

Terms of Reference and Rules of Procedure of EA/ICTechnical Network for Motor Vehicles ("Car") Inspection

- Reporting to: EA Inspection Committee (IC)
- Convenor: Convenor of the technical network is preferably a member of EA IC.
- Members: Appointed representatives of EA full and associate members and stakeholder organisations involved in, or with interest in, accreditation of vehicle inspection.

ROLE

1. Scope

- The scope for the work of the TN is periodical technical inspection of motor vehicles.

2. Information sharing

- Identify sector related documents in the field of car inspection (e.g. national documents and EU directives) that are useful for assessors and describe where to find them (to the given format / structure to be defined).
- Collect, compile, structure and make the collected information available in EA provided with the rules on how to use it.

3. Benchmarking, accreditation and harmonisation issues

- Identify and collect questions arising from the assessments performed by members of accreditation bodies or associate members and report to the EA/IC chair / to the EA/IC;
- Identify critical issues that should be addressed in the accreditation process;
- Define key issues to be harmonized for the technical assessment of the sector;
- Interact with conveners of working group(s) (WG), technical network(s) (TN), directive network(s) (DN) and establish relationships for distinct technical issues as necessary;
- Inform about availability of technical assessors and experts;
- Draft guidance documents in the field of vehicle inspection;
- Discuss related technical fields of vehicle inspection.
- Organise workshops and other events as needed.

4. Scope presentation

- Contribute to the creation of scopes examples for the particular technical field(s) of interest (if needed) in inspection of motor vehicle;
- Give suggestions on how and to what degree fixed and flexible scope can be applied in inspection in the field(s) of interest (if needed) ;
- Present possibilities for uniform scopes (if needed).

RULES OF PROCEDURES

- The TN shall prepare a short work program for approval by the EA/IC.
- The TN shall maintain and update the work program for report to the EA/IC at each meeting (if needed).
- The TN constitutes the EA/IC forum for information / experience sharing, discussing and reviewing practices with a view to consolidate opinions and suggests an approach to issues / questions raised.
- Any proposed “best practice” or solution to a problem will have to be endorsed by the EA/IC before wider dissemination.
- The TN reports directly to the EA/IC.
- The TN shall communicate mainly through electronic means, using the generic group e-mail address created by the EA secretariat.
- All documents related to the work of the TN shall be placed in the dedicated section for the TN on EA intranet.
- Convenor of the TN is responsible for managing discussions and submitting to the EA/IC for endorsement proposals arising from the discussions.
- Convenor of the TN is responsible for the management of the TN in terms of tools to be made available, management of members’ list, promotion of the TN, in close cooperation with the EA/IC and the EA Secretariat.
- Convenor of the TN may decide to have meetings if and when necessary

For EA/IC:

14.03.2013

Tomas Holm, SWEDAC

Rolf Straub, SAS