



MANAGEMENT OF DOCUMENTS

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

This document provides rules and procedures for the classification, development, approval, revision, publication and withdrawal of Global Accreditation Cooperation Incorporated (Global ACI) documents.

1.2 Scope

This document applies to all members of Global ACI and all aspects of the operation of Global ACI. All documents intended to be published as Global ACI documents shall be prepared and authorised in accordance with the rules set out in this document.

2. GENERAL REQUIREMENTS

Global ACI documents shall be clearly identified with the Title, Document Reference Number, Issue Date, Implementation Date and Version Number.

2.1 Global ACI Documents Subject to Voting by Global ACI Eligible Voting Members

2.1.1 The following categories of documents are used:

Category	Numbering	Type of Documents	Responsible Global ACI Committee(s)/Subordinate Group
Governance documents	Global ACI-GOV-0xx [Title]	Top-level Global ACI documents that provide the framework for the existence of Global ACI, e.g. the Constitution, General Rules, and Code of Conduct.	Executive Committee
Management system documents	Global ACI-MS-0xx [Title]	The quality manual, the Global ACI structure, procedures for membership, documents, meetings, complaints & appeals, liaisons, etc.	Executive Committee
Accreditation documents	Global ACI-ACC-0xx [Title]	Documents related to the application of ISO/IEC 17011 and other relevant general normative documents.	Accreditation Committee
Financial documents	Global ACI-FIN-0xx [Title]	Documents related to fees, funding, investments, etc.	Executive Committee

2.1.2 Whether a document and its contents is considered Mandatory, for Guidance, or Informative may be indicated by a suffix to the document number, i.e. (M), (G), or (I) (for example: Global ACI-TECH-3-012 (M) or Global ACI-TECH-1-003 (G)) and/or text in the title of the document.

2.2 Global ACI Documents Subject to Voting by Global ACI Arrangement Committee Members Only

2.2.1 The following category of document is used:

Category	Numbering	Type of Documents	Responsible Global ACI Committee(s)/Subordinate Group
MRA documents	Global ACI-MRA-0xx [Title]	Documents such as policies and procedures associated with the MRA, peer evaluations.	Arrangement Committee / Permanent Working Group on MRA Documentation

2.2.2 Whether a document and its contents is considered Mandatory, for Guidance, or Informative may be indicated by a suffix to the document number, i.e. (M), (G), or (I) (for example: Global ACI-MRA-001 (M) or Global ACI-MRA-0xx (G)) and/or text in the title of the document.

2.3 Global ACI Documents Subject to Voting by Global ACI Technical Committee Members Only

2.3.1 The following categories of documents are used:

Category	Numbering	Type of Documents	Responsible Global ACI Committee(s)/Subordinate Group
Technical documents (Non Transition)	Global ACI-TECH-1-0xx [Title] Global ACI-TECH-2-0xx [Title] etc.	Documents related to the application of ISO/IEC 17011 and other relevant general normative documents that fall within the remit of the different Technical Committees (e.g. documents categorised into Laboratories, Inspection, and Certification, etc), and that are not documents specifying information on transitions of normative documents.	Technical Committees

Category	Numbering	Type of Documents	Responsible Global ACI Committee(s)/Subordinate Group
Technical documents (Transition)	Global ACI-TECH-1-0xx [Title] Global ACI-TECH-2-0xx [Title] etc. Global ACI-TECH-3-TR 20xx-yy-zz (The date 20xx-yy-zz refers to the date at the end of the agreed transition period)	Mandatory documents specifying information on transitions of normative documents used during the transition of a standard.	Technical Committees

2.3.2 Whether a document and its contents is considered Mandatory, for Guidance, or Informative may be indicated by a suffix to the document number, i.e. (M), (G), or (I) (for example: Global ACI-TECH-3-012 (M) or Global ACI-TECH-1-003 (G)) and/or text in the title of the document.

