

ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES**QUALITY MANUAL**

Responsibilities of the ACCAB and the CAB s			Authorized By:
Issue No.: 01	Date: 01/09/2010	Doc. No.: ACCAB-QM-9.0	BOD
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9.0	Responsibilities of ACCAB and the Conformity Assessment Body (CAB):
9.1	Obligations of the CAB:
9.1.1	ACCAB ensures that the CAB accredited by ACCAB signs an agreement that details the obligations of the CAB and of ACCAB with regard to accreditation. The contractual agreement shall cover all aspects that the accredited CAB must comply with in order to maintain accreditation.
9.1.2	<p>The CAB shall:</p> <ul style="list-style-type: none">a. agree to adopt to changes in the requirements for accreditation;b. provide cooperation to ACCAB to enable to verify the fulfillment of the requirements of accreditation in all the premises where the CAB's activities are undertaken;c. provide access to information, documents and records as necessary for the assessment and maintenance of accreditation;d. provide access to those documents that provide insight into level of independence and impartiality of conformity assessment body from its related bodies are applicable;e. provide arrangement of witnessing of its services when requested by ACCAB;f. claim accreditation only with respect to the scope for which accreditation has been granted;g. not to use accreditation in any manner that will bring ACCAB into disrepute;h. pay accreditation fees as determined by ACCAB from time to time.
9.1.3	<p>The ACCAB ensures that the accredited CAB immediately informs ACCAB of any significant changes relevant to its accreditation or any aspect of its status or operation relating:</p> <ul style="list-style-type: none">a. its legal, commercial, ownership or organizational status;b. the organization, top management and key personnel;c. main policies;d. resources and premises;e. Scope of accreditation, andf. Other such matters that may affect the ability of CAB to fulfill requirements of accreditation.
9.2	Obligations of ACCAB:
9.2.1	ACCAB shall operate itself in line with its policies, mission and objectives.
9.2.2	ACCAB shall make publically available information about the current status of the accreditation it has granted to CABs. The information is regularly updated. The information shall include:

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	<ul style="list-style-type: none"> a. name and address of each accredited CAB; b. dates of granting accreditation and expiry dates, as applicable; c. scopes of accreditation, condensed and/or in full; d. information about how to obtain full scope in case condensed scope is provided;
9.2.3	ACCAB shall ensure that the CAB is provided with information about suitable ways to obtain traceability of measurement results in relation to the scope to which accreditation is provided.
9.2.4	ACCAB shall ensure that the information about international arrangements is provided, in which it is involved.
9.2.5	ACCAB shall ensure that any changes to the accreditation requirements are notified after taking into account the views expressed by interested parties. The notification of changes shall include the precise form and effective date of the changes.
9.2.6	ACCAB shall, within a reasonable period of time, notify all accredited CABs affected by any such changes. So that Sufficient time is available to the accredited CABs to accommodate the changes and the timeline is aligned with the international arrangements and guidelines.
9.2.7	ACCAB shall verify actions implemented to address the change(s). The fees for such verification shall be charged according to the fees policies where, the verification is done either as an additional assessment or as a part of the annual assessment.
9.3	Reference to accreditation and use of symbols:
9.3.1	ACCAB shall remain the sole proprietary owner of its trademark/accreditation symbol that has been registered and is therefore protected by the law.
9.3.2	ACCAB ensures that the conditions for use of the ACCAB accreditation symbol are documented including outline of actions that ACCAB shall take in cases where the symbol is misused or conditions of usage of symbol are violated. The action may include request for corrective action, withdrawal of accreditation, publication of transgression and if necessary other legal action.