



NEMZETI AKKREDITÁLÓ HATÓSÁG

National Accreditation Scheme

Technical Advisory Board Rules of Procedure

NAR-86

Edition 1

Entry into force: 30 June 2016

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1. The Purpose of Regulation

In accordance with point 4.2.6 of Standard MSZ EN ISO/IEC 17011:2004, the National Accreditation Authority (hereinafter: NAH) provides appropriate participation of experts in issues directly affecting accreditation, for that reason, it establishes an ad hoc Technical Advisory Board.

2. Tasks of the Technical Advisory Board

The Technical Advisory Board (hereinafter: TAB) is a consultative, proposal making organ of the Authority established from time to time. They are convened to provide technical assistance on behalf of the Authority in giving opinion on certain issues, compilation of guides, drafting position statements.

Based on the content of point 4.2.6 of Standard MSZ EN ISO/IEC 17011:2004, the scope of their tasks covers the following in relation with the special field of permanently functioning TAB

- participation in the elaboration of the special requirements and guides of accreditation;
- participation in providing opinion on European and international accreditation draft guides;
- participation in the elaboration of technical and conflict of interest related requirements for assessors and experts to be involved in accreditation and in providing opinion;
- participation, as necessary, in the elaboration of the accreditation system for new special areas.

3. Composition of and convening the Technical Advisory Board

The Technical Advisory Board has 2-10 members, who are requested to perform a given task, or released, if necessary, by the Director General, Deputy Director General of NAH in writing also containing the identification of the objective of the TAB.

Criteria applied in the selection of members are the following:

- college/university education;
- at least 5 years professional experience in conformity assessment activity related to his special field;
- competence in accreditation.

The following can become members of the Technical Advisory Board:

- Representatives of accredited organisations,
- Representatives of government organisations,

- Representatives of technical organisations,
- Representatives of social, interest representation organisations.

Members requested to participate respond in writing if they accept membership in TAB or give their negative response.

When compiling the final membership of the given TAB, the Director General of NAH appoints the contact person on behalf of the Authority.

Members of the Technical Advisory Board are entitled to decline their membership in writing at any time.

4. Operation of the Technical Advisory Board

Following its establishment, TAB elects its chair, technical and time frame of its operation, determines its work methods necessary for attaining its objectives, tasks and work programme and sends those to the contact person of NAH.

TAB work methods can be the following:

- holding on-site meetings of which minutes are made,
- conducting electronic conferences, exchange of opinions,
- analysing national and international case studies,
- preparing case studies,
- preparing expert opinions,
- preparing a closing report in which steps of its work are summarised and results are explained.

TAB gives continuous information on its work to the NAH contact person and, if necessary, carries out coordination with the NAH Director General, Deputy Director General.

The documents prepared are always signed by the person preparing it, the head of TAB agrees with all the members on the TAB closing report in a verifiable manner (by on-site or electronic voting), and signs it subsequently.

All records and the closing report prepared in the course of the operation of TAB are handed over to the NAH contact person.

5. Rights and obligations of the members of the Technical Advisory Board

Rights of the Technical Advisory Board:

- Participation in the meetings of the Technical Advisory Board, giving opinion, making proposal and voting;
- Giving opinion in writing and voting;

- Access to information related to the activities of the Technical Advisory Board, and to information on NAH and accreditation;

Obligations of the Technical Advisory Board:

- Cooperation with NAH Director General, Deputy Director General, General Department Heads and other NAH staff members appointed by them;
- They are obliged to comply with the rules of confidential case management, that is, they cannot disclose data, information obtained in the course of their activity to third persons, and they can exclusively use those in the performance of their tasks for NAH and in the interest of NAH.

6. Entry into effect of the Rules of Procedure

The present Rules of Procedure is entered into effect by the Director General of NAH on 30 June 2016 by Instruction No. 18/2016 of the Director General.