



TERMS OF REFERENCE
ACCREDITATION COMMITTEE WORKING GROUP
QUESTIONS AND ANSWERS
(AC WG Q&A)

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

1.1.1 The Accreditation Committee Working Group Questions and Answers (AC WG Q&A) supports the Accreditation Committee in promoting the consistent interpretation and application of Global Accreditation Cooperation Incorporated (Global ACI) mandatory and normative documents within the scope of the Accreditation Committee.

1.1.2 This document defines the Terms of Reference for the Global ACI Accreditation Committee Working Group Questions and Answers.

1.2 Scope

1.2.1 This document applies to the work of the Global ACI Accreditation Committee Working Group Questions and Answers.

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-011 *Terms of Reference – Accreditation Committee*.

2. TERMS OF REFERENCE

2.1 Responsibilities of the Accreditation Committee Working Group Questions and Answers

2.1.1 Develop, maintain and apply the Accreditation Committee Questions and Answers (Q&A) process in accordance with the approved Global ACI Q&A Procedure.

2.1.2 Review questions submitted to the Accreditation Committee to determine whether they fall within the Committee's scope of responsibility and satisfy the requirements established in the Global ACI Q&A Procedure.

2.1.3 Develop draft responses and interpretations relating to Global ACI mandatory and normative documents within the scope of the Accreditation Committee.

2.1.4 Ensure that proposed Q&As:

- a) clarify existing requirements;
- b) promote consistent understanding and implementation of Global ACI documents;
- c) do not introduce new requirements;
- d) do not modify the intent of approved Global ACI documents; and
- e) are consistent with applicable Global ACI resolutions, policies and decisions.

2.1.5 Review existing published Q&As and recommend their revision or withdrawal where necessary to ensure they remain aligned with current Global ACI documents, decisions and policies.

2.1.6 Where necessary, seek additional subject matter expertise from other Global ACI committees, Working Groups, Task Force Groups, members or external experts to support the development of technically robust and consistent Q&As.

- 2.1.7 Identify recurring questions or emerging issues that indicate a need to revise Global ACI documents, guidance documents or other technical resources, and provide recommendations to the Accreditation Committee.
- 2.1.8 Liaise with other Global ACI Committees, Working Groups and Task Force Groups where questions affect documents outside the scope of the Accreditation Committee or require coordinated interpretation.
- 2.1.9 Recommend the publication, revision and withdrawal of approved Q&As in accordance with the Global ACI Q&A Procedure.
- 2.1.10 Develop and maintain a work plan aligned with the Accreditation Committee Work Plan.
- 2.1.11 Report regularly to the Accreditation Committee on its activities, recommendations and progress.

2.2 Meetings

The Working Group shall conduct its work through virtual meetings and correspondence.

3. AMENDMENT TABLE

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