

# Terms of Reference

## Question for Interpretation Committee

### Version 2.0

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# 1. Purpose

1.1 The purpose of the ASC QA Committee is to review and approve interpretations for QAs against documents that support the certification framework.

# 2. Term

2.1 This Terms of Reference is effective from 15 OCT 21.

# 3. QA Committee Membership

3.1 The Standards QA Committee will comprise of:

## A. Two voting members:

- ASC Director of Standards and Science
- ASC Head of Standards

## B. One non-voting observer:

- ASC Director of Programme Assurance

3.2 The Certification QA Committee will comprise of:

## A. Three voting members:

- ASC Director of Programme Assurance
- ASC Head of Certification Assurance
- One member of the Programme Assurance Team

## B. One non-voting observer:

- ASC Head of Standards

3.3 The QA Committee members will automatically be appointed in response to their acceptance of the listed positions within the ASC.

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## 4. QA Committee Alternate Members

4.1 If a member of the QA Committee is unable to fulfil their obligation on a short-term basis, the member will notify ASC.

4.2 ASC will delegate the role to an alternate QA Committee member on an interim basis.

4.3 Alternate members for the Standards QA Committee are:

- ASC Senior Director of Technical Operations
- ASC Head of Research
- ASC Director of Innovation.

4.4 Alternate members for the CAR QA Committee are:

- ASC Senior Director of Technical Operations
- ASC Programme Assurance Manager
- ASC Director of Innovation.

## 5. Roles and Responsibilities

5.1 QA Committee voting members are the final reviewers and approvers of QA responses prior to publication.

5.2 QA Committee observing members will participate in an observational capacity and may provide input on interpretations but will not have approval authority of an interpretation.

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## 6. Procedure

### A. Meetings

6.1 The QA Committee will meet to review and approve interpretations as needed.

### B. Quorum

6.2 100% of members with voting rights constitutes a quorum.

### C. Records

6.3 Decision making and review records shall be maintained internally.

### D. Decision Making

6.4 The final interpretation will be agreed upon by all QA Committee members prior to publishing.

### E. Conflict of Interest

6.5 QA Committee members will recuse themselves from the QA Committee in the event of a conflict of interest or absenteeism.

6.5.1 ASC will appoint an appropriate alternate on a case-by-case basis.

### F. Confidentiality

6.6 QA Committee members shall maintain confidentiality of all information discussed during the drafting of QA responses in accordance with the ASC Privacy Policy.

## 7. Termination of Membership

7.1 Membership on the QA Committee will terminate when:

- Employment with ASC ends.
- Their position within ASC changes.

## 8. Amendment, Modification or Variation

8.1 This Terms of Reference will be amended, varied, or modified in writing as needed.

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Amendment History

Date:	Version:	Summary of Amendment:
1 Sept 2024	2.0	<ul style="list-style-type: none"> <li>• Document format, layout, and branding</li> </ul> <p><b>Amended Sections:</b></p> <ul style="list-style-type: none"> <li>• Section 3 – QA Committee Membership</li> <li>• Section 6 – Procedure</li> </ul> <p><b>New Sections</b></p> <ul style="list-style-type: none"> <li>• Section 4 – QA Committee Alternate Members</li> </ul>
15 OCT 2021	1.0	New document

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