



NATIONAL ACCREDITATION RECOGNITION (NAR) COMMITTEE CHARTER

1. MISSION STATEMENT

To promote global respect for and recognition of Occupational Hygiene Certification Programmes which meet or exceed the "IOHA Model Certification Programme" developed at the 1999 IOHA Workshop on Certification/Registration and approved by the IOHA Board of Directors on 8 July 2000 and revised in 2007 and 2008.

2. COMMITTEE STRUCTURE

The IOHA National Accreditation Recognition (NAR) Committee will consist of one member from each of the IOHA Recognised Certification Boards. Each Board shall recommend a Committee member (usually a senior member of their Board, e.g. the past Chairman) to the IOHA Board. The IOHA Board shall officially appoint all members to the Committee. Committee members will serve 3-year terms, which can be renewed one time (for a total of 6 years service on the Committee).

If the Chairman is not a current member of the Board, the IOHA Past President will serve as liaison between the Committee and the IOHA Board of Directors. The Committee will elect a Chairman to a term of two years.

3. NAR COMMITTEE ACTIVITIES

The usual activities of the Committee will consist of the following:

1. Receive and review applications from Occupational Hygiene Certification Boards seeking IOHA Recognition
2. Periodically review the "IOHA Model Certification Programme" and, where appropriate, recommend changes for approval by the IOHA Board.
3. Periodically review the Committee Charter and recommend changes to the IOHA Board of Directors.
4. Establish communications with prospective Certification or Registration programmes with an emphasis on promoting applications to the NAR.
5. Develop a consulting role which assists countries in their ability to get IOHA recognized.

4. APPLICATION PROCEDURES

Detailed application procedures have been developed and are maintained on the IOHA website.
<http://www.ioha.net/>

5. APPLICATION PROCESSING

When an application is received, the Chairman may process the application for committee review or appoint a committee member to facilitate the application review. The basic process for the Chair or appointed facilitator is as follows:

1. Ask IOHA staff to send background information and the assessment template (with criteria)* out to the Committee. The template is a tool that compares the fundamental IOHA required elements for comparison to the applicants program. Ask everyone to provide their assessment in the template and return it to the facilitator and staff by some predetermined date (each committee member acts independently at this point in the review).
2. Work with staff to consolidate the template comments and develop summary narrative for Committee review. If additional information is required of the applicant the facilitator should ask for that information at this time.
3. Send the completed template and any additional information requested from the applicant to the Committee and ask for additional comments
4. Staff will send the template with everyone's consolidated comments to the NAR Committee for review and set up a conference call if needed to discuss and resolve any issues and concerns

5. Next steps as appropriate. This may include additional information gathering from applicants, additional conference calls etc.
6. Hold a formal vote of the responding Committee members via e-mail.
7. A three quarters vote of the NAR committee is required for a Certification Program to be recommended for recognition. When approved, the Chair will forward the recommendation to the IOHA President for notification of the applicant.
8. Any Committee member who does not agree with the report will be offered the opportunity to attach a dissenting opinion with the Committee's report.
9. If the Committee does not vote to approve an application, the reasons for such a decision will be set forth in writing and will be provided to the applicant in a timely fashion.

* Template and criteria are found in Appendix 1

6. RIGHTS OF THE RECOGNIZED ORGANIZATION

When a certifying body has been recognized through the NAR process the following may be done by that recognized group:

1. It may use the following statement in their literature and certificates: "IOHA recognised certification scheme"
2. The certifying body is allowed to print the IOHA logo with the following statement on its letterhead: IOHA Recognised Certification Scheme

7. APPEALS PROCESS

Any applicant may appeal to the IOHA Board against a recommendation of the Committee based on the following grounds. Any such appeal must be in writing, stating the specific recommendation that is the subject of the appeal and the grounds on which the appeal is made.

Appeal No. 1: The NAR Committee did not follow its own procedures

The Appellant must advise the NAR Committee Chairman as to how it is believed that the NAR Committee specifically erred in its processing of the application. Action: IOHA President, President-Elect (or Past IOHA President) and NAR Committee Chairman (panel of 3) review the application and the specific complaint in regard to procedural matters only. If this group confirms that the NAR Committee erred, then the application will be reassessed by the full NAR Committee.

Appeal No. 2: The NAR Committee was biased in its decision

The Appellant must advise the NAR Chairman as to how the decision was allegedly biased. Action: An ad hoc group of not less than three individuals appointed by the country Certification Boards and chosen by the IOHA President from those nominated, reviews the decision.

Appeal No. 3: The NAR Committee decision was based on incomplete or misinterpreted information

The Appellant must advise the NAR Committee Chairman as to what specific information was incomplete or allegedly misinterpreted. Action: IOHA President, President-Elect (or Past IOHA President) and the NAR Committee Chairman (panel of 3) review the application and the specific complaint in regard to missing or misinterpreted information. If this group confirms that new information could impact the decision, then the application is reassessed by the full NAR Committee.

