



KENYA ACCREDITATION SERVICE

Document Title: OPERATIONAL GUIDELINES FOR KENAS TECHNICAL COMMITTEES

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1 OVERVIEW CONTENT

1.1 Process Overview

Technical Committee are an essential part of KENAS since it is a forum of technical experts who help in customization of criteria developed for various schemes in alignment with requirements of accreditation

1.2 Purpose

This guideline defines the constitution, terms of reference and mode of operation for various KENAS technical committees.

1.3 Scope

This guideline is applicable to all KENAS technical committees that support KENAS accreditation activities and hence the realization of its mandate. This excludes the accreditation committee

1.4 Role(s) and Responsibility

Role	Responsibility
MR	<ul style="list-style-type: none">Administering and maintenance of this guideline.Ensuring that this guide remains suitable for its
ADs	<ul style="list-style-type: none">Coordination of the work of the various technical
TC members	<ul style="list-style-type: none">Compliance

2 DEFINITIONS / ABBREVIATIONS

The table below defines new or changed terms that are included in or associated with this process.

Term	Definition
KENAS	Kenya Accreditation Service
DDTS	Deputy Director Technical Services
HR	Human Resources



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3 PROCESS INSTRUCTIONS

3.1 Constitution

The Constitution of committee shall be maintained indicating the sectors of representation. The committee database can have a many sectors / fields as desired by the scheme, however for any one meeting the number of persons shall be confined to those in the relevant areas and the number specified in 3.2.4. The committees will be composed of but not limited to:

3.1.1 Medical/Clinical Laboratory TC

- A representative from an accredited medical laboratory
- A representative from universities medical schools
- A representative from Kenya Association of Clinical Pathologists
- A representative from Biomedical Association of Kenya
- A representative from Association of Kenya Medical Laboratory Scientists Officers
- A representative of Kenya Medical Laboratory Technologists and Technicians Board
- A representative from a medical NGO
- A representative from Kenya Medical Research Institute
- A representative from Government Chemist
- A representative from National Public Health Laboratory Services
- A representative from Department of Standards and Regulatory Services
- A representative from Department of Diagnostic and Forensic Services
- A representative from Lab- ICC –Quality systems sub committee
- A representative from Private medical laboratories
- KENAS coordinator- secretariat

3.1.2 Veterinary/Clinical Laboratories TC

- A representative from the Kenya Veterinary Laboratories
- A representative from training institution of veterinary medicine
- A representative of users of veterinary laboratory services
- A representative from the Veterinary research institutes
- A representatives of the Ministry of Livestock Development



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- A representatives of the Ministry of Fisheries Development
- A representative of the Kenya Veterinary Association
- KENAS coordinator- secretariat

3.1.3 General Testing and Calibration Laboratories TC

- A representative of calibration laboratories
- A representative from public testing laboratories
- A representative from private testing laboratories
- A representative from the universities
- One representative from Kenya Association of Manufacturers (KAM)
- A representative of the Proficiency testing/ inter-laboratory comparison scheme providers
- A representative from the National Metrology Institute (NMI)
- A representative of the Ministry of Agriculture
- A Representative of the Ministry of Water and Irrigation
- KENAS coordinator- secretariat

3.1.4 Certification Bodies / Hospital Certification TC

- A representative of certification bodies
- A representative from Kenya Association of Manufacturers (KAM) for general certification matters
- A representative of consumers of certification services – Consumer Information Network
- A representative from the Quality management Association of Kenya
- Two representatives from certified organizations
- A representative of the Ministry of Trade and Industry
- A representative from Flower Exporters Association of Kenya (FPEAK)
- A representative from Ministry of health for hospital certification matters
- Other regulators depending on the product / service area
- KENAS coordinator-secretariat



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3.1.5 Inspection Bodies TC

- A representative from Building and construction industry umbrella organization.
- A representative from the building and construction industry regulator.
- A representative from the transport sector umbrella organization industry.
- A representative from the transport sector regulator.
- A representative from information and telecommunication regulator.
- A representative of the seed inspection umbrella organization.
- A representative of the seed inspection regulator.
- A representative from private inspection agencies.
- A representative of Kenya Association of manufacturers (KAM).
- A representative of County Governments.
- A representative of Ministry of Labour.
- A representative of Ministry of Roads.
- A representative of Ministry of Agriculture and Livestock development.
- A representative each from the Ministries of Trade and Industrialization.
- KENAS coordinator-secretariat.

3.1.6 The chair shall be elected by technical committee members while KENAS shall hold the Secretariat and shall have no voting rights.

3.2 Terms of Reference

3.2.1 Qualifications and Experience

Members of the Technical Committee (TC) shall possess the following qualifications:

- (i) Possess at least a diploma in the relevant field.
- (ii) Work experience of at least five (5) years in the relevant field.
- (iii) Demonstrated high standards of integrity.



