



Issue No 1

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**STRUCTURE OF INTERNATIONAL NATURAL ACCREDITATION FORUM (i-NAF)**

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ACCREDITATION FORUM  
(i-NAF)**

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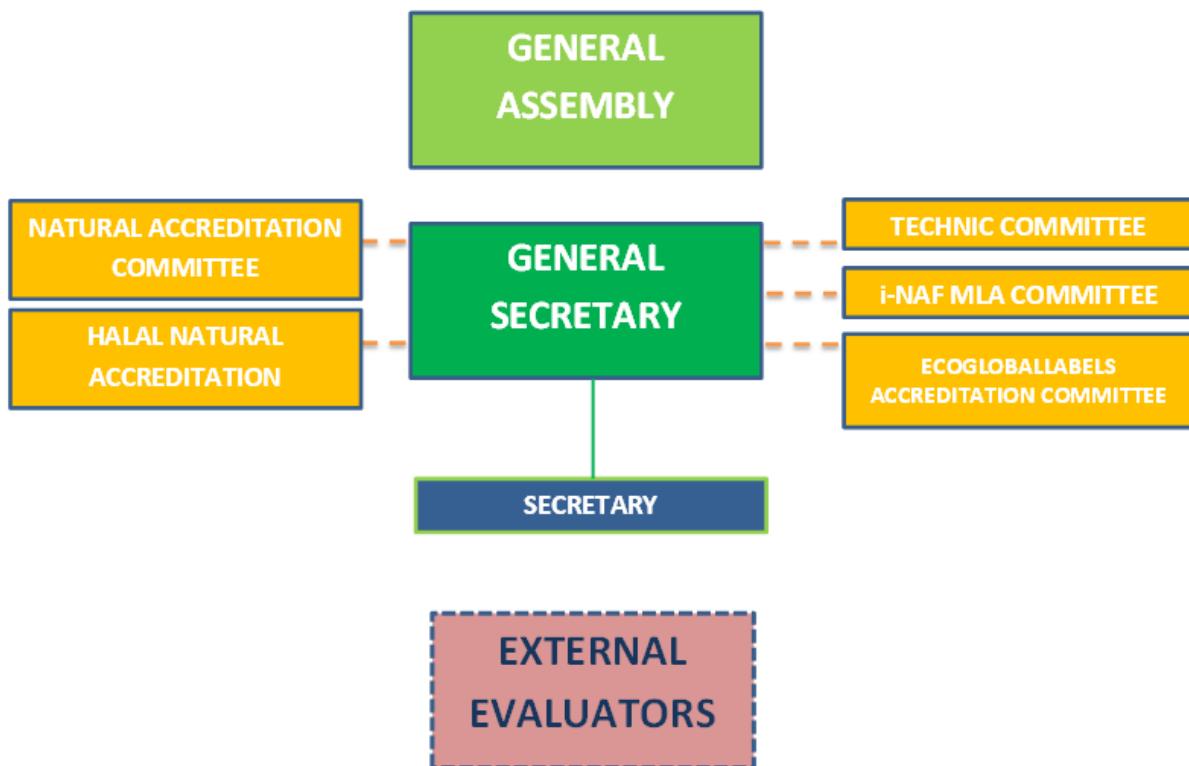
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## STRUCTURE OF INTERNATIONAL NATURAL ACCREDITATION FORUM (i-NAF)

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### 1. i-NAF STRUCTURE

The organisational structure of i-NAF is as outlined below:



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**2 NATURAL ACCREDITATION COMMITTEE / ACCREDITATION (EXECUTIVE) COMMITTEE TERMS OF REFERENCE****2.1 Background**

i-NAF has an Accreditation (Executive) Committee as laid down of the i-NAF Bylaws. The role of the Accreditation Committee is to implement the policies of the General Assembly and to manage the operations of i-NAF between the meetings of the General Assembly.

