

**Statute****ST - 09****SNAS TERMINOLOGY COMMISSION**

**Approved by:** **Ing. Štefan Král, PhD.**  
**Director SNAS**

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## 1 INTRODUCTION

This document stipulates the statute of and rules of procedure for the SNAS Terminology Commission.

## 2 ABBREVIATION USED

AIS	Accreditation Information System
ISO	International Organization for Standardization
JÚLŠ SAV	L. Štúr Institute of Linguistics of the Slovak Academy of Sciences
TK	SNAS Terminology Commission
ÚNMS SR	Slovak Office of Standards, Metrology and Testing

## 3 RELATED DOCUMENTS

ISO/IEC 17011	Conformity assessment. Requirements for accreditation bodies accrediting conformity assessment bodies
PK	SNAS Quality Manual

## 4 ESTABLISHMENT OF THE SNAS TERMINOLOGY COMMISSION

The instrument of establishment of the SNAS Terminology Commission is in Annex 1.

## 5 STATUTE OF THE SNAS TERMINOLOGY COMMISSION

### 5.1 MISSION OF TK

TK is an advisory body to the Director. It is established by the SNAS Director.

TK recommendations that have been approved by the Director:

- may be supporting material for the ÚNMS SR Terminology Commission to use in drafting/commenting standards,
- are used in development of SNAS documents,
- are used in trainings for internal and external SNAS workers.

The role of TK is to address questions related to the use of specialized terminology and its translation into foreign languages and for unification of specialized terminology in the area of accreditation.

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## 5.2 TK MEMBERS

The TK members are appointed and withdrawn by the Director. They are internal staff SNAS or external co-worker.

The list of the SNAS Terminology Commission members is in Annex 2.

# 6 RULES OF PROCEDURE FOR THE SNAS TERMINOLOGY COMMISSION

## 6.1 RIGHTS AND RESPONSIBILITIES

The TK chair:

- drafts the program for deliberations,
- sets the date and the form of deliberations (personally, remote, mail-based, combined),
- if necessary, sends by electronic mail the materials to be discussed to the TK members in advance,
- manages the course of TK deliberations,
- authorizes, if absent from the meeting, another TK member to manage the TK deliberations,
- is responsible for the TK activities,
- can ask experts in specific areas to give their positions to specific professional issues and experts from JÚLŠ SAV on linguistic issues,
- drafts TK positions and recommendations for the Director,
- produces minutes from the TL deliberations in AIS,
- in the instance of mail-based deliberations of a terminological issue, sends out the proposals and elicits positions from all TK members electronically.

TK members:

- give their positions on the discussed issues,
- if necessary, may, if absent from the TK deliberations, electronically send their positions on the discussed materials to the chair within the set deadline.

## 6.2 DELIBERATIONS

TK deliberations can be conducted by following forms:

- personally (personal participation)
- remote (through the use of information and communication technologies),
- by correspondence (via e-mail),
- combined (a combination of the first three forma).

TK deliberations at irregular intervals, based on the request of the head of departments or the quality manager.

Deliberations may be held if an absolute majority of the Commission members are

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present. The TK chair or a person authorized by him, who manages the deliberations:

- Seeks to unite the opinions of the participating TK members in the matter of the discussed issue with emphasis on the position of the professionally-relevant internal members to the concerned topic,
- In the event of a tied vote, the chair elicits the positions of external experts in the concerned area and defers adoption of conclusions to the next TK deliberations,
- If relevant, Concludes the meeting with a final position of the TK with recommendations for the SNAS Director,
- Produces minutes in AIS.

## 7 ANNEXES

Annex 1: Instrument of establishment of the SNAS Terminology Commission

Annex 2: List of members of the SNAS Terminology Commission

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**7.1 ANNEX 1 INSTRUMENT OF ESTABLISHMENT OF THE SNAS TERMINOLOGY COMMISSION**SLOVENSKÁ NÁRODNÁ AKREDITAČNÁ SLUŽBA**ZRIAĎOVACIA LISTINA****Dňom 06.07.2009 zriaďujem****TERMINOLOGICKÚ KOMISIU SNAS****ako poradný orgán riaditeľa SNAS pre zjednocovanie odbornej terminológie  
a používanie odborných termínov v praxi SNAS.****Zoznam členov Terminologickej komisie (TK) schvaľuje riaditeľ SNAS.****Poslanie a pôsobnosť Terminologickej komisie (TK) určuje jej štatút.****Pôsobiskom Terminologickej komisie (TK) je sídlo SNAS v Bratislave.**

V Bratislave 30.06.2009

Ing. Jozef Obernauer  
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## 7.2 ANNEX 2 LIST OF MEMBERS OF SNAS TERMINOLOGY COMMISSION

Table 1 List of members of the SNAS Terminology Commission

<b>Ing. Juraj Randus</b>	<b>Chair</b>
RNDr. Lívia Kijovská, PhD.	Member (OLIS)
Ing. Stanislav Musil, CSc.	Member (OLIS)
Ing. Jaroslav Remža, PhD.	Member (OCO)
Ing. Pavol Kothaj	Member (OCO)
Mgr. Lucia Boldizárová	Member (external)

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