



**ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES**

**CAB Accreditation Policy Document**

**Document Title: Policy On Unannounced Assessment/Verification Visits**

**Document Number: ACCAB-CAB-9.0**

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<b>Revision Number</b>	<b>Revision Date</b>	<b>Paragraph Number</b>	<b>Description of Revision</b>	<b>Revision Author</b>

<b>1.1</b>	<b>Purpose:</b>
1.1.1	The purpose of this policy is to ensure that ACCAB conducts unannounced assessment/verification visits to the ACCAB accredited Conformity Assessment Bodies (Laboratories, Inspection Bodies, and Certification Bodies etc) (CABs) as and when deemed necessary.
<b>1.2</b>	<b>Scope:</b>
1.2.1	This policy is applicable to the ACCAB accredited CABs (Laboratories, Inspection Bodies, and Certification Bodies etc) to monitor ongoing effectiveness of their quality management system.
<b>1.3</b>	<b>Definitions:</b>
	NA
<b>1.4</b>	<b>Details:</b>
1.4.1	ACCAB accredited CABs may expect unannounced assessment/verification visits from ACCAB during period of the accreditation.
1.4.2	ACCAB unannounced assessment/verification visits are additional to the scheduled annual surveillance visits.
1.4.2.1	ACCAB unannounced assessment/verification visits are routinely conducted to verify ongoing implementation of the quality management system by the ACCAB accredited CABs and are not necessarily triggered because there is some concern or feedback about their fulfilment with the relevant accreditation requirements.
1.4.2.2	ACCAB wishes to take due care that these unannounced assessment/verification visits minimally cause disturbance to the CAB's normal activities on the day scheduled.
1.4.2.3	It is the responsibility of the CAB to provide suitable escorts to ACCAB Officers/Assessors during unannounced assessment/verification visits.
1.4.2.4	The duration of unannounced assessment/verification visits is not more than 4 hours.
1.4.2.5	ACCAB reserves the access to the documentation and records of CABs during unannounced assessment/verification visits even when key personnel are not available.
1.4.2.6	ACCAB accredited CABs are not charged for these unannounced assessment/verification visits.
1.4.2.7	If any Non-conformity is raised during these unannounced assessment/verification visits would be treated in the same way as for the scheduled visits.
1.4.2.8	ACCAB solicits cooperation from CABs for any such unannounced assessment/verification visits.
1.4.2.9	ACCAB accredited CABs or the Stakeholders may contact ACCAB Head Office in case of any queries regarding this policy.

<b>1.5</b>	<b>References:</b>	
<b>1.5.1</b>	<b>Details</b>	<b>Document Number</b>
	NIL	