

Terms of Reference when Acting as a CAB

Versions Issued

Version	Date	Description of Amendment	Approved by:
1.0	25 November 2024	First version	SEG Board

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1. Purpose and scope

This describes the Terms of Reference for the occasions when the SEG Standard Revision Team is required to act as the SEG Standard Panel, as a *de facto* Conformity Assessment Body (CAB). Such occasions are ‘contingency’, for when an approved CAB might not be available.

2. Definitions

Most terms here are already defined in [202 Assurance System](#) or [119 SEG Standard Revision Team Terms of Reference](#). Additional terms are defined here:

- 2.1 SEG Standard Panel:** The sub-set of the SEG Standard Revision Team acting as a CAB.
- 2.2 Contingency:** These are contingency arrangements and therefore intended to be temporary. They are for the unexpected or unplanned occasions when no approved CAB is available. Such situations include, but are not limited to when: (a) an approved CAB has withdrawn from service, (b) an approved CAB is unable to provide the contracted service(s) through e.g. lack of personnel or sickness or (c) SEG has suspended or withdrawn a CAB’s approval. SEG shall seek a replacement CAB as soon as is practicably possible, and shall also seek in advance to have another approved CAB as alternative to the current or as contingency in preference to using the SEG Standard Panel.

3. Responsibilities

The Panel is not qualified or registered to operate the full requirements and competencies of a contracted CAB. However, on a temporary basis it shall aim to provide and operate as many of the requirements of the [202 SEG Assurance System](#) as possible, in particular section 5: Operating Procedures. It shall provide the following responsibilities so that the SEG Standard Certification system can continue to operate:

- 3.1** Receive applications from Clients for SEG certification,
- 3.2** Remind Clients of imminent re-certifications required (giving 3 months’ notice),
- 3.3** Identify a suitable auditor from the SEG Register who is able to act independently of the approved CAB,
- 3.4** Agree contract arrangements and costs with Client, Lead Auditor and Auditor,
- 3.5** Liaise with the Lead Auditor to arrange self-assessment,
- 3.6** Appoint auditor and arrange audit,

- 3.7 Review audit reports for accuracy and compliance with the SEG Standard and Assurance procedures,
- 3.8 Issue Corrective Action Report(s),
- 3.9 Issue SEG Certificate, with terms and conditions,
- 3.10 Issue suspension and withdrawals,
- 3.11 Undertake investigations into complaints about clients and into suspected transgressions of the SEG Standard,
- 3.12 Apply the SEG Complaints Procedure for any complaints made about the procedures or decisions of the Panel,
- 3.13 If, for any reason, the Panel or the SEG Board has good reason to believe that it cannot function effectively or objectively, then the Panel and the SEG certification services shall be suspended.
- 3.14 **Oversight:** The SEG Board shall be the oversight body for the SEG Standard Panel and apply its responsibilities in section 8.6 of [202 SEG Assurance System](#).

4. Requirements

These are the requirements for the Panel and its individuals to operate as a CAB:

- 4.1 Individuals shall be appointed according to [102 SEG Standard Development & Revision Procedure](#) (annexes 1 & 2),
- 4.2 As per 202 Assurance System 3.5.6.f, the Panel It may have advisors co-opted or contracted to assist; such advisors shall be appointed with the approval of the SEG Board.
- 4.3 The Panel shall be chaired by the SEG System Manager,
- 4.4 The Panel shall report to and be overseen by the SEG Board,
- 4.5 Panel Members shall have received training in the SEG Standard and Assurance procedures, notably: 017 01 SEG System Overview; 017 02 SEG Standard; 017 03 Assurance System; 017 04 Data Management;
- 4.6 Panel Members shall make declarations of interest according to the [SEG Declaration of Interest Policy](#). Individuals who have an interest in a client undergoing certification assessment shall not be included in any assurance or certification processes regarding that client.

5. Complaints and appeals

- 5.1 Any complaints or appeals regarding the procedures or outcomes of decisions of the Panel should be made by using the [SEG Complaints procedure](#).

6. Review

- 6.1 These terms of reference shall be reviewed after two years, or sooner if circumstances or experience deems appropriate.