**2.2 Duties and responsibilities**

The duties and responsibilities of the Accreditation Committee are to:

Natural Accreditation (natural, vegan, hygiene, health and safety management system) activities and;

- implement i-NAF policy and management and further the objectives, aims and tasks of i-NAF, between meetings of the i-NAF General Assembly;
- facilitate exchange of information on the development and operation of accreditation systems;
- facilitate participation in meetings of i-NAF;
- manage a program to establish and maintain mutual confidence between Signatories to the i-NAF MLA, and accreditation bodies or regional groups of accreditation bodies that cannot become members of i-NAF;
- ensure the application of i-NAF's principles in the field of accreditation of conformity assessment bodies in accordance with the provisions of the i-NAF MoU;
- manage the i-NAF relationship with other forum(s) (IAF, IHAF ETC.) and regional accreditation bodies
- draft proposals concerning the policy of i-NAF;
- establish, oversee and co-ordinate the operation of subordinate committees as necessary to carry out the work of i-NAF, and to appoint the Chair and Vice-Chair of each subordinate committee;

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- provide Management Review for the operations of i-NAF and to submit an annual Management Review Report to the i-NAF General Assembly;
- prepare a budget for the operations of i-NAF, and recommendations as to the fees to be contributed by members of i-NAF each year, to be submitted to the i-NAF General Assembly for ratification each year in advance;
- oversee the operations of the Secretariat and, in particular, to ensure that the approved budget is adhered to, and that any additional expenditure is approved by the Board of Directors
- ensure that i-NAF co-operates with counterpart groups in other international organizations;
- co-operate with other relevant bodies in the field of conformity assessment,
- maintain communication and co-operation with other international organizations;
- exchange information with natural accreditation bodies, natural conformity assessment bodies, other accreditation body, conformity assessment bodies and their customers, standards development bodies, and other relevant bodies.

### 2.3 Membership

**Chair:** The i-NAF Board Chair is the Chair of the i-NAF Accreditation Committee.

**General Secretary/Vice-Chair:** The i-NAF General Secretary is the Vice-Chair of the i-NAF Accreditation Committee.

**Members:** Four members of the i-NAF Accreditation Committee can be elected from the Members of the i-NAF.

No more than one representative from any one economy shall serve on the Accreditation Committee at any one time.

### 2.4 Term of service

2.4.1 The term of office of each member elected to the i-NAF Accreditation Committee is no more than two full three-year terms, or in the case of having served partial terms, a total of six years, except with the approval of the General Assembly.

2.4.2 Should a member of the Accreditation Committee resign or be unable to continue serving for any reason, in the period between meetings of the General Assembly, the Accreditation Committee

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may appoint a person to serve as a member of the Accreditation Committee until the next meeting of the General Assembly. A person so appointed shall stand down at the next meeting of the General Assembly, and an election shall be held to fill the vacant position.

### 2.5 Meeting frequency

The Accreditation Committee shall meet as frequently as is necessary to conduct the affairs of i-NAF. Meetings of the Accreditation Committee shall be called by the Chair, or, if not available, the Vice-Chair(General Secretary).

### 2.6 Quorum

The quorum for a meeting of the Accreditation Committee shall be four elected members present, of whom at least one shall be the Chair or the Vice-Chair.

### 2.7 Voting

2.7.1 The Accreditation Committee shall seek to make all decisions by consensus. If a vote is necessary a two third majority of the members present at a meeting at which a quorum is present shall determine the decision.

2.7.2 Each member of the Accreditation Committee has one vote; the Chair has a casting vote.

### 2.8 Reporting

The Accreditation Committee shall report to each i-NAF General Assembly Meeting.

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### **3 i-NAF SECRETARY**

#### **3.1 Background**

In accordance with the i-NAF Bylaws the Accreditation Committee may appoint a Secretary who is responsible for carrying out the i-NAF Secretariat functions.

#### **3.2 Duties and responsibilities**

Under the direction of the Chair of the Accreditation Committee, the duties and responsibilities of the i-NAF Secretariat are:

##### **Administration**

- administration of MoU and MLA processes, under the direction of the Accreditation Committee and MLA Management Committee, including receipt and processing of applications, maintenance of records, and follow up with applicants and MLA members as appropriate;
- collection of annual fees from the members;
- arranging ballots among members of i-NAF;
- maintaining records of membership, correspondence and actions taken, as well as policies and procedures, as appropriate;
- circulation of i-NAF documents among members;
- receipt of all kinds of communication from both members of i-NAF and external bodies, as a primary contact point on behalf of i-NAF;
- Circulation of messages received to relevant persons within i-NAF or external bodies;
- responding to queries from both members of i-NAF and external bodies on behalf of i-NAF, as appropriate;
- providing members of i-NAF and external bodies on behalf of i-NAF with information;

