



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES
ACCREDITATION SCHEME MANUAL

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6.1	Introduction:
6.1.1	Accreditation Commission for Conformity Assessment Bodies (ACCAB) is an Independent, International Accreditation Body (AB). It works to serve the global communities of businesses and consumers. ACCAB accredits appropriately qualified independent third party Conformity Assessment Bodies (CABs) such as the Certification Bodies, the Inspection Bodies, and the Testing & the Calibration Laboratories to ensure their competence to carry out specific tasks as per the International Standards & the Benchmarks. ACCAB also operates the "Responsible Education Provider"™ Accreditation for Further Education & Training Institutions. ACCAB Accreditation is voluntary in nature.
6.1.2	<p>ACCAB offers accreditations according to the following Standards:</p> <ol style="list-style-type: none"> a. ISO/IEC 17021:2011 Conformity assessment -- Requirements for the bodies providing the audit and the certification of the management systems. b. ISO/IEC 17021:2011 Conformity assessment -- Requirements for the bodies providing the audit and the certification of the Fastener Quality Assurance System covered by the latest Fastener Quality Act (FQA) Public Law 101-592 as amended 1999 of the United States of America as per the Consensus Standard or Standards. c. ISO/IEC 17024:2012 Conformity assessment -- General requirements for the bodies operating certification of persons. d. ISO/IEC 17020:2012 General criteria for the operation of various types of bodies performing inspection. e. ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories. f. ISO/IEC 17025:2005 General requirements for the competence of laboratories that conduct Tests and Measurements of Fasteners covered by the latest Fastener Quality Act (FQA) Public Law 101-592 as amended 1999 of the United States of America as per the Consensus Standard or Standards. g. ISO 15189:2012 Medical laboratories -- Requirements for the quality and competence. h. ISO/IEC 17043:2010 - Conformity assessment -- General requirements for proficiency testing i. ISO Guide 34:2009 - General requirements for the competence of reference material producers. j. ISO/IEC 17065:2012- Conformity assessment – Requirements for bodies certifying products, processes and services; k. ISO 14065:2013 Green House Gases – requirements for Green House Gas validation & verification bodies for using accreditation or other forms of recognition; l. OECD GLP Registration:- Good Laboratories Practice m. ACCAB GCP :-Good Clinical Practice n. ACCAB’s “Responsible Education Provider”™ Accreditation Standard for Further Education & Training Institutions.
6.1.3	Accreditation Commission for Conformity Assessment Bodies (ACCAB) is a trading name for the Accreditation Commission for Conformity Assessment Bodies Private Limited a company limited by shares established in terms of Companies Act, 1956, Republic of India.
6.1.4	The services of the ACCAB are administered from an International Head Office, which is based in Mumbai, Republic of India.
6.1.5	ACCAB operates in accordance with the requirements, the criteria, the rules and the regulations laid down

	in the following documents:
6.1.6	<ul style="list-style-type: none"> a. The requirements of the international standard ISO/IEC 17011:2004, General requirements for bodies providing assessments and accreditation of conformity assessment bodies; b. The requirements and other benchmarks as stipulated in the Publicly Available Documents (PAD) published by various international bodies and ACCAB; c. Legally established objectives as per the Memorandum & the Articles of Association with the Ministry of Corporate Affairs.
6.1.7	The Board of Director has overall authority and the responsibilities for the policies and the procedures for the operations of ACCAB.
6.1.8	The Board delegates to the Chief Executive Officer (CEO) of ACCAB the responsibility to implement the ACCAB policies and procedures.
6.1.9	Accreditation Approval Committees make decisions concerning the granting and continuation of accreditation.
6.1.10	An independent Impartiality Committee representing the broad range of stakeholders reviews and adjudicates on possible conflicts of interest.
6.1.11	The authority vested in ACCAB is that assigned to them by the Conformity Assessment Bodies and other Organization it accredits and recognizes by virtue of these applicant and accredited bodies pledging support for the mission and objectives of ACCAB and ensuring that their actions are according to that policy. It is an independent, impartial and non-governmental body and makes no claim to be connected with any government. The accreditation services provided by ACCAB may be accepted on the basis of an independently delivered service designed to support organizations seeking verification of the credibility and integrity of accredited conformity assessment bodies. ACCAB has a policy of not to subscribe to the membership of any forum, association or network which may encourage undesirable business practices including monopolistic practice. The applicant or the conformity assessment bodies accredited by ACCAB are clearly directed not to mean or cause to give impression to any member of the public that ACCAB act with the approval of the government.
6.2	The Vision, Mission, Objectives & Quality Policy:
6.2.1	Vision:
6.2.1.1	Our vision is to serve global communities of businesses and consumers. We shall accomplish our vision through the successful implementation of an Accreditation System for Conformity Assessment Bodies and Further Education & Training Institutions that is responsible, responsive, recognized to demonstrate that their business critical processes are competent, professional and ethical resulting in value addition to our stakeholders.
6.2.2	Mission & Objectives:
6.2.2.1	Mission:
6.2.2.1.1	To promote advancement of SQAM (Standardization, Quality, and Accreditation & Metrology), which protect the interest of the Global Communities of Businesses & Consumers.
6.2.2.2	Objectives:

6.2.2.2.1	<ul style="list-style-type: none"> a. To establish itself as a lead non-government - private sector trade support institution as per the policy of international trade center (UNCTAD/WTO) to provide a proactive, transparent, impartial and credible accreditation and recognition to conformity assessment service providers in the field of quality, environmental, sustainability, occupational health & safety, food safety, information security & technology, testing, calibration, research and education service providers globally; b. To accredit organizations in accordance with trade and industry accepted criteria, international standards, guides and other normative documents and continue to comply itself with the relevant international criteria; c. To cooperate with national and international peer organizations on the conditions for accreditation and issues relating to accreditation as per the World Trade Organization (WTO) Agreement on Technical Barriers to Trade to ensure that regulations, standards, testing, certification and accreditation procedures do not create unnecessary obstacles.
6.2.2.3	Quality Policy:
6.2.2.5.1	<ul style="list-style-type: none"> a. We are committed to provide distinguished and excellent accreditation services globally to the conformity assessment and further education sector; b. We shall continually improve the effectiveness of the quality system within the confines of the international standard ISO/IEC 17011:2004; c. We shall safeguard the integrity, objectivity and impartiality of our accreditation services; d. We shall operate within the spirit of all relevant legislations; e. Our goal is to serve Global Communities of Businesses and Consumers at all the time.
6.3	Impartiality Policies:
6.3.1	In accordance with the requirements of International Accreditation Standards and by Resolution of the ACCAB Board of Directors, the ACCAB hereby confirms implementation and adherence to the Impartiality Policies.
6.3.2	ACCAB shall ensure that the value of accreditation is upheld, the services are available to all the users of accreditation and such services shall be applied in a manner necessary to preserve impartiality, objectivity, independence, freedom from conflict of interest, freedom from bias, lack of prejudice, neutrality, fairness, open-mindedness, even-handedness, detachment and balance.
6.3.3	ACCAB shall be accessible to all the applicants whose requests for accreditation fall within the activities and the limitations as defined within ACCAB's policies and the rules. Access to ACCAB's services shall not be conditional upon the size of the applicant CAB or membership of any association or group nor shall accreditation be conditional upon the number of CAB's already accredited
6.3.4	ACCAB shall not participate in the designing, implementation or maintenance (including Internal Audit) of the management systems of its accredited bodies neither shall offer nor provide conformity assessment services that its accredited bodies provide.
6.3.5	ACCAB may arrange training and participate as a trainer provided that, the course relates to management systems or auditing of CABs, it is confined to the provision of generic information.
6.3.6	In the management of impartiality the ACCAB recognizes the possibilities for conflicts of interests arising from relationships of those persons or organizations having an interface with the ACCAB. This includes

