



Extension and Discontinuance of Accreditation Policy

ISO/IEC 17011:2017 Clause 4.6.4

1 PURPOSE

This policy outlines how NAAB develops and extends or discontinues its accreditation schemes based on market needs.

2 SCOPE

This policy applies to the Accreditation Services offered by NAAB.

3 TERMS AND DEFINITIONS

The table below defines new or changed terms that are included in or associated with this process.

Term	Definition
AB	Accreditation Bodies
TC	Technical Committee
NAAB	North American Accreditation Bureau
AB	Accreditation Body
CAB	Conformity Assessment Body
MoU	Memorandum of Understanding

4 ROLE(S) AND RESPONSIBILITY

Role	Responsibility
Compliance	Author
CEO	Approval

5 POLICY

5.1 EXTENSION OF ACCREDITATION SERVICES

5.1.1 A need for accreditation of new conformity assessment activities may arise during strategic planning, market surveys, engagement with regulators and other stakeholders including technical committees.

5.1.2 Once a new area is determined, NAAB shall:

- Evaluate the relevance of accreditation.
- Determine the requirements of accreditation with respect to the client needs.
- Determine the competence required for accreditation.



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- 5.1.3 NAAB shall determine if the new conformity assessment activity is a stand-alone area or if it can be included under an existing scheme. For those that can be included under the respective schemes, the respective scheme owner shall handle as a line extension and hence develop the technical competence where the process will ride on the existing system for accreditation.
- 5.1.4 Where the conformity assessment activity is totally new, NAAB shall adopt a project type model for development of the new area through:
- 5.1.4.1 Undertaking a feasibility study which will be presented in a proposal format determining the following aspects:
- Engaging stakeholders either directly or through existing TC membership to determine viability of the introduction of the new activity for accreditation.
 - Availability of technical experts for the development and implementation of the scheme.
 - Checking availability of required documents such International Standards and regulatory requirements.
 - The need to conduct a benchmarking exercise with other ABs where such accreditation is already implemented.
 - A project team will be put in place to develop an implementation plan and determine if there is need for pilot prior to full integration.
- 5.1.4.2 The proposal shall be presented for approval or otherwise. If approval is obtained:
- An MoU may be signed where required especially where regulators are involved.
 - A TC may be established or an existing one may be used, depending on the need to advise NAAB on the new area, interpretation of the relevant standards, and development of the criteria for accreditation.
 - Bench marking exercise may be undertaken to adapt what is existing to meet NAAB requirements.
 - The TC shall approve the required documentation and associated criteria.
- 5.1.4.3 NAAB shall train its staff, decision makers, and assessors to build competence to the new requirements. Where competence may be obtained from another AB, NAAB may engage that AB requesting a joint assessment as the NAAB competence is enhanced.

5.2 DISCONTINUATION OF ACCREDITATION SERVICES

- 5.2.1 NAAB may partially or fully discontinue an accreditation scheme when it is deemed to be of no economic value. However, prior to NAAB discontinuing such accreditation services, it shall:
- Seek views of stakeholders prior to the discontinuation of accreditation services. After resolving any potential issues, communicate the discontinuation to all stakeholders' impacted as well as post the communication on its website.
 - Review any contractual obligations it has and plan for transition of accredited CABs to other ABs offering the scheme or part of the scheme.



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- Withdraw any information related to the scheme or part of the scheme as soon as transition is complete.

6 REFERENCE AND RELATED DOCUMENTS

Ref	Document Identifier	Document Title
1.	ISO/IEC 17011:2017	Conformity Assessment-Requirements for accreditation bodies accrediting conformity assessment bodies

7 TRAINING

Awareness sessions are required prior to implementation of this policy

8 REVISION HISTORY

Date	Ver	Revised By	Reason for Revision
01/2/2019	01	Initial	Initial