



REGULATION OF TECHNICAL COMMITTEE

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MOLDAC

1. PURPOSE

The current regulation establishes the process of constitution, organization and operation of MOLDAC Technical Committees (TC) and attributions duties. The current document is applied to the members of the Technical Committee as well as to MOLDAC staff involved in the activities of these Committees.

2. REFERENCE DOCUMENTS

- Law nr. 235 from 01.12.2011 on accreditation and conformity assessment activities, with subsequent amendments (art. 8 paragraph (c))
- [SM SR EN ISO/IEC 17011:2017 Conformity assessment. General requirements for accreditation bodies accrediting conformity assessment bodies \(5.8\)](#)

3. ORGANISATION AND OPERATION

3.1 Attributions:

- a) participate in elaboration and/or reviewing technical documents used by the National Accreditation Centre - MOLDAC in a particular field;
- b) informs MOLDAC on changes in legislation related to the specific field of competence;
- c) gives recommendation to MOLDAC on the way in which the legislation from a field shall be applied in accreditation activity;
- d) proposes the inclusion in the accreditation procedures of specific criteria / requirements for assessment;
- e) recommends technical experts for participation in the assessment teams;
- f) helps to organize and conduct seminars, conferences on accreditation in the specific areas;
- g) [provides the specific knowledge or expertise required for specific conformity assessment activities for which accreditation is requested or granted.](#)

3.2 Constitution

3.2.1 Technical Committees of [National Accreditation Centre](#) are constituted by MOLDAC to ensure the access of the body to the necessary technical expertise directly related to the accreditation.

3.2.2 The Technical Committee is constituted by approving [the membership of the MOLDAC Director](#), ensuring the participation of interested parties. [The nominal membership list of members of the Technical Committees is shown in form Reg-01-F-1.. When this composition changes, the list is updated and approved by the MOLDAC Director.](#)

The criteria on which the members of the Technical Committees are selected are:

- a) diploma of high education/ secondary technical education
- b) experience in a relevant technical field for accreditation minimum 5 years
- c) to know the legislation in the field of quality infrastructure and the requirements of the reference standards,
- d) have a professional and legal practice, an honorable reputation,
- e) an advantage in selecting for official approval is experience in the field of quality infrastructure.

Candidates selected to be approved as members of the Technical Committees must submit a CV.

The members of the Technical Committees are required to update the CV and submit them to MOLDAC where changes occurred

3.2.3 The MOLDAC Technical Committees are established within the MOLDAC Accreditation Directorates (DA / LAB and DA / OCI) with a permanent character so as to cover all areas of MOLDAC competence:

1. **Technical Laboratories Committee (TC/ LAB)** – for technical aspects related to testing, calibration and medical and metrological verifications and inspection bodies non-destructive tests,
2. **Technical Committee Certification and Inspection Bodies (TC/ CIB)** – for technical aspects related to certification (management systems, products, persons, etc.) and inspections bodies.

3.2.4 The MOLDAC Director may decide to establish ad-hoc sub-committees on limited technical fields, if necessary.

3.3 Organization

3.3.1 The technical committees have the following structure:

- chairman;
- secretary;
- members;

3.3.2 The Chairman of the Technical Committee is elected at the beginning of the first meeting of the Committee, for a term of 4 years with possibility of renewal it.

3.3.3 The Secretary of Technical Committee is appointed by the MOLDAC Director from the National Accreditation Centre staff - MOLDAC.

3.3.4 The Technical Committee members are representatives of at least the following stakeholder groups:

- Authorities with regulatory function, university education;
- Accredited CABS;
- Beneficiaries of conformity assessment activities (Producers Associations, NGOs, etc.);
- Consumers;
- Heads of Laboratory Accreditation and Certification and Inspection Bodies.

MOLDAC Director can designate in composition of Technical Committees the MOLDAC personal.

All the persons that participate in the Technical Committees meetings shall sign a [statement](#) of confidentiality.

3.3.5 The structure of the Technical Committee can be changed at the proposal of MOLDAC Director or of the Head of Accreditation Departments or [at the recommendation of the members of the Committee](#).

3.3.6 The Chairman of the Technical Committee can invite at the meetings of the Technical Committee chief assessors / MOLDAC [assessors](#) or observers, [in case of clarification](#).

3.4 Operation

3.4.1 The meetings of the Technical Committees are convened [minimum](#) twice a year after the meetings of the EA Committees, or whenever necessary at the request of MOLDAC.

3.4.2 Secretaries of the Technical Committees inform the Chairmen of Technical Committees on the necessity of convocation of meetings and set their dates by consent.

3.4.3 The secretaries of the Technical Committees send letters of convocation [of the meeting](#), at least 5 days before the meeting, [to each member of the committee](#). Letters of convocation will include the following:

- place of the meeting
- data and time of the meeting
- agenda.

If necessary, the secretaries of the committees shall transmit to the members and the [draft documents](#) for the meetings in question

The media and communication with members of the Technical Committees are: telephone, fax, e-mail [etc](#).

3.4.4 The recommendations of the Technical Committee are taken by consensus. [If one of the members of the committee is absent from the meeting, he / she may e-mail his / her opinion regarding the drafts of the documents analysed. This opinion is considered and considered at the hearing.](#)

3.4.5 [The decisions taken](#) by the Technical Committees are a recommendation for MOLDAC. [The MOLDAC Director takes the final decision on the drafts of the documents analyzed at the committee meeting.](#)

3.4.6 The secretaries of the Technical Committees [draw up](#) a minutes for each meeting, [code MSM-F-11, the draft of which is submitted for signature to the President of the TC. The minutes are also signed by the respective TC secretary. All TC records are kept by the designated secretary of the DA / LAB or DA / OCI directories filed on the folders, and their records are recorded in the Register of Minutes of the Technical Committee meetings, code Reg-01-F-3.](#)

3.4.7 The meetings of the Technical Committees can be organized by electronic means (e-mail and / or online) in compliance with all the provisions of this Regulation. In such cases, the members of the Committee receive a set of draft documents in electronic format

for consideration, and then they send their opinion to the TC Secretary through the completion, signature and transmission to MOLDAC of the Opinion of the Member of the Technical Committee, code Reg-01-F- 2.

The TC secretary collects the information received from TC members by electronic means, processes them and prepares the TC PV project, which is sent to the President of the TC for analysis and signature.

3.5 Dissolution

The Technical Committees can be dissolved by a decision of the MOLDAC Director, due to changes that occur in the MOLDAC accreditation activities.

MOLDAC Director issues the decision of dissolution of the Technical Committee in question, and this is communicated by the Secretary to all members.

4. RECORDS

Composition of the Technical Committee Reg-01-F-1

Opinion of the Technical Committee Member Reg-01-F-2

Registry Minutes of the Meetings
Technical Committee Reg-01-F-3

5. ANNEXES

Not applicable

6. SYNTHESIS OF CHANGES

There were included modifications on the pages 1- 6.