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Procedure for Document control

PURPOSE

The purpose of this document is to describe the Secretariat's internal process for control of EA documents, i.e. EA publications, the whole range of EA committee-related documents such as working or discussion papers, and the Secretariat-owned documents. The control document consists in the management of all types of EA documents from their elaboration and adoption or identification to their archiving through their revision or withdrawal.

Authorship

This document has been prepared by the EA Secretariat.

Official language

The text may be translated into other languages as required. The English language version remains the definitive version.

Copyright

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Further information

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1. INTRODUCTION

This document sets out the procedure for document control. It is to be used in conjunction with EA-INF/01: *List of EA Publications and International Documents*, EA-0/06: *Format and Layout of EA Documents*, EA-1/19: *Rules for Use of the EA Logo* and EA-1/14: *Procedure for Development and Approval of EA Documents and the Adoption of ILAC/IAF Documents*.

2. RESPONSIBILITY

The EA Secretariat, including the MAC Secretariat, is responsible for ensuring that the procedure detailed hereafter is applied properly in the process for document control.

3. EA-CONTROLLED DOCUMENTS

An EA-controlled document is a document that:

- is identified as an EA document;
- has been given a specific reference number (see Section 6);
- is owned by an EA body or person, responsible for its management (review, revision, publication, withdrawal) according to the applicable rules.

The EA-controlled documents consist of:

- the **EA publications** classified in EA-1/14: *Procedure for Development and Approval of EA Documents and the Adoption of ILAC/IAF Documents*, and published on the public part of the EA website. A separate list of EA Publications, EA-INF/01, is published for use by the EA member bodies and CABS;
- the **EA committee-owned documents**, including constitutive documents, operational lists and documents, as well as the so-called “meeting papers” that are working or discussion documents distributed to EA committee members before the EA meetings through the EA intranet;
- the **EA Secretariat-related documents**, such as templates, lists or forms and correspondence, that are owned, managed and centralized by the EA Secretariat.

EA publications and correspondence shall have the EA logo, according to the rules detailed in EA-1/19.

The committee-related documents should normally bear the EA logo when they are elaborated by an EA body or person; external papers may have stakeholder organizations' logos.

4. COPYRIGHT POLICY

Only EA publications are subject to the EA copyright policy.

EA publications' copyright is held by EA unless otherwise stated in the copyright note in each EA publication. An EA publication may be used as a reference document in another

document by member bodies, or other organisations, upon permission by EA, provided that an explicit mention of EA as the source of the document is formally made.

5. DOCUMENT FORMAT

8 5.1 Publication format

EA publications' format is set out in EA-0/06: *Format and Layout of EA Documents*. All EA publications shall comply with the rules defined in EA-0/06.

In particular at the final stage of voting on an EA publication, the document shall be presented according to these rules.

9 5.2 Format of committee-related documents

The working and discussion documents distributed in the EA Advisory Board (EAAB) shall have a dedicated frame on top of them in the right corner with, notably, the reference and purpose of the document – i.e. document for information, discussion or decision.

Agenda Item	
Document's title	
Document's reference	
	For information, no discussion
X	For information and discussion at the next meeting
	For written comments before the meeting and discussion at the meeting
	For approval at the meeting
	For preparation of a formal statement/position

X refers to the selected purpose of the document

The EAAB papers shall also have a cover page that indicates:

- the objective of the document;
- the expected outcome of the discussions at the Board meeting (if document for discussion);
- the background, recapitulating the rationale of the document/issue;
- the circulation of the document;
- the author of the document and the date of its drafting.

Indeed this basic frame shall finally be used and completed for traceability purposes by all EA Committees/Council– see Section 7.2.2 below.

When the frame cannot be put on the document, for instance when the document is a PDF file, then, as far as possible, the name of the file shall give an indication of how it is intended to use the document.

6. DOCUMENT IDENTIFICATION

10 6.1 Categorization and referencing of EA publications

Documents published by EA are divided into the six categories below set out in EA-1/14: *Procedure for Development and Approval of EA Documents and the Adoption of ILAC/IAF Documents*:

- EA Governance and Policy documents;
- Peer Evaluation Process documents, including policies and procedures;
- Members' Procedural documents;
- Application documents and Technical/Advisory documents for conformity assessment bodies (CABs);
- Secretariat Management System and related Documents;
- Information and Promotional documents.

Furthermore, EA publications are given a reference number based on the category they belong to.

The table below gives a summary of the rules applicable for categorisation, identification and referencing of EA publications.