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### Meeting Planning and Organising

- planning and organising meetings of the General Assembly and the all Accreditation Committees;
- giving notice of all meetings to members;
- preparing documents for the meetings of the General Assembly and the all Accreditation Committees;
- arranging seminars and workshops, as appropriate;

### Meeting support

- providing Secretarial services to the all Accreditation Committees; and General Assembly Meeting;
- attending and drafting Minutes of the meetings of the General Assembly, Accreditation Committee(natural, vegan, management system), MLA Committee, Halal Natural Accreditation Committee, Ecogloballabels Accreditation Committee and Technical Committee;

### Others

- managing the operations of and to update the i-NAF website as appropriate;
- assisting the General Secretary to coordinate the management of the internal audit process; and
- implementing the business, which is not covered by items above, in accordance with the purpose of i-NAF.

### 3.3 Appointment

The i-NAF Secretary is appointed by the Accreditation Committee.

### 3.4 Term of service

Not applicable.

### 3.5 Meeting frequency

Not applicable.

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**3.6 Quorum**

Not applicable.

**3.7 Voting**

Not applicable.

**3.8 Reporting**

Not applicable.

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## 4 GENERAL SECRETARY

### 4.1 Background

The role of the General Secretary is to ensure the effective operation of the management system in accordance with the other forum/cooperation documents and any additional i-NAF policies and procedures developed for i-NAF MLA processes.

Also;

i-NAF's managing, human resources, sales, purchasing and training do the work.

### 4.2 Duties and responsibilities

The duties and responsibilities of the General Secretary are to:

To proxy to the Chairman of the Board of Directors. Manages the i-NAF in general.

The other duties and responsibilities of the General Secretary are to:

- a) ensure that the quality system is established, implemented and maintained in accordance with the i-NAF mission, policies and objectives;
- b) oversee and be responsible for the overall operation and implementation of the management system;
- c) supervise the updating and maintenance of the controlled documents and documented procedures;
- d) manage the implementation of the internal audit in accordance with i-NAF NPG 7;
- e) ensure that appropriate actions are taken in order to improve the operation of the quality system;
- f) Other powers and responsibilities given by the Board of Management.
- g) ensure that management review is conducted in accordance with the requirements of i-NAF NPG 7.

### 4.3 Appointment

The i-NAF General Secretary is appointed by the Natural Accreditation Committee.

### 4.4 Term of service

The term of service is for three years initially and may be renewed for a further period subject to the discretion of the Natural Accreditation Committee.

### 4.5 Meeting frequency

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Not applicable.

**4.6 Quorum**

Not applicable.

**4.7 Voting**

It has the right to vote.

**4.8 Reporting**

The General Secretary shall report on the performance of the management system to the Accreditation Committee and to the General Assembly.

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**5 MLA COMMITTEE TERMS OF REFERENCE****5.1 Background**

The role of the i-NAF MLA Committee is to manage the operations of the i-NAF Multilateral Recognition Arrangement (MLA) programmes in accordance with the respective i-NAF policies and procedures.

**5.2 Duties and responsibilities**

The duties and responsibilities of MLA Committee are to:

- a) plan and manage the implementation and maintenance of the i-NAF MLAs among i-NAF Natural Accreditation Body Members, based on peer evaluation demonstrating equal reliability and/or equivalence of the operations of their Accreditation Systems against the relevant ISO/IEC/OIC/SMIIC Standard/Guide and i-NAF/IAF/IHAF/APAC/AFRAC Mandatory/Guidance in accordance with i-NAF/IAF/IHAF/APAC/AFRAC Policies and Procedures;
- b) maintain and develop the i-NAF MLA based on the concept of equivalence of the operation of member bodies' accreditation systems, and on the equivalence of the certificates of conformance and certificates of competence issued by bodies accredited by the member bodies of the i-NAF MLA;
- c) manage the evaluation and re-evaluation programme based on periodic visits to applicants and / or Signatories to the MLA;
- d) resolve complaints between applicants / members and the peer evaluation teams arising from the peer evaluation process;
- e) make recommendations to the i-NAF MLA Group for acceptance, withdrawal, or suspension of Membership to the MLA;
- f) keep a current list of i-NAF MLA team leaders and team members for the MLA peer evaluation process;
- g) evaluate nominated team leaders and team members and approve their appointment / promotion as evaluators for the peer evaluation process;
- h) maintain and publish the list of Signatories to the MLA;
- i) analyse the demand for peer evaluator training and coordinate peer evaluator training / workshops; and

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j) appoint may i-NAF members for service on the IAF MLA Committee in accordance with Addendum to these Terms of Reference.

