



**TERMS OF REFERENCE  
TECHNICAL COMMITTEE 1**

Issue Date: 22 May 2026  
Implementation Date: 22 May 2026  
Version No: 3.0

## **FURTHER INFORMATION**

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## 1. INTRODUCTION

### 1.1 Purpose

This document defines the terms of reference for the Global Accreditation Cooperation Incorporated (Global ACI) Technical Committee 1.

### 1.2 Scope

1.2.1 This document applies to members of Global ACI that provide accreditation in the fields of testing (including medical testing/examination), calibration, provision of proficiency testing, production of reference materials, and biobanking.

1.2.2 These terms of reference should be read in conjunction with Global ACI-GOV-008 *Permanent Committees and Subordinate Groups*.

## 2. TERMS OF REFERENCE

Technical Committee 1 is the Permanent Committee responsible for the harmonisation and improvement of accreditation practices for testing, calibration, provision of proficiency testing, production of reference materials, and biobanking activities at the international level.

### 2.1 Responsibilities of Technical Committee 1

2.1.1 Discuss and harmonise the implementation of accreditation activities performed by laboratories, proficiency testing providers, reference material producers and biobanks by Global ACI members.

2.1.2 Develop, maintain and revise as appropriate Global ACI documents on the application of standards, guides and similar documents to ensure the consistent application of conformity assessment standards used in the fields of testing, calibration, provision of proficiency testing, production of reference materials, and biobanking.

2.1.3 Establish groups of relevant interested parties to develop the required application documents.

2.1.4 Ensure consistency among the various application documents prior to recommending them to Global ACI's eligible voting members for approval.

2.1.5 Monitor the development of accreditation standards and similar material outside Global ACI and determine where Global ACI should take account of and/or participate in such work. Obtain inputs from Global ACI members during development of such standards and take it up with the standards drafting/revising organisation.

2.1.6 Support Global ACI members in the management of transitions (for example, standards, and Global ACI mandatory documents).

2.1.7 Recommend relevant enquiries and surveys of Global ACI members and stakeholders in order to gather relevant information for developing policies, procedures and technical guidance.

- 2.1.8 Advise the General Assembly and the Executive Committee in all matters related to laboratory, proficiency testing provider, reference material producer, and biobank accreditation.
- 2.1.9 Make recommendations concerning the practical application of Global ACI documents, including issues arising from the implementation of the Global ACI MRA.
- 2.1.10 Develop and maintain a close relationship with the other Global ACI permanent committees to ensure smooth communication and collaboration.
- 2.1.11 Discuss and prepare decisions, opinions and resolutions on issues of common interest across conformity assessment activities within its scope.
- 2.1.12 Organise workshops (as relevant and agreed with the Global ACI chair), to be held at the Annual meetings.
- 2.1.13 Provide clear and timely answers to questions from members and maintain a list of frequently asked questions (FAQs) to support transparency and knowledge sharing.
- 2.1.14 Maintain liaisons with relevant stakeholders, including scheme owners.

## 2.2 Meetings

Technical Committee 1 shall generally meet annually in conjunction with the Annual General Meeting of Global ACI and at mid-term. However, as needed, it may conduct its work through virtual meetings or correspondence.

## 3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global ACI
All	1.0	Changing Global Accreditation Cooperation Incorporated to Global ACI, including updating of Global ACI contact details
2.1	2.0	Correction of numbering error, updating acronym references