

**Terms of Reference of the
ASEAN Consultative Committee on Standards and Quality (ACCSQ)
Working Group on Conformity Assessment (WG2)**

Background

The ASEAN Consultative Committee for Standards and Quality (ACCSQ) was formed by the ASEAN Economic Ministers at their 24th Meeting held on 22- 23 October 1992 in Manila, Philippines with the aim of removing technical barriers to trade.

In 1993 ACCSQ created three Technical Working Groups, which include Working Group (WG) 2 on Regulation and Accreditation. In 2002, WG 2 was restructured as WG 2 on Accreditation and Conformity Assessment.

In 24th WG 2 Meeting held on 26 – 28 February 2013 in Yangon, Myanmar, Member States agreed to re-named WG 2 taking into consideration the international definition of conformity assessment. The Meeting agreed that the rationale for this decision is in line with definition of Conformity Assessment in ISO/IEC 17000 which includes accreditation. The definition of conformity assessment in ISO/IEC 17000 is as follows:

“The subject of conformity assessment includes activities such as testing, inspection, certification, as well as the accreditation of conformity assessment bodies.”

The 40th ACCSQ Meeting held on 8 – 10 April 2013 in Kuala Lumpur Malaysia was further endorsed the proposal to re-name WG 2 as Working Group 2 on Conformity Assessment” instead of “Working Group 2 on Accreditation and Conformity Assessment”.

The current version of TOR reflects the mandate arising from AEC Blueprint 2025 and to the ASEAN Standards and Conformance Strategic Plan 2016-2025.

Article 1: Objectives of Working Group

- 1.1 To assist ACCSQ in enhancing the standards and conformance infrastructure through development of policies and initiatives on accreditation and conformity assessment to meet the present and future needs of ASEAN
- 1.2 To strengthen technical infrastructure of Member States based on applicable international standards and/or guides in order to achieve recognition by relevant national/regional/international bodies.
- 1.3 To promote acceptance of the results of accredited conformity assessment.

- 1.4 To provide support to the WGs/PWGs under the purview of ACCSQ, as well as other relevant sectoral bodies in ASEAN, in the area of accreditation and conformity assessment.
- 1.5 To support ACCSQ in capacity building initiatives and human capital development of Member States for implementation of policies and initiatives on accreditation and conformity assessment.

Article 2: Scope of Working Group

The scope of the Working Group will cover the following:

- 2.1 To formulate policies and initiatives on accreditation and conformity assessment based on international standards guidelines take cognition of appropriate international practices
- 2.2 To provide advise/input to the WGs/PWGs under the purview of ACCSQ, as well as other relevant sectoral bodies in ASEAN, on formulation of policies and implementation of strategies on accreditation and conformity assessment.
- 2.3 Enhancing the capability of National Accreditation Bodies in ASEAN Member States to achieve regional/international recognition.
- 2.4 Support the National Accreditation Focal Points in relevant Member States towards the establishment of National Accreditation Bodies
- 2.5 Support capacity building of conformity assessment bodies in ASEAN Member States to facilitate the implementation of mutual recognition of test reports and certifications.
- 2.6 Strengthening the implementation of international and regional bodies MRAs /MLAs on accreditation and undertake recommended measures towards implementing technical requirements of these international and regional MRAs/MLAs in ASEAN.
- 2.7 Promoting recognition and acceptance of accredited conformity assessment results amongst ASEAN regulatory bodies including through the existing PWGs.
- 2.8 Consolidating ASEAN position in regional and international organization of accreditation and standardisation activity related to conformity assessment.
- 2.9 Support to accreditation and conformity assessment activities.

Article 3: Structure of Working Group

- 3.1 The Working Group shall comprise of:
 - i. A Chair and A Vice-Chair. The Chair and Vice-Chair shall not be from the same Member State;
 - ii. A Secretary. The Secretary should be a designated officer of the ASEAN Secretariat.
 - iii. Nominated representatives from designated authorities for conformity assessment, the National Accreditation

- Bodies/Focal Points and other related conformity assessment bodies of ASEAN Member States;
 - iv. Representative(s) from ASEAN Secretariat;
 - v. ACCSQ Members, ACCSQ WGs/PWGs who may wish to participate;
- 3.2 The Working Group may establish ad-hoc groups as deemed necessary to address specific matters relating to its objectives.
- 3.3 The Working Group may invite representative from other ASEAN Sectoral Bodies, expert(s)/observer(s) to attend the meeting as necessary.

Article 4: Duties and Responsibilities of Chair, Vice-Chair and Secretary

- 4.1 The Chair of the WG 2 shall be responsible to report the progress of activities of WG 2 to the ACCSQ.
- 4.2 The Chair shall preside at every meeting of the Working Group and ensure that all interests are heard, keep discussion to the point, judge when a consensus of opinion has been reached and by summing up the points of view in order that the minutes are clear and precise
- 4.3 The Chair shall coordinate with the Chairs of other ACCSQ Working Groups to provide a proper coordination among the ACCSQ Working Groups.
- 4.4 The Vice-Chair shall assist the Chair in implementing the above duties and chairs WG2 meetings when the Chair is not available.
- 4.5 The Secretary shall provide technical, administrative and secretariat support for WG 2

Article 5: Term of Office

- 5.1 The tenure for the Working Group 2 chairmanship shall be for a period of one year and followed by alphabetical order. In the event an AMS cannot take up the position of Chair or Vice-Chair, the next AMS by alphabetical order will be offered the position

Article 6: Meetings and Procedures

- 6.1 The Working Group shall meet at least once a year.
- 6.2 Any member of the Working Group can request for an additional meeting with the approval of the Chair.
- 6.3 At the conclusion of each meeting, the Working Group shall adopt the report and determine the date and venue of its next meeting.
- 6.4 Member States shall be notified at least 2 months in advance on the date, venue and tentative agenda of the meeting.
- 6.5 Member States shall endeavour to provide the required information or documents at least two weeks before the meeting.

6.6 The Working Group shall report its recommendation and decisions to the ACCSQ.