



DIACC-CP-05-01 Independent Review Committee Charter

Version: 3.0

Reference: DIACC-CP-05-01

Date: 2024-02-27

Status: Final

Editor: Certification Program Management Office

IPR: [DIACC Intellectual Property Rights V1.0](#)

1. Purpose and Mandate

This Charter establishes the DIACC Certification Program Independent Review Committee (IRC) based on ISO standards and industry best practices.

2. Overview

The IRC has delegated authority from the DIACC Board of Directors (BOD) to review Audit Reports for quality assurance, as specified in the applicable Certification Program guidance and process documents.

3. Composition

IRC representatives are nominated by DIACC top management and Certification Program leadership and appointed by the DIACC BOD. IRC members may include subject matter experts from the information security management, audit, cybersecurity, digital identity, and standardization domains.

4. Leadership

The IRC shall have a Chair and, ideally, a Vice Chair. The Chair shall serve for a one-year term. There is no limit to the number of terms an individual may serve. If an IRC leadership seat becomes vacant, the IRC shall designate an interim Chair.

5. Responsibilities

The IRC is responsible for:

- a. Accept terms and conditions stipulated by the IRC member agreement, including:
 - o Perform its role in an impartial and confidential manner and comply with the applicable NDA.
 - o Disclosure of Conflict of Interest and duty to abstain.
- b. Conducting a quality review of the audit findings reported by the DIACC-accredited auditor.

6. Resources and Support

The IRC requires:

- a. Collaboration with the DIACC top management and Certification Program staff to support the program.
- b. Development and maintenance of contracts and agreements.
- c. Secure information management system.
- d. Program management to act as secretariat.

The Certification Program Management Office provides support to the IRC.

7. Compensation

Participation is on a volunteer basis, and representatives are not reimbursed for any costs that may result from IRC activities.

8. Quorum

- a. Quorum shall be the participation of at least 50% of the non-recused IRC members.
- b. Quorum required for IRC decisions, including:
 - (i) Decisions to affirm that quality assurance is appropriately performed.
 - (iii) Quorum shall be the participation of at least 50% of the non-recused IRC members.
 - (iv) Decisions require an ordinary resolution with at least 50% +1 votes recorded in favour for a motion to carry.

9. Performance Indicators

Performance indicators to measure IRC success include:

- a. Demand and acceptance of the certification.
- b. Timely resolution of issues.

10. Liaison Officers

10.1 Trust Framework Expert Committee (TFEC):

- a. The DIACC Trust Framework Expert Committee (TFEC) should appoint two representatives to serve as Technical Liaison Officers to the IRC.
- b. The purpose of the TFEC Technical Liaison Officers is to connect the IRC with appropriate sources of technical advice on specific matters pertinent to the DIACC PCTF.
- c. The TFEC Technical Liaison Officers should be able to assist the IRC with questions or requests for clarification regarding implementation of DIACC PCTF conformance criteria.
- d. The IRC will confer with the TFEC Technical Liaison Officers as needed and may invite them to ad-hoc meetings.
- e. The discussions with the IRC will be strictly related to the DIACC PCTF conformance criteria implementation.
- f. The TFEC Technical Liaison Officers will not have access to applicant submissions due to confidentiality reasons. Only the IRC members and Certification Program staff subject to the NDA and conflict of interest policies will have access to the applicant submissions and related information.

10.2 Other Technical Bodies

The IRC may require technical guidance from other technical bodies when other schemes or frameworks are added to the Certification Program. Other potential liaisons shall be invited based on approval by the DIACC Board of Directors.

11. Reference Documents

- a. Independent Review Committee Member Agreement.
- b. DIACC-CP-02-01 Certification process of services.
- c. DIACC-CP-03-01 Guidance for audits of services against PCTF.
- d. DIACC-CP-06-01 Certification Program Manual.
- e. DIACC-CP-07-01 Quality Management Process.
- f. ISO/IEC 17021 Conformity assessment — Requirements for bodies providing audit and certification of management systems.
- g. ISO/IEC 19011 Guidelines for auditing management systems.
- h. ISO/IEC 27006 Information technology — Security techniques — Requirements for bodies providing audit and certification of information security management systems.
- i. ISO/IEC 29115 Information technology — Security techniques — Entity authentication assurance framework.
- j. ISO/IEC 17065:2012 “Conformity assessment – Requirements for bodies certifying products, processes and services”.
- k. ISO/IEC 17020:2012 “Conformity assessment — Requirements for the operation of various types of bodies performing” inspection”.
- l. ISO/IEC 17025:2017 “General requirements for the competence of testing and calibration laboratories”.
- m. ISO/IEC 17030:2021 “Conformity assessment — General requirements for third-party marks of conformity”.
- n. NIST 800-63-3 Conformance Criteria (63A, 63B and 63C).
- o. DIACC PCTF Components.
- p. Other documents that the Certification Program Management Office and DIACC top management may identify.

Note: DIACC PCTF Assessment Component (DIACC PCTF09) was deprecated.

Revision History

Release Date	Version	Changes	Status
2024-02-27	3.0	Further alignment with ISO 17065	Approved by DIACC Board of Directors on 2024-04-09
2022-11-21	2.0	Scope Duties and alignment of language with the rest of the document suite.	Approved by DIACC Board of Directors on 2023-02-02

2022-02-28	1.7	New document	Approved by DIACC Board of Directors on 2022-03-08
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Definitions

Term	Meaning
Audit	Evaluation, assessment, and examination by a DIACC-accredited Auditor to determine conformity against the applicable PCTF Component conformance criteria.
Audit Report	Report provided by the DIACC-accredited Auditor, which informs conformity in relation to the applicable DIACC PCTF Component conformance criteria.
Auditor	DIACC- accredited Auditor that conducts third-party evaluation against the PCTF Components.
DIACC PCTF Components	DIACC Pan-Canadian Trust Framework Components are available at https://diacc.ca/trust-framework/
Certification Program	A third-party conformity assessment program designed around ISO/IEC 17065 and 17021 to determine compliance with the PCTF and indicate that specific requirements are met.