Categories	Status	Reference Number
Secretariat Management System and related Documents	Not Applicable	EA-0/dn
Information and Promotional documents	Not Applicable	EA- INF /dn
EA Governance and Policy documents	Not Applicable	A : documents relevant for EA as an Association :EA-1/dn A AB : documents relevant for Members: EA-1/dn AB
Peer Evaluation Process documents, including policies and procedures	Not Applicable	EA-2/02
Members' Procedural documents	<ul style="list-style-type: none"> • Mandatory or • Guidance or • /INFormative documents 	EA-2/dn M and EA-3/dn M or EA-2/dn G and EA-3/dn G EA-2/dn INF and EA-3/dn INF
Application documents and Technical/Advisory for Conformity Assessment Bodies	<ul style="list-style-type: none"> • Mandatory or • Guidance or • INFormative or • Technical / Advisory documents 	EA-4/dn M and EA-5/dn M EA-6/dn M and EA-7/dn M EA-4/dn G and EA-5/dn G EA-6/dn G and EA-7/dn G EA-4/dn INF and EA-5/dn INF EA-6/dn INF and EA-7/dn INF EA-4/dn TA and EA-5/dn TA EA-6/dn TA and EA-7/dn TA and other organisations.

In the table, **dn** refers to the document number which is the order number.

Supplements to existing documents may be published.

They are identified with an "S" added to the reference of their "father" document. For instance, the document "Criteria for membership" is a supplement to the EA Rules of procedure. It is identified as EA-1/17 S1.

6.2 Initial referencing of committee-owned documents

All EA committee-related documents shall be given a reference number according to the different document-specific patterns below, based on the following codes:

XX identifies the EA committee/body responsible for the document.

XX shall be replaced by:

- EX for the EA Executive Committee
- GA for the EA General Assembly
- EAAB for the EA Advisory Board
- MAC for the EA MLA Council

HHC for the EA Horizontal Harmonization Committee
 CPC for the EA Communications & Publications Committee
 CC for the EA Certification Committee
 IC for the EA Inspection Committee
 LC for the EA Laboratory Committee

Rev00 indicates that it is the very first, initial version of the document.

YY or **YYYY** identifies the year when the final draft of the committee document is finalised.

The **Month** of the document finalisation should be abbreviated with its first 3 letters.

mn: meeting number = order number

dn: document number = order number

rn: resolution number = order number

6.2.1 Committee constitutive documents

The documents inherent to the existence of an EA committee/body shall be referenced on the following patterns according to their nature:

Terms of Reference:	EAXX-ToR-Rev00-MonthYY
Membership List:	EAXX-ML-Rev00-MonthYY
WG and TFG List:	EAXX-WGs&TFGs-Rev00-MonthYY

6.2.2 Committee operational lists

The operational lists owned by an EA Committee and maintained by the EA Secretariat shall be referenced on the following pattern:

EAXX-L-List's name -Rev00-MonthYY

For example (the list below is not exhaustive)

EX List of Liaison Persons:	EAEX-L-LiaisonPersons-Rev00-MonthYY
EX List of TFGs for Complaint Handling:	EAEX-L-ComplaintTFGs-Rev00-MonthYY
EX List of EA Recognised Stakeholders:	EAEX-L-RS-Rev00-MonthYY
HHC List of EA-Endorsed Sector Schemes:	EAHHC-L-EndorsedSS-Rev00-MonthYY
HHC List of EA Directive Networks:	EAHHC-L-DN-Rev00-MonthYY
CPC Keyword List for the EA Search Facility:	EACPC-L-SFKeywords-Rev00-MonthYY
List of LC WG ILCs and PTs:	EALC-ILC&PTs-Rev00-MonthYY
List of LC Technical Networks:	EALC-TN-Rev00-MonthYY

For information on the management rules for EA committee-owned operational lists, please see Annex 2 of this document.

6.2.3 Committee operational documents

The documents inherent to the operations of an EA committee/body shall be referenced on the following patterns according to their nature:

Work Programme:	EAXX-WPYYYY-Rev00
Meeting Agendas:	EAXX(YY)Amn-Rev00-date
Meeting Minutes:	EAXX(YY)Mmn-Rev00
Decision Lists:	EAXX(YY)DLmn-Rev00
Action Lists:	EAXX(YY)ALmn-Rev00-date
FAQs:	EAXX-FAQs-Rev00-MonthYY
EAGA Resolutions:	EA Resolution YYYY (mn) rn

For information on the management rules for EA committee-owned operational documents, please see Annex 1 of this document.

