



**United Group of Conformity  
Assessment Bodies (UGCAB)**

**Bylaws**

**2023**

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**CHAPTER ONE**  
**GENERAL RUEL'S**

## **PART ONE: DEFINITIONS**

This chapter includes definitions of key terms and phrases used throughout this bylaw. The definitions provided here are intended to ensure clarity and consistency in the interpretation and application of the bylaw's provisions. Each term defined in this section is used with the specific meaning assigned here, unless the context clearly indicates otherwise. These definitions establish a common understanding for all readers, aiding in the effective enforcement and compliance with the bylaw's regulations.

- **UGCAB**

The United Group for Conformity Assessment Bodies.

- **The Members:**

Members of the UGCAB Group.

- **The System:**

The Basic System of the UGCAB Group.

- **Conformity Assessment Body (CAB):**

According to the International Organization for Standardization (ISO), Conformity Assessment Bodies (CABs) are organizations or entities that perform activities to determine whether products, services, systems, or personnel meet specific requirements outlined in relevant standards or regulations. These activities, known as conformity assessments, include testing, inspection, and certification.

- **Accreditation Body (AB)**

organization that evaluates and formally recognizes the competence of Conformity Assessment Bodies (CABs) to carry out specific conformity assessment tasks, such as certification, inspection, and testing. Accreditation Bodies operate according to international standards, primarily ISO/IEC 17011, which specifies the requirements for these bodies in assessing and accrediting CABs.

- **The President:**

The principal executive officer responsible for leading and directing the overall strategy, vision, and operational activities of the Group.

- **The Vice President:**

The deputy of executive officer responsible leading and directing the overall strategy, vision, and operational activities of the Group.

- **Laboratory**

body that performs one or more of these activities testing; calibration and sampling, associated with subsequent testing or calibration.

- **Inspection Body**

Body that Performs examination of a product, process, service, or installation or their design and determination of its conformity with specific requirements or, on the basis of professional judgment, with general requirements.

- **Certification Body**

A Certification Body (CB) is an organization that assesses and verifies the compliance of products, services, or management systems or Personnel with specified standards or regulations.

## **PART TWO:**

This Bylaw provides a comprehensive framework and guiding reference for the group's work, outlining key principles and operational standards. It establishes a structured approach to ensure consistent practices and facilitate alignment with the group's objectives and regulatory requirements.

## **PART THREE:**

Members of the group are committed to fully adhering to the provisions of this Bylaw to ensure the smooth and efficient functioning of the group. This commitment fosters consistency, accountability, and alignment with the group's established objectives and standards, thereby enhancing overall performance and cooperation among members.

# **CHAPTER TWO**

## **FORMATION, OBJECTIVES, AND TASKS**

## **PART FOUR:**

The group includes private sector companies from Iraq that operate in the field of conformity assessment, represented by (testing laboratories, calibration laboratories, medical laboratories, certification bodies, inspection bodies, and proficiency testing program organizers, Reference Material Producer, Biobanking and any other Type of conformity assessment bodies). With different classification of memberships category.

## **PART FIVE:**

The group aims to strengthen and develop the conformity assessment infrastructure in the Republic of Iraq.

## **PART SIX:**

The headquarters of the group shall be located at the Erbil City.

## **PART SEVEN:**

- The purpose of the Association is to:
  1. Promote collaboration among conformity assessment bodies (CABs).
  2. Facilitate knowledge-sharing and capacity building in testing, inspection, and certification.
  3. Represent the interests of CABs at national, regional, and international levels.
  4. Develop and promote best practices aligned with international standards (e.g., ISO/IEC 17025, ISO/IEC 17020, ISO/IEC 17065).
  5. Organize conferences, training programs, and workshops for members.
  6. Establish mutual recognition agreements (MRAs) and facilitate harmonization of conformity assessment practices.
  7. Engage with government agencies, regulators, and accreditation bodies to advocate for fair and transparent policies.