### 5.3 Membership

**Chair:** The i-NAF General Secretary is the Chair of the i-NAF MLA Committee.

**Vice-Chair:** The Vice-Chair of the i-NAF Committee shall be appointed by the i-NAF Accreditation Committee from amongst the other 4 members of the Committee.

**Members:** There will be six voting members. One is the Chair of the i-NAF MLA Committee. The others will be elected by the MLA Group from amongst MLA Signatories.

All members and non-voting participants are required to sign a confidentiality agreement.

### 5.4 Term of service

5.4.1 The term of service of the Chair of the MLA Committee is the as the term of 3 years.

5.4.2 The term of service for members of the i-NAF MLA Committee is three years. Upon expiration of their terms, members shall continue to serve until a replacement is appointed. A maximum of two consecutive terms may be served with a break of one full term required before additional reappointment;

5.4.3 Should a member of the i-NAF MLA Committee resign or be unable to continue serving for any reason before the end of his/her term of office, the Natural Accreditation Committee may appoint a person to serve as a member of the i-NAF MLA Committee who shall hold the position until an election by the i-NAF Committee.

### 5.5 Meeting frequency

The MLA Committee shall meet as frequently as is necessary to manage MLA activities. The meetings shall be called by the Chair of the MLA Committee.

### 5.6 Quorum

The quorum at a meeting of the MLA Committee shall be four voting members present, of whom at least one shall be the Chair or the Vice-Chair of the MLA Management Committee.

### 5.7 Voting

5.7.1 The MLA Committee shall seek to make all decisions by consensus. If a vote is necessary the votes of the majority of the members present at a meeting at which a quorum is present shall determine the decision.



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5.7.2 Each member of the MLA Committee has one vote; the Chair has a casting vote.

#### **5.8 Reporting**

Not applicable.

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## **6 TECHNICAL COMMITTEE TERMS OF REFERENCE**

### **6.1 Background**

The role of the i-NAF Technical Committee is to review technical issues.

### **6.2 Duties and responsibilities**

The duties and responsibilities of Technical Committee are to:

- a) review draft and / or published mandatory/guidance documents on the application of ISO/IEC/OIC/SMIIC/NSO-NAP X Standards and Guides which relate to conformity assessment activities;
- b) review draft and / or published i-NAF/IAF/IHAF/AFRAC etc. technical criteria for the entry of members into the MLA;
- c) recommend adoption by i-NAF of IAF/IHAF/AFRAC etc. mandatory/guidance documents with amendments as necessary to meet i-NAF needs;
- d) consider questions relating to the operation of accreditation programs, and the need for development of mandatory or guidance documents for such programs;
- e) make recommendations to the Accreditation Committee for submission to IHAF/IAF, NSO-NAPX/NSO/SMIIC or other appropriate organizations on behalf of i-NAF for the development of such documents;
- f) at the request of the i-NAF Accreditation Committee, to canvass procedures and practices of i-NAF member bodies relating to accreditation.

### **6.3 Membership**

**Chair:** The Chair of the Technical Committee shall be appointed by the i-NAF Natural Accreditation Committee from among the membership of i-NAF.

**Vice-Chair:** The Vice-Chair of the Technical Committee shall be appointed by the i-NAF Natural Accreditation Committee from among the membership of i-NAF.

**Members:** The membership of the Technical Committee is limited to one delegate appointed by each i-NAF Member. Members may be accompanied by advisers or other persons with the permission of the Chair.

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### 6.4 Term of service

6.4.1 The term of service of each participant in the Technical Committee shall be determined by the member that he or she represents. Members are required to notify the Secretariat in writing if there is a change to their representative or liaison officer.

6.4.2 The term of service of the Chair of the Technical Committee is no more than two full three-year terms, or in the case of having served partial terms, a total of six years. If no replacement can be found, the term may be extended by one year at a time, with members asked to nominate a replacement after that time.

