



Heads Up

Issue: 165

Date: 2009/12/09

To: ANAB-Accredited and Applicant CBs and Accreditation Assessors

From: Randy Dougherty, Vice President ANAB

Re: Implementation of Revised Accreditation Rule 18

ANAB Accreditation Rule 18 requires a CB to maintain a declaration of competence based on competence analyses. First issued on 2007, the AR has been revised to provide additional detail to explain the intent of the declaration. ANAB shall review the declaration of competence and any subsequent requested revisions to determine if any audits need to be witnessed prior to accepting the change.

The preface to this revision includes information from the most recent draft of part 2 of ISO/IEC 17021 – specifically the definition and notes elaborating on the term "technical area."

This revision is effective immediately with implementation to be verified by 1 June 2010 according to the following plan.

1. Each CB is to submit an electronic copy of an up-to-date declaration of competence to ANAB via EQM (CB detail tab, PDF records tab) and then notify the ANAB client coordinator of the submission on or before 1 February 2010. Note: This may be submitted immediately if a CB considers its current declaration up-to-date and in conformance with the revised AR 18.
2. The declaration will be reviewed within 30 days by the EATL, who will report to the CB and ANAB management recommending what can be accepted without any witnessed audits and what can be accepted upon successful completion of specific witnessed audits.
3. ANAB management shall review the recommendation to decide what can be accepted without any witnessed audits, lining out anything that cannot be accepted without witnessing. The approval will be:
 - a. Recorded on the declaration.
 - b. Signed and dated by ANAB management.
 - c. Maintained electronically in EQM.
 - d. The CB's certificate of accreditation updated with the date of the accepted declaration of competence.