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**Certification Committee Manual of Procedures**

# SECTION A - INTRODUCTION

A.1.1 The Rules of the Board for the Certification Committee defines its authority, organization, and general responsibilities. The Manual of Procedures (MOP) describes the operational rules and interpretation of policy that the Certification Committee must operate under in carrying out the general responsibilities of the committee as prescribed in its Board-Approved Rules.

A.1.2 The MOP provides a description of the duties and responsibilities of the Certification Committee Members, Chair, and Vice Chairs.

# SECTION B - CERTIFICATION COMMITTEE - RESPONSIBILITIES

# Part 1 Responsibilities – Develop ASHRAE Certification Programs

B.1.1 Develop programs that position ASHRAE as the recognized source of certification for the HVAC&R industry.

B.1.2 Conduct market research to determine the need and demand for proposed certification programs. Evaluate potential for success.

B.1.3 Develop certification programs for those persons pursuing and enhancing careers related to the HVAC&R industry.

B.1.4 Determine the need for external expertise and select the appropriate provider.

B.1.5 Make recommendations for new certification programs.

B.1.6 Develop certification programs in accordance with ISO/IEC 17024 Conformity assessment – General requirements for bodies operating certification of persons.

B.1.7 Establish the eligibility requirements for certification, including examination requirements, and recertification.

B.1.8 Develop application fee schedules.

Part 2 Responsibilities – Maintain ASHRAE Certification Programs

B.2.1 Manage certification programs in accordance with the ISO/IEC 17024 – General requirements for bodies operating certification of persons.

B.2.2 Assume responsibility for the decision on certification.

B.2.3 Review the management system annually in order to ensure the requirements of ISO/IEC 17024 – General requirements for bodies operating certification of persons are fulfilled and that the management system is effectively implemented and maintained.

B.2.4 Monitor the effectiveness of programs after implementation, including certification and recertification application rates, examination pass rates, and item and test analysis reports.

B.2.5 Maintain up-to-date examination security risk management policies and procedures.

B.2.6 Conduct annual audit and management system review.

B.2.7 Establish examination development work plan and schedule.

B.2.8 Maintain records of applicants for certification and recertification in perpetuity.

Part 3 Responsibilities – Monitor and Evaluate the Effectiveness of ASHRAE

 Certification Programs

B.3.1 Evaluate the continued need and demand for implemented certification programs.

B.3.2 Develop and apply criteria for sunsetting certification programs and make related recommendations.

Part 4 Responsibilities – Governance

B.4.1 Advocate for Certification Committee composition to reflect the strategic needs of ASHRAE certification programs.

B.4.2 Assess Certification Committee performance.

B.4.3 Develop Management by Objectives (MBOs).

B.4.4 Monitor ASHRAE Certification budget to ensure MBO completion and strategic needs.

B.4.5 Attend all board meetings, except in the event of exceptional circumstances. Exercise reasonable care when making decisions.

B.4.6 Maintain a formalized new member onboarding process, to ensure all new members receive relevant and consistent information on their governance responsibilities.

B.4.7 Act in the best interests of ASHRAE when making decisions affecting the organization. Refrain from using information obtained as a Committee member for personal gain.

B.4.8 Manage potential and actual conflict of interests in order to ensure impartiality in all certification activities.

B.4.9 Ensure the confidentiality of records.

B.4.10 Review the Certification Rules of the Board (ROB) and Manual of Procedures (MOP) annually to ensure their continued appropriateness.

B.4.11 Ensure staff liaison input in Committee meeting deliberation.

B.4.12 Maintain a current written job description outlining the responsibilities of Certification Committee members.

B.4.13 Recommend optimal Certification Committee size based on its responsibilities and need for diversity.

**SECTION C. CERTIFICATION COMMITTEE – CHAIR & VICE CHAIRS**

# Part 1 Duties of the Chair

# C.1.1 Ensure Certification Committee Rules of the Board (ROB) and Manual of Procedures (MOP) requirements are upheld in good faith.

# C.1.2 Lead the Committee in achieving Management by Objectives (MBOs).

# C.1.3 Maintain open and consistent communication with the Certification Committee staff liaison to ensure an effective working relationship and manage ongoing issues.

# C.1.4 Develop Committee meeting agendas and preside over meetings

C.1.5 Approve meeting minutes

C.1.6 Establish Ad Hoc committees, member terms not to exceed one (1) year, to accomplish Committee MBOs.

C.1.7 Recommend candidates to serve as Exam Subcommittee chairs, for ratification by the Certification Committee.

Part 2 Duties of the Senior and Junior Vice Chairs

C.2.1 The senior Vice Chair shall ensure certification programs are maintained in accordance with ISO/IEC 17024 Conformity assessment – General requirements for bodies operating certification of persons.

C.2.2 The junior Vice Chair shall inform ASHRAE marketing efforts.

C.2.3 Report on program success.

**SECTION D. CERTIFICATION COMMITTEE – BUDGET**

D.1.1 The Certification Committee budget may include travel or transportation costs to bring non-ASHRAE members to assist with THE Certification Committee or its subcommittees and related activities.

D.1.2 The Certification Committee budget may include travel or transportation costs for Committee or subcommittee members who participate in activities that are unique and extraordinary to typical Committee activity.