6.2.4 Committee discussion documents

The meeting papers deemed to be published on the EA intranet (see Section 9.2), most often in relation with the committees meetings, shall be referenced on the following pattern:

EAXX(YY)dn

Document numbering shall be restarted with “01” at the beginning of each year.

The Secretariat uses a dedicated Excel file including committee-specific sheets to allocate initial reference numbers to each discussion/working document and register them. The same Excel master file enables the Secretariat to keep track of the various steps of a meeting paper’s life or development (see Section 7.2.2).

6.3 Initial referencing of Secretariat-owned documents

All EA Secretariat-related and -managed documents shall be given a reference number according to the two generic patterns below, based on the following codes:

XX identifies the EA committee/body responsible for the document.

XX shall be replaced by:

- EX for the EA Executive Committee
- GA for the EA General Assembly
- EAAB for the EA Advisory Board
- MAC for the EA MLA Council
- HHC for the EA Horizontal Harmonization Committee
- CPC for the EA Communications & Publications Committee
- CC for the EA Certification Committee
- IC for the EA Inspection Committee
- LC for the EA Laboratory Committee
- CH for the EA Chairman
- VCH for the EA Vice-Chairman
- SEC for the EA Secretariat

Rev00 indicates that it is the first / initial version of the document.

AA identifies the author of the document by means of the first letters of his/her first and last names.

YY or **YYYY** identifies the year of elaboration of the document.

The **Month** of the document's elaboration should be abbreviated with its first 3 letters.

cn: correspondence number = order number

6.3.1 Secretariat-owned forms

The templates of any forms to be filled in, either by an external or internal party, shall be referenced on the following pattern:

EASEC-F- Form's name -Rev00 MonthYY

EA Full/associate Membership Agreement:	EASEC-F-Magr-Rev00 MonthYY
EA Full/Associate Membership Application:	EASEC-F-Mapp-Rev00 MonthYY
EA MLA Signatory Sheet:	EASEC-F-MLAsheet-Rev00 MonthYY
EA MLA Signatory Certificate:	EASEC-F-MLAcertif-Rev00 MonthYY
EA Recognized Stakeholder Agreement:	EASEC-F-RSagr-Rev00 MonthYY
EA-Endorsed Sector Scheme Agreement:	EASEC-F-SSagr-Rev00 MonthYY
EA-Endorsed Sector Scheme Application:	EASEC-F-SSapp-Rev00 MonthYY
EA New Work Items:	EASEC-F-NWI-Rev00 MonthYY
EA Terms and Conditions Declaration:	EASEC-F-T&Cdeclaration-Rev00
FPA Confidentiality Undertaking:	FPA-F-Confidentiality-Rev00 MonthYY
EA Request for Payment Annexes:	EASEC-F-RfP-AII-Rev00 MonthYY EASEC-F-RfP-AIII-Rev00 MonthYY EASEC-F-RfP-AIV-f1-Rev00 MonthYY EASEC-F-RfP-AIV-f2-Rev00 MonthYY EASEC-F-RfP-AIV-f3-Rev00 MonthYY EASEC-F-RfP-AIV-f4-Rev00 MonthYY EASEC-F-RfP-AIV-f5-Rev00 MonthYY
EA Secretariat's Expense Claims:	EASEC-F-ExpClaim-Rev00 MonthYY
EA Invoices:	EASEC-F-Invoice-Rev00 MonthYY
EA Full Time unlimited duration Working Contract:	EASEC-F-FullTimeWC-Rev00 MonthYY
EA Part-Time limited duration Working Contract:	EASEC-F-PartTimeWC-Rev00 MonthYY
Job Description of the EA Secretary:	EASEC-F-JD-Secretary-Rev00 MonthYY
Job Description of the EA Communication Assistant:	EASEC-F-JD-ComAss-Rev00 MonthYY
Job Description of the EA Administrative Assistants:	EASEC-F-JD-AdmAss-Rev00 MonthYY

Performance Management Review:

EASEC-F-PerfReview-Rev00 MonthYY

6.3.2 Referencing of EA Correspondence

All correspondence issued by an EA body shall be identified with a reference number on the following pattern:

EAXX-YYYY-cn-AA

In most cases, the correspondence numbering (cn) is maintained by the EA Secretariat. The EA Chairman as well can manage his own numbering in a distinct manner.

