### Approval and Authorization

Completion of the following signature blocks signifies the review and approval of this Document.

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<th>Name</th>
<th>Job Title / Role</th>
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<tbody>
<tr>
<td>Authored by</td>
<td>CASE OFFICER CERTIFICATION</td>
<td>Approved</td>
<td>05/10/2018</td>
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<tr>
<td>Checked by</td>
<td>ASSISTANT DIRECTOR INSPECTION AND VERIFICATION</td>
<td>Approved</td>
<td>05/10/2018</td>
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<tr>
<td>Approved by</td>
<td>DEPUTY DIRECTOR TECHNICAL SERVICES</td>
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<td>05/10/2018</td>
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### Periodic Review Approval and Authorization

Completion of the following signature blocks signifies the review and approval of this Document.

**Required by: (10/2021)**

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**Required by: (10/2024)**

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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

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>DDTS</td>
<td>• Administering and maintenance of this guideline.</td>
</tr>
<tr>
<td></td>
<td>• Ensuring that this guide remains suitable for its</td>
</tr>
<tr>
<td></td>
<td>intended use.</td>
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<tr>
<td></td>
<td>• Approval of TC membership</td>
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<tr>
<td>ADs</td>
<td>• Coordination of the work of the various technical</td>
</tr>
<tr>
<td>TC members</td>
<td>• Compliance</td>
</tr>
</tbody>
</table>

2 DEFINITIONS / ABBREVIATIONS

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>KENAS</td>
<td>Kenya Accreditation Service</td>
</tr>
<tr>
<td>DDTS</td>
<td>Deputy Director Technical Services</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources</td>
</tr>
</tbody>
</table>
3 PROCESS INSTRUCTIONS

3.1 Constitution

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

3.1.1 Medical Laboratories/Point of Care Testing 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 Association of Kenya Medical Laboratory Scientists Officers
- A representative of Kenya Medical Laboratory Technologists and Technicians Board
- A representative from Kenya Medical Research Institute
- A representative from Government Chemist
- A representative from National Public Health Laboratory Services
- A representative from Ministry of health
- A representative from the national blood transfusion services
- A representative from CHAK
- A representative from Kenya Medical Practitioners and Dentist Board
- A representative from Radiation Protection Board
- A representative from a diagnostic imaging facility
- A representative from Private medical laboratories
- KENAS coordinator- secretariat

3.1.2 Veterinary Laboratories TC

- A representative from accredited Veterinary Laboratories
- A representative from universities offering of veterinary medicine sciences
- A representative from Kenya Medical Research Institute
- A representative from International Livestock research institute
### 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)
- KENAS coordinator- secretariat

### 3.1.4 Certification Bodies TC

- A representative of certification bodies (Management systems, product, personnel, hospital certification)
- A representative from Kenya Association of Manufacturers (KAM)
- A representative of consumers of certification services – Consumer Information Network
- A representative from the Quality management Association of Kenya
- Two representatives from certified organizations as relevant for management systems, product, personnel and hospital certification.
- Ministries and government regulators as relevant for management systems, product, personnel and hospital certification.
- A representative from Faith based organization for hospital certification KENAS coordinator-secretariat

### 3.1.5 Inspection Bodies TC
• Two representatives from accredited Inspection Body (one Government and one private)
• Two representatives from clients of accredited Inspection bodies (one Government and one private)
• A representative each from umbrella organization
  o Building and construction
  o Transport sector (Trucks-KTA and Ships-KMA)
• A representative from Academia
• A representative each from regulators (NTSA, ERC, NCA, CA, AFA, KEPHIS, NEMA) –To be selected based on need area of need
• A representative from the National Standards Body
• A representative from private inspection agencies
  o Energy and chemicals sector
  o General cargo inspection agencies
  o Agricultural sector inspection agencies.
  o Fire Protection agencies
• A representative from shipping association
• A representative of Kenya Association of manufacturers (KAM).
• A representative of Council of Governors.
• A representative from the Ministries of Trade and Industrialization.

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.