### 6.5 Meeting frequency

The Technical Committee shall meet as frequently as is necessary to manage its activities. The meetings shall be called by the Chair of the Technical Committee.

### 6.6 Quorum

The quorum at a meeting shall be at least 50% of the nominated members, of whom at least one shall be the Chair or the Vice Chair.

### 6.7 Voting

6.7.1 The Technical Committee shall seek to make all decisions by consensus. If a vote is necessary the votes of the majority of the members present at a meeting at which a quorum is present shall determine the decision.

6.7.2 Each member of the Technical Committee has one vote; the Chair has a casting vote.

### 6.8 Reporting

Not applicable.

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## **7 HALAL NATURAL ACCREDITATION COMMITTEE TERMS OF REFERENCE**

### **7.1 Background**

i-NAF has an Halal Natural Accreditation Committee as laid down of the i-NAF Bylaw. The role of the Halal Natural Accreditation Committee is to implement the policies of the General Assembly and to manage the Halal Natural operations of i-NAF between the meetings of the General Assembly.

### **7.2 Duties and responsibilities**

The duties and responsibilities of the Halal Natural Accreditation Committee are to:

- implement i-NAF policy and management and further the objectives, aims and tasks of i-NAF, between meetings of the i-NAF General Assembly;
- facilitate exchange of information on the development and operation of halal natural accreditation systems;
- facilitate participation in meetings of i-NAF;
- manage a program to establish and maintain mutual confidence between Signatories to the i-NAF MLA, and halal natural accreditation bodies or regional groups of accreditation bodies that cannot become members of i-NAF;
- ensure the application of i-NAF's principles in the field of halal natural accreditation of conformity assessment bodies in accordance with the provisions of the i-NAF MoU;
- manage the i-NAF relationship with other forum(s) (IAF, IHAF ETC.) and regional accreditation bodies
- draft proposals concerning the policy of i-NAF;
- establish, oversee and co-ordinate the operation of subordinate committees as necessary to carry out the work of i-NAF, and to appoint the Chair and Vice-Chair of each subordinate committee;

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- ensure that i-NAF co-operates with counterpart groups in other international organizations;
- a) co-operate with other relevant bodies in the field of conformity assessment, maintain communication and co-operation with other international organizations; and
- b) exchange information with halal natural accreditation bodies, halal natural conformity assessment bodies, other halal accreditation body, halal conformity assessment bodies and their customers, standards development bodies, and other relevant bodies.

**7.3 Membership**

**Chair:** The Chair of the Halal Natural Accreditation Committee shall be appointed by the i-NAF Halal Natural Accreditation Committee from among the members of i-NAF.

**Vice-Chair:** The i-NAF General Secretary is the Vice-Chair of the i-NAF Halal Natural Accreditation Committee.

**Members:** Four members of the i-NAF Halal Natural Accreditation Committee can be elected from the Members of the i-NAF.

No more than one representative from any one economy shall serve on the Halal Natural Accreditation Committee at any one time.

**7.4 Term of service**

7.4.1 The term of office of each member elected to the i-NAF Halal Natural Accreditation Committee is no more than two full three-year terms, or in the case of having served partial terms, a total of six years, except with the approval of the General Assembly.

7.4.2 Should a member of the i-NAF Halal Natural Accreditation Committee resign or be unable to continue serving for any reason, in the period between meetings of the General Assembly, the i-NAF Natural Accreditation Committee may appoint a person to serve as a member of the i-NAF Natural Accreditation Committee until the next meeting of the General Assembly. A person so appointed shall stand down at the next meeting of the General Assembly, and an election shall be held to fill the vacant position.

**7.5 Meeting frequency**

The i-NAF Halal Natural Accreditation Committee shall meet as frequently as is necessary to conduct the affairs of i-NAF. Meetings of the i-NAF Halal Natural Accreditation Committee shall be called by the Chair, or, if not available, the Vice-Chair(General Secretary).

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**7.6 Quorum**

The quorum for a meeting of the i-NAF Halal Natural Accreditation Committee shall be four elected members present, of whom at least one shall be the Chair or the Vice-Chair.

**7.7 Voting**

7.7.1 The Halal Natural Accreditation Committee shall seek to make all decisions by consensus. If a vote is necessary a two third majority of the members present at a meeting at which a quorum is present shall determine the decision.

