



<b>AD-3.1</b>	<b>Purpose:</b>
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.
<b>AD-3.2</b>	<b>Scope:</b>
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-3.2.2	Authorized Signatories are personnel responsible for approving certificates, test reports, calibration certificates and/or inspection reports, and are usually managerial or supervisory level.
<b>AD-3.3</b>	<b>Details:</b>
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.
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.