



## ACCREDITATION RULE 2

Issue Date: 2010/01/25

Supersedes: 2007/12/10

**SUBJECT:** Extension or Reduction of IAF Scope Categories

**APPLIES TO:** ANAB-Accredited and Applicant QMS Certification Bodies

### PREFACE

This Accreditation Rule provides the basis for the process by which initial IAF Scope Categories and subsequent extension of IAF Scope Categories are evaluated and selected. Each accredited certification body (CB) will have a number of IAF Scope Categories recognized once they have provided evidence of possessing the expertise required.

### DEFINITIONS

**Direct** – Quality-related and relevant to the IAF Scope Category.

**Indirect** - Non-quality related.

### ACCREDITATION RULE

#### 1. Process

1.1. The CB is to provide a completed application (via EQM) for any scope extensions that will allow a CB to provide evidence of possessing an appropriate level of expertise for each desired IAF Scope Category.

1.1.1. Note: While a CB will use this process concurrently for its original application, it may subsequently apply for additional recognition as it acquires the necessary expertise.

1.2. A qualified accreditation auditor/technical expert will review the application and documentation and prepare a written response on the CB's conformity.

1.3. The review shall address the criteria to qualify a CB for IAF Scope Category recognition and result in an overall evaluation and recommendation to recognize or not recognize the CB for the requested IAF Scope Category.

1.3.1. The ANAB reviewer's response will include recommendations for the conditions of a witnessed audit.

#### 2. Qualification Criteria

2.1. The criteria to qualify a CB for an IAF Scope Category are somewhat subjective and vary depending on the specific IAF Scope Category. However, the following general guidelines will be used by ANAB reviewers.

2.1.1. CBs shall demonstrate competence within their systems and within specific resources (for example, an auditor) for the IAF Scope Category:

2.1.1.1. Each category or criterion is scored from weak to strong. The numbers in parentheses identify the score that the reviewer will assign based on the documentation.

2.1.2. CBs shall provide their competency analysis for determining competencies needed at all levels.

#### 2.1.3. Auditors

Direct relevant qualifications are required to support the IAF Scope Category.

Indirect education: high school (1), technical (1), university (2), postgraduate (2)

Direct education: technical (2), university (3), postgraduate (3)

Work experience: indirect (non quality-related) (1), direct 1-3 years (2), direct 4+ years (3)

Audit experience: 1-3 audits (1), 4-6 audits (2), 7 or more audits (3)

Weak (3), strong (7)

Evidence of qualification(s) is required (for example, resume). Qualification shall include education, training, and/or relevant work experience.

#### 2.1.4. Technical Expertise

Technical expertise to cover the category.

At the strategic/policy/directorial level, a broader set of experiences for the industrial sector is appropriate and expected.

Direct education: university (1), postgraduate (2)

Work experience: direct 4 or more years (3)

Audit experience: 7 or more audits (1)

Weak (2), strong (6)

Evidence of expertise is required (for example, resume). Expertise shall include education, training, and/or relevant work experience.

Technical expertise for each requested IAF Scope Category need not reside in an Advisory Committee. The resource for this IAF Scope Category expertise must be defined within the CB's system.

2.2. Some IAF Scope Categories are significantly influenced by regulations and/or codes, for example, aircraft/aerospace, certain communication industries, medical devices, pharmaceuticals, nuclear power generation, and shipbuilding and repair, which may require the need for a witness audits.

2.2.1. The risk category definitions and the risk category for each IAF Scope Category are found in ANAB Accreditation Rule 3.

2.2.2. A witnessed audit to support evidence of competence within an IAF scope category shall be required if certain conditions exist:

2.2.2.1. The application is for a Class Three IAF Scope Category high risk/technology.

2.2.2.2. The application is for a Class Two IAF Scope Category and the document review resulted in a "weak" rating.

2.2.2.3. If the review for a Class Two IAF Scope Category is between weak and strong, ANAB may grant the IAF Scope Category with the option of requiring a witnessed audit at the first audit opportunity.

2.2.3. Certain IAF Scope Categories have characteristics of process, technology, and perhaps regulations or codes that distinguish one from another. Examples of these broad sectors are: architectural and engineering firms plus construction, electronic products, process-oriented firms (for example, chemical, plastics, rubber, glass, etc.) and, as a group, metal fabrication, mechanical and electro-mechanical products. Other sectors of business

enterprise such as services, food and agriculture, transportation, and wholesale/retail trade have their own characteristics and processes.

2.3. The witnessed audits will be performed following the standard procedures as outlined in the ANAB Accreditation Manual (latest version).

### 3. IAF Scope Category Recognition

3.1. The official certificate of recognized IAF Scope Categories is provided in writing to the CB and noted in the file.

3.2. ANAB's Web site ([www.anab.org](http://www.anab.org)) includes the IAF Scope Category approval.

### 4. Suspension/Withdrawal

4.1. Reduction of a specific IAF Scope Category for a CB will be recommended if there is evidence that the CB no longer possesses the necessary expertise to support the IAF Scope Category and/or evidence of incapability to perform an acceptable assessment for that industry. Procedures as outlined in the ANAB Accreditation Manual (latest revision).

### 5. Accreditation Decisions for Extension or Reduction of IAF Scope Categories

5.1. The ANAB Accreditation Council has delegated authority to the Vice President ANAB or Accreditation Manager to make the decision granting an extension of an IAF Scope Category, based on the recommendation of an accreditation assessor/technical expert following the process in this Accreditation Rule.

5.2. The ANAB Accreditation Council has delegated authority to the Vice President ANAB or Accreditation Manager to make the decision for the reduction of an IAF Scope Category based on the recommendation of an accreditation assessor/technical expert following the process in this Accreditation Rule.