

1.0 PURPOSE

The purpose of this procedure is to define the structure, responsibilities, and authorities for the Advisory Committee. The purpose of the Advisory Committee is to counteract any tendencies by AudIT3 towards lack of objectivity and assist in the development of policies

2.0 SCOPE

The scope of this procedure applies to all aspects and functions related to the provision of management system certifications.

3.0 DEFINITIONS**See Procedure P-001 Definitions and Interpretations**

Advisory Committee – also known as “AC” or Advisory Board

4.0 REFERENCES AND RELATED DOCUMENTS

- 4.1 *AudIT*³ Quality Manual, Section 2.1.4.3, and others
- 4.2 ISO 17021

5.0 PROCEDURE AND RESPONSIBILITY**5.1 General Function / Activity Description**

- 5.1.1 The primary function of the Advisory Committee is to insure impartiality and update the Conflict of Interest FMEA for completeness. Another function of the Advisory Committee (AC) is to act as a policy setting body within the structure of *AudIT*³ management. This committee has no authority on management and other decisions unless justification can be made that the ability of *AudIT*³ to make sound technical and impartial decisions regarding registrations has been compromised.
- 5.1.2 The Advisory Committee is given access to AudIT3 policies, procedures, records and Management Review minutes, impartiality audits, and may request and will be given access to any additional information necessary to review AudIT3 processes and assess and counteract any tendencies towards a lack of objectivity. The goal is to provide insight into ANAB and accreditation concerns, complaints, appeals, internal audit results, and other key issues, for the ACs consideration.
- 5.1.3 The Advisory Committee has the authority and responsibility to take independent action including to notify all members of Management of *AudIT*³ and/or ANAB if it's decisions and policies are not duly implemented by the management of *AudIT*³.
- 5.1.4 Members of the Advisory Committee have signed Confidentiality Agreements on file before being presented any information utilized in their normal operations.

5.2 Structure of the Advisory Committee

- 5.2.1 The Advisory Committee shall be composed of a minimum of five (5) members. At least one member of management is a permanent member of the Committee and represents AudIT3. AudIT3 interests cannot comprise a majority. Remaining members are comprised of individuals selected by the President to serve until resignation or replacement by the full Committee. Members must have a good overall knowledge of the industry sectors in which *AudIT*³ chooses to offer registration services. The competence of those members selected to act on this committee will be validated by CV or similar documentation and maintained along with signed Confidentiality Agreements.

5.2.2 The AC members will represent the key interests of Audit3, and may include representation from regulatory agencies, non-profits, academic, business, client, national associations and Government, with no single interest predominating.

5.3 Function of the Advisory Committee

- 5.3.1 The Advisory Committee shall meet at least every two years. Other meetings may be called as necessary by any committee member. The meetings may take place in person, via videoconference, or teleconference, or combined response to submitted information. The comments of members will be made known to all members.
- 5.3.2 The need for action, if any, will be noted in the minutes of the Advisory Committee meeting. Resolution will be tracked by the President and these items will be reviewed during subsequent AC meetings.
- 5.3.3 The agenda, presentation materials, major topics of discussion, opportunities for improvement and formal action items will be documented in formal meeting minutes by the President.

5.4 Agenda

- 5.4.2 The following items will be included in the AC meeting discussions;
 - 5.4.2.1 Review of Management Review Meeting minutes and actions
 - 5.4.2.2 Advisory Committee (structure, responsibilities and authority)
 - 5.4.2.3 Audit3, LLC Key Policies and Processes
 - 5.4.2.4 Impartiality Review

6 RECORDS

6.1 Meeting minutes of the Advisory Committee

7 CHANGE SUMMARY

REV	Revision Description	Date
0	Original Issue	10.02.02
1	Removed references to RAB, replaced with ANAB.	08.07.06
2	Added line to define primary responsibility of AC	10.01.07
3	Modify IT3 document to transition to <i>Audit3</i>	08.19.08
4	Changed periodic review to annual.	10.10.08
5	Removed references to Guide 62 and Guide 66	10.05.09
6	Inserted minimum Agenda Review Items	11.16.09
7	Added confidentiality requirements to sections 5.1.6 and 5.2.1. Removed wording in section 5.2.2	09.27.10
8	Added section 5.3.9 to require the production of formal Meeting Minutes	09.29.10
9	Removed unnecessary responsibilities and details and streamlined process	10.14.11
10	Changed titles of MP-Pres. Included proviso that A3 Management cannot comprise majority.	07.31.12
11	Clarified, wording changes for readability.	07.08.14
12	Modified frequency to annually to comply with ISO 17021. Document Review.	08.22.14
13	Modified frequency to minimum every two years. Added review of Impartiality Audits. Document Review.	01.18.16