



Heads Up

Issue: 110

Date: 2007/08/30

To: ANAB Accredited and Applicant CBs and Accreditation Assessors

From: Randy Dougherty, Director of Accreditation

Re: Certification Body Declaration of Competence

On 12 March 2007, ANAB announced Advisory 25 requiring a certification body to “maintain an up-to-date declaration of competence as a CB specifying each type of management system (e.g., QMS, EMS, ISMS, etc.) and geographic area, and the technical areas...for which it has confirmed it has personnel with demonstrated competence...”

This advisory becomes effective 1 October 2007.

ANAB is asking that the up-to-date declaration of competence be maintained within EQM.

To do this:

1. From your EQM workflow, select your CB name, which will take you to your CB detail page.
2. Select the PDF Record tab.
3. Select Add.
4. Enter the date you are adding the file (mm/dd/yy).
5. Upload the file, making sure there are no unusual symbols such as an ampersand (&).
6. Enter Save.

Please make sure the current version of the declaration is maintained in EQM. You can upload more than one document; therefore, as changes are made, please make sure an updated document is uploaded in EQM. ANAB will be able to manage the versions by the dates the documents are uploaded.