2.4 Global ACI Documents not Subject to Voting by Global ACI Members

2.4.1 The following categories of documents are used:

Category	Numbering	Type of Documents	Responsible Global ACI Committee(s)/Subordinate Group
Secretariat documents	Global ACI-SEC-0xx [Title]	Documents that are used by the Secretariat to assist in the on-going management of Global ACI.	Secretariat
Promotional documents	Global ACI-COM-0xx [Title]	Promotional brochures, other resource materials promoting accreditation and accredited conformity assessment, etc.	Communication Committee

2.4.2 Secretariat documents, including the Secretariat Procedures Manual, are generally used by the Global ACI Secretariat and the Executive Committee. These documents are approved by the Global ACI Secretary and the Executive Committee.

2.4.3 Promotional documents are drafted, reviewed and approved for publication by the Global ACI Secretariat with input from relevant committee(s) as appropriate, and approval by the Communication Committee Chair as required.

2.4.4 Use of promotional material is voluntary for Global ACI members and is provided to Global ACI members to assist in the promotion of Global ACI and of accreditation.

2.5 Forms

2.5.1 When necessary, forms may be drafted to support documents, processes or procedures. Document numbering shall be based on the document category that it supports; for example, Global ACI-FMRA-001 [Title] or Global ACI-FSEC-001 [Title].

2.5.2 Where a Form is administrative in nature and does not alter any Global ACI policy, membership requirement or obligation, or Global ACI MRA requirement, the Secretariat may approve the Form without the need for approval from Global ACI Members.

2.6 Documents with Liaison Partners

2.6.1 These are documents such as Memoranda of Understanding (MoUs), Policy Statements, Communiqués, Declarations, Agreements, etc., that Global ACI enters into with liaison partners (organisations) to help achieve a mutual goal/benefit for the members of the participating organisations or to formalise an existing cooperation as identified and agreed by the parties involved.

2.6.2 Such documents are approved for publication and implementation by the Global ACI Executive Committee and signed as required by the Global ACI Chair or designated delegate.

2.7 Endorsed Scheme Agreements

Global ACI enters into Endorsed Scheme Agreements with Scheme Owners for endorsement of schemes under the Global ACI MRA. These documents are approved in accordance with the process defined in Global ACI MRA-003 *Policies and Procedures for the Management and Expansion of the Scope of the Global ACI Arrangement*.

2.8 Global ACI Communiqués

Communiqués published by Global ACI only shall be drafted by the relevant Permanent Committee and approved for publication and implementation by the Global ACI Executive Committee. These documents are signed as required by the Global ACI Chair or designated delegate.

2.9 Non-Global ACI Publications

Global ACI may provide links on its website to documents developed by external bodies that are of interest to Global ACI members and stakeholders.

2.10 Language

2.10.1 The official language of Global ACI documents is UK English.

- 2.10.2 Translations into other languages may be made by Global ACI members but are the sole responsibility of the member body that undertakes the translation. Acknowledgement must be made in the translated edition to the English language edition, which shall be the definitive version. Documents translated by members have no status as Global ACI documents.

2.11 Copyright

- 2.11.1 Global ACI shall be identified as the copyright holder of all Global ACI documents. Copyright of Global ACI publications is held by Global ACI unless otherwise stated in the copyright note in the publication.
- 2.11.2 All Global ACI Members shall have an automatic royalty free, non-transferable license to all Global ACI documents. Global ACI publications may be used as the basis of publications issued by member organisations, but acknowledgement in these publications to the source document must be made. In the event of termination of membership, all rights to use Global ACI documents shall lapse.
- 2.11.3 Organisations that are not members of Global ACI seeking permission to reproduce material from Global ACI publications must contact the Global ACI Secretariat in writing.
- 2.11.4 Global ACI reserves the right to refuse permission without disclosing the reasons for such refusal. Global ACI shall not be held liable for any use of its material in another document. Any breach of the above permission to reproduce or any unauthorised use of Global ACI material is strictly prohibited and may result in legal action.

2.12 Implementation

All documents are effective from the date of publication on the Global ACI website unless otherwise specified. In such cases, the responsible committee(s)/subordinate group specified in Section 2.1.1, 2.2.1, 2.3.1 or 2.4.1 shall ensure the proposed implementation date is included in drafts circulated for comments or voting.

