



Subcontracting

1. Introduction

North American Accreditation Bureau Inc. (NAAB) normally undertakes the assessment of CABs for the purpose of accreditation. In the event that NAAB is unable to carry out the assessment, it shall subcontract the assessment to any other competent body. NAAB shall take full responsibility over all subcontracted assessments, the contracted assessors and or experts including the decision on accreditation. The terms and conditions under which subcontracting of the NAAB assessments are outlined in this policy.

2. Scope

This policy applies to the subcontracting of assessments by NAAB

3. Responsibility

Senior Leadership ensures that:

- Quality Representative: Has the responsibility of ensuring that this policy is suitable for its intended purpose.
- NAAB and the Accreditation Committee: Handles subcontracting for NAAB.

4. Terms and Definitions

Term	Definition
QR	Quality Representative
CAB	Conformity Assessment Body

5. Policy

5.1. Subcontracting assessment of a CAB.

5.1.1. NAAB shall subcontract an assessment of a CAB to a competent body under the following circumstances:

- NAAB does not have the necessary competence to assess a particular CAB under the requested scope of accreditation.
- NAAB has a lot of work such that it cannot execute the assessment itself.
- Where for economic reasons and logistics taking into account the site/location, it is not feasible for NAAB to carry out the assessment



NAAB Subcontracting Policy
ISO/IEC 17011:2017

- 5.1.2. Whenever a situation under 5.1.1 arises, the NAAB QR shall identify a suitable subcontractor from the register of approved subcontractors.
- 5.1.3. Once NAAB decides to subcontract the assessment of the CAB, it shall formally communicate in writing such a decision to the CAB..
- 5.1.4. NAAB shall only sanction the assessment upon receipt of a written consent from the CAB regarding the identified subcontractor
- 5.1.5. NAAB shall then enter into a formal agreement with the subcontractor by signing the subcontracting agreement.
- 5.1.6. NAAB shall remain responsible for all the subcontracted assessments including decision making with respect to grant, maintenance, extension of scope, reduction of scope, suspension or withdrawal of accreditation.

6. Training and Awareness

Staff performing one or more of the roles specified in this policy shall demonstrate that they have the capability required to successfully perform the activities described. A period not more than one month shall be allocated between the issue date and effective date to facilitate communication, training or coaching.

7. Revision History

Date	Ver	Revised By	Reason For Revision
1/22/2109	1.0		Initial copy