ACTION: Mike Buzard to send out FDIS 17065 version to all attendees for the group to start reviewing for any needed interpretations (by May 1, 2012). |

Summary prepared by Mike Buzard, A2LA Accreditation Officer II.
American Association for Laboratory Accreditation
A2LA Product Certification Advisory Committee

Presented by Mike Buzard
A2LA Technical Forum & Annual Meeting
Columbia, MD
March 23, 2012
Agenda

- Introductions
- Review and approval of agenda
- Purpose of PCAC / Place in A2LA
- Review of Advisory Committee Bylaws (*attachment 1*)
- Membership Roster / Attendance
- Election of Chairperson
- New/Emerging areas of interest in the Product Certification accreditation community (standing agenda item)?
- Technical Consensus Documents
- ISO Guide 65 Interpretations Task Group
- New Business
- Next Meeting

*attachment 1*
PCAC’s Place in A2LA
A2LA’s Criteria Council

- Members of the Criteria Council (CC) shall serve at the discretion of the President, subject to an annual review of each member’s performance.
- The Criteria Council shall act to define the fields in which the Association shall grant accreditation.
- The Criteria Council shall review and approve specific criteria that may be adopted for each of the fields.
- The Criteria Council shall also approve published applications or interpretations of the criteria.

  (A101 - A2LA Bylaws, Article 11)

- Specific Criteria and Applications/Interpretations of Standards and Criteria, may be formulated by Technical Advisory Committees (TACs), by A2LA staff, or a combination of the two.
A2LA’s Criteria Council (Cont’d)

- Criteria Council meets monthly via teleconference
  - Discussion and voting on revisions to Specific and General Policy documents
  - Discussion and voting on new Policy documents
  - Discussion and voting on Interpretations offered by A2LA staff (typically surrounding a clause of particular Conformity Assessment Standards)
  - Discussion and voting on Technical Advisory Committee consensus items (typically presented to the CC by Recording Secretary)

- If any items presented to the CC on behalf of the PCAC are turned back with negative votes, the staff person communicates to the PCAC the nature of the negative votes
PCAC Relationship with CC

- The Product Certification Advisory Committee (PCAC) operates under bylaws (A121)

- The PCAC Bylaws:
  - define the Scope of the Committee activities (article 2.1),
  - give examples of actions to be taken under the scope (article 2.3),
  - and tie the Committee to the Criteria Council by virtue of reports given to the CC on Committee findings (article 2.3)

- Committee may not bind A2LA without CC approval – that is, any technical standpoint formulated by the PCAC shall not be considered “normative” for accredited CABs unless approved by the CC
Review of A121 – PCAC Bylaws

- A copy of the bylaws were sent to all attendees registered as of Friday, March 9th.

- Review of Articles, if needed
Membership Roster

- Article 3 of PCAC Bylaws:
  - New Members - request membership through A2LA, or through PCAC Chairman - simple majority vote to approve new members (exempted for this inaugural meeting – all present are invited to be participatory members)
  - Voting Members - rights to vote in accordance with Article 8 of PCAC Bylaws, only one (1) vote per Member / Organization / Regulatory Program - voting member should be clearly defined in the Committee roster.
  - Participatory Members - non-voting members of participating Organizations / Regulatory Programs
  - Maintain Membership by attending at least 50% of meetings in a two (2) year time frame
Election of Chairman

- Chairman has 2 year term, able to be re-elected. Duties listed in Article 4 of the PCAC Bylaws

- Nominees presented (some received prior to Forum)

- Voting by closed ballot

- Simple majority vote determines appointee

- Chairman appointee must be approved by Criteria Council
  - Results of the vote will be presented by Recording Secretary on Sunday, March 25th – approval, if granted, will be broadcast via email to all members of the committee.
New Areas of Interest for Certification?

