



ACCREDITATION RULE 35
Issue Date: 2009/12/14
Implementation Date: 2010/01/01
Supersedes: New

SUBJECT: Program for ANAB Accreditation and IECQ Approval of Certification Bodies for Hazardous Substance Process Management (IECQ HSPM)

APPLIES TO: ANAB-Accredited and Applicant Certification Bodies

PREFACE

This Accreditation Rule is to inform certification bodies (CBs) of requirements for becoming accredited by ANAB and approved by IECQ to certify organizations for conformance to IECQ QC 080000 for the control of hazardous substances.

ACCREDITATION RULE

1. Requirements Documents

- 1.1. ISO/IEC 17021, *Conformity assessment — Requirements for bodies providing audit and certification of management systems*
- 1.2. MA 6000, ANAB Accreditation Manual
- 1.3. International Electrotechnical Commission on Quality (IECQ) Hazardous Substance Process Management (HSPM) QC 080000
- 1.4. Other IECQ and Electronic Components Certification Board (ECCB) documents listed in Annex A of this Accreditation Rule

2. Prerequisites

- 2.1. Accreditation by ANAB or another International Accreditation Forum Multilateral Recognition Arrangement for QMS signatory accreditation body as a certification body for ISO 9001:2008 for scopes including NACE Code DL30, DL31, or DL32.

3. Application Process

- 3.1. The ANAB IECQ HSPM application in .pdf format can be obtained for informational use at www.anab.org. Click on "Applications" from the menu at the left of the page, then click on the link for "applications in .pdf format" in the fifth paragraph, and then click on the link for "HSPM Application."
- 3.2. When the CB is ready to apply for ANAB IECQ HSPM accreditation, the application process outlined at www.anab.org/HTMLFiles/cb_aps.htm must be completed via ANAB's Enterprise Quality Manager (EQM) database.
 - 3.2.1. The ANAB application fee includes the cost for a reasonable amount of time for off-site documentation review.

4. Initial Accreditation Process

- 4.1. An ANAB accreditation assessor shall conduct a full document review.
 - 4.1.1. Documentation submitted by the CB shall include a declaration of competence based on competence analyses in accordance with [ANAB Accreditation Rule 18](#).

4.2. After the documents are found acceptable, ANAB shall conduct an office assessment and witness a CB team conducting an IECQ HSPM audit.

4.3. Initial accreditation decision

4.3.1. The reports of the document review and office and witness assessments shall be submitted for ANAB accreditation.

4.3.1. Upon achieving ANAB accreditation, the reports of the document review and office and witness assessments shall be submitted through the ECCB to the IECQ Secretary for approval by IECQ.

4.4. Accreditation period

4.4.1. The ANAB IECQ HSPM accreditation period shall be established initially to coincide with the CB's current accreditation period and thereafter the accreditation period shall be four years.

4.5. Certificates

4.5.1. Each certificate granted to an organization by a CB shall be in accordance with IECQ OD 015 Part 2 V1 including final release by ECCB.

5. Maintaining Accreditation

5.1. Continuance of accreditation

5.1.1. ANAB shall conduct an office assessment annually of the applicable CB offices for ANAB IECQ HSPM and, where applicable, the office assessment shall be in conjunction with the normally scheduled annual accreditation office assessment.

5.1.2. For each applicable CB office for ANAB IECQ HSPM, ANAB shall annually witness the CB conducting an IECQ HSPM audit.

6. Re-accreditation

6.1. The ANAB IECQ HSPM re-accreditation assessment of the applicable CB offices shall be performed approximately six months prior to expiration of accreditation and, where applicable, the re-accreditation office assessment shall be performed in conjunction with the CB's normally scheduled re-accreditation office assessment.

6.2. Re-accreditation decision

6.2.1. The reports for all assessment activity (annual office assessments, annual witnessed audits, and re-accreditation office assessments) for the accreditation period shall be submitted to ANAB for re-accreditation.

6.2.2. Upon achieving reaccreditation, the reports shall be submitted through ECCB to the IECQ Secretary for re-approval by IECQ.

7. ANAB Accreditation of ECCB CBs for IECQ HSPM

7.1. As of the date this accreditation rule is announced, ECCB CBs approved for IECQ HSPM shall submit an application for ANAB IECQ HSPM accreditation and shall be accredited upon review and acceptance by ANAB's Accreditation Manager.

Annex A

IECQ and ECCB Documents Related to Accreditation of CBs for IECQ HSPM

Document	Title/Subject	Sections applicable to HSPM
IECQ 01 2008-07	Basic Rules	Entire document Rules by which the ECCB, under the auspices of the U.S. National Committee, is the IECQ Member Body and National Authorized Institution (NAI)
SSA Template Work Instruction US NAI ECCB rev 3	Statement of Surveillance Arrangements	Entire document Second part of the NSSA (see IECQ 01 Basic Rules, 5.5), which describes the resources of an IECQ CB to be recognized by the NAI (ECCB and ANAB)
IECQ OD 010 V1	Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment)	Expectation for structured training
IECQ OD 011 V2	IECQ Schedule of Fees	Applicable to all CBs CHF 5000 application fee for IECQ HSPM CHF 100 each company certificate
EXT-1014_SISFA-ECCB-January 2008-Rev-O2.doc	US NAI ECCB Supervising Inspectorate Sponsorship Fees Agreement	Applicable to all ECCB CBs Schedule of fees per certificate
IECQ OD 012 V1	Assessment Procedures for acceptance of Candidate Supervising Inspectorates (SIs) in the IECQ Scheme	Annex A, which is the application form for IECQ
IECQ OD 13 V2	IECQ Assessor Report regarding the Assessment and Re-Assessment of IECQ Certification Bodies	Entire document It is the AB assessment report format, but a CB will be asked to complete it, to the extent possible, in advance of an assessment.
IECQ OD 015 Part 2 V1	IECQ On-Line Certificate of Conformity System Guidelines for Creating IECQ "On-Line" Certificates of Conformity-Part 2: Additional Requirements for IECQ CBs operating under an active IECQ NAI	All except 4.11, 4.13, and 4.14
IECQ MC/102/Q	SI Capability Declaration for Extension of Scope	Applicable only for an approved IECQ CB adding HSPM
IECQ QC 001002-2:1998	IECQ Rules of Procedure-Part 2: Documentation	2.1.1 may be applicable
IECQ QC 001002-2:1998 Amendment 1 2004	IECQ Rules of Procedure-Part 2: Documentation New clause 5 fast track	Questionable applicability
IECQ QC 001002-3:2005	IECQ Rules of Procedure-Part 3: Approval Procedures	1.2 SSA 1.8.2 Suspension and withdrawal of accreditation 2.3.1 and 2.3.2 and 2.3.3 relative to ISO 9001, including Annex A to clause 2; Table 3, relative to DMR; and Annex B relative to subcontracting 2.7 on suspension and withdrawal (per 6.7 of QC 001002-5)

IECQ QC 001002-5:2008	IECQ Rules of Procedure-Part 5: Hazardous Substance Process Management	Entire document Main document applicable to an IECQ HSPM CB
IECQ QC 080000:2005 (IECQ HSPM)	IECQ Electrical and Electric Components and Products Hazardous Substance Process Management System Requirements (HSPM)	Entire document Applicable to the certified organization
	ECCB Nondisclosure Agreement	
	ECCB Work Instruction for Completing ECCB Form 1008	
ECCB Form 1008		