

# CANADIAN PRECAST CONCRETE QUALITY ASSURANCE (CPCQA) CERTIFICATION PROGRAM

## CPCQA Quality Assurance Council, Composition, and Responsibilities

Updated March 26, 2018

**1. Structure** - The role of the CPCQA Quality Assurance Council (QAC) is described in the Bylaws. For clarity, this includes:

- a) establishing auditing criteria and grading standards for the Program;
- b) providing administrative review to ensure that program requirements are administered uniformly and are followed by all manufacturers;
- c) developing, reviewing and approval of all literature related to the program;
- d) initiating and overseeing ACO policies and manuals;
- e) making recommendations to the board on the qualification standards and requirements for plant prequalification and certification applications;
- f) making recommendations to the board on the qualification standards and requirements for accreditation of ACOs.

**2. Composition** – The QAC is composed of a maximum of twenty (24) members and a minimum of (10 members). The composition is described in the Bylaws.

### **3. Chair**

- a) Is appointed by the CPCQA Chair of the Board. Whenever a vacancy occurs, the Chair of the Board will notify all QAC members, requesting nominations to fill the vacancy;
- b) A newly appointed QAC Chair shall commence their term at the conclusion of the CPCQA Annual Membership Meeting;
- c) Shall serve a minimum one (1), one-year renewable term, but will typically make a commitment of three (3), one-year terms, providing the CPCQA Chair of the Board the option to reappoint or appoint a new QAC Chair following each CPCQA Annual Membership Meeting;
- d) Is requested to attend and chair a minimum of two (2) QAC meetings throughout the year, either in-person or by teleconference;

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- e) For continuity, is required to serve one (1) additional year as a QAC member following the end of term as QAC Chair;
- f) Should immediately notify the CPCQA Managing Director when a vacancy exists on the QAC ;
- g) Develops agendas in consultation with the CPCQA Managing Director for all meetings of the QAC;
- h) Appoints task groups as necessary and monitors their work;
- i) Expedites work assigned or referred to the QAC by the CPCQA Board of Directors and/or the Chair of the Board;
- j) With the assistance of the CPCQA Managing Director, submits written reports on QAC actions and recommendations to the CPCQA Board of Directors, as appropriate;
- k) With the assistance of the CPCQA Managing Director, keeps all QAC members informed of all meetings and committee reports;
- l) Oversees the CPCQA Managing Director's efforts to record, compile, and circulate minutes as required to QAC participants, CPCQA board members, and the two (2) member associations;
- m) Performs such other duties as may be assigned by the Board of Directors, and/or the Chair of the Board;
- n) QAC Chairs may excuse a member's absence at a QAC meeting in cases when the absence is due to an extenuating circumstance. The QAC Chair will announce during the roll call that the absent member has been excused and their absence will be recorded in the minutes as an excused absence;
- o) QAC Chair is a voting member of the QAC committee.
- p) The QAC Chair is a volunteer role.

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## 4. Vice-Chair

- a) Is appointed by the CPCQA Chair of the Board;
- b) A newly appointed Vice-Chair shall commence their term at the conclusion of the CPCQA Annual Membership Meeting;
- c) Serves one (1), one-year renewable term but will typically make a three-year commitment, giving the CPCQA Chair of the Board the option to reappoint or appoint a new QAC Vice-Chair following each CPCQA Annual Membership Meeting;
- d) Is requested to attend all QAC meetings, either in-person or by teleconference;
- e) In the event the QAC Chair cannot attend a meeting, the Vice-Chair assumes the duties of Chair;
- f) Council Vice-Chair is a non-voting member of the QAC committee. At the discretion of the CPCQA board, this position may be served by the CPCQA Technical Advisor, as an ex-officio position, and if so, becomes a non-voting member of the QAC.

## 5. QAC Members

- a) Are appointed by CPCQA Board of Directors who have the authority to appoint or remove Council members. The CPCQA Board of Directors must use proper diligence and fairness in making appointments, assuring that all regions and categories are fairly represented as defined by the By-laws. Prior to appointing new members of the Quality Assurance Council, the Board shall give CPCI and CCPPA an opportunity to make recommendations on new committee members. Appointment of the QAC members is described in the Bylaws.
- b) Term shall not exceed three (3) years, after which time they are eligible for reinstatement;
- c) The CPCQA QAC will strive to establish staggered appointments to assure continuity and sufficient institutional knowledge on the QAC at all times.
- d) Are requested to attend all QAC meetings in-person or by teleconference as required;
- e) As stated in Bylaw 4.5, missing three (3) consecutive Council meetings without an excused absence and/or failing to arrange for a QAC chair-approved designate to attend in their place, may result in his/her removal as a QAC member by majority vote of the QAC. QAC minutes will reflect QAC members present and those members absent in order to implement this policy.