2.13 Withdrawal

- 2.13.1 On receipt of a proposal to withdraw a Global ACI document, the committee responsible for the document shall consider the proposal and provide a recommendation, including the rationale, to the original approving authority as per Sections 2.1, 2.2, 2.3 and 2.4 above.
- 2.13.2 Where this approval requires endorsement by the voting members, this is generally achieved by resolution at the subsequent meeting of the Global ACI General Assembly.
- 2.13.3 A list of withdrawn Global ACI documents is retained on the Global ACI website.

2.14 Archiving

The Global ACI Secretariat shall retain copies of published Global ACI documents for a minimum period of five years after the document is withdrawn. These copies shall be made available upon request.

3. DOCUMENT DEVELOPMENT AND PUBLICATION PROCESS

3.1 Proposal

- 3.1.1 A proposal to draft a new Global ACI document or to revise an existing document may be made by the Global ACI Secretariat, any Global ACI committee, or a member of Global ACI. In the case of documents under Section 2.6 above, the proposal may come from the partner or liaison organisation.
- 3.1.2 Proposals must be made directly to the relevant committee or to the Global ACI Secretariat for matters that fall outside the Terms of Reference for the Global ACI Committees.
- 3.1.3 The Secretariat may make purely editorial changes to a document, e.g. correction of typographical errors or clause numbers, without submitting a proposal or conducting comment or voting periods. When a new version with only editorial changes is published by the Secretariat, members shall be notified of the nature of the changes by email.
- 3.1.4 Where a proposed revision is otherwise minor and does not alter any Global ACI policy, membership requirement or obligation, or Global ACI MRA requirement, the relevant responsible committee(s)/subordinate group specified in Section 2.1.1, 2.2.1, 2.3.1 or 2.4.1 may approve the revision without the need for approval of the proposal from the Executive Committee in accordance with Section 3.2.4 below, or circulation of the document for comments in accordance with Section 3.4 below or voting in accordance with Section 3.5 below.
- 3.1.5 In all other instances, proposals submitted to the Secretariat or from committees for the drafting and/or revision of documents shall be submitted to the Executive Committee for consideration and endorsement.

3.2 Justification for New Documents and Revisions to Existing Documents

3.2.1 Proposal to draft a new document

For drafting a new document, the proposal must include:

- the purpose and value in preparing the proposed document;
- details on whether the subject matter is being addressed elsewhere within Global ACI or by other international organisations, or by regional groups;
- the envisaged designation of the document in terms of the categories described in Section 2.1, 2.2, 2.3 or 2.4;
- the resources needed to complete the drafting;
- a programme for completion of the work including milestones and deliverables;
- the proposed implementation date if different to issue date; and
- when applicable, the approval by the relevant committee.

3.2.2 Proposal to revise a document

For revision of an existing document outside of the scheduled review period, the proposal must include the rationale and the general scope of the proposed revisions.

3.2.3 A proposal to draft a new document or to revise an existing document may originate from a formal decision or action item of a committee. In such cases, the approved meeting minutes documenting the discussion and rationale shall be considered as the justification for initiating the drafting or revision process.

3.2.4 Approval to draft

The Global ACI Executive Committee shall decide whether to proceed with drafting or revision of a Global ACI document. Where a document is reviewed as part of its scheduled review period, no separate approval by the Executive Committee is required and the responsible committee may proceed directly with the review in accordance with this procedure. After approval to draft has been given, or where approval is not required, the document shall be written or revised by the relevant committee or the Secretariat, as applicable.

Note: The word versions are available from the Global ACI Secretariat in the case of a Global ACI committee being allocated the responsibility to review a current publication.

3.3 Document Control of Drafts

3.3.1 For the purposes of document control, draft Global ACI documents must contain the following information:

- Reference to “Global ACI” to identify the document as a Global ACI document or in the case of a joint document with a liaison organisation, the acronyms of those organisations involved in the drafting of the document.
- A title, or in the case of a new document, a working title.
- Date and/or version number.

