



International Standards Accreditation Council

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ACCREDITATION CRITERIA FOR MANAGEMENT SYSTEM CERTIFICATION BODIES

ISSUE NO : 01

ISSUE DATE : 17/01/2015

PREFACE

The accreditation criteria has been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria was developed and adopted following public hearings conducted by the International Standards Accreditation Council. Accreditation committee and is effect from 17/01/2015. all accreditations issued or re-issued on or after the effective date must comply with this criteria.

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ACCREDITATION CRITERIA FOR MANAGEMENT SYSTEM CERTIFICATION BODIES

1 INTRODUCTION

1.1 Scope : This criteria sets forth the requirements for obtaining and maintaining International Standards Accreditation Council (ISAC), Management System (MS) Certification Body (CB) accreditation for which certification activity is sought. CB(s) seeking accreditation for MS certification shall comply with the requirements specified in ISO/IEC 17021 : 2011, conformity assessment - Requirements for bodies providing audit and certification of Management system and supplemented by this ISAC Accreditation criteria, ISAC rules of procedure for Management System certification bodies, and International Standards Accreditation Council mandatory documents on application of ISO/IEC 17021.

1.2 References and Normative Documents:

Publications listed below refer to current editions (unless otherwise stated) current editions of related codes published by the international code council or codes duly adopted by the relevant jurisdiction.

- 1.2.1 ISO/IEC 17011, Conformity assessment General Requirements for accreditation bodies accrediting conformity assessment bodies
- 1.2.2 ISO/IEC 17021, Conformity assessment requirements for bodies providing audit and certification of management systems.
- 1.2.3 ISO/IEC TS 17021-2 Conformity assessment Requirements for bodies providing audit and certification of management systems - Part 2: Competence requirements for auditing and certification of environmental management systems.
- 1.2.4 ISO/IEC TS 17021-3 Conformity assessment Requirements for bodies providing audit and certification of management systems - Part 2: Competence requirements for auditing and certification of quality management systems.
- 1.2.5 ISAC Rules of procedure for management system certification body accreditation
- 1.2.6 ISO/IEC 17000, Conformity assessment vocabulary and general requirements.
- 1.2.7 ISO 19011, Guidelines for auditing management systems.
- 1.2.8 ISO/IEC 27006, Information technology security teschiques - Requirements for bodies providing audit and certification of information security management systems.
- 1.2.9 ISO 9001 Quality Management Systems Requirements (QMS).
- 1.2.10 ISO 14001 Environmental Management Systems - Requirements with guidance for use (EMS).
- 1.2.11 ISO 22000 Food safety management systems - Requirements for any organization in the food chain (FSMS).
- 1.2.12 ISO 28000 Supply Chain security Management systems - Requirements for any organization in the Supply chain (SCSMS)

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- 1.2.13 ISO/IEC 27001 Information technology security techniques - Information security management systems - Requirements (ISMS)
- 1.2.14 OHSAS 18001 Occupational health and safety management systems. Requirements (OH&S)
- 1.2.15 ISO 13485, Medical devices - Quality management systems - Requirements for regulatory purposes.
- 1.2.16 ISO 50001, Energy management systems - Requirements with guidance for use.

2 Definitions

Definitions related to conformity assessment are from ISO/IEC 17000 and ISO/IEC 17011.

2.1 Accreditation:

Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

2.2 Attestation:

Issue of a statement based on a decision review that fulfillment of specified requirements has been demonstrated.

2.3 Certification :

Third - party attestation related to products, processes, systems or persons.

3.0 ELIGIBILITY

3.1 All applicants must have operated, provided certification services and completed a minimum of one initial certification audit per discipline, including completion of the decision making process and issuance of certification. Alternatively, applicants who have received applications from clients seeking certification and are preparing to conduct audits of these applicant organization(s) may also be for accreditation.

3.2 provide at least one internal audit against the operating discipline(s) and record of the minutes of the meeting of the impartiality committee as required by ISO/IEC 17021.

3.3 ISAC MS CB accreditation services are available to third-party certification body organization that meet the requirements of ISO/IEC 17021 and who operate in the following disciplines.

3.3.1 ISO 9001 Quality Management Systems - Requirements (QMS).

3.3.2 ISO 14001 Environmental Management Systems - Requirements with guidance for use(EMS)

3.3.3 ISO 22000 Food safety management systems - Requirements for any organization in the food chain (FSMS)

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3.3.4 ISO 27001 Information technology - Security techniques - Information security management systems - Requirements (ISMS)

3.3.5 ISO 28000 Supply chain security management systems - Requirements for any organization in the supply chain (SCSMS).

3.3.6 OHSAS 18001 Occupational health and safety management systems. Requirements (OH&S).

3.3.7 ISO 13485, Medical devices - Quality management systems - Requirements for regulatory purposes.

3.3.8 ISO 50001, Energy management systems - Requirements with guidance for use.

3.4 In addition to the requirements given in ISO/IEC 17021, MS CB must also demonstrate compliance with the following applicable criteria available in the appendices.