7. DOCUMENT TRACEABILITY

11 7.1 Periodical review of EA Publications

EA Publication Master List

The EA Secretariat maintains an EA Publication Master List. This is a working list used for document control purposes. The list is not published; it is available from the Secretariat.

The Master List is updated on a continuous basis in the Secretariat according to the information arising from the EA committees.

For each publication, the Master List identifies the following information:

- the reference number of the document;
- the title of the document;
- the category of the document (according to EA-1/14);
- the EA body owner of and responsible for the publication;
- the number and date of last revision;
- the correspondence information with an equivalent ILAC, IAF or ILAC/IAF publication, where relevant;
- the status of the publication: new, to be revised, withdrawn;
- the planned date for next review.

Periodical review of publications

Each EA committee is responsible for the periodical review of the publications it owns. This review shall be carried out at least every 5 years.

Before each committee meeting, the Secretariat checks the Publication Master List in order to ensure that all documents due to review will be considered at the meeting.

This review aims to confirm the publication status. It may result in:

- a new work item:
 - for revision of an existing publication; or
 - for drafting of a new document to be published;

- the withdrawal of the existing publication.

According to EA-1/14, new work items, as well as proposals for withdrawal of existing publications, are subject to approval by first the responsible committee, then the EA Advisory Board, and finally the EA General Assembly which shall adopt a resolution.

12 7.2 Incremental referencing of committee-owned documents

- 7.2.1 Committee constitutive documents and operational lists/documents

The documents inherent to the existence, structure and operation of an EA committee/body can be amended after their first elaboration in order to reflect changes in the committee's responsibilities or activities, new nominations, new developments, etc.

Then the initial reference number of those documents shall be incremented by means of the revision number and the date shall be updated to ensure visibility of the successive revisions.

The relevant parts of the referencing patterns listed under Points 6.2.1, 6.2.2 and 6.2.3 above shall be modified as follows:

...-Rev00-MonthYY → ...-Revnn-**MonthYY**

nn: revision number = order number

- 7.2.2 Committee discussion documents

With the exception of the one-off meeting papers for which there is no traceability problem, many working and discussion documents have a life cycle during which they can be:

- amended within the same committee or by another committee; and/or
- submitted to another committee for additional input or to the General Assembly for endorsement.

Paper amendment traceability

When amended, by whichever committee, meeting papers shall keep their initial reference number to be completed with a revision number which will be incremented in the chronological order of the successive revisions. Discussion documents which, in most cases, do not have Rev00 for initial referencing will get directly Rev01 for incremental referencing.

For visibility purposes, the latest revision has to be dated when several revised versions are expected later on.

EAXX(YY)dn → EAXX(YY)dn-**Revnn**
EAXX(YY)dn → EAXX(YY)dn-**Revnn-MonthYY**

Paper submission traceability

When submitted to another committee, a meeting paper, either amended or not, shall keep its initial (or incremented) identification as EAXX(YY)dn (or EAXX(YY)dn-Revnn) that indicates both the committee which owns the document and the original document number within this committee.

Submitting a meeting paper for discussion from one EA committee to another one does not change its ownership.

Only when a document's responsibility is taken over by another committee, the initially identified committee would be replaced by the new owner committee in the document reference. Likewise, when a document has been finalized and is submitted to the General Assembly for approval, it shall become a GA paper and be referenced accordingly. Traceability to its owner committee shall be ensured (see below).

Document traceability frame

Because only the document's revision number keeps track of the document development, the dedicated frame inserted on top of meeting papers as described under Point 5.2 above shall show, in addition to the reference and purpose of the document, the different committees in which the paper has been previously discussed.

This frame shall finally indicate, as illustrated below:

- the agenda item under which the paper is to be discussed at the upcoming meeting;
- the document reference number, either initialized or incremented;
- the purpose of the document, either for information or discussion or decision;
- at least, the last 4 meetings at which the document was previously discussed.

Agenda Item		Previous meetings	
Document Reference		XX	MonthYY
	For information	XX	MonthYY
X	For discussion	XX	MonthYY
	For decision	XX	MonthYY

XX identifies the EA committee/body and the date (MonthYY) of the meeting to which the document has been circulated (whichever the purpose was).

X refers to the selected purpose of the document

The other Committees/meetings to which the document was circulated before the last 4 meetings listed in the frame can always be found in the dedicated Excel file that is maintained by the Secretariat to allocate and register initial or incremented reference numbers.

7.3 Incremental referencing of Secretariat-owned templates and forms

When a template or form needs to be amended, the initial reference number shall be incremented by means of the revision number.

