



<b>Procedure</b>	Code: P06
Accreditation Process Management	Version: 02

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## 1 Purpose and scope

This procedure defines the provisions for the management of the accreditation process, from initial assessment to re-assessment, as well as consecutive assessments of conformity assessment bodies.

## 2 References

- ISO/IEC 17011, Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies
- C01-Accreditation rules
- C05-Accreditation Fees
- C06-Rates and price list
- C07-Recusals, complaints and appeals
- C09-Rules of procedure for accreditation committees
- P10-Financial & administrative activities

## 3 Distribution list

All services concerned.

## 4 Effective date and review

This document is applicable from the date mentioned on the cover page. It will be updated as necessary.

## 5 Summary of changes

Version 00: creation.

Version 01: adaptation to the management of the accreditation cycle.

Version 02: revision to some sections and update of the table of modifications.

## 6 Terms and definitions

**CAB or conformity assessment body:** Body can be accredited (laboratory analysis or testing, calibration laboratory, certification body, inspection body, etc.)

**Mail/letter:** it can be electronic (e-mail) or in hard copy.

**DG:** Director-General of SOAC

**QTSO:** Quality and Technical Senior Officer

**JAO:** Junior Accreditation Officer

**AFO:** Administrative and Financial Officer

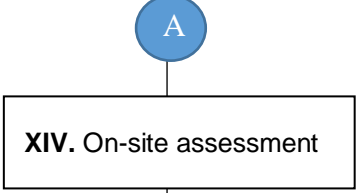
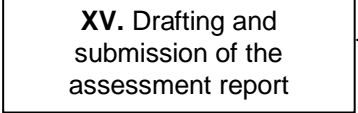
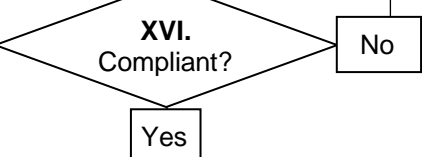
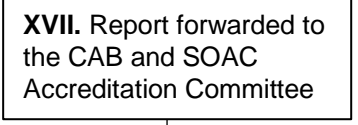
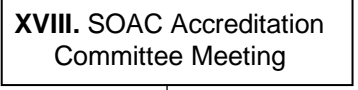
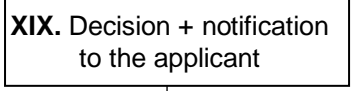
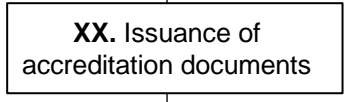
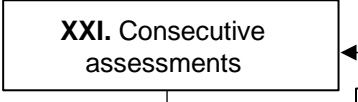
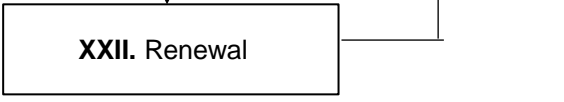
## 7 Process description

### 7.1 Accreditation Process

See the flow chart below.

## ACCREDITATION PROCESS

Resp.	Activities	Documents and comments
CAB	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">I. Interest in initial accreditation</div>	By any means (email, mail, telephone, etc.)
SOAC Secretariat	<div style="border: 1px solid black; padding: 5px; text-align: center;">II. Receipt of interest for SOAC accreditation</div>	Email or hard copy
QTSO/JAO	<div style="border: 1px solid black; padding: 5px; text-align: center;">III. Transmission of forms to applicant</div>	According to the domain: F01P06, F02P06, F03P06; F11P07, F12P07
QTSO/JAO	<div style="border: 1px solid black; padding: 5px; text-align: center;">IV. Receipt of official request and instruction</div>	F01P06BM, F02P06BM, F03P06BM F01P06IN, F02P06IN, F03P06IN F01P06CE, F02P06CE, F03P06CE F01P06CS, F02P06CS, F03P06CS F01P06CP, F02P06CP, F03P06CP
QTSO/JAO	<div style="border: 1px solid black; padding: 5px; text-align: center;">V. Feasible ?</div> <div style="margin-left: 100px;"> <div style="border: 1px solid black; padding: 2px; font-size: small;">Notification to CAB</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">No</div> </div>	
AFO	<div style="border: 1px solid black; padding: 5px; text-align: center;">VI. Pro forma invoice to the CAB</div>	Pro forma invoice / Quotation
DG / QTSO + CAB	<div style="border: 1px solid black; padding: 5px; text-align: center;">VII. Preparation and Signing of the Agreement</div>	Transmission to the applicant - F04P06-Assessment and Accreditation Agreement - F05P06- Scope to be assessed - F06P06- List of contractual documents
DG / QTSO	<div style="border: 1px solid black; padding: 5px; text-align: center;">VIII. proposal of assessment team to the CAB</div>	F01P07- Proposal for a team of assessors
CAB	<div style="border: 1px solid black; padding: 5px; text-align: center;">IX. Approval ?</div> <div style="margin-left: 100px;"> <div style="border: 1px solid black; padding: 2px; font-size: small;">X. Recusal</div> <div style="border: 1px solid black; padding: 2px; font-size: small;">No</div> </div>	
DG / QTSO	<div style="border: 1px solid black; padding: 5px; text-align: center;">XI. Entrustment of assessors and payment of the invoice</div>	F10P06-Engagement of SOAC personnel
Assessment team	<div style="border: 1px solid black; padding: 5px; text-align: center;">XII. Documentary assessment</div>	- SOAC forms completed - Relevant CAB documents and records
Assessment team	<div style="border: 1px solid black; padding: 5px; text-align: center;">XIII. Pre-assessment if necessary and accepted by the CAB</div>	Where applicable
	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">A</div>	

