

**Resolutions adopted at IAF.16. Annual Meeting
21 and 26 September 2002 Hotel Berlin Conference Hall**

IAF Resolution 2002-01 – (Agenda Item 2) **Acceptance of Apologies and Proxies** – The Annual Meeting received and accepted the list of apologies for non-attendance and accepted the notifications of proxies by members.

IAF Resolution 2002-02 – (Agenda Item 3) **Approval of the Agenda** – The Annual Meeting adopted the draft agenda (ref IAF-AM-02-003).

IAF Resolution 2002-03 – (Agenda Item 4) **Minutes of the Fifteenth Meeting** - The Annual Meeting approved the draft Minutes (with minor amendments) as a true record of the Fifteenth Annual Meeting, held in Kyoto, Japan, on 6 and 8, November, 2001 (ref IAF-PL-01-032) as circulated and amended.

IAF Draft Resolution 2002-04 – (Agenda Item 5.1) **President's Report** - The Annual Meeting received with appreciation the Report of the President (ref IAF-PL-02-019) as circulated and presented.

IAF Resolution 2002-05 – (Agenda Items 5.2.1 and 5.2.2) **Treasurer's Report on the Financial Operations of IAF in 2001** - The Annual Meeting received with appreciation the Report by the Treasurer on the Financial Affairs of IAF (ref IAF-AM-02-010) and the Report of the Financial Auditor on the Financial Operations of IAF for the complete year of 2001 (ref IAF-AM-02-009) as circulated and presented.

IAF Resolution 2002-06 – (Agenda Item 5.2.3) **Report of the Financial Oversight Committee** - The Annual Meeting received with appreciation and adopted the Report of the Financial Oversight Committee (ref IAF-AM-02-014), as circulated and presented by the Financial Oversight Committee.

IAF Resolution 2002-07 – (Agenda Item 5.2.3) **Membership of the Financial Oversight Committee** - The Annual Meeting resolved to appoint Mr Vagn Anderson (DANAK), Mr Shinichi Iguchi (JAB) and Mr Pierre Salle (IAAR) to be members of the Financial Oversight Committee for the complete years of 2003 and 2004.

IAF Resolution 2002-08 – (Agenda Item 5.2.3) **Amendment to Annex 1 of Structure of IAF** - The Annual Meeting approved the proposed amendment to Annex 1 of the Structure of the International Accreditation Forum Inc. (ref IAF-BD-01-022)- to delete the second paragraph of section 3.1 concerning the appointment of Members.

IAF Resolution 2002-09 – (Agenda Item 5.2.4) **Treasurer's Report on the Financial Operations of IAF in 2002** - The Annual Meeting received with appreciation the Report by the Treasurer on the Financial Affairs of IAF for the period 1 January to 30 July 2002 (ref IAF-AM-02-005) as circulated and presented.

IAF Resolution 2002-10 – (Agenda Item 5.2.5) **IAF Budget for 2003** - The Annual Meeting approved the IAF Budget for 2003 submitted by the Treasurer (ref IAF-AM-02-006) and directs the Board to send invoices for membership fees in 2003, based upon the budget amount for membership fees of \$US 285,500, in accordance with the Membership Fees Rules (ref IAF-PL-00-028) to all members as quickly as possible.

IAF Resolution 2002-11 – (Agenda Item 5.3.1) **Current Membership** - The Annual Meeting received the Secretary's report on the current IAF membership as at September 2002 (ref IAF-AM-02-002).

IAF Resolution 2002-12 – (Agenda Item 5.3.3) **New Members** - The Annual Meeting received the Secretary's report (ref IAF-AM-02-012) on the admission to membership since the 2001 Annual Meeting of two new Accreditation Body Members (KAS – the Korean Accreditation System and TUNAC the Tunisian Accreditation Council), three new Association Members (APEDA - the Agricultural and Processed Food Products Export Development Authority (India), AIOICI - the Association of the Independent Certification and Inspection Bodies (Italy) and ALPI the Association of Independent Test Laboratories and Certification Bodies (Italy)), a Special Recognition Regional Group (SADCA - the Southern African Development Co-operation in Accreditation) and two Special Interest Liaison Groups with Special Recognition (QuEST Forum (North, Central and South America and the Caribbean) and ISO - the International Organisation for Standardization (Worldwide)). The Annual Meeting also noted the resignations since the 2002 Annual Meeting of CNACP – the China National Accreditation Council for Product Certification Bodies and GAMA – the Gas Appliance Manufacturers Association (USA).

