



Heads Up

Issue: 19

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To: ANSI-RAB NAP Accredited Registrars and Accreditation Auditors

From: Randy Dougherty, Director of Registrar Accreditation

Re: QMS and EMS Multi-site Registration with Sampling—Frequency of Auditing the Central Office

IAF Guidance for QMS and EMS registrars (see notes below) states that for a client registered as a multi-site using sampling of remote sites, the central (or headquarters) office be audited during the initial registration process, the re-certification process, and at least annually as part of the surveillance process.

The most specific guidance in Clause 4.1.6 of Annex 3 of the guidance for QMS registrars states: "The central office shall be examined during every certification/registration audit and at least annually as part of surveillance."

In our communiqué dated 2002/06/18, which was our announcement of the implementation of the revised IAF guidance, we had stated that if a multi-site client were on a six-month surveillance cycle, the head office would need to be audited each six months. While our interpretation was not in conflict with IAF guidance, which states "at least," we are changing our interpretation to reinforce IAF guidance, which is that **for a QMS or EMS multi-site registration with sampling, the central or head office must be audited at least once annually as part of the surveillance process.**

Note 1: For QMS registrars, the applicable guidance is IAF Guidance on the Application of ISO/IEC Guide 62:1996, Issue 2, Application Date 1 July 2002, Annex 3, Clauses 4.1.6, 4.2.3 and 4.2.4.

Note 2: For EMS registrars, the applicable guidance is IAF Guidance on the Application of ISO/IEC Guide 66, Issue 2, Application Date 1 July 2002, G.5.3.6 through G.5.3.13.

Note 3: For QS-9000, sampling is not allowed for QS-9000 (Appendix I, Clause 32).

Note 4: For AS9100, the RMC has directed the accreditation bodies and oversight team to make multi-site registration and sampling one focus of accreditation/oversight audits of registrars to determine if there is any cause for concern.