

ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

CAB Accreditation Advisory Document

Document Title: Advisory Document on Conformity Assessment Body's

Authorized Signatories

Document Number: ACCAB-CAB-AD-3.0

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Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author

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AD-3.1	Purpose:		
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AD-3.1.1	To advise the ACCAB applicants and accredited CAB's on the requirements for personnel authorized to sign Management System Standard Certificates, Test Report, Calibration Certificates and / or Inspection Reports.		
AD-3.2	Coomer		
AD-3.2	Scope:		
AD-3.2.1	This advisory note is published for the informative use for the applicants and accredited CABs who follow the ACCAB accreditation.		
AD 2 2 2	Authorized Signatories are margared responsible for approximate sortificates, test remarks		
AD-3.2.2	Authorized Signatories are personnel responsible for approving certificates, test report calibration certificates and/or inspection reports, and are usually managerial or supervised level.		
AD-3.3	Details:		
AD-3.3.1	CABs are responsible for ensuring that their personnel (full-time/part-time/contractual) are overseen and competent and they work in accordance with the CAB's quality management system and should ensure that the part time / contractual personnel spend adequate time to study and understand the CAB's Quality Management System.		
AD-3.3.2	CAB's authorized signatories are expected to demonstrate a sound knowledge of the management standards, tests, calibration or inspections, and the CAB's own quality system requirements.		
AD-3.3.3	Requirement of CAB's Quality Management System study &understanding as per AD 3.3.1 and AD 3.3.2 may not be applicable to a super speciality where there is less quantum of workload.		
A.D. 2.2.4			
AD-3.3.4	CABs are required to identify the names and maintained lists of authorized signatories approving certificates, test reports, calibration certificates and/or inspection reports including personnel who are responsible for the data monitoring and for responding to questions from the stakeholders.		
AD-3.3.5	CABs shall inform ACCAB without delay if there are any significant changes concerning changes at a supervisory or managerial level affecting their ACCAB accreditation status.		
AD-3.3.6	ACCAB assessors shall review this list during regular surveillance / re-assessment as applicable.		

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