IAF Resolution 2002-13 - (Agenda Item 5.3.4) **Proposed Revision of Membership Provisions in the Bylaws** – The Annual Meeting received a proposal (ref IAF-GM-02-009) to revise the Bylaws and approved the creation of a new category of Members called "Partner Members", limiting the totality of votes of Association Members and Partner Members to no more than 4/7th of the total votes of Accreditation Body members and allowing the Board to grant Observer Status, reviewed annually, to those entities with which it wishes to develop closer relationships but which are not eligible for either membership or special recognition.

IAF Resolution 2002-14 – (Agenda Item 5.3.5) **Revised Procedure for Endorsement of IAF Normative Documents** - The Annual Meeting approved the proposed amendment (ref IAF-GM-02-010) to the IAF General Procedures Part Two – General Procedures for the Development of IAF Documents to include a new section for the IAF Endorsement of Normative Documents, as circulated and declared the endorsement of the following standards and guides:

- ISO / IEC Guide 61:1996 - General Requirements for Assessment and Accreditation of Certification / Registration Bodies.
- ISO / IEC Guide 62:1996 - General Requirements for Bodies Operating Assessment and Certification / Registration of Quality Systems.

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- ISO/IEC Guide 65:1996 - General Requirements for Bodies Operating Product Certification Systems.
 - ISO/IEC Guide 66:1999 - General Requirements for Bodies Operating Assessment and Certification / Registration of Environmental Management Systems (EMS).
 - ISO/IEC TR 17010:1998 General requirements for bodies providing accreditation of inspection bodies.
 - ISO/IEC 17020:1998 General criteria for the operation of various types of bodies performing inspection.

IAF Resolution 2002-15 – (Agenda Item 5.3.6) **Amendment to Rules for Size of Executive** - The Annual Meeting approved the proposed amendment (ref IAF-GM-02-011) to the “Structure of the International Accreditation Forum, Inc.” (ref IAF-BD-01-022) for representation on the Executive Committee from regional accreditation groups to be three representatives selected for a two year term from among the chairmen of those regional accreditation groups granted Special Recognition status, observing regional balance, and ensuring that all three do not complete their terms at the same time.

IAF Resolution 2002-16 – (Agenda Item 5.3.7) **Admission of NAA, SA and EFAC** - The Annual Meeting, noting the information provided to it, votes to extend invitations to NAA (North Korea) and SA (Slovenia) to become Accreditation Body Members and to EFAC (European Federation of Associations of Certification Bodies) to become an Association Member.

IAF Resolution 2002-17 – (Agenda Item 6.1.1) **Report from the Chair of the Technical Committee** - The Annual Meeting received with appreciation the Report from the Chair of the Technical Committee (ref IAF-AM-02-011) and approved the Technical Committee Program.

IAF Resolution 2002-18 – (Agenda Item 6.1.1) **Response to MLA Enquiries** - The Annual Meeting asks the Procedures Sub-Committee to further develop procedures covering MLA Signatories’ positive and precise responses to questions about recognition of results from other MLA Signatories.

IAF Resolution 2002-19 – (Agenda Item 6.1.1) **ISO 9001:2000 Transition Date** - The Annual Meeting confirmed that the date of 15 December 2003 for transition to ISO 9001:2000 for accredited certification will not be extended.

IAF Resolution 2002-20 – (Agenda Item 6.1.1) **Auditing Best Practice** - The Annual Meeting agreed that IAF, in conjunction with the ISO 9001 Advisory Committee and other stakeholders, should develop consensus on best practices for auditing of management systems, recognizing the need for innovation following the introduction of ISO 9001:2000 and ISO 19011.