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3.2.2 Responsibilities

- a) Attend TC meetings to address technical issues that arise within the various schemes of accreditation.
- b) Issue fundamental recommendations with regard to the methods applied within the context of accreditation.
- c) Provide guidance on the interpretation of the technical requirements included in the standard used for accreditation.
- d) Develop and review technical criteria and standards specific to the schemes.
- e) Keep KENAS secretariat abreast of technical developments and strategic issues within the industry.
- f) Review current proficiency programs/procedures and suggest potential new programs / procedures.
- g) Identify new areas for accreditation and means of improving technical competence.
- h) Involvement in recommendations regarding changes to the status of accreditation.
- i) Review and make recommendations on the implementation of the provisions of national and regional legislation that affect accreditation activities.
- j) (Review documents issued by the ILAC/IAF and other international bodies to enable KENAS make comments as appropriate.
- k) Nominate participants as necessary to articulate country position on any accreditation issues in National, Regional and International fora.
- l) Form sub-committees and or working groups to undertake certain tasks where necessary.

3.2.3 Terms of Service

- i. Terms of service shall be for three (3) years. Upon expiration of the term, members shall continue to serve until a replacement is nominated, appointed or otherwise selected. A maximum of two (2) consecutive terms can be served for nominated members with a break before additional service. The KENAS management shall review membership of the TC regularly.
- ii. Depending on diversity of field of discipline in the accreditation field, working groups may be formed to address very specific technical issue that requires resolution or development of specific accreditation criteria. The working group shall consist of members within and without the committee as decided by the TC after taking onto consideration expertise and professional input needed.
- iii. Members can resign provided that they submit their resignation to the KENAS within



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one (1) month before their intended date of resignation.

- iv. The KENAS management shall terminate the services of a member who misses three consecutive meeting without submitting justifications

3.2.4 Meetings

- The secretary shall prepare a calendar for meetings on an annual basis for foreseen areas requiring additional criteria development. Ad-hoc meetings shall be called on a need basis.
- The meetings can either be face to face or via teleconferencing.
- The secretary shall provide regular update to KENAS management on activities of the TC.
- The TC quorum shall be considered acceptable if two thirds (2/3) of members are present. TC membership can have a many members as desired dependent on the technical areas under consideration. It is however recommended not to have more than 15 representatives at a seating for effective management of discussions and outcomes. The choice of those in attendance has to be selected appropriately to enable meaningful deliberations in the technical area.
- Decisions shall ordinarily be taken by general consensus and if not reached, voting shall be used and agreement accepted when 75% of members attending the meeting. The timeline for implementing the decision shall be agreed at the TC meeting.

3.2.5 Role of Chairman

The chairman shall ensure the following:

- The TC fulfills its responsibilities as shown above.
- The TC develops and monitors its performance against a 3 year strategic/ tactical plan.
- Reports to KENAS management on delivery of the TC's Key performance Indicators.
- Act as main contact between the TC members and KENAS secretariat
- Conduct meetings in a professional manner ensuring timely attendance and everyone participates

3.2.6 Role of Members

The TC members shall carry out their roles as follows:

- Support the chairman with administrative, strategic and technical tasks as required ii.



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Provide relevant technical advice.

- Promote and actively participate in KENAS forums
- Alert the committee on emerging technical and policy issues of potential importance to the TC

3.2.7 Role of KENAS Secretariat (KENAS Coordinator)

- Provide secretarial and logistical support to the technical committees
- Prepare meeting's agenda, minutes and draft documents and organize for venues and equipment
- Guide the technical work program of the technical committees to enable realization of sound conclusions
- Ensuring actionable areas are undertaken as agreed by the meeting
- Monitoring of the technical work of various sub-committees and working groups
- Ensure that documents that form part of the technical work of the TCs are properly formatted and availed for use as appropriate
- Monitor the activities of ILAC, IAF, AFRAC, EAAB, ISO/CASCO, ARSO, East Africa technical committees, National technical Committees and keep the technical committees, sub-committees and working groups informed.
- Act as an inquiry point for TC members

3.3 CONFIDENTIALITY, CONFLICT OF INTEREST AND IMPARTIALITY

- All committee members shall exercise high standards of confidentiality, impartiality and objectivity.
- They shall also be required to declare any conflict of interest they may have in relation to the activities of the committee by making a declaration in the Confidentiality Form.
- The committee members shall also indemnify KENAS on any liabilities that may result out of their personal actions outside the scope of KENAS assignments.

4 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	ISO 17011	Conformity Assessment-General requirements for accreditation bodies accrediting conformity assessment bodies



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5 PROCEDURE TRAINING

None required except for awareness.

6 REVISION HISTORY

Date	Ver	Revised By	Reason For Revision
05/04/2012	01	DD TS	<ul style="list-style-type: none">Initial copy on the new numbering systemChange of format from and merger of KENAS-
11/03/2015	02	ADC	<ul style="list-style-type: none">Provide for exclusion of the accreditation committeeInclusion of Hospital Certification TCRemoval of the mandatory requirement for TC constitution.Include AFRAC, EAAB and National technical committees
10/02/2017	03	ADC	<ul style="list-style-type: none">Amendment of the inspection TC membership in 3.5.1Amended 3.2.4 to provide for population of TC calendars and ad-hoc basis on a need basis.Amended 3.2.4 to open up the TC membership but limit the number of those in attendance of meetings.Amended 3.1 to provide reference to 3.2.4