- This is a standing agenda item.
Technical Consensus Documents

- Technical Advisory Committees have begun to create Consensus Documents
- Typically address inconsistencies / ambiguities in technical standards
- Must be approved by Criteria Council before becoming normative
- Consensus Document items must be reviewed and voted on by PCAC members before being presented to CC
- Currently not “in the works” for Product Certification – consideration is to wait until ISO 17065 is or is not approved by ISO / CASCO this summer
ISO Guide 65 Interpretations

- Task Group Formation for Interpretations to Guide 65 clauses
- Follows closely with Technical Consensus Document
- May only be needed short-term, depending on publication status of ISO 17065
- Case-by-case basis, if an interpretation is requested, the Task Group will work in conjunction with A2LA staff to formulate an interpretation on clauses of the standard
- Interpretations formulated by Work Group must be approved by committee (typically, email balloting)
- If approved by Committee vote, interpretation shall be presented to Criteria Council for approval.

- Volunteers for Working Group?
- Working Group Chair?
New Business

- Open floor for new business topics / items for discussion
Next Meeting

- Tentatively Scheduled for 2013 Technical Forum
- Dates set typically by end of April, 2012
- ISO 17065 publication may call for a meeting prior to the next Technical Forum
THANK YOU!
ARTICLE 1 - ASSOCIATION BYLAWS

1.1 These Bylaws are in accordance with the Bylaws of the American Association for Laboratory Accreditation (A2LA). The Product Certification Advisory Committee (PCAC) will hereinafter be referred to as the Committee. The Criteria Council will hereinafter be referred to as the Council. A2LA will hereinafter be referred to as the Association. On issues not specifically addressed by the Association Bylaws these Bylaws shall govern.

ARTICLE 2 - SCOPE

2.1 The scope of the Committee shall be the development of accreditation guides, positions, applications of relevant standards, and recommendations to the Association in the area of Product Certification. A2LA recognizes the very close relationship between certification, testing, and inspection, so project selection for this Committee will be coordinated with other Association committees, as appropriate, and with other organizations and individuals in the subject areas, so that unnecessary duplication of effort will be minimized. The Committee, as coordinated with or requested by the Association, shall represent the Association to various groups with a stake in the standards development process (e.g. FCC, EPA, DOE, SGIP, IEC) within the areas enveloped by the Committee.

2.2 The Committee shall report to the Council and communicate its findings to the Council Chairman. The Committee has no right to bind the Association without direct authorization of the Board.

2.3 To achieve the scope of Article 2.1, the Committee will undertake, among others, the following activities:

a. Contribute to the production and promotion of knowledge of Committee members relating to the scope of the Committee;

b. Promote, encourage and maintain the highest possible professional level of practice and ethics in the scope of PCAC related accreditations;

c. Encourage research and exchange of ideas, experiences and projects in the scope of the Committee;

d. Establish, with the help of the Association, preferred contacts with organizations, both public and private, nationally or internationally, to promote worldwide consistent accreditation approaches;

e. Promote and support activities leading towards the development of product certification body competence within the Committee scope;

f. Promote activities such as courses, conferences, seminars, meetings and exhibitions for the Committee scope in support of the Association;

g. Promote and sponsor publications that conform to the goals of the Association intending to inform other organizations, both public and private, nationally or internationally, and with germane associations in the country or abroad;
h. Maintain a dialog with other organizations for improvement of the accreditation process within the Committee scope;

i. Promote the use of non-proprietary, readily available and consensus-based standards, interfaces and formats for cost-effectiveness and fairness;

j. Oversee working group and task group operation to see that they are within the scope of the Committee, and the charter of the working groups and task groups;

k. Assist the Association in establishing clarifications and interpretations within the Committee scope to support such requests from industry.

ARTICLE 3 - MEMBERSHIP

3.1 Participation - Participatory Membership is open to all who meet the established membership rules within these Bylaws or as established by the Committee. Participatory membership does not necessarily grant Voting membership rights (see 3.2).

3.2 Voting - Voting Membership on the Committee shall be as individual Association members, Association assessors, individuals in a lead responsibility for an accredited Conformity Assessment Body (CAB), and representatives from a regulator or specifier. All voting members shall have expertise in one or more areas of the Committee scope and be approved by ballot of the existing membership.