IAF Resolution 2002-21 – (Agenda Item 6.2.1) **Cross-frontier Accreditation** - The Annual Meeting agreed that the two parts of the Draft Annex 2 to the IAF Guidance to

ISO/IEC Guide 61 be submitted to comment for a period of 30 days. The document revised subsequent to receipt of comment will be submitted to members for approval in a 60 day letter ballot.

IAF Resolution 2002-22 – (Agenda Item 6.2.1) **Report from the Chair of the MLA MC and its Sub-Committee** - The Annual Meeting received with appreciation the Report from the Chair of the MLA Management Committee and its Sub-Committee.

IAF Resolution 2002-23 - (Agenda item 6.2.1) **New IAF QMS MLA Signatories** - The Annual Meeting noted that, as a consequence of PAC MLA membership, the accreditation body members CNAB (Chinese Taipei), NABCB (India) and BAS (Philippines), have been approved for membership in the IAF QMS MLA.

[Note: CNAB (Chinese Taipei), NABCB (India) and BAS (Philippines), signed the IAF QMS MLA at a ceremony during the IAF/ILAC Ceremonial Receptions on 22 September 2002.]

IAF Resolution 2002-24 - (Agenda Item 6.2.1) **Alternatives for development of a MLA Mark** The Annual Meeting resolved that IAF members be asked to select one of the four Options from the *Proposal on the Design of the IAF MLA Mark* (IAF-GM-02-0XX) as follows:

1. Use existing IAF Seal
2. Modify the IAF Seal
3. Design a new IAF Mark
4. Design a combined IAF/ILAC Mark (no stand alone IAF Mark)

in a 60 day letter Ballot.

Members voting for option 4 (common Mark with ILAC) shall also select an option from the first three options in the event that ILAC does not agree to adopt a common Mark.

IAF Resolution 2002-25 – (Agenda Item 6.2.1) **Selection of a Design for a Modified IAF Seal** The Annual Meeting agreed that in the event that members decide to adopt a modification of the IAF Seal for use as an IAF MLA Mark members shall select one of the four designs contained in Appendix B of the *Proposal on the Design of the IAF MLA Mark* (IAF-GM-02-0XX), in a 60 day letter ballot.

IAF Resolution 2002-26 - (Agenda Item 6.2.1) **General Principles on the Use of the IAF-MLA Mark** – The Annual Meeting, acting on the recommendation of the MLA Committee, resolved that the draft document “General Principles on the Use of the IAF-MLA Mark” be circulated to members for 30 day comment, and subsequently for approval by 60 day letter ballot. It was further resolved that this document be shared with ILAC in discussions on harmonization of ILAC/IAF procedures.

IAF Resolution 2002-27 - (Agenda Item 6.2.1) **Common IAF-ILAC Mark** – The Annual Meeting agreed that IAF should further explore, under the auspices of the JCCC, the matter of having a common Mark with ILAC for use with the Inspection Body Program.

IAF Resolution 2002-28 – (Agenda Item 6) **Code of Conduct for Accreditation Body Members** - The Annual Meeting, acting on the recommendation of the Executive Committee, resolved that the proposed IAF Code of Conduct for Accreditation Bodies (ref IAF-AM-02-018 as revised) be circulated to members for 30 day comment, and subsequently for approval by 60 day letter ballot.

IAF Resolution 2002-29 - (Agenda Item 6.2.2) **Proposed Changes to the Policies and Procedures Document to Include Sector Specific Schemes** – The Annual Meeting, acting on the recommendation of the MLA Procedures Sub-Committee, resolved that the changes proposed by the MLA Procedures Sub-Committee Sector Scheme Task Group be circulated to members for approval by 60 day letter ballot.

IAF Resolution 2002-30 - (Agenda Item 6.2.1) **IAF “Words”** – The Annual Meeting, acting on the recommendation of the MLA Procedures Sub-Committee, resolved that IAF continue to support and promote the use of the IAF “Words.”

