



## NATIONAL ACCREDITATION CENTRE

### PROFESSIONAL COLLEGE REGULATION

Code: Reg-03  
Edition 4  
Page 1/4  
Exemple nr.

Elaborated  
Chief of Accreditation Development  
Direction  
Larisa BOBOC

Verified  
Deputy Director  
Larisa NOVAC

Approved  
Director  
Eugenia SPOIALĂ

Date of Approval: 01.10.2019  
Date of application: 01.10.2019

## Contents

1. PURPOSE.....	3
2. REFERENCE DOCUMENTS .....	3
3. ORGANIZATION AND OPERATION .....	3
3.1 Tasks of Professional College .....	3
3.2 Organization of professional college.....	3
3.3 Operation of Professional College.....	4
4. RECORDS .....	4
5. ANNEXES.....	4
6. SINTEZA MODIFICĂRILOR .....	4

## 1. PURPOSE

This Regulation determines the way of establishment, organization and operation of Professional College (PC), as well as its tasks.

Present document is applied to all members of Professional College.

## 2. REFERENCE DOCUMENTS

SM SR EN ISO/CEI 17011:2017 Conformity Assessment. General requirements for accreditation bodies which are accrediting conformity assessment bodies.

## 3. ORGANIZATION AND OPERATION

The Professional College is the consultative body of the MOLDAC Director, in order to solve some problems that arise in the activity of MOLDAC. The Professional College decisions are a recommendation for the MOLDAC Director.

### 3.1 Tasks of Professional College

- a) elaborates proposals regarding objectives, activity programs, reports in relation with regulatory authorities,
- b) proposes solutions for important issues in the functioning of MOLDAC,
- c) analyses plans for the development of new accreditation schemes and recommends to the MOLDAC Director their approval,
- d) monitor the implementation of conventions with regulators,
- e) clarifies the situations where the CAB does not agree with some non-conformities registered by the evaluation team, [the cases of critical non-conformities](#), etc.
- f) establishes how a letter from a CAB (complaints, appeal) should be dealt with, in which it expresses its disagreement on various aspects related to the accreditation process.
- g) studies the latest EA, IAF, ILAC documents and decides what is required to be translated,
- h) elaborates consolidated opinions on draft laws, normative acts in the field of quality infrastructure and regulations related to MOLDAC activity,
- i) examine and submit proposals regarding accreditation rules,
- j) examine and submit proposals regarding the Regulations of the Accreditation Council, the Technical Committees, the Appeal Commission, the Accreditation Recommendation Committee.

### 3.2 Organization of professional college

3.2.1 The nominal composition of the members of the Professional College is approved by the Order of the MOLDAC Director.

3.2.2 The College consists of MOLDAC key personnel as follows:

- MOLDAC Director,
- MOLDAC Deputy Director,
- Responsible for Management System,
- Head of laboratory accreditation department,

- Head of CB and IB accreditation department,
- Head of accreditation development department,
- Representative appointed by MOLDAC Director.
- Invite, as the case may be.

PC members contribute with their full professional and organizational capacity to successfully accomplish their purpose and attributions, acting in accordance with the provisions of this regulation.

3.2.3 In the absence of a nominated member, the designated person who performs the duties of replacing the respective position.

3.2.4 The MOLDAC Director may invite to participate in the work of the professional college and other MOLDAC collaborators, as well as external guests, depending on the issue addressed and in specific cases, which may lead to unfavourable decisions for CABs, such as suspension, withdrawal, restriction of accreditation.

### **3.3 Operation of Professional College**

3.3.1 Professional College is chaired by deputy director., but in his/her absence by the [any other member appointed at the moment](#).

3.3.2 PC sessions take place when necessary, whenever requested by one or more members of the PC.

3.3.3 The person interested in analysing certain issues completes the Prospectus Proposals Registry for PC session, code Reg-03-F-1. It is forwarded to the Director of MOLDAC, who decides the date and time of the meeting. The MOLDAC referent secretary communicates to the members of the Professional College the time of the meeting and the topic to be discussed.

3.3.4 According to the rule, Professional College is convened when at the meeting is confirmed the participation of half of the members.

3.3.5 As a result of meeting there is issued a Minute, code MSM-F-11, by the Head of accreditation development direction. Drawing up of Minute is the responsibility of accreditation development department.

3.3.6 At each meeting, the PC members examine the stage of accomplishment of the tasks discussed at the previous meeting, which is set out in the agenda of each meeting.

3.3.7 The records are kept under control according to the MOLDAC management system "Control of Documents and Records", code PR-01.

## **4. RECORDS**

Proposal sheet      Reg-03-F-1

[Register of Minutes of Accreditation Council Meetings](#)

Reg-03-F-2

## **5. ANNEXES**

Not applicable

## **6. SINTEZA MODIFICĂRILOR**

Modifications have been introduced on the following pages: [1](#), [3](#), [4](#).