3.4.1 Appendix 1 : ISAC requirements for ISO 9001 certification bodies operating Quality management system certification.

3.4.2 Appendix 2 : ISAC requirements for ISO 14001 certification bodies operating Environmental management system certification.

3.4.3 Appendix 3: ISAC requirements for ISO 22000 certification bodies operating Food safety management system certification.

3.4.4 Appendix 4: ISAC requirements for ISO 28000 certification bodies operating Supply chain security management system certification.

3.4.5 Appendix 5: ISAC requirements for ISO 27001 certification bodies operating Information security management system certification.

3.4.6 Appendix 6 : ISAC requirements for OHSAS 18001 certification bodies operating Occupational health and safety certification.

3.4.7 Appendix 7 : ISAC requirements for ISO 13485 certification bodies operating Medical devices - Quality management system certification.

3.4.8 Appendix 8 : ISAC requirements for ISO 50001 certification bodies operating Energy management system certification.

4 SUPPLEMENTAL REQUIREMENTS

4.1 The CB seeking accreditation must submit data showing compliance with ISO/IEC 17021, conformity assessment - Requirements for bodies providing audit and certification of management systems.

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- 4.2** This criteria is issued for the accreditation of certification bodies which seek to be recognized as being competent to certify an organizations's MS for specific disciplines in the respective sectors. The certification body is required to define the scope it undertakes, identify the technical qualifications of its auditors for that particular discipline/sector and to select a suitably qualified CB audit team to conduct the certification audits.
- 4.3** The CB must have requirements for determining continued compliance of the organizations its certifies. This shall include an on-site audit of the organizations that it certifies in accordance with the CB assessment procedure and ISO/IEC 17021.
- 4.4** Participation by CB audit personnel in a "personnel certification scheme" accredited to ISO/IEC 17024 by an accreditation body recognized by GAF is acceptable, however the CB must establish its own criteria for determining competence of audit personnel through evaluation of those areas not covered by the scope of a personnel certification scheme.
- 4.5** ISAC shall verify that the CB is able to identify any impact on the overall or specific sectorial competence of the CB when an employee/auditor of the CB has left the organization. Under such circumstances, the ISAC assessment team shall seek evidence that the CB has identified on its overall competence and the effect on existing certifications.

5 PREPARATION FOR ASSESSMENT

5.1 An assessment agenda will be planned to encompass three assessment activities:

1. Assessment of the documentation of the CB
2. Assessment of the CB's main office including branch offices and where required, sub-contractors
3. witnessing of field audits conducted by the CB at the CB's client's Premises.

5.2 For witnessing of field audits, the number of witness assessments required depends on the extent of the scope of accreditation sought. Where requested technical sectors overlap, these will be grouped before witness durations are taken into account. The witness assessment duration will be determined by ISAC.

6 ASSESSMENT

- 6.1** At all times during the assessment process i.e., during the assessment or upon request, the applicant or accredited CB shall provide ISAC with unrestricted access to documents pertaining to its certification process. In particular, records of complaints appeals disputes and any related corrective actions undertaken.
- 6.2** A preliminary visit is optional and must be requested by the applicant CB. A Preliminary visit is for the purpose to better understand the accreditation process and to clarify expectations of ISAC and the **requirements of the criteria documents. A preliminary assessment report will be provided, however** this shall not reduce the number of assessment days or assessors required for the initial assessment. Applicants and accredited CB's shall be subject to an ISAC review during the stage 1 and stage 2 audits. These two stage assessment as specified in ISO/IEC 17021 shall be used to determine compliance of the CB with the standard and related ISAC criteria for the scope of certification for which accreditation is sought.

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6.3 where required and when appropriate conditions prevail (e.g. scope extensions, relocation of premises follow-up assessments, etc). ISAC may consider a combination of desk assessments and/or on-site witness visits. ISAC's decision to grant a desk assessment is final when this option is requested by the MSCB. Desk assessments are not intended to replace the need for periodic on-site surveillance and re-assessments of an accredited organization.

6.4 After the initial year of accreditation, the MS CB is subject to an on-site surveillance visit. The surveillance visit shall be completed approximately 11 months from the date of initial granting of accreditation. As determined by ISAC a witness assessment of the CB's certified client(s) shall also be completed during the surveillance assessment by ISAC.

6.5 ISAC will conduct a full re-assessment of the CB at a minimum of once every two years commencing from the date of the surveillance assessment. Re-assessment entails a full verification of the CB's scope of accreditation for continued compliance with ISAC accreditation requirements. This will include both a stage 1 on-site office assessment and stage 2 assessment at the site of the CB's client.

6.6 For assessment of premises where one or more key activities are conducted by the applicant or accredited CB, this is undertaken in accordance with ISAC policy on duration for Quality management systems audits.

7 WITNESSING CERTIFICATION ACTIVITIES

ISAC will periodically witness audit at a CB's client's site. Guidance for the duration of all QMS Audits will be in accordance with GAF, Duration of QMS and EMS Audits.