IAF Resolution 2002-31 - (Agenda Item 6.2.1) **Licensing the IAF-MLA Mark** – The Annual Meeting, acting on the recommendation of the MLA Procedures Sub-Committee, resolved that the IAF Secretary prepare a letter and agreement for existing MLA signatories that licenses signatories to use the IAF-MLA Mark and outlines conditions for usage. It was also resolved that the IAF Secretary recommend changes needed in the IAF Policies and Procedures document to incorporate conditions for use of the IAF-MLA Mark by future signatories.

IAF Resolution 2002-32 - (Agenda Item 6.2.1) **Proposals on Witness Auditing** – The Annual Meeting, acting on the recommendation of the MLA Procedures Sub-Committee, resolved that the “white paper” on witness auditing be forwarded to the IAF Technical Committee and to the JWG on Harmonization of Procedures for further review and discussion.

IAF Resolution 2002-33 - (Agenda item 6.2.1) **New IAF Product MLA Signatory** - The Annual Meeting notes that the MLA Group, on the recommendation of the IAF MLA MC, has agreed that JAS-ANZ should be admitted into the Product MLA when it is established.

IAF Resolution 2002-34 – (Agenda Item 6.3.1) **Development Support Committee** - The Annual Meeting received with appreciation the Report from the Co-Chair of the Development Support Committee.

IAF Resolution 2002-35 – (Agenda Item 8.1) **Report of ILAC** – The Annual Meeting received with appreciation the Report from ILAC.

IAF Resolution 2002-36 – (Agenda Item 8.3.1) **Report of ISO** – The Annual Meeting received with appreciation the Report from ISO.

IAF Resolution 2002-37 – (Agenda Item 8.3.1) **Report of ISO/CASCO** – The Annual Meeting received with appreciation the Report presented on behalf of the Chairman of ISO/CASCO (ref IAF-AM-02-016).

IAF Resolution 2002-38 – (Agenda Item 9) **Election of Directors** - The Annual Meeting congratulated the following Directors on their election:

Dr Thomas Facklam (DAR) elected unopposed as Chairman for a one year term, to end at the 2003 Annual Meeting.

Ms Elva Nilsen (SCC) elected unopposed as Vice-Chairman for a two year term, to end at the 2004 Annual Meeting.

Mr Joseph Dunbeck, will complete his term as Director representing Accreditation Body Members located in a high income economy as designated by the World Bank, for a one year term, to the end of the 2003 Annual Meeting

Mrs Verónica Garcia de Solórzano, will complete her term as Director representing Accreditation Body Members located in a low and medium income economies as designated by the World Bank, ending at the 2004 Annual Meeting

Mr Dale Mischynski elected unopposed as Director representing the Industry and User Association Members, for a three year term to end at the 2005 Annual Meeting.

Mr Sandy Sutherland elected as Director representing the Accredited Certification/Registration Body Association Members, for a three year term to end at the 2005 Annual Meeting.

IAF Resolution 2002-39 – (Agenda Item 12.1) **Invitation for the 2003 Annual Meeting** - The Annual Meeting accepted with appreciation the invitation by SNAS to hold the 2003 Annual Meeting in Bratislava, Slovakia, from September 15 to 26, 2003, along with the ILAC General Assembly.

IAF Resolution 2002-40 – (Agenda Items 12.2 and 12.3) **Invitations for Future IAF Annual Meetings** - The Annual Meeting, noting that it had accepted invitations as follows:

SANAS invitation to hold the 2004 Annual Meeting in Cape Town, South Africa in September, 2004, in association with the ILAC General Assembly;

IANZ invitation to hold the 2005 Annual Meeting in Auckland, New Zealand in September, 2005, in association with the ILAC General Assembly;

noted with appreciation the invitation from Romania to hold the 2006 Annual Meeting;

invites other members to offer to host the Annual Meetings of IAF and ILAC in years after 2006.

End of resolutions adopted at IAF.16. Annual Meeting