Draft Terms of Reference

Complete Guidelines for establishing and defining C&I regimes (Certification, Supplier`s Declaration of Conformity-SDoC, etc.): operational processes, procedures, requirements, and organizational structure

1. Expand Sections 1 and 4 of "Conformity and Interoperability Guidelines" developed in 2013, by adding more detail and substance.
2. Expand Sections 2 and 3 of "Conformity and Interoperability Guidelines" developed in 2013, by adding more detail and substance.
3. Develop a major new section on MRAs adding detailed material with substantial examples
4. Develop a new section on budget specifications for a Conformity Assessment Test Lab including material adapted from existing reports. This section on will focus on establishing a Conformity Assessment Lab with a regional base and clientele, and will address pros and cons, challenges, opportunities for creating new local testing industries, and how to approach implementing a staged start up (e.g. sub-lab by sub-lab) based on local priorities and problems.
5. Define how to populate the ITU Database, including rationale, and examples
6. Develop a section on Training – including how to review test reports, write reports, draft requirements, with examples
7. Develop a new section on overall framework and initial implementation roadmap for setting up type approval system including certification and test services, and dealing with accessing and using services of another country
8. Develop a section on how to create the processes and procedures, organizational structure and other regulatory aspects to set up type approval systems and services - providing examples of certification and test system requirements and implementations in other countries.
9. Develop a section on a consultation process outlining the steps and process for assessment of a country's needs in conformity assessment, including importation, border controls, and surveillance.
10. Develop a section on how to establish test and certification body Scopes and basic guidelines to construct lists of HSCs so that they are manageable and useful at the same time. Provide examples.
11. Develop a section on documentation required for submission of test reports, submitting applications for certification, design of certificates – what do they need to contain to be legal and enforceable. Provide examples
12. Develop a section on defining minimum sets of Health and Safety, EMC, Radio, broadcast and other standards and relevant technical requirements. Provide examples
13. Develop a section specifically on market entry certification, marking, surveillance, inspection, monitoring and audit. Provide examples
14. Provide guidance on handling of test results, acceptance of test results, DoC and homologation. Give examples/references
15. Provide some case studies of countries with well performing and successful conformity assessment and test systems