



NATIONAL ACCREDITATION BOARD FOR CERTIFICATION BODIES (NABCB)

Quality Council of India (QCI), 2nd Floor, Institution of Engineers Building, Bahadur Shah Zafar Marg, New Delhi – 110002

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Policy
On
Management Systems Certification under NABCB
Accreditation for Client certified under other IAF MLA
Signatory Accreditation



BCB 004 – Apr 2022



This NABCB Policy is applicable for Management Systems Certification Bodies which are accredited by NABCB as well as another IAF MLA Signatory, wherein a client of NABCB accredited certification body, which is certified under another IAF MLA Signatory accreditation, seeks to have add-on certification under NABCB accreditation for the same scope. In such cases NABCB accredited certification body shall adhere to the following:

1. The NABCB accredited certification body shall ensure that the scope of certification for add-on certification to be issued under NABCB accreditation shall be in accordance with:
 - a) Scope of accreditation granted by NABCB to the certification body;
 - b) Scope of certification granted by the certification body for which add-on certification under NABCB accreditation is being considered should be covered (exactly same) under accreditation from another IAF MLA Signatory, and the accredited certificate of the CB's client under IAF MLA Signatory accreditation should be valid at least for further 1 year.
2. The NABCB accredited certification body shall document its policy and procedure for issuing add-on certification under NABCB accreditation for the client(s) which are certified for the same scope of certification under accreditation from another IAF MLA Signatory.
3. The NABCB accredited certification body shall maintain record of request and the reasons as received by it from its client seeking add-on certification under NABCB accreditation.
4. The NABCB accredited certification body shall appropriately consider the past audit reports (as per the requirements of ISO/IEC 17021-1 standard and applicable IAF MDs) of the client certified by it under accreditation from other IAF MLA signatory. No open issues (NCs / Concerns etc.) shall be there in the past audits (reports of which are considered for certification decision-making) carried out for the client by NABCB accredited certification body under another IAF MLA Signatory accreditation for the scope of certification being considered to be issued under NABCB accreditation.
5. The NABCB accredited certification body shall ensure that NABCB requirements are complied with, and the gaps in requirements vis-à-vis another IAF MLA Signatory accreditation, if any, are identified, documented and complied with before the client is considered for certification decision under NABCB accreditation.
6. The NABCB accredited certification body shall carry out an off-site review as a minimum or as a part of scheduled audit, and identify, evaluate and mitigate any



associated risks for issuing add-on certification under NABCB accreditation, especially where the certification is relevant for regulatory or statutory areas.

7. The NABCB accredited certification body shall document and maintain records of the past application, audit reports (Stage 1, Stage 2 and Witness Audits under another IAF MLA Signatory accreditation) etc. which were considered for certification decision-making for issuing add-on certification under NABCB accreditation. The NABCB accredited certification body shall maintain complete record of certification decision-making along with persons involved and the associated information.
8. The NABCB accredited certification body shall ensure that no statutory or legal proceedings against the certified client is in process with regards to the certificate and/or certification scope issued under other IAF MLA Signatory accreditation by NABCB accredited certification body.
9. The NABCB accredited certification body shall ensure that add-on certification under NABCB accreditation is issued only from the date of certification decision-making as carried out for add-on certification under NABCB accreditation by the NABCB accredited certification body.
10. No certificate shall be issued prior to the date of certification decision-making for add-on certification.
11. The NABCB accredited certification body shall intimate NABCB for the add-on certification issued under NABCB accreditation within 7 days of issue of certificate providing copy of the certificate issued, the scope of certification, along with copy of the corresponding certificate and scope issued earlier under IAF MLA Signatory accreditation, and informing the next due date for audit of the certified client. NABCB may witness the next audit of the client certified for add-on certification under NABCB accreditation in line with its overall policy on witness assessment.
12. The NABCB accredited certification body shall maintain updated list of such add-on certificates issued under NABCB accreditation, and present it to the assessment team with all details in the next office assessment carried out by NABCB.
13. The NABCB accredited certification body shall withdraw the add-on certificate for relevant scope in case another IAF MLA Signatory decides to withdraw the accreditation (in part or full).
14. The NABCB accredited certification body should encourage its client to shift to certification under NABCB accreditation only in due course of time.



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15. NABCB shall take appropriate action against the NABCB accredited certification body if any gaps are observed in assessments