



Accreditation Decision Policy

North American Accreditation Bureau Inc. (NAAB) has developed this policy to provide guidance and assistance in making decisions on client accreditations.

1. Purpose

This policy has been designed to give guidance on how NAAB makes accreditation decisions to include, but may not be limited to, decisions for granting, maintaining, suspending, modification (extending or reducing of scope), revocation, withdrawal and termination.

2. Scope

This policy is applicable to accreditation decisions for granting, renewing, suspending, maintaining and modifying (extending or reducing scope) made by the Accreditation Approvals Committee (AAC).

The AAC makes all decisions on accreditation in an independent manner as safeguarded by the principles of accreditation under the NAAB Management Systems Quality Manual.

The AAC does not allow any external force to influence its decision making.

3. Roles and responsibilities

3.1 Directors

- Directors have the overall authority to approve this policy and monitor adherence to this policy.

3.2 Manager Accreditation Services (MAcredS)

- MAcredS is responsible for the effective implementation of this policy.

4. Terms, abbreviations and acronyms

For purposes of this Procedure, the terms, definitions, abbreviations and acronyms in the NAAB Management Systems Quality Manual, Section 3, shall apply.



5. Policy principles

5.1. Granting accreditations

5.1.1. The Accreditation Approvals Committee (AAC) make a decision for granting a accreditation based on the following information provided by the assessment team:

- The assessment reports,
- Comments on the nonconformities and, where applicable, the correction and corrective actions taken by the client,
- Confirmation of the information provided during the application and results of the application review, and
- A recommendation of whether or not to grant accreditation, together with any conditions and observations;

5.1.2. The AAC makes the accreditation decision on the basis of an evaluation of the assessment findings and conclusions and any other relevant information such as public information and comments on the assessment report from the client.

5.2. Maintaining accreditations

5.2.1. NAAB maintains accreditations based on demonstration that the accredited client continues to satisfy the requirements of the management system standard;

5.2.2. NAAB may maintain a client's accreditation based on a positive conclusion by the assessment team leader without further independent review;

5.2.3. In situations where the assessment team cannot conclusively decide on any nonconformity or other situation observed during the assessment that may lead to suspension or withdrawal of accreditation, the assessment team leader reports to NAAB the need to initiate a review by appropriately competent personnel, different from those who carried out the assessment, to determine whether accreditation can be maintained; and

5.2.4. NAAB maintains accreditations based on the results of monitoring through other surveillance activities including reporting by assessors, to confirm that the accreditation activity is operating effectively through competent accreditation administrative personnel.



5.3. Suspension

- 5.3.1. NAAB, through the AAC may suspend a management system accreditation for a specified period, not exceeding six (6) months, if the accredited client violates contractual or financial obligations towards NAAB particularly if:
- The Accredited Client's accredited management system has persistently or seriously failed to meet accreditation requirements, including requirements for the effectiveness of the management system,
 - Corrective actions to the management system have not been carried out or effectively implemented within the agreed time frame,
 - The appointments suggested by NAAB for assessments necessary for the maintenance of the accreditation have not been complied with,
 - The usual time limit of six (6) months since the previous assessment has been exceeded without reasons deemed acceptable by NAAB,
 - NAAB has not been informed in a timely manner about planned changes to the management system, or other changes which affect the system's conformity with the standard,
 - The NAAB Certificate of Accreditation or Accreditation Logo has persistently been used in a misleading manner, and
 - The Accredited Client has voluntarily requested a suspension formalized in writing to NAAB.
- 5.3.2. NAAB will communicate a decision for the suspension of a Accredited Client in writing indicating the reason(s).
- 5.3.3. Under the suspension, the client's management system accreditation becomes temporarily invalid.
- 5.3.4. NAAB has legally enforceable arrangements with the clients to ensure that during suspension the Client refrains from proclaiming accreditation.
- 5.3.5. NAAB makes the suspension of their clients publicly accessible and take any other measures to it deems appropriate;
- 5.3.6. Failure to effectively carry out the corrective actions and resolve the issues that have resulted in the suspension in a time established by NAAB results in termination or reduction of the scope of accreditation; and
- 5.3.7. Upon request by any party, NAAB correctly state the status of accreditation of the client's management system as being suspended, terminated or reduced.



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ISO/IEC 17011:2017

5.4. Termination

5.4.1. NAAB through the AAC may terminate a management system accreditation after giving a written notice of intent, or to declare them invalid if:

- The client does not adhere to the conditions of suspension,
- The client uses the accreditation in such a way as to undermine the reputation of NAAB,
- The preconditions which led to issuing the accreditation no longer apply,
- The client effectively terminates the contractual relationship with NAAB,
- The client enters into liquidation, whether compulsory or voluntary (but not including for the purpose of reconstruction or amalgamation while solvent).

5.5. Revocation

5.5.1. NAAB through the AAC may revoke a management system accreditation or retroactively declare them invalid, if:

- It subsequently turns out that the preconditions required for issuance of the accreditation had not been fulfilled;
- The client has compromised the accreditation procedure so that the objectivity, impartiality or independence of the assessment results are in question.

6. Records

Records resulting from the implementation of this procedure are kept in the NAAB Platform and controlled in accordance with the ISO/IEC 17011:2017.

Approved: President *Stephen H. Bullock*

Date: January 2, 2019