The incremented reference number of the new revised template/form shall indicate the date of revision to increase visibility of the successive revisions.

EASEC-F- Form's name-Revnn-MonthYY

nn: revision number = order number

Please note that the filling-in of the form/template (either by an external or internal party) does not increment its reference number.

8. PUBLICATION PREPARATION, APPROVAL PROCESS AND RULES FOR VOTING

The applicable process is set out in EA-1/14: *Procedure for Development and Approval of EA Guidance Documents and the Adoption of ILAC/IAF Documents*. The list of ILAC/IAF documents endorsed by EA is given in EA-INF/01.

9. DOCUMENT AVAILABILITY AND ARCHIVING

9.1 Internet availability of EA publications and archiving

Once approved, the EA publications shall be made available in the public part of the EA website, on a dedicated page called "Publications".

They will remain available until they are replaced by a revised version or withdrawn according to the applicable rules.

When an EA publication is withdrawn, it is identified as such in the list of EA publications, EA-INF/01, and on the website. On the website, the link to the document is de-activated but reference to the document remains visible for one year. Then, the document disappears from both the EA list and the website and is archived according to the applicable rules.

The Secretariat keeps electronic archives of all EA publications. Paper archives shall be kept only for the EA publications for which the Secretariat does not have an electronic file.

9.2 Availability and archiving of EA committee-owned documents on the EA intranet

All committee-related documents shall be uploaded by the Secretariat onto the EA intranet, from which they can be downloaded by committee members.

The EA intranet is located in the Members Only part of the EA website and is the section of the website where the EA Committee-owned documents, notably the meeting papers, are stored and maintained.

Each EA body is allocated a section of the EA intranet, in the form of a dedicated directory or sub-directory. Each type of committee documents shall be published in a specific subsection of this directory or sub-directory (Constitutive documents, Library, Meeting Papers, Sectoral Issues, etc.).

The Secretariat and Chairperson of the corresponding EA body are responsible for the contents and updating of their allocated directory/sub-directory. They have writing rights which enable them to upload, archive, delete or edit anything in their intranet section.

Members of a Committee/Council are declared as “users” of the intranet relevant sub-directory(ies) and receive corresponding access reading rights (ID and password).

The rules for intranet are to maintain online papers for the meetings held in the current year (Y) and backward until the last but one year (Y-2) at most. Beyond that date, documents are to be archived by the Secretariat of the Committees/Council. This rule does not apply to the committee constitutive documents (see Section 6.2.1) which have a more permanent status.

9.3 Recording and archiving of EA Secretariat-owned documents

The Secretariat maintains hard and electronic copies of documents. In principle, all documents having an official, legal status and bearing a handwritten signature shall be kept and archived as hard copies. In addition, scanned copies of official documents are archived.

Confidential records/archives

Data concerning ABs submitted in support of RfP and personal data concerning the Secretariat staff are confidential. Access to this information shall be strictly limited to the Secretariat, and for Secretariat staff information the members of the HRSRC.

Access to personal data concerning evaluators shall be strictly restricted to the EA MAC Chair, Vice Chair, MAC Management Group and Secretariat.

Occasionally, internal or external auditors may be given access to confidential data, upon written authorization from the EA Secretary (for the confidential data kept in the EA Secretariat) or the MAC Secretary (for the confidential data stored in the MAC Secretariat).

9.3.1 Paper archives

The following documents are archived as hard copies:

- MLA signature sheets
- Contracts of cooperation
- Bilateral agreements
- Recognized Stakeholder agreements
- Sector Scheme agreements
- Pay slips
- Signed work contracts
- Financial audit report
- Statutory reports and accounts to the French Authorities
- The FPA, grants and other contracts with EC/EFTA with their deeds of amendments
- The Guidelines for cooperation between EA, EC, EFTA and the competent national authorities
- The operating grant agreements with EC/EFTA

- AB documentation supporting RfP certified by the EA appointed Commissaire aux comptes
- Certificate of expenses established by the Commissaire aux comptes according to the FPA

Legal obligations

Pay slips and accounting documents shall be archived for 10 years.

The documentation verified and certified against the FPA shall be archived for 5 years in accordance with the FPA.

Specificities for the MAC Secretariat

All paper archives are kept securely in the offices of the EA-MAC Secretariat. Access to the files is limited to the EA MAC Chair, Vice-Chair and Secretariat.

