**Purpose:** To define the remit and constitution of committees associated with BuildCert activities throughout the certification process.

**Scope:** This procedure applies to all product certification activities accredited against ISO 17065 requirements.

**Responsibilities:**

**Advisory Committee**

As defined in section 2.0 below.

**Technical Assessment Panel**

As defined in section 3.0 below.

##### Industry Forum

As defined in section 4.0 below.

##### BuildCert Liaison Group

As defined in section 5.0 below.

**Procedure: *Reference Appendix B & D in the Oakdale Quality Manual for the BuildCert Staff and Company Structure respectively.***

1. **Introduction**

The committees defined in the following sections form an important part in developing, implementing and controlling the BuildCert certification process. The committee’s constitutions have members that have an interest in operations but act in an impartial and confidential manner.

Note:The activities and the financing of the committees is under the control of the directors of BuildCert Ltd.

1. **BuildCert Advisory Committee**

The Advisory Committee forms the public support of BuildCert certification activities.

The Advisory Committee is set up by BuildCert Ltd to oversee the activities of the various BuildCert certification schemes.

Representation from manufacturers and users concerned with certification arrangements are represented at the Advisory Committee.

The Advisory Committee members shall be free from commercial, financial and other pressures that could influence the outcome of the certification process.

2.1 Role of the Committee

The role of the Committee is to:

1. keep under continuous review BuildCert’s operating policies.
2. to ensure BuildCert operates at all times in an unbiased and fair manner.
3. to review the impartiality of BuildCert operations. (Ref. Quality Proc. 2-11-01.1).
4. to approve the membership of the Technical Assessment Panel (TAP).

(e) to consider technical and administrative issues referred to it by the Technical (TAP).

(f) to approve test laboratories as recommended by the TAP.

(g) to provide arbitration for appeals, complaints and disputes from aggrieved parties. (Ref. Quality Proc. 2-11-08.2).

Note: If the advice of the Committee is not respected in any matter by the management of BuildCert, the Committee may take appropriate measures which could include informing UKAS of the situation.

2.2 Committee constitution

(a) Chairman

(b) Representation from manufacturers (eg. Trade Associations)

(c) Representation from users (eg. Department of Health, DWI)

(d) Chairman BuildCert TAP

(e) BuildCert Director

(f) Secretary

* 1. Structure and voting

No business shall be conducted at any meeting of the Advisory Committee unless a quorum of members is present. A quorum shall consist of at least half the members of the committee, provided that number includes at least a representative from manufacturers, users and BuildCert.

Any matters put to a vote at a meeting of the committee shall be decided upon a show of hands. (Note : Advisory Committee members who are NSF-WRc employees’ do not have a voting right).

In the case of an equal division of opinion among members in any vote, the Chairman of the committee shall not be entitled to a second or casting vote.

A resolution of a matter considered as requiring a decision by the directors of BuildCert Ltd may be proposed by any member of the committee and deemed carried if supported by a majority of the committee present at a meeting.

2.4 Impartiality and integrity

The Advisory Committee shall act at all times with impartiality and integrity, with members normally be required to sign the ‘Confidentiality Agreement Form’ (Form BC14) that holds them accountable.

At the time of Advisory Committee meetings the ‘impartiality and integrity’ of the committee will be addressed as a standing agenda item, at which time members will be reminded of their responsibilities and to declare any potential ‘conflicts of interest’.

1. **Technical Assessment Panel (TAP)**

The Technical Assessment Panel (TAP) is fluid in membership, the constitution of which is dependent upon the products under review.

Technical experts are called upon from a ‘pool’ for their experience in the product types or certification ‘scheme’ that is the subject of the meeting.

3.1 Role of the Panel

1. to review the test results and QA audit reports of certification files and guide the BuildCert Director in making decisions upon whether certification be granted or not. (Note : The BuildCert Director is the signatory on BuildCert certificates, the Panel are there to advise as required).
2. to develop new BuildCert Certification Procedures (BCCP’s) where a product standard does not already exist, or there is one available but it is not specific to the product being certified. (Ref. Quality Proc. 2-11-17.1).
3. to review the suitability of new test laboratories to be used by BuildCert and to recommend them to the Advisory Committee for ratification.
4. To address technical issues concerning testing and interpretation of procedures as necessary.
5. To review proposals of substantial change to any Scheme requirements.

Recommendations considered to be appropriate by the BuildCert Director are reported to the Industry Forum and / or the BuildCert Liaison Group for confirmation prior to agreement by the Advisory Committee as necessary.