7.1 For initial accreditation, one activity in each major or similar sectors of the certification discipline shall be witnessed prior to the granting of accreditation.

7.2 Re-assessment visits shall be the same as shown in section 7.1.

7.3 For surveillance purposes, a sampling of activities in each major certification discipline shall be reviewed

7.4 **The selection of locations and auditors for a witness activity shall be agreed upon by ISAC in consultation with the CB.** The geographic distribution, location and scope of accreditation of the CB shall be taken into consideration.

7.5 for witness audit plans which are part of initial/surveillance/reassessment visits refer to ISAC policy on scoping for management system certification body accreditation.

7.6 ISAC may assess certified MS of CB's clients without any or with limited timenotice to the CB. Therefore **the CB must include in its contractual agreements with its clients, their responsibility to accept and facilitate ISAC assessments of their MS.** Failure to accept and/or facilitate such assessments may result in suspension or withdrawal of CB's accreditation

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8 CLASSIFICATION OF SCOPES OF ACCREDITATION

To provide general guidance in the classification of scopes of accreditation of CB for all disciplines, the following ISAC requirements have been developed.

- 8.1 For QMS, ISAC adopts the scope sector recognized by Global accreditation forum(GAF) and utilizes the current edition of GAF document on scopes for QMS/EMS certification systems, available on the GAF website.
- 8.2 EMS scopes have the same requirements as in section 8.1, QMS
- 8.3 For FSMS, the list of food chain sectors for which accreditation can be sought is listed in the latest ISO/TS 22003.
- 8.4 For ISMS, the list of ISMS sectors for which accreditation can be sought is listed in the latest ISO/IEC 27006.

9 SCOPE EXPANSIONS FOR ALL DISCIPLINES

An ISAC accredited certification body may request expansion of their scope of accreditation at any time during the effective term of accreditation by submitting a written request identifying the discipline and sector(s) to be added.

The length of time to process a request for expansion of the scope is dependent on submittal for the information requested below, and the scheduling of on-site and witness assessments when deemed necessary to determine competence. All expenses and costs related to scope expansions are the responsibility of the certification body as per ISAC fee schedule for management system certification.

Publications listed below refer to current editions (unless otherwise stated) current editions of related codes published by the international code council or codes duly adopted by the relevant jurisdiction.

APPENDIX 1

ISAC requirements for ISO 9001 certification bodies operating Quality Management System Certification.

ISAC adopts the scope sectors recognized by the Global Accreditation Forum (GAF) and utilizes the current edition of document on scopes for QMS certification systems.

APPENDIX 2

ISAC requirements for ISO 14001 certification bodies operating Environmental Management System Certification.

ISAC adopts the scope sectors recognized by the Global Accreditation Forum (GAF) and utilizes the current edition of document on scopes for EMS certification systems.

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APPENDIX 3

ISAC requirements for ISO 22000 certification bodies operating Food Safety Management System Certification.

A.1.1 Scope

In addition, for food safety management systems, this appendix supplements ISAC Rules of procedure for Management system certification body accreditation.

A1.2 Additional Reference Documents

A1.2.1 ISO/TS 22003, Food safety Management System - Requirements for bodies providing audit and certification of food safety Management Systems.

A1.2.2 ISO 22000, Food safety management systems - Requirements for any organization in the food chain.

A 1.3 Additional Definitions

A1.3.1 Food Safety Management Systems (FSMS):

A set of interrelated or interacting elements to establish policy and objectives and to achieve those objectives used to direct and control an organization with regard to food safety.

A1.3.2 Hazard Analysis and Critical Control Point (HACCP):

System which identifies, evaluates and controls hazards which are significant for food safety.

A1.4 Eligibility

Food safety Management System accreditation services are available to third-party CB's who have ISO/IEC 17065 and/or ISO/IEC 17021 accreditation.

A1.5 Supplemental Requirements

ISO/IEC 17021 and ISO/TS 22003 clearly describe how accredited and applicant CB's need to implement a certification audit of a management system of their clients through the process of stage 1 audit and stage 2 audits. The surveillance frequency is also defined in the above mentioned standards.

To confirm the complete evaluation of a service or product, ISO 22000 FSMS certified clients may use the services of:

(i) Inspection agencies who are accredited to ISO/IEC 17020, Conformity assessment - Requirements for the operation of various types of bodies performing inspection, by ISAC or by another signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA)

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(ii) Product certification agencies who are accredited to ISO/IEC 17065, Conformity assessment - Requirements for bodies certifying products, processes and services; by ISAC or by another signatory to the Global Accreditation Forum (GAF).

(iii) Personnel certification agencies that are accredited to ISO/IEC 17024, Conformity assessment - General requirements for bodies operating certification of persons.

(iv) Testing and calibration laboratories who are accredited to ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories, by ISAC or by any other signatory to the International Accreditation Cooperation (ILAC) Mutual Recognition Arrangements (MRA).