3.3 New Members - Individuals requesting membership on the Committee shall do so through the Association office or through the Chairman of the Committee. The Committee members will seek new members to enhance the knowledge/experience base of the Committee. Potential new members are approved for new membership by simple majority vote of Voting Members present when a quorum has been established (see 3.5).

A new Committee member who represents an organization without current Committee representation is automatically granted Voting Membership status, unless multiple new members from one such organization are approved for membership at the same time. In this event, only one new member shall be granted Voting Membership status (see 3.2), with all other new members being Participatory Members. The Voting Member shall be decided upon by that organization only.

3.4 Voting Privileges - All Committee members with Voting Membership status (see 3.2) are entitled to vote on administrative matters such as election of officers and Committee bylaws. Furthermore, all members of the Committee with voting privileges may vote on Committee ballot actions of a technical nature (e.g. technical positions). All negative votes and comments received from all ballot returns shall be considered. No more than one vote per organization, regulator/specifier (per program) or accredited CAB will be accepted. The number of votes from accredited CABs shall not exceed 50% of the votes on a ballot.

3.5 Voting Actions - Voting Members present will be determined at the outset of any Committee meeting by review against the roster of Voting Members. Decisions are made by a simple majority of those present when a quorum has been established (see 7.4). If a quorum at a meeting is not established, or an issue requires voting prior to a meeting, decisions may be made by letter ballot with approval by simple majority of ballots returned.
(see Article 8 - Ballots). All ballots will be reviewed to eliminate conflicts with paragraph 3.4.

3.6 Maintaining Membership - To maintain membership on the Committee, the member (or designee) shall attend at least 50 percent of the meetings within a two year period. Failing this, the person shall cease to be a member of the committee if so recommended by members present at a Committee meeting. An exception to this process would be granted if the Member submits in writing a request for exception supplying adequate justification pending approval by the Committee Chair and Recording Secretary. Notice of Committee membership termination shall be sent to the member by the Recording Secretary in writing.

ARTICLE 4 - OFFICERS AND THEIR ELECTIONS

4.1 Officers - The Officers of the Committee shall be a Chairman and a Recording Secretary. As workload of the Committee increases a Vice Chairman may be established.

4.2 Duties of the Officers:

4.2.1 Chairman - The Chairman, or in his/her absence, an alternate if available, presides at all meetings of the Committee. Alternate selection will be in the following order: (1) Vice Chairman, if available, (2) Work Group Chairman in the order of the Work Group size, (3) individual selected by majority vote at the meeting.

4.2.2 Recording Secretary - The Recording Secretary shall be an Association staff member appointed by the President and is a non-voting member of the Committee. The Recording Secretary shall keep the minutes and perform such other duties as may be assigned by the Chairman. The Recording Secretary will be responsible for coordinating Committee correspondence and maintaining decision records. The Recording Secretary is responsible for maintaining a copy of the most current bylaws, the minutes, the roster of membership, the roster of officers and the attendance record of members, and the biographical sketches of all members (including interim members). The Recording Secretary shall bring known conflicts to the attention of the Committee Chairman for resolution with the Association.

4.3 Term of Office - The term of office of the officers shall normally be for two years. The office holders, especially work group chairs, may be re-elected for the following term. Elections shall be held, as necessary, during the Association’s Annual Meeting, subject to the provision of clause 4.5. Nominations must be made to the Chairman six weeks before the Annual Meeting. The Chairman is responsible for balloting the nominations to the Voting Members four weeks before the Annual Meeting. This may be assigned to the Recording Secretary. Officers will be elected at the Annual Meeting, by a simple majority vote. Voting Members that are unable to attend the Annual Meeting may submit their written selection directly to the Recording Secretary at least two weeks prior to the meeting.
4.4 Absence of Officers - If the office of Chairman becomes vacated prior to the normal election, the Vice-Chairman (if available) shall immediately become the Chairman. In the absence of both a Chairman and Vice Chairman the Recording Secretary will ballot the membership proposing as candidates all other officers (after asking them if they would accept the position) via Email or other expeditious means with a majority vote leading to election of new Chairman.