	<p>staff, sub-contractors and related bodies. Accreditation Commission for Conformity Assessment Bodies Private Limited a company limited by shares established in terms of Companies Act, 1956, Republic of India and is governed by an independent board of directors. ACCAB is therefore a separate legal entity, and not considered related to any other body. ACCAB does not have any contractual arrangement with any - body it accredits. There could be links via shareholding or directorships either personal or corporate or via family members. All accredited organizations are independent trading entities with no other common ties with ACCAB other than the contractual obligation to maintain accredited status. In such cases, ACCAB shall undertake to a complete and thorough assessment of the risks to impartiality and to determine the action to be taken to eliminate or minimize those risks. The risk assessment process shall be ongoing and shall be maintained through the ACCAB's Board of Directors and associated Management Review process.</p>
6.3.7	<p>ACCAB shall require personnel, internal and external, to reveal any situation known to them that may present them or the ACCAB with a conflict of interests. ACCAB shall use this information as input to identifying threats to impartiality raised by the activities of such personnel or by the organizations that employ them, and shall not use such personnel, internal or external, unless they can demonstrate that there is no conflict of interests.</p>
6.3.8	<p>The accreditation decision is done by the Accreditation Approval Committee, which is a panel of auditors, and the above threats cannot influence the decision of the panel.</p>
6.3.9	<p>Applicable statutory policies and voluntary policies regarding ACCAB operation with regard to maintaining an unbiased position shall be followed.</p>
6.3.10	<p>An updated analysis of threat to impartiality shall be presented to the Impartiality Committee during its annual meeting.</p>
6.3.11	<p>From time to time the ACCAB is required to evaluate its systems and procedures and practices, to ensure that impartiality in its accreditation is maintained. Parties with an interest in the accreditation services of the ACCAB are invited, by virtue of this policy, to submit any proposals, comments or relevant observations on the services of ACCAB such that these may be considered by the ACCAB as part of its evaluation process for continual improvement.</p>
6.3.12	<p>Parties with an interest in accreditation include:</p> <ul style="list-style-type: none"> a. Applicants to the Accreditation Scheme; b. Accredited Conformity Assessment Bodies; c. Customers of Conformity Assessment Bodies; d. Governmental Authorities; e. Non-Governmental organizations and trade bodies; f. Consumers and members of the public.
6.4	Confidentiality Policies:
6.4.1	<p>ACCAB has non-disclosure and confidentiality policies and procedures in place to ensure that the confidentiality of the information obtained in the process of its accreditation activities is safeguarded at all levels including the board of directors, committees, external bodies and individuals acting on behalf of ACCAB.</p>
6.4.2	<p>ACCAB shall not disclose confidential information about a particular CAB outside ACCAB without written consent of the CAB, except where the law requires such information to be disclosed without such consent.</p>
6.5	Financing Policies:

6.5.1	ACCAB generates its revenue from the accreditation fees it charges to its accredited CABs and other organizations. In addition, ACCAB is appropriately self-sustaining in terms of its accreditation activities and has implemented strategies and objectives in these regards.
6.5.2	ACCAB Board of Directors shall take reviews of its finances and source of income i.e. accreditation activities and demonstrate to the Impartiality Committee during the annual meeting that commercial, financial & other pressures do not compromise their impartiality. Such reviews would be inputs to the management review meetings.
6.6	Liability:
6.6.1	ACCAB does not accept liability for mistakes that accredited/inspected bodies/facilities may make in terms of their accreditation/compliance nor does ACCAB accept liability for any mistakes that may possibly occur on the certificates or reports issued by ACCAB accredited CABs. The ACCAB accreditation agreement contains a disclaimer that limits liability of ACCAB. All applicants are required to sign this disclaimer prior to being accredited.
6.6.2	The liability of ACCAB is limited to the application fees charged by the ACCAB.
6.6.3	ACCAB has undertaken a review with its various Insurance Brokers, regarding the insurance cover that the ACCAB may require in the conduct of its business as an accreditation body operating domestic and overseas accreditation. The Directors of ACCAB have accepted that the following Insurance provision is necessary to maintain the ACCAB with proper insurance cover; Office Equipment, Loss of Data, Employers Liability, Key Man Insurance, Professional Indemnity Insurance to INR 10.0 Million. Such insurance cover requirements shall continue to be reviewed on an ongoing basis by the ACCAB and shall be adjusted accordingly.
6.6.4	ACCAB and its directors, officers, employees and agents are not liable for any losses, damages, claims, liability, causes of actions or demands and all costs and expenses incidental there to (including costs of defence, settlement and attorney's fees) made at any time by any party arising out of, resulting from, or in any way relating to, the claims, liabilities, causes of action or demands arising exclusively from the willful misconduct of ACCAB, its directors, officers, employees or agents.