3.3.2 For documents specified in Sections 2.1, 2.2, 2.3 and 2.4 the relevant information should be included in the format specified in Global ACI-MS-007 *Style Manual – Rules and Guidance on the Format and Style of Documents Published by Global ACI*. In other cases, the precise way in which the above information is included is the responsibility of the relevant committee.

3.4 Circulation of Draft for Comment

3.4.1 Global ACI documents

3.4.1.1 A draft of a new Global ACI document, or a document undergoing revision, shall normally be prepared by a Task Force Group or other subordinate group established within the responsible Permanent Committee. The subordinate group shall be established in accordance with the guidelines specified in Global ACI GOV-008 *Permanent Committees and Subordinate Groups*. Where the responsible Permanent Committee relies on input from one or more other Permanent Committees, the subordinate group shall include representatives from the identified Permanent Committees.

- 3.4.1.2 Following any internal committee comment periods, the committee drafting or revising the publication shall forward the draft to the Global ACI Secretariat, for distribution to all Global ACI Members, for a defined comment period. For documents undergoing revision, the changes (if not too extensive) should be shown in word-track for the convenience of members. Where appropriate, Global ACI's liaison partners shall also be provided with the opportunity to submit comments.
- 3.4.1.3 The committee should include a preferred or recommended time frame for the comment period, commensurate with the impact of the content of the document on the members as well as any internal committee comment period(s) that may have been conducted. The comment period should be between 3-6 weeks, ideally 30 days.
- 3.4.1.4 Line numbers shall be included by the Secretariat prior to distribution for use in submitting comments, except when one clause only is the subject of the revision.
- 3.4.1.5 Comments are to be submitted to the Global ACI Secretariat, through the Documents for Comment module on the members' side of the Global ACI website, by the designated closing date. The comments received shall be collated by the Secretariat and then sent to the committee responsible for drafting or revising the document, or to the designated subordinate group of that committee, which shall decide on an appropriate response to each comment.
- 3.4.1.6 Where necessary, subsequent drafts may be prepared within the subordinate group, taking into account the decisions on comments received. Where possible, consensus among the members of the subordinate group should be reached before submission of the draft to the chair of the responsible Permanent Committee. Where consensus cannot be reached, the convener(s) of the subordinate group shall inform the chair of the responsible Permanent Committee of the situation and the reasons for the differing views. When satisfied with the draft, the convener(s) of the subordinate group shall submit it together with the summary of comments and proposed disposition to the chair of the responsible Permanent Committee for a decision on whether the document should be circulated again for comment or progressed to adoption in accordance with Section 3.5.

Note: Members that are unable to use the Documents for Comment module shall be provided a comments form.

3.4.2 Documents with liaison partners

- 3.4.2.1 For documents prepared under Section 2.6 by a working group, often involving participants from multiple organisations, the Executive Committee is responsible for the initial review and comment phases.
- 3.4.2.2 Upon completion of the Executive Committee review, the resulting draft document shall be posted in the Documents for Comment module on the members' side of the Global ACI website for a comment period by all Global ACI members. As these documents have been reviewed and undergone detailed editing in each of the organisations involved, a three-week review period is generally conducted.

- 3.4.2.3 At the commencement of the review period Global ACI members shall be provided with relevant background information about the development of the document and the Executive Committee proposal for the final endorsement and/or official signing of the document. The members shall be requested to advise the Global ACI Secretariat of any major concerns by the specified deadline.
- 3.4.2.4 Editorial comments received from members of any of the organisations involved may be taken into account, where the comment is agreed by all parties.
- 3.4.2.5 Global ACI members' requests for significant changes to the document shall be considered in conjunction with all parties participating in the drafting of the document.
- 3.4.2.6 Following completion of the review period and subsequent resolution of any comments received, the Executive Committee shall decide whether a further review is necessary (in cases where significant changes have been introduced) or to proceed to signature and/or publication on behalf of the Global ACI Membership.