**CHAPTER THREE**  
**JOINING THE GROUP AND MEMBERSHIP**  
**ACCEPTANCE**

## **PART EIGHT:**

Any Iraqi company operating in the private sector in one of the areas of work specified in Chapter Two of this Bylaw and Article of Association, may join the group, provided that the company is registered with the Federation of Iraqi Chambers of Commerce.

## **PART NINE:**

Companies that meet the conditions outlined in this Bylaw and wish to join the group must submit a written application to the Chairperson of the group, signed by the authorized director of the company and stamped with the company's seal.

## **PART TEN:**

The applications of the companies seeking to join the group will be presented at the next meeting of the group, and a decision regarding the acceptance of membership will be made during that meeting.

## **PART ELEVEN:**

If the group accepts the membership of the applying company, the company will be notified with an official letter signed by the Chairperson of the group within one month from the date of the decision regarding membership acceptance.

## **PART TWELVE:**

If the group rejects the company's application for membership, the company will be notified within one month from the date of the decision with an official letter outlining the reasons for the rejection of the application.

## **PART THIRTEEN:**

The company whose application has been rejected may submit a new application after addressing the comments made by the group regarding its previous application.

## **PART FOURTEEN:**

Any member company may withdraw from the group by submitting a written request (signed by the authorized director of the company and stamped with the company's seal) that includes the reasons for the withdrawal. The withdrawal request will be presented at the next meeting of the group, and the company will be notified of the group's decision with an official letter signed by the Chairperson within one month from the date of the decision.

## **PART FIFTEEN:**

The minimum number of members in the group is three companies.

## **PART SIXTEEN:**

The group may suspend the activities of any member based on a written request from the Chairperson of the group if the member engages in activities or actions that violate this Bylaw or the laws and regulations in effect in the country.

**CHAPTER FOUR**  
**THE GROUP'S MEMBERSHIP IN LOCAL,  
REGIONAL, AND INTERNATIONAL  
ASSOCIATIONS**

## **PART SEVENTEEN:**

The group may join national, regional, and international associations related to its work after presenting the matter at a meeting of the group and obtaining its approval.

## **PART EIGHTEEN:**

Based on the group's approval, the Chairperson of the group shall submit a request to the relevant association for the purpose of the group's membership.

## **PART NINETEEN:**

The Chairperson of the group, or their designated representative, shall represent the group in the meetings held by the associations in which the group is a member.

## **PART TWENTY:**

The representative of the group participating in local, regional, and international association meetings shall submit a report on their participation within one month from the date of the meeting. A copy of the report will be sent to the group members and will be discussed at the next meeting of the group.

**CHAPTER FIVE**  
**MEETINGS OF THE GROUP**

## **PART TWENTY-ONE:**

The group shall hold its meetings at least once a year.

## **PART TWENTY-TWO:**

The Chairperson of the group and their deputies shall be elected at the first meeting of the group.

## **PART TWENTY-THREE:**

The meetings of the group shall be chaired by the Chairperson of the group.

## **PART TWENTY-FOUR:**

In case the Chairperson of the group is unable to attend a meeting, the meeting shall be chaired by the Vice Chairperson.

## **PART TWENTY-FIVE:**

The quorum required to hold a meeting is three members.

## **PART TWENTY-SIX:**

Decisions within the group meetings are made by simple majority. In the event of a tie, the vote of the Chairperson of the group shall prevail.

## **PART TWENTY-SEVEN:**

The agenda for the meeting shall be prepared by the Vice Chairperson of the group in coordination with the Chairperson and the members.

## **PART TWENTY-EIGHT:**

At the end of the meeting, the minutes shall be prepared, including the following:

1. The agenda of the meeting.
2. The names of the participants in the meeting, their job titles, work addresses, and contact details.
3. The location of the meeting.
4. The time and date of the meeting.
5. The points discussed during the meeting.
6. The decisions made during the meeting.
7. The date of the next meeting.

## **PART TWENTY-NINE:**

The Arabic language shall be used for writing the minutes of the meetings.

## **PART THIRTY:**

The Gregorian calendar shall be used in the minutes of the meetings.