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This will ensure accurate adherence to requirements for quorums. The CPCQA Managing Director will correspond with QAC members who missed a meeting and notify them that if they miss a three (3) consecutive meetings, they may be removed from the QAC, unless their absence(s) are excused by the QAC Chair;

f) As described in the Bylaws, if a committee member is unable to attend a meeting, the committee member may appoint someone of comparable knowledge and authority from his/her employer to attend in his/her place with the prior approval of the Quality Assurance Council chair.

g) Cannot hold proxies from another QAC member;

h) A mid-term vacancy on the QAC will be replaced for the current term of that member vacating the seat by the Chair of the Board based on a recommendation from the QAC Chair. If a member would like to recommend a replacement for a vacancy they should do so to either the Chair of the Board, CPCQA Managing Director, or QAC Chair.

i) The CPCQA Managing Director is a non-voting member of the QAC.

**6. Quorum** - A quorum of the QAC shall consist of a majority of the members currently appointed to the QAC. Greater than 50% constitutes a majority. Any less than a quorum may meet but no official action shall be taken. A quorum for the QAC is described in the Bylaws.

## **7. Minutes, Reports and Recommendations**

a) CPCQA Managing Director provides for minutes taking and distribution; and may be assigned at their discretion;

b) QAC minutes will reflect a roster of committee member's attendance;

c) QAC action items are clearly noted and provided to the Board of Directors at each Board meeting;

d) QAC recommendations that will have a financial impact on the budget are to include revenue and expenses expected from the program or service;

**8. Budget** – The QAC Chair and CPCQA Managing Director shall submit to the CPCQA Board of Directors, by January 1<sup>st</sup>, any anticipated budget items from the QAC for the next fiscal year.

## **9. Setting of QAC Agendas and Distribution of Materials at QAC Meetings**

a) All QAC agendas will be sent to all members of the QAC at least three (3) weeks prior to the meeting for ideas and additions. Agendas shall be finalized and sent out two (2) weeks prior to the meeting date.

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b) After the final agenda has been sent any new items shall be brought up under an item called "New Business" on the agenda. The QAC Chair has the authority to address "New Business" items at the meeting or table them to the next meeting. Any items requiring financial resources may be tabled unless determined to be urgent.

c) The QAC Chair shall maintain the authority to move agenda items to facilitate members or guest's schedules and discussion as the QAC Chair deems necessary.

**10. Role and Authority of the QAC** – The QAC's primary role is to make recommendations to the CPCQA board.

The following recommendations from the QAC **must be reviewed & approved** by the CPCQA board prior to any action:

- a) Withdrawal of a manufacturer from the CPCQA Certification Program
- b) CPCQA By-Law revisions
- c) Program policies and revisions thereof
- d) CPCQA Program technical standards and program requirements

The CPCQA board gives the QAC approval **to take action** on the following without their prior approval:

- e) Removal of a member of the QAC for missing 3 consecutive meetings further to a discussion with the QAC chair, as per the CPCQA Bylaws
- f) Creating and publishing annual lists of "Common Non-conformances"
- g) Topics for QAC Advisories

The CPCQA board must be provided 2-weeks notice for review and comment prior to publication and distribution of the following QAC publications:

- h) "QAC Advisories";
- i) Promotional materials

Any items that do not fall within the parameters laid out above should always be elevated to the CPCQA board for approval.

**11. ACO Director(s)** – As described in the Bylaws,

The ACO Director qualifications and responsibilities shall be as outlined in the Program requirements as determined from time to time by the Board. The ACO Director shall be an employee or a designated representative of the ACO. The ACO Director shall be a non-voting member of the Quality Assurance Council.

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## **12. Board Participation**

At any time, a CPCQA board member may make a request to the QAC Chair to attend a QAC meeting. Any CPCQA board member in attendance at a QAC meeting is there in a non-voting capacity.

## **13. Issuing of QAC Advisories**

From time to time, the QAC may determine it is important to provide manufacturers with a reminder or an update on a technical matter. These memos will be referred to as QAC Advisories. The QAC will assign a person to draft the QAC Advisory. It is mandatory that the Advisory be proof-read and approved by the ACO Director, the QAC Chair, and the QAC Vice Chair prior to publishing. The Advisory will be provided to other QAC council members for optional comment. The Advisory will be provided to the CPCQA board for optional comment per clause 10.h) of this policy.