3.2.2 Responsibilities

i. Attend TC meetings to address technical issues that arise within the various schemes of
accreditation.
ii. Issue fundamental recommendations with regard to the methods applied within the context of accreditation.
iii. Provide guidance on the interpretation of the technical requirements included in the standard used for accreditation.
iv. Develop and review technical criteria and standards specific to the schemes.
v. Keep KENAS secretariat abreast of technical developments and strategic issues within the industry.
vi. Review current proficiency programs/procedures and suggest potential new programs / procedures.
vii. Identify new areas for accreditation and means of improving technical competence.
viii. Involvement in recommendations regarding changes to the status of accreditation.
ix. Review and make recommendations on the implementation of the provisions of national and regional legislation that affect accreditation activities.
x. Review documents issued by the ILAC/IAF and other international bodies to enable KENAS make comments as appropriate.
xi. Nominate participants as necessary to articulate country position on any accreditation issues in National, Regional and International fora.

3.2.3 Terms of Service
i. Terms of service shall be for three (3) years. 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 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

i. 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.

ii. The meetings can either be face to face or via teleconferencing.

iii. The secretary shall provide regular update to KENAS management on activities of the TC.

iv. 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.

v. 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:

i. The TC fulfills its responsibilities as shown above.

ii. The TC develops and monitors its performance against a work plan aligned to the KENAS strategic plan. Reports to KENAS management on delivery of the TC’s Key performance Indicators.

iii. Act as main contact between the TC members and KENAS secretariat

iv. 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:

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

   Provide relevant technical advice.

ii. Promote and actively participate in KENAS forums

iii. Alert the committee on emerging technical and policy issues of potential importance to the TC
3.2.7 Role of KENAS Secretariat (KENAS Coordinator)

i. Provide secretarial and logistical support to the technical committees

ii. Prepare meeting’s agenda, minutes and draft documents and organize for venues and equipment

iii. Guide the technical work program of the technical committees to enable realization of sound conclusions

iv. Ensuring actionable areas are undertaken as agreed by the meeting

v. Monitoring of the technical work of various sub-committees and working groups

vi. Ensure that documents that form part of the technical work of the TCs are properly formatted and availed for use as appropriate

vii. 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.

viii. Act as an inquiry point for TC members

3.3 CONFIDENTIALITY, CONFLICT OF INTEREST AND IMPARTIALITY

i. All committee members shall exercise high standards of confidentiality, impartiality and objectivity.

ii. 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.

iii. 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

<table>
<thead>
<tr>
<th>Ref</th>
<th>Document Identifier</th>
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<tbody>
<tr>
<td>1.</td>
<td>ISO 17011</td>
<td>Conformity Assessment- Requirements for accreditation bodies accrediting conformity assessment bodies</td>
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5 PROCEDURE TRAINING

None required except for awareness.
### 6 REVISION HISTORY

<table>
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<th>Reason For Revision</th>
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<td>05/04/2012</td>
<td>01</td>
<td>DD TS</td>
<td>• Initial copy on the new numbering system</td>
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<td>• Change of format from and merger of KENAS-GUD-02</td>
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<td>11/03/2015</td>
<td>02</td>
<td>ADC</td>
<td>• Provide for exclusion of the accreditation committee</td>
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<td>• Inclusion of Hospital Certification TC</td>
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<td>• Removal of the mandatory requirement for TC constitution.</td>
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<td>• Include AFRAC, EAAB and National technical committees</td>
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<td>10/02/2017</td>
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<td>• Amendment of the inspection TC membership in 3.5.1</td>
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<td>• Amended 3.2.4 to provide for population of TC calendars and ad-hoc basis on a need basis.</td>
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<td>• Amended 3.1 to provide reference to 3.2.4</td>
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<td>26/03/2018</td>
<td>04</td>
<td>CO - Cert</td>
<td>• Amended 3.1 Removed the word scheme and reference to clause 3.2.4</td>
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<td>• Amended Clause 3.2.5 replaced strategic and tactical work plan with' work plan aligned to the KENAS strategic plan.'</td>
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