7.7.2 Each member of the Halal Natural Accreditation Committee has one vote; the Chair has a casting vote.

**7.8 Reporting**

The Halal Natural Accreditation Committee shall report to each i-NAF General Assembly Meeting.

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**8 NSO-ECOGLOBALLABELS ACCREDITATION COMMITTEE TERMS OF REFERENCE****8.1 Background**

i-NAF has an Ecogloballabels Accreditation Committee as laid down of the i-NAF Bylaw. The role of the Ecogloballabels Accreditation Committee is to implement the policies of the General Assembly and to manage the Ecogloballabels operations of i-NAF between the meetings of the General Assembly.

**8.2 Duties and responsibilities**

The duties and responsibilities of the Ecogloballabels Accreditation Committee are to:

- implement i-NAF policy and management and further the objectives, aims and tasks of i-NAF, between meetings of the i-NAF General Assembly;
- facilitate exchange of information on the development and operation of halal natural accreditation systems;
- facilitate participation in meetings of i-NAF;
- manage a program to establish and maintain mutual confidence between Signatories to the i-NAF MLA, and Ecogloballabels accreditation bodies or regional groups of accreditation bodies that cannot become members of i-NAF;
- ensure the application of i-NAF's principles in the field of Ecogloballabels accreditation of conformity assessment bodies in accordance with the provisions of the i-NAF MoU;
- manage the i-NAF relationship with other forum(s) and regional accreditation bodies
- draft proposals concerning the policy of i-NAF;
- establish, oversee and co-ordinate the operation of subordinate committees as necessary to carry out the work of i-NAF, and to appoint the Chair and Vice-Chair of each subordinate committee;

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- ensure that i-NAF co-operates with counterpart groups in other international organizations;
- a) co-operate with other relevant bodies in the field of conformity assessment, maintain communication and co-operation with other international organizations; and
- b) exchange information with Ecogloballabels accreditation bodies, Ecogloballabels conformity assessment bodies, other eco label accreditation body, eco label conformity assessment bodies and their customers, standards development bodies, and other relevant bodies.

**8.3 Membership**

**Chair:** The Chair of the Ecogloballabels Accreditation Committee shall be appointed by the i-NAF Ecogloballabels Accreditation Committee from among the members of i-NAF.

**Vice-Chair:** The i-NAF General Secretary is the Vice-Chair of the i-NAF Ecogloballabels Accreditation Committee.

**Members:** Four members of the i-NAF Ecogloballabels Accreditation Committee can be elected from the Members of the i-NAF.

No more than one representative from any one economy shall serve on the Ecogloballabels Accreditation Committee at any one time.

**8.4 Term of service**

8.4.1 The term of office of each member elected to the i-NAF Ecogloballabels Accreditation Committee is no more than two full three-year terms, or in the case of having served partial terms, a total of six years, except with the approval of the General Assembly.

8.4.2 Should a member of the i-NAF Ecogloballabels Accreditation Committee resign or be unable to continue serving for any reason, in the period between meetings of the General Assembly, the i-NAF Natural Accreditation Committee may appoint a person to serve as a member of the i-NAF Halal Natural Accreditation Committee until the next meeting of the General Assembly. A person so appointed shall stand down at the next meeting of the General Assembly, and an election shall be held to fill the vacant position.

**8.5 Meeting frequency**

The i-NAF Ecogloballabels Accreditation Committee shall meet as frequently as is necessary to conduct the affairs of i-NAF. Meetings of the i-NAF Ecogloballabels Accreditation

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Committee shall be called by the Chair, or, if not available, the Vice-Chair (General Secretary).

**8.6 Quorum**

The quorum for a meeting of the i-NAF Ecogloballabels Accreditation Committee shall be four elected members present, of whom at least one shall be the Chair or the Vice-Chair.

**8.7 Voting**

8.7.1 The Ecogloballabels Accreditation Committee shall seek to make all decisions by consensus. If a vote is necessary a two third majority of the members present at a meeting at which a quorum is present shall determine the decision.

8.7.2 Each member of the Ecogloballabels Accreditation Committee has one vote; the Chair has a casting vote.

**8.8 Reporting**

The Ecogloballabels Accreditation Committee shall report to each i-NAF General Assembly Meeting.