

## QUALITY ASSURANCE SCHEME (QAS) SUB COMMITTEE

### Terms of Reference

#### Purpose

Acts on behalf of the Regulation Board to determine applications for accreditation under the IFoA's Quality Assurance Scheme (QAS) and to monitor those accreditations once awarded.

#### Key Responsibilities

1. Determines applications for QAS accreditation (including renewals).
2. Determines applications for appointment, replacement and removal of Senior Quality Assurance Representatives (SQARs).
3. Reviews and notes the Annual Returns provided by Organisations and determines if any further action is necessary.
4. Reviews reported issues relevant to QAS accreditation raised by accredited firms (or others) to decide what action if any is required.
5. Exercises powers of discretion in relation to QAS accreditations, as set out in the QAS Handbook, including powers of suspension, renewal and withdrawal.
6. Requests additional interim assessments to be carried out by the QAS assessment team, as required.
7. Provides feedback to the IFoA Executive on the work of the QAS assessment team.
8. Makes recommendations to Regulation Board for changes to APS QA1, the QAS Handbook and QAS processes, as appropriate.
9. Monitors regulatory issues arising in its work on the QAS and raises those with the IFoA Executive and Regulation Board, as necessary.
10. Raises with the IFoA Executive and/or Regulation Board, as appropriate, any suggestions or concerns identified in relation to the operation of the QAS.
11. Reports to Regulation Board annually on activities of the Sub Committee including current issues and proposed future developments.
12. Inputs into the content, frequency and format of SQAR Forums.
13. Ensures conflicts of interest of Sub Committee members are managed effectively.
14. Makes recommendations to the IFoA Executive and Chair of the Sub-Committee as to the suitable skill sets required within the Sub Committee so that it can meet its key responsibilities.
15. Ensures that matters of particular commercial sensitivity are considered by the Lay Members only with a suitable recommendation being made to the rest of the Sub Committee.
16. Complies with the Governance Manual.

## Membership

**Chair:** Tanya Castell

**Executive Support:** Members of General Counsel Directorate

The Sub Committee shall comprise eight members:

1. Lay Chair
2. Two lay members
3. Five volunteers

## Specific Procedural Rules

Where matters arise that are deemed by the Chair to involve issues of particular commercial sensitivity for applicants or accredited organisations, the lay members of the Sub Committee (including the Chair) will consider the issue and make a recommendation to the rest of the Sub Committee without disclosing details of the issue.

A quorum comprises one third of the members of the committee (rounded up to the nearest whole number), including at least one lay member.

September 2017