



## **Accreditation Requirement for Certification Bodies**

This document sets out the requirements for becoming an accredited certification body for International Accreditation Services for Certification Bodies (IASCB). The organizations need to demonstrate the compliance with ISO 17021 to be accredited. Following requirements need to be fulfilled:-

### **1. Company Profile**

- 1.1 Vision Statement
- 1.2 Mission Statement
- 1.3 Quality Manual
- 1.4 Certification policy

### **2. Organizational**

- 2.1 General
- 2.2 Organization Chart
- 2.3 Job Descriptions of Key roles
- 2.4 Personnel Induction Procedure
- 2.5 Personnel assessment Procedure
- 2.6 Contingency Arrangement of Key Personnel

### **3. Policies and procedures for the conduct of audit & certification**

- 3.1 Process of application for assessment
- 3.2 Application review Process
- 3.3 Initial certification audit
- 3.4 Surveillance activities
- 3.5 Maintaining the certification
- 3.6 Recertification
- 3.7 Policy and procedures on suspending, withdrawing or reducing the scope of certification

### **4. Training & Competences**

- 4.1 Process for Training Need Assessment
- 4.2 Process of Training
- 4.3 Process of measuring training effectiveness

### **5. Outsourcing and Subcontracting**

- 5.1 Process for Selection of Subcontractors
- 5.2 Process for the control of subcontractor Activities

### **6. Control of documents and records**

- 6.1 Procedures and related forms
- 6.2 Responsibilities
- 6.3 Procedure
  - 6.3.1 Control of documents
  - 6.3.2 Control of records



# IASCB

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### **7. Management review**

- 7.1 Purpose and Scope
- 7.2 Procedure for Management Review
- 7.3 Process for Identification of Performance Indicators
- 7.4 Process for Measuring of performance indicators
- 7.5 Management Review Inputs

### **8. Non Conformance, corrective and preventive action**

- 8.1 Process for identification of Non conformities
- 8.2 Process for Corrective and Preventive Measures
- 8.3 Measuring effectiveness of corrective and preventive actions

### **9. Internal Audits**

- 9.1 Purpose
- 9.2 Process for Internal Audits
- 9.3 Process of measuring effectiveness of internal Audits

### **10. Conflict of Interest**

- 10.1 Purpose
- 10.2 Policy regarding conflict of interest in certification business

### **11. Complaint Handling & Appeal Procedure**

- 11.1 Process of handling complaints
- 11.2 Appeal Procedure for the customers and clients

**Note: The organizations need to produce evidence against each clause.**