



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

ACCREDITATION SCHEME MANUAL

Document Title: Table of Contents

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Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author

2.1	Purpose:
2.1.1	This Accreditation Scheme Manual shall be used by the Accreditation Commission for Conformity Assessment Bodies (ACCAB) for the accreditation of third party independent CABs that undertake conformity assessment services such as auditing & certification of the management systems, testing & calibration services, assessment of personnel and Inspection as per various international standards, publicly available documents and for compliance with ACCAB standards. The ACCAB standards are the SQAM (Standardization, Quality, and Accreditation & Metrology) principles and criteria followed by ACCAB.
2.1.2	This Accreditation Scheme Manual shall ensure continuity and consistency of the conformity assessment processes deployed by the ACCAB accredited CABs against the relevant standards.
2.1.3	This Accreditation Scheme Manual shall ensure that ACCAB accredited CABs operate in a controlled manner.
2.1.4	This Accreditation Scheme Manual shall provide transparency that is required of an independent international Accreditation Body.
2.1.5	This Accreditation Scheme Manual ensures flexibility by focusing on outcomes rather than be prescriptive & bureaucratic and letting you to manage the way you want.
2.1.6	This Accreditation Scheme Manual assist applicant and accredited CABs to meet and surpass the accreditation requirements by providing guidance and notes.
2.1.7	This Accreditation Scheme Manual endeavors to bring clarity and acceptance of multiple points of views.
2.2.0	Scope:
2.2.1	The application of this manual is mandatory and prescribes ACCAB requirements for all CABs who wish to offer ACCAB accredited conformity assessment services and allow accredited organizations the use of ACCAB logo.
2.2.2	The term “shall” used throughout this manual is to indicate that those requirements are mandatory.
2.2.3	This Accreditation Scheme Manual prescribes procedures, criteria and methodology that a CAB must undertake in carrying out conformity assessment services to the relevant international standard/s certification. Participation of an organization in such assessment/s shall be voluntary and it is the responsibility of any such organization to provide sufficient evidence that assessment / certification to the applicable standard is justified.
2.2.4	This Accreditation Scheme Manual shall be updated from time to time and is subject to regular supervision by the Technical Advisory Committee (TAC) of ACCAB and its Board. Additional procedures and requirements may be published in the form of advisories. Those advisories shall be considered requirements for implementation by CABs and shall be integrated into the procedures/processes of the accredited CABs.
2.3	Responsibility & Authority :
2.3.1	The Technical Advisory Committee (TAC) of ACCAB is responsible for the Accreditation Scheme Manual in ACCAB’s official language - English.
2.4	Operation:

2.4.1	This manual is intended to be a living document and is subject to review on an ongoing basis.			
2.4.2	Description	Proc. No	Current Status	Approved By
2.4.2.1	Manual Identification	ASM-1.0	0	TAC
2.4.2.2	Table of Contents	ASM-2.0	0	TAC
2.4.2.3	Amendment Record	ASM-3.0	0	TAC
2.4.2.4	List of Controlled Copy Holders	ASM-4.0	0	TAC
2.4.2.5	Terminology/Definitions Used	ASM-5.0	0	TAC
2.4.2.6	Introduction to Accreditation Commission for Conformity Assessment Bodies	ASM-6.0	0	TAC
2.4.2.7	Various Accreditation Schemes	ASM-7.0	0	TAC
2.4.2.8	ACCAB Accreditation Procedure	ASM-8.0	0	
2.4.2.9	ACCAB Accreditation Requirements	ASM-9.0	0	TAC
2.4.2.10	Sample Accreditation Agreement	ASM-10	0	TAC
2.4.2.11	ACCAB Schedule of Fees (A To G)	ASM-11	0	BOD
2.4.2.12	ACCAB Complaints & Appeals Guidelines	ASM-12	0	TAC
2.4.2.13	Rules on Use of the ACCAB Accreditation Symbols & Logos	ASM- 13	0	TAC
2.4.2.14	ACCAB Accreditation Application Form (A to G)	ASM- 14	0	TAC
2.4.3	The List of Normative Reference			
2.4.3.1	The following reference documents to be used for the application of this manual. In all cases the latest version of the referred documents applies including any amendments.			
	<ul style="list-style-type: none"> a. ISO 17011:2004 Conformity Assessment- General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies; b. ISO 17021:2011 Conformity Assessment - Requirements for Bodies Providing Audit and Certification of Management Systems; c. ISO/IEC 17020:2012 General Criteria for the Operation of Various Types of Bodies Performing Inspection; d. ISO/IEC 17025:2005 General Requirements for the Competence of Testing and Calibration Laboratories; e. ISO/IEC 15189: 2012 Medical laboratories - Particular requirements for quality and competence; f. ISO/IEC 17043:2010 - Conformity assessment - General requirements for proficiency testing; g. ISO Guide 34:2009 General requirements for the competence of reference material producers; h. ISO/IEC 17024:2012 Conformity Assessment - General Requirements for Bodies Operating Certification of Persons; i. ISO/IEC 17065:2012 Conformity Assessment Requirements for Bodies Certifying Products, Processes & Services; j. ISO 9000:2005 Quality Management Systems - Fundamentals & Vocabulary; k. ISO 17000:2004 Conformity Assessment- Vocabulary & General Principles; l. ISO/IEC Guide 27:1983, Guidelines for Corrective Action to be taken by a Certification Body in the event of misuse of its trademark of conformity; m. ISO/IEC Guide 23:1982 Methods for indicating Conformity with standards for Third-Party Certification Systems; n. ISO 19011:2011 Guidelines for Quality and / or Environmental Management Systems 			

	<p>Auditing;</p> <ul style="list-style-type: none"> o. ISO/IEC 22003:2007 -Food Safety Management Systems – Requirements for Bodies Providing Audit and Certification of Food Safety Management Systems; p. ISO/IEC 27006:2011 -Information Technology - Security Techniques - Requirements for Bodies Providing Audit and Certification of Information Security Management Systems; q. ISO 28003:2007 -Security Management Systems for the Supply Chain - Requirements for Bodies Providing Audit and Certification of Supply Chain Security Management Systems; r. ISO 30003:2009-Ships & marine Technology – Ship Recycling management System-requirements for bodies providing audit & certification for ship recycling management; s. ISO 14065:2013 Green House Gases – requirements for Green House Gas validation & verification bodies for using accreditation or other forms of recognition; t. Relevant International Standards, ACCAB Standards, Advisories and Accreditation Requirements.