4.5 Approval of Committee Officers - The Committee Chair must be formally approved and appointed by the Chair of the Council and the President/CEO, in accordance with Section 8.6 of the Association Bylaws (A101). Once the Council Chair and the President/CEO have formally appointed the Committee Chair, the Recording Secretary must officially notify all elected officers of their appointment, their responsibilities and their exact term of office.

ARTICLE 5 – WORK GROUPS

5.1 Working Groups - The Chairman of the Committee may establish working groups with working group chairmen. Working groups are established to work on specific areas of product certification that are expected to continue on a long term basis.

ARTICLE 6 - TASK GROUPS

6.1 Task Groups - Task groups of one or more persons may be appointed by the Chairman of the Committee or the work group chairman(s) as appropriate to their responsibilities for specific assignments. Task groups of one or more persons may be assigned to prepare initial drafts of Association documents or provide initial review of technical issues. A task group is formed when an activity requires special attention, an involvement of more than one individual, and is not an expected long term or continuing activity meriting a work group.

6.2 Reporting - A task group will report directly to the Committee Chairman. The Committee Chairman will be responsible for correspondence to all other members of the Committee. Work group Chairmen shall be responsible for working level correspondence with copies of such correspondence being provided to the Committee Chairman and Recording Secretary. Correspondence to those outside the Committee and Association representing a Committee position or formally inviting new members to participate or providing other actions will be by the Committee Chairman, with Association concurrence.

ARTICLE 7 - MEETINGS

7.1 Number of meetings - Regular meetings of the Committee shall be held at least once a year (usually in concurrence with the Association’s Technical Forum) and as often as necessary to carry out the business of the Committee. Special meetings of the Committee may be held at the call (or e-mail notification) of the Chairman or at the written request (or e-mail request) of at least 4 members of the Committee.
7.2 Time and place - The time and place of all meetings of the Committee shall be the responsibility of the Chairman in concurrence with the Recording Secretary or staff member. Notices of all meetings shall be transmitted to the members of the Committee no less than four weeks in advance of the meeting by the Recording Secretary.

7.3 Proxies - A Committee member may delegate in writing a qualified individual as proxy for a single meeting. This written proxy shall be recognized if presented to the Committee Recording Secretary prior to the meeting with concurrence of the Chairman, and the review of the biographical sketch of the proxy if requested. No individual shall hold or exercise proxies for more than one member.

7.4 Quorum - Twenty-Five (25) % voting Committee members (not counting proxies) constitute a quorum at a Committee meeting. Likewise twenty-five (25) % voting Work Group members (not counting proxies) constitute a quorum at a Work Group meeting.

7.5 Meeting notices and agenda - The Chairman, and Recording Secretary shall be notified in advance of all meetings of work groups, task groups and shall receive agendas, and minutes of these meetings.

7.6 Meeting rules - Robert's rules of order (most current version) shall guide the Committee meetings except where these rules are in conflict with the Committee or Association Bylaws.

7.7 Virtual meetings - Decisions may be made using the Internet. Four voting members may initiate the decision making process by submitting a proposal to the Committee Chairman with accompanying arguments. The proposal and arguments will be corresponded to the voting membership by the Chairman in conjunction with the Recording Secretary. Responses should be corresponded to the voting membership directly. Two weeks after issuance of the proposal and arguments, the originators may request that the Chairman take a vote. If so requested, the Chairman in conjunction with the Recording Secretary will issue a ballot. The voting membership must return their vote within two weeks. See Article 3 for voting rules.

