



Terms of Reference for the WRAS Product Approvals Advisory Group (PAAG)

1. Purpose

- 1.1. To provide advice to WRAS Approvals on its' scheme requirements and whether to grant specific approvals, with or without restrictions, considering the requirements of the Water Supply (Water Fittings) Regulations/Scottish Water Byelaws for: regulation 4(1)(a); Schedule 2 paragraph 2; and other specific requirements of schedule 2 that relate to product design or performance

2. Functions

- 2.1. To review current or proposed WRAS requirements and make recommendations for improvements. WRAS requirements may include but is not limited to: test requirements, approach to ambiguities, guidance, IRNS and approval team checklists
- 2.2. The group shall make recommendations to WRAS related to appropriate mechanical test performance requirements, recognising that this is ultimately for enforcers or a court of law to decide.
- 2.3. To provide advice on specific applications regarding test requirement and recommend whether approvals should be granted or any limitations or restrictions that should be made to any approval.
- 2.4. To highlight the relevant requirements of Regulation 4(1)(a), Schedule 2 paragraph 2 and other specific requirements of schedule 2 that relate to product design or performance.

3. Membership

- 3.1. The membership of the Product Approvals Advisory Group is appointed by the Managing Director of WRAS and comprises a minimum of three external members. All members should have appropriate skills, knowledge and experience as defined in the advisor role profile.
- 3.2. Members may be employees of WRAS, act as sole traders or work for external organisations.
- 3.3. Members from external organisations will act as independent advisors and will not represent any external organisation. Advisors will have to enter into appointment letters setting out the requirements and conditions of the role. Advisors may be concurrently employed by a water company or other relevant organisation, provided they have permission to carry out the role independently.
- 3.4. None of the Product Approvals Assessment Group have any voting rights and attend to advise the decision maker identified in the WRAS approvals processes and to advise the MD and WRAS board in relation to any proposed changes to scheme requirements.
- 3.5. Where the advisors are concerned about the decision made by the MD related to scheme requirements, they will have the right to raise their concerns with the Chair or board of directors of WRAS.
- 3.6. Where the advisors are concerned about any decision made by the MD related to scheme requirements, they will have the right to raise their concerns with the Chair or board of directors of WRAS.
- 3.7. Meetings may also be attended by appropriate WRAS approvals decision makers or relevant employees as the Approvals Managers see fit. These will not attend as members of the group but will support the group.



4. WRAS Impartiality, Confidentiality and Code of Ethics

- 4.1. The WRAS Approvals Schemes for Water fittings and Materials operate under the conditions detailed in the ISO/EN 17065 standard for the Conformity Assessments of Certification Bodies. This places great importance on the management of impartiality within the scheme and as such requires (in section 6.1.3) that all personnel, advisors and practitioners involved in the certification system sign a statement to commit themselves to the following:
- 4.1.1. Comply with all the rules and policies defined by WRAS, including those relating to the confidentiality of information and independence from commercial and other professional interests.
 - 4.1.2. Have read, understood and comply with the WRAS Approvals & Certification Scheme Impartiality Policy (WRAS.Admin-103).
 - 4.1.3. Declare any prior and/or present association with a supplier or designer of materials or water fittings that may be or may become involved in the WRAS Product or Materials Approvals Scheme.
 - 4.1.4. Reveal any association with any developer, operator or provider of services or processes that may be utilised by WRAS in the course of their role for the Approvals Scheme.
- 4.2. Where members are concerned about an issue relating to impartiality, confidentiality or ethics they can raise these concerns with the designated conflicts reporting officer of WRAS (or, if they are unavailable, their deputy). The current Conflict Reporting Officer is Kes Juskoviak and the current Deputy Conflict Reporting Officer is Jim Foster.

5. Appointment of Chair and Deputy

- 5.1. The Product Approvals Advisory Group Chair is appointed by the WRAS Managing Director from the membership of the Group.
- 5.2. The WRAS Managing Director shall appoint a Deputy Chair from the membership of the Group to deputise in the event of the temporary unavailability of the Chair, or if a conflict of interest exists for one or more applications.

6. Meetings

- 6.1. Review meetings, subject to sufficient business, shall be held at least 8 times a year. The quorum for any of the activities undertaken by the PAAG shall be three members one of whom shall be the Chair or Deputy Chair.

7. Reporting relationships

- 7.1. The Product Approvals Advisory Group reports to the Managing Director.
- 7.2. The Product Approvals Advisory Group will consider matters relating to WRAS Approvals and where appropriate propose recommendations to the WRAS Approvals Manager.
- 7.3. The Managing Director or WRAS board of directors may approve changes to WRAS approval scheme requirements. Decisions about scheme requirements which must be referred to the WRAS board, include those where PAAG advisors do not support a proposed change or if public health could be adversely impacted or where the change would have a significant impact on key stakeholders such as water companies, approval holders or test laboratories. All changes to the scheme approved by the MD must be recorded and reported to the WRAS board.
- 7.4. The Product Approvals Advisory Group shall be mindful of and consider the impact of its advice upon water suppliers, test laboratories and WRAS Approvals.



7.5. The PAAG has no relationship with other WRAS committees.

8. Relationship with other organisations:

8.1. The Product Approvals Advisory Group shall foster good working relationships with other relevant organisations, such as trade associations, fittings and materials manufacturers and testing facilities