TERMS OF REFERENCE
TC3 SUBCOMMITTEE:
CERTIFICATION OF PERSONS (ISO/IEC 17024)

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FURTHER INFORMATION

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TABLE OF CONTENTS

1. INTRODUCTION 4
1.1 Purpose 4
1.2 Scope 4
2. TERMS OF REFERENCE 4
2.1 Responsibilities of Subcommittee 4
2.2 Meetings 5
3. AMENDMENT TABLE 5

1. INTRODUCTION

1.1 Purpose

1.1.1 The Subcommittee Certification of Persons (ISO/IEC 17024) is part of the Global Accreditation Cooperation Incorporated (Global ACI) permanent committee Technical Committee 3 (TC3). Its purpose is to support TC3 in strengthening and harmonising worldwide the consistency, credibility, and continual improvement of the accreditation of Personnel Certification Bodies (CBs) under ISO/IEC 17024.

1.1.2 This document defines the terms of reference for the Subcommittee Certification of Persons (ISO/IEC 17024).

1.2 Scope

1.2.1 This document applies to members of Global ACI that provide or have an interest in accreditation in the fields of certification of persons.

1.2.2 These terms of reference should be read in conjunction with Global ACI-GOV-008 *Permanent Committees and Subordinate Groups* and Global ACI-GOV-014 *Terms of Reference – Technical Committee 3*.

1.2.3 This Subcommittee covers issues related to the application and interpretation of ISO/IEC 17024 for bodies operating certification of persons; development and maintenance of Global ACI application documents; cross-cutting topics affecting Personnel CBs and schemes; monitoring relevant standards development; and engaging with relevant International Organization for Standardization (ISO) groups.

2. TERMS OF REFERENCE

This Subcommittee is responsible for the harmonisation and improvement of accreditation practices for the certification of Persons.

2.1 Responsibilities of Subcommittee

2.1.1 Develop, maintain and revise as appropriate TECH-003 documents on the application of standards, guides and similar documents to ensure the consistent application of conformity assessment standards used in the fields of certification of persons.

2.1.2 Establish Projects or Working Groups according to the internal TC3 guidelines of relevant interested parties to develop the required application documents or projects.

2.1.3 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.

2.1.4 Make recommendations concerning the practical application of Global ACI documents, including issues arising from the implementation of the Global ACI Multilateral Recognition Arrangement (MRA).

2.1.5 Discuss and prepare decisions, opinions and resolutions on issues of common interest across conformity assessment activities within its scope.

2.1.6 Maintain liaisons with relevant stakeholders and provide feedback to the members on relevant issues.

2.1.7 Provide a forum for discussion among accreditation bodies (ABs), conformity assessment bodies (CABs), stakeholders, and regions; monitor and promote continual improvement in Personnel Certification practices in line with the TC3 work plan.

2.1.8 Include technical input from the Working Groups and/or projects linked to the Subcommittee's work in the meeting agenda and report key decisions to TC3.

2.1.9 Develop and maintain a work plan aligned with the TC3 work plan.

2.2 Meetings

This Subcommittee shall generally meet virtually every year. It may also conduct its work by correspondence.

3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	Initial issue of document