All assessments will be in writing, documenting the basis for the decision, and considered final. Decisions will be retained by IOHA for five years.

Approved by the IOHA Board of Directors

Date: May 31, 2009

Appendix 1

APPLICATION REVIEW TEMPLATE AND GUIDANCE

[name of applicant organisation].....

Criteria	IOHA Criteria for Accreditation Recognition (Dec 2008)	Reviewer's Comments
1	<p>OH Definition and Goals</p> <p>Overall OH definition and goals of organization congruent with IOHA's.</p>	
2	<p>Code of Ethics</p> <p>Organization has an appropriate Code of Ethics, and a mechanism for administering it.</p>	
3	<p>Candidate Education and Experience</p> <p>Education: Minimum education of candidate for consideration by the Board—Bachelor's degree.</p> <p>Experience: Minimum 4 years of suitable experience. The minimum standard to be (Years academic study + years of experience) = 7 For example: Bachelor's degree (3 years) + 4 years experience = 7 (minimum) Masters' degree (4 years) + 3 years experience = 7 (minimum) Doctorate degree (5 years) + 2 years experience = 7 (minimum)</p>	
4	<p>Testing the Candidate</p> <p>Professional competence of candidate is determined in a written examination.</p> <p>An oral exam may be added to further test the competence and communication skills of the candidate</p>	
5	<p>Evaluation Process</p> <p>Evaluation procedures used by Board are consistent and verifiable—e.g. objectivity/standardization/documentation of evaluation process.</p> <p>Requirements for certifying persons – examiners shall be certified professional occupational hygienists with the appropriate qualifications and experience</p>	
6	<p>Maintenance Process</p> <p>Maintenance of professional status requires ongoing/continuing professional experience/development-formal mechanism.</p>	
7	<p>Interface with related discipline professional certification</p> <p>Organization has provision to interface with related disciplines" i.e. input to enhance 'broadness', and expand and evolve technical expertise and influence.</p>	

Name of reviewer:

Date:

Reviewer Guidance (2008)

Below is a collection of guidance from various NAR documents since 2002, it also reflects the comments of the current NAR Committee in 2008, based on the experience of dealing with a number of applications in a practical manner.

General Guidance

Ultimately, each member of the Committee exercises their professional judgement in making a determination as to whether an applicant organization meets the substantive requirements established by IOHA.

The items in the template above were derived from work of several committees in developing the Model Program for Certification. If one or more is not met that is not an automatic reason for voting 'No' on the application. Committee members should assess where deviations from the elements are required by local custom or external requirements and take this into consideration when voting.

With regard to some of the elements above the following guidance as discussed by the NAR Committee (2008):

Criterion 3 Candidate Education and experience (formerly Minimum Education and Experience)

The minimum standard to be (Years academic study + years of experience) = 7

For example:

Bachelor's degree (3 years) + 4 years experience = 7 (minimum)

Masters' degree (4 years) + 3 years experience = 7 (minimum)

Doctorate degree (5 years) + 2 years experience = 7 (minimum)

But a candidate cannot claim years of academic work and years of experience for the same activity (qualification) (no 'double dipping').

The rating the number of hours/ week experience is considered not a sound approach as it was dependant upon the work cycle, type of activities.

Experience is defined at the professional level and broad in scope (Refer to ABIH definition of experience)

Criterion 4 Testing the Candidate (formerly Professional competence of candidate determined in a sufficiently rigorous fashion)

Professional competence of candidate is determined in a written examination. An oral exam may be added to further test the competence and communication.

Clarification: Competence is determined by a written exam, which covers both knowledge (as defined in the education criteria) and professional competence.

Oral Exam – for example a minimum duration 30 minutes which covers several stressors (chemical, physical, ergonomic, biological) and technical expertise, problem solving, communications.

Criterion 5 – Evaluation Process (formerly Evaluation procedures used by the Board are consistent and verifiable. E.g. objectivity /standardisation /documentation of evaluation process).

Requirements for certifying persons - What are the qualifications of the examiners and do they evaluate to world-class standards?

The committee viewed that wording listed in ISO 17024 ISO/IEC "Conformity assessment — General requirements for bodies operating certification of persons" would be a useful guide in interpreting the intent of this criterion, in particular the following sections. Sections 4.2.4 to 4.2.7 and Section 4.3.6.

Criteria 7. Interface with related discipline professional certification (formerly "Cross Pollination"). It is thought to mean the Organisation routinely meets with other 'like minded' professions (e.g. Occupational Health Physicians, Nurses, Safety Practitioners, Environmentalists, Ergonomists) to calibrate state of the art knowledge and practices. Exceed requirements would mean including general public in the dialogue.

Date: 28 December 2008