The following documents are archived as paper records:

- 1) Records related to the application / evaluation process of an AB (evaluation documents);
- 2) Records which are not related to the evaluation process of a particular AB such as: management system records, internal audits & ILAC/IAF re-evaluations of EA-MAC, Team Leaders/Team Members qualifications (CVs), general correspondence, EA MAC Annual Reports, relevant information on ILAC/IAF MLA / MRA Committees, etc. (secretarial documents).

Please refer to EA-MAC/01-S9: *Procedure for Filing EA-MAC Paper Records*.

- 9.3.2 Electronic archives

As a rule, a signed original shall be scanned and stored on the EA server.

All documents and data used and managed in the Secretariat are stored on the EA server.

The Secretariat staff is not authorized to store any professional data/document on their workstation PC/laptop. Everything must be stored on the EA server so that it is subject to a back-up process which is documented in the “European co-operation for Accreditation – Architecture Système & Réseau” handbook referenced in EA-0/00: *2011- EA Management System* under Point 3.9.1.

Electronic archives are maintained outside of the EA offices, as provided by contract with the back-up services provider.

Specificities for the MAC Secretariat

Electronic documents for the operation of the MAC are maintained by the MAC Secretariat. Some of these are available on the MAC intranet site in separate directories which are clearly defined:

- MAC General. The sub-directory contains information concerning Peer Evaluators and WG Training meetings;
- MAC Management Group. The sub-directory contains information concerning meetings of the MAC MG.

- MAC Meeting Documents. The sub-directory contains all information and documents for MAC meetings.

Access to the files is secured and limited to the authorized persons through use of an individual password.

Detailed information and records on the evaluation of EA ABs, including archives covering past evaluation activities from 1987, are available on the MAC Secretariat IT system and as hard copies. Documentation on decisions taken in MAC meetings on evaluations are maintained both in the database and as a hard copy.

ANNEX 1

Management rules for EA committee-owned operational documents

EA documents	
Resolutions	Resolutions are prepared by the EX and endorsed by the GA, normally at a GA meeting. Resolutions cannot be changed after they have been endorsed. They are then published on the intranet, sub-directory GA resolutions.
Meeting minutes	Minutes are prepared by the Secretariat. They are circulated for comments within the EA body concerned and approved at the next meeting. Approved minutes are published on the intranet sub-directory for the meeting concerned.
Action/Decision/Conclusion lists	These are lists which are maintained by the Secretariat of the corresponding EA body. They are published on the intranet sub-directory for the corresponding meeting.
Horizontal Harmonization Committee Directive Nets documents	The Directive Networks of the HHC maintain a document database on the intranet. Each net has been allocated a specific section of the intranet. Conveners of the nets are responsible for the contents of the intranet. They are given the corresponding writing rights for uploading, archiving, deleting and editing. In addition, the members of TFG of HHC specifically appointed for the monitoring of the DN work have received the same writing rights.
Laboratory Committee Technical Nets documents	On the same basis, the TNs of the LC maintain a document database on the intranet. Each TN has been allocated a specific section of the intranet. Conveners of the nets are responsible for the contents of the intranet. They are given the corresponding writing rights for uploading, archiving, deleting and editing. In addition, the members of the LC management group have received the same writing rights.
FAQs	Maintained by the respective TC and MAC Published on the Committees/Council intranet sub-directories.

ANNEX 2

Management rules for operational lists

EA lists	
EAAB Member list	Owned and maintained by the EAAB Secretariat.
EA List of endorsed sector schemes	Owned and maintained by the HHC Secretariat, in relation with the Technical Committees' Secretariat.
EA List of TFGs appointed for complaint handling	Owned by the Executive Committee and maintained by the Central Secretariat.
EA Liaison Person list	Owned by the Executive Committee and maintained by the Secretariat.
EA Recognized Stakeholder list	Owned by the Executive Committee and maintained by the Secretariat.
EA Keyword Lists	Owned by CPC and maintained by the Secretariat. The EA keywords list is the list of keywords used on the EA search facility. Each EA committee is responsible for maintaining the list of keywords for the fields it covers: inspection, product certification, MS certification, testing, laboratory etc. The keywords lists are reviewed regularly. A WG of CPC is responsible for the centralized development of the Search Facility with the help of the Central Secretariat.
MAC Members list	Owned and maintained by the MAC Secretariat
MAC Team Leader/Team Members list	Owned and maintained by the MAC Secretariat
Multi and bilateral agreements signatory list	Owned and maintained by the EA Secretariat
MAC Access database	Owned and maintained by the EA Secretariat