Resp.	Activities	Documents and comments
Assessment team	 <p><b>XIV.</b> On-site assessment</p>	<p>F05P07- Assessment Plan  F09P07- Attendance list  F08P07- SOAC nonconformity sheet</p>
Assessment Team Leader	 <p><b>XV.</b> Drafting and submission of the assessment report</p>	<p>F03P07- Assessment Report</p>
QTSO	 <p><b>XVI.</b> Compliant?</p>	<p>Analysis of the report by the technical expert</p>
QTSO	 <p><b>XVII.</b> Report forwarded to the CAB and SOAC Accreditation Committee</p>	<p>F03P07- Assessment Report  F07P09- CAB feedback on assessors and experts</p>
SOAC Accreditation Committee	 <p><b>XVIII.</b> SOAC Accreditation Committee Meeting</p>	<p>Convocation  F01P08-Opinions  F02P08.01-Summary of opinions</p>
SOAC DG	 <p><b>XIX.</b> Decision + notification to the applicant</p>	<p>Mail</p>
QTSO / JAO	 <p><b>XX.</b> Issuance of accreditation documents</p>	<p>F07P06- Technical annex  F08P06- Accreditation certificate  F09P06- Accreditation diploma  SOAC Mark</p>
SOAC + CAB	 <p><b>XXI.</b> Consecutive assessments</p>	<p>Following the renewal, the CAB resumes a new accreditation cycle with consecutive assessments and so on.</p>
SOAC + CAB	 <p><b>XXII.</b> Renewal</p>	<p>Following the renewal, the CAB resumes a new accreditation cycle with consecutive assessments and so on.</p>

## 7.2 Comments

- I. None
- II. When the CAB manifests its interest in accreditation, it must send a formal request to SOAC (usually by e-mail).
- III. SOAC sends to the CAB the official application forms for accreditation and invites it to appropriate the SOAC contractual documents, in particular, C05-Accreditation fees and C06-Rates and price list.
- IV. The forms, once filled in by the CAB, are sent to SOAC with the documents referenced therein. The referenced documents may also be requested by SOAC, after feasibility analysis, if they were not attached to the initial original application.  
Testing, calibration and analysis laboratories should also attach:
  - Interlaboratory comparisons/proficiency testing report ;
  - validation reports if necessary.

The inspection and certification bodies shall also provide upon request:

- normative document according to which the certification or inspection is performed.
- V. The assessment of the suitability of the application is carried out at two levels:
    1. The information provided by the CAB are sufficient and satisfactory for an assessment (possibility for SOAC to suggest a preliminary visit of the CAB if necessary);
    2. SOAC is able to mobilize the necessary resources to support in a timely manner the assessment of the CAB.
  - VI. When a preliminary visit is confirmed (at the request of the CAB or after SOAC's suggestion), it is taken into account in the invoice. SOAC ensures that the CAB approves the amount of the pro forma;
  - VII. When the pro forma invoice is accepted by the CAB, a draft agreement is prepared and sent to the CAB for verification and signature. Also, the standard invoice which contains the contents of the pro-forma invoice is sent to the attention of the CAB. The invoice and the accreditation agreement are forwarded together as much as possible to the CAB. NB: The invoice does not include the annual fee which is due once the accreditation has been pronounced.

- VIII.** None
- IX.** See "C07-Recusals, Complaints, and Appeals".
- X.** See "C01-Accreditation Rules".
- XI.** See "C01-Accreditation Rules. SOAC establishes a contract with the assessors in compliance with the applicable regulations. For payment purposes, SOAC ensures that it retrieves passport copies and *bank and account numbers* from the members of the assessment team, if applicable. After agreement of the CAB on the assessment team, the latter ensures the organization of the team's travel, if necessary. SOAC makes the CAB aware of at least one month before the on-site assessment, the logistical organisation (transport, per diem, travel documents, etc.) of the mission must be finalised.
- The CAB shall pay the invoice within 30 calendar days from the date of receipt of the invoice to make easy the continuation of the process.
- XII.** See "C01 - Accreditation Rules".
- XIII.** See "C01 - Accreditation Rules".
- XIV.** According to the Assessment plan approved during the opening meeting. After submission of the deviation sheets to SOAC, SOAC expedites the payment of the first instalment of the fees of the assessment team members in accordance with the contracts.
- XV.** The balance invoice is sent after the on-site assessment has been completed and must be paid within 30 calendar days.
- XVI.** "C06-Rates and price list". After validation of the assessment report by SOAC, SOAC expedites the payment of the remaining fees of the members of the assessment team in accordance with the contracts.
- XVII.** See "C09 - Rules of Procedure for Accreditation Committees".
- XVIII.** See "C01 - Accreditation Rules".
- XIX.** The pro rata temporis annual fee invoice is sent to the organization at the same time as the initial accreditation or extension notification.
- XX.** See "C01 - Accreditation Rules".
- XXI.** See "C01 - Accreditation Rules".

## **8 Related Documents**

Refer to F02P01-Current QMS Control list

## **9 Table of modifications**

No.	Source	Modification in brief (Relevant changes)
P06.00- 06 March 2019		
Creation		
P06.01- 22 July 2019		
Adaptation to the management of the accreditation cycle		
P06.02- 15 October 2019		
1	§ 2	The references have been revised in line with the wording of the standards
2	§ 6	The word “abbreviation” (title) has been replaced by “Terms” (title)
3	§ 7	All the sections of this chapter have been technically revised and updated
4	§ 8	This section has been revised: the words “related forms” (title) have been replaced by “related documents” (title)