7.8 Executive Sessions - Executive sessions are utilized to discuss sensitive issues that are inappropriate to share with normal or potential general meetings. Such sessions are not routine, but are convened to discuss items or issues that may cause embarrassment, such as discipline or personnel matters. Participation is normally the Chairman, Recording Secretary, and working group chairmen. Members or guests may be invited to participate in these sessions when approved by the normal executive session membership by a majority of those present. Executive sessions will be on every normal agenda (see 7.9), but approval of the session will be recorded when necessary or noted as not necessary by the majority vote of designated normal Executive session members.
7.9 An appropriate order of business at regular meetings may be:

1. Roll call
2. Approval of Agenda
3. Reading of and correction of minutes of previous meeting
4. Review of previous assigned Action Items (briefly if covered in 7 or 8 below)
5. Reading of report on business transacted other than at meeting
6. Report of communications
7. Reports of Officers
8. Reports of Committees
9. Unfinished business
10. New business
11. Elections if not otherwise provided for
12. Special Executive Session, if necessary
13. Adjournment

7.10 Observers - Committee and work group meetings are open to observers. Executive Sessions are not. Requests of Observers to participate in a particular discussion are at the discretion of the relevant Chairman.

7.11 Invited Guests - Guests may be invited to Committee or work group meetings to participate in discussions relating to the subject for which they were invited. Guests may be invited to Executive Sessions as described in 7.8. Requests of invited guests to participate in a particular discussion are at the discretion of the Chairman.

ARTICLE 8 - BALLOTS

8.1.1 Ballots (including letter ballots) - Recommendations for all actions shall be approved in accordance with Committee procedures and Robert’s rules.

8.2.1 Reporting procedures - The number of affirmative, negative, and abstaining ballots shall be properly reported to the Committee. The Recording Secretary shall record the actual votes on a roll call form (or equivalent media) retained for a minimum of 2 years; the reporting in the minutes will only indicate summary numbers. All negative votes should be accompanied by reasons based on either technical or improper procedure considerations and should include suggested revisions. At the specific request of a meeting participant who voted on a subject, his/her name is to be recorded in the meeting minutes to indicate the vote.

8.2.2 Letter Ballots - The Recording Secretary shall archive the letter ballots for a minimum of two years. All negative votes must be accompanied with reasons based on either technical or improper procedure considerations and should include suggested revisions. All negative votes and comments received from all ballot returns shall be considered.
ARTICLE 9 - REPORTS

9.1.1 Committee reports - The Recording Secretary (or Chairman as appropriate) shall submit minutes/reports to the Association's Council after each Committee meeting, minimally at each Annual Technical Forum. Submittals for work groups will be by agreement of the Committee Chairman and Recording Secretary. Disputes are to be resolved by Committee majority vote.

ARTICLE 10 - AMENDMENTS

10.1 Amendments to these Bylaws are normally proposed by a Voting Member at a regular meeting of the Committee. If practical these Bylaws may be amended by a two-thirds vote of all members present and voting at any regular scheduled Committee meeting, or by two-thirds of the members voting electronically or by mail in accordance with the balloting process outlined in Article 3.

10.2 Grammatical, typographical and spelling errors may be corrected by the Chairman and/or Recording Secretary without requiring a Committee vote so long as no correction alters the intent of the affected Bylaw.

10.3 Final drafts of the Committee Bylaws are sent to the Council for final approval.

10.4 Upon final approval by the Council, the Recording Secretary is responsible for distributing the revised Bylaws to all members of the Committee.

ARTICLE 11 - INDEMNIFICATION

11.1 The Association shall indemnify any member of the Committee who was or is a party or is threatened to be made a party to any proceeding (which shall include for the purposes of this article any threatened, pending, or completed action, or other proceeding whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Association)) by reason of the fact that such person was or is an authorized member of the Committee against expenses (which shall include for purposes of this Article attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such person in connection with such action or proceeding if such person acted in good faith and in a manner such person reasonably believed to be in, or not opposed to, the best interests of the Committee and, with respect to any criminal proceeding, had no reasonable cause to believe such person's conduct was unlawful.

ARTICLE 12 - COMPENSATION

12.1 Members of the Committee shall not receive any compensation for time spent for their voluntary services, but as coordinated through the Recording Secretary may be reimbursed for expenses associated with the Committee activities.
Document Revision History

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<td>02/10/2012</td>
<td>Initial Publication of Bylaws.</td>
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