

## **Procedure for ISO 17021 Accreditation - Executive Summary**

- Certifiers (or Certification Bodies) must operate in cognisance of ISO 17021.
- The accreditation process evaluates the documentation and the activities of the applicant and utilises a scoring protocol to arrive at an accreditation decision. Site visits and/or video call-based assessments by ASCB will be required.
- Applicants are required to pay (i) an application fee and (ii) an annual fee for every certificate they issue to their customers. Annually, fees paid must equal or exceed the annual administration fee defined in ASL(G)72 to avoid additional charges.
- All certificates must be registered at [www.irqao.com](http://www.irqao.com) which is the contracted registration service of ASCB.

## **Detailed Procedure**

- 1 Make a formal application for accreditation. On form ASL(F)2. Applicants are expected to be familiar with this guide and guide ASL(G)59 Competency Requirements.
- 2 The application form will be reviewed, and further information may be requested. Once the application is accepted, an invoice for application administration fee and auditor surveillance day rate will be issued.
- 3 The applicant certification body is required to comply with the requirements of ISO 17021 latest version.
- 4 Evidence of legal entity status must be provided with the application form. This can be a link to an online national or state register.
- 5 For existing Certifiers, other information (such as minutes of impartiality committee meetings, names of impartiality committee members, and internal audit reports), should be provided.
- 6 ASCB will send key documents to the applicant that the applicant, if successful would need to comply with. These are:
  - ASB(D)07 Contract and Memorandum of understanding
  - ASB(G)02 Terms and conditions
  - ASB(G)20 Code of Conduct
  - ASB(G)30 International Affiliations
  - ASB(G)32 Authority
  - ASB(I)01 Use of marks
  - ASB(I)05 Wording of certificates
- 7 The applicant should send personnel details CVs/Profiles of staff involved in the assessment and certification process.

- 8 The next step is to submit the total package of ISO 17021 documentation for ASCB to conduct a stage one Document Review. This will additionally require the applicant completing an Excel based self-review form ASL(F)80.
- 9 There may be a corrective action process to get the documentation to a satisfactory state.
- 10 When satisfied that the document review meets our criteria the applicant will be ready to be granted provisional accreditation status by ASCB.
- 11 The applicant will be required to print, sign, and seal the Contract & Memorandum of Understanding, scan it and sending to ASCB. ASCB will send final Contracts and Memorandum of Understanding to the applicant. A sample contract & MOU can be supplied upon request.
- 12 ASCB must issue a provisional accreditation certificate when satisfied that the document structure is adequate. The applicant is listed on ASCB website as "PROVISIONAL BODY"
- 13 ASCB will issue an accreditation reference and will issue a username and password for the IRQAO website, so that the applicant may register certificates details of registrants and issue certificates.
- 14 The applicant conducts the first assessment and certification activity. The applicant sends ASCB scanned or electronic records of all the documents related to that assessment and certification. These must be in accordance with the documents that ASCB had earlier reviewed. (This process may have been conducted earlier if the applicant has been trading for some time).
- 15 The applicant conducts a further four assessments and send us copies of the paperwork.
- 16 ASCB will conduct site witness of the applicant's activity as soon as is possible. The applicant is required to pay ASCB day-rate, travel, and accommodation expenses. Where possible we will use local ASCB representatives for this purpose. Applicants should take note that the site witness is not a guaranteed conclusion of success. Should operations not meet the procedures provided for the stage 1 Document Review, then full accredited status will be denied. Therefore, applicants are advised not to make extravagant or misleading claims.
- 17 The applicant accreditation status will then become INTERMEDIATE or FULL. Applicant is listed on ASCB website with caveat if necessary. Certifiers are categorised in accordance with ASL(G)50.
- 18 The certifier continues to assess and issue certificates but does not need to send paperwork.
- 19 The applicant must advise ASCB via the IRQAO website [www.irqao.com](http://www irqao.com) of all the certifications that the certification body has conducted at the time they are issued to customers. Certification fees are paid online at via the IRQAO website.
- 20 ASCB will monitor the level of the certification body activity and conduct accreditation reviews in accordance with risk factors, such as level and geographical reach of certification activity, previous non-conformities, etc.