3.2 Panel constitution

(a) Chairman

(b) TAP Secretary

(c) a ‘pool’ of technical experts\*

\*The technical experts will be invited to attend TAP meetings as required, (ie. the numbers attending Panel meetings will vary depending upon the experts relevance to the product(s) being discussed). (Ref. Appendix B ‘Staff Structure - BuildCert Ltd’ in the Oakdale Quality Manual).

1. **Industry Forum**

*NOTE : The Industry Forum will not involve itself in representation of any industry group.*

The industry forum meets twice a year and is an opportunity for certificate holders to meet with BuildCert Management.

4.1 Role of the forum

1. To keep certificate holders informed of any changes to BuildCert operations that could affect their certification with BuildCert.
2. To table any issues that certificate holders may have with BuildCert policy.
3. To seek feedback from product developers on proposed new BuildCert Schemes, and / or intended changes to existing Schemes, that require their views and input.

4.2 Forum constitution

1. Chairman (Dept. of Health).
2. Chairman of the TAP (as appropriate).
3. Technical experts (as appropriate).
4. Secretary (BuildCert Director).
5. Certificate holders.
6. **BuildCert Liaison Group**

The BuildCert Liaison Group is a ‘sub-group’ of the Industry Forum and meets on an ad-hoc basis.

5.1 Role of the liaison group

1. To investigate relevant issues and prepare a detailed technical brief for submission to the Industry Forum.
2. To review any proposals of substantial change to any Scheme requirements and how Schemes can be improved.
3. To meet, if needed, without prior agreement from the Industry Forum if the Chairman and BuildCert Director require immediate input in resolving issues.
4. Recommendations are reported back to the Industry Forum for confirmation, prior to agreement by the Advisory Committee, as necessary.

5.2 Group constitution

1. Chairman (BuildCert representative)
2. Secretary (BuildCert representative)
3. Up to five members appointed from within the industry and regular attendees of the Industry Forum. These will be drawn from at least two technical Trade Associations and up to three technical experts. Appointments to be decided by the Industry Forum.
4. Additional expertise can be co-opted onto the group to meet particular needs or to make particular representation. Appointments to be decided by the Industry Forum.
5. The constitution shall be reappointed on a 2 yearly basis.

**Records:** Records of all Advisory Committee meetings are held with the Quality Manager.

Records of the Technical Assessment Panel, Industry Forum and BuildCert Liaison Group meetings are held with the BuildCert Director.

All records are retained for a period of 10 years.

**References:** Oakdale Quality Manual (Section 1-10-5.2 : Testing, calibration and certification methods and method validation).

Quality Proc. 2-11-01.1 (Management of impartiality).

Quality Proc. 2-11-08.2 (Appeals).

Quality Proc. 2-11-17.1 (Development of BuildCert Certification Procedures - BCCP’s).

Appendix B (Organogram - BuildCert Ltd).

Appendix D (BuildCert - Company Structure).

Confidentiality Agreement : Form BC14

**Attachments:** None.

| Revision History | | | | | |
| --- | --- | --- | --- | --- | --- |
| AESOP  Issue # | BuildCert  Issue # | Page #s | Description of Change | Author | Effective Date |
| -- | 2 | 1-3 | Proc. revised to reflect current practise.  Section 4.0 & 5.0 added. | P Davis | 07.07.09 |
| -- | 3 | 1-4 | Proc. revised to verify committee constitutions and roles.  Section 2.4 added. | P Davis | 29.09.10 |
| -- | 4 | 4 | Section 4.0 : Note added.  Section 4.2 : (f) added. | P Davis | 23.05.11 |
| -- | 5 | 2 | Company name change from WRc-NSF to NSF-WRc Ltd. | P Davis | 02.10.13 |
| -- | 6 | 4-5 | Section 5.1(a), 5.2(c), (d) revised. New 5.2(e) added.  Record retention time of 10 years added. | P Davis | 17.02.14 |
| -- | 7 | 1-5 | Ref. to EN 45011 changed to ISO 17065.  BuildCert General Manager → BuildCert Director.  Section 2.2 - BuildCert TAP Chairman added  Section 2.2 & 4.2 - BuildCert MD removed. | P Davis | 20.07.15 |
| -- | 8 | 2 | Section 2.1 - New (c) added. Re. review of impartiality. | P Davis | 19.10.15 |
| -- | 9 | 2 | Section 2.1 – New (d) added. Re. membership of the TAP. | P Davis | 22.06.16 |