3.4.3 Global ACI communiqués

- 3.4.3.1 For communiqués prepared under Section 2.8, the relevant Permanent Committee shall prepare the draft document.
- 3.4.3.2 Upon approval by the Permanent Committee Chair, the resulting draft document shall be forwarded to all Global ACI members for comment. The comment period should be between 3-6 weeks, ideally 30 days. All comments received shall be reviewed by the responsible Permanent Committee and any changes necessary made to the draft text.
- 3.4.3.3 Following completion of the review period and subsequent resolution of any comments received, the Permanent Committee Chair shall decide whether a further review is necessary, or to provide the communiqué to the Executive Committee.
- 3.4.3.4 The Executive Committee shall be empowered to make editorial modifications, as necessary, prior to proceeding to signature and/or publication on behalf of Global ACI members.

3.5 Adoption of Global ACI Documents

- 3.5.1 The relevant committee shall review the comments from the membership and document the action taken (and reason) in relation to each comment. This information together with a word-tracked version of the document, reflecting the changes made following the comment period, is then forwarded to the Global ACI Secretariat. The final draft of a document that is being revised must, at this stage, include the Amendment Table in accordance with Section 4.1.

3.5.2 Documents subject to voting by Global ACI Members

- 3.5.2.1 When such approval is required by Sections 2.1, 2.2 or 2.3, the Global ACI Secretariat shall ballot either all Eligible Voting Members or eligible voting members of the relevant committee in accordance with this document and the Global ACI General Rules.

3.5.2.2 The ballot shall be conducted using the Ballots module on the members' side of the Global ACI website. The Secretariat shall provide the following information for voting:

- a clean copy of the final draft document;
- a word-tracked copy of the final draft document showing the changes made following the comment period; and
- a table of the comments received, and the action taken on each comment, including the rationale, by the committee.

Note: Members that are unable to use the Ballots module shall be provided a voting form.

3.5.2.3 The Secretariat shall provide the results of the voting, together with any additional comments received to the relevant committee for consideration. Editorial amendments may be made but if any substantial comments are received during the voting period, the responsible committee must determine whether these comments can be considered during the next revision or whether the matter is serious enough to begin the comment and voting process again. The review and disposition of comments received during the voting period, including those related to clarification or editorial improvement, may be undertaken by the subordinate group that drafted the document, under the oversight of the responsible committee.

3.5.3 Documents not subject to voting by Global ACI Members

Where, in accordance with Section 2.4, approval is processed at the Secretariat or Committee level, the Secretariat shall move directly to publication as per Section 3.6 below.

3.6 Publication

3.6.1 Once approved by the relevant body as per Section 2.1, 2.2, 2.3 or 2.4, the approved document is submitted to the Secretariat for publication on the Global ACI website.

3.6.2 For documents listed in Sections 2.1, 2.2, 2.3 and Secretariat (SEC) documents, the Secretariat shall follow the layout and format details described in Global ACI-MS-007 *Style Manual – Rules and Guidance on the Format and Style of Documents Published by Global ACI*.

3.6.3 For other documents, the Secretariat is not required to follow the layout and format details described in Global ACI-MS-007 *Style Manual – Rules and Guidance on the Format and Style of Documents Published by Global ACI*.

3.6.4 The master copy of all Global ACI documents shall be held and controlled by the Global ACI Secretary. The Global ACI Secretary shall prepare, and keep up to date, a list of all publicly available Global ACI documents.

3.6.5 The Secretariat shall notify all Global ACI members by email about the publication of new and revised documents. Each Global ACI member shall ensure that obsolete versions of Global ACI documents are not supplied to the public and are removed from use.

3.6.6 Where revised versions of documents include an Implementation Date that differs from the Issue Date, the superseded version of the document shall be retained on the Global ACI website until the implementation period has expired.

3.6.7 Global ACI publications shall be reviewed every 4 years unless otherwise specified.

3.6.8 The Executive Committee, at least once a year, shall review the list of publications, confirming the committee responsible for the maintenance of each publication and monitoring the scheduled review period.

4. PREPARATION AND LAYOUT

4.1 Rules and guidelines for preparing and laying out Global ACI's official documents are given in Global ACI-MS-007 *Style Manual – Rules and Guidance on the Format and Style of Documents Published by Global ACI*. Compliance with this document aims to ensure a consistent and professional appearance across all publications, and the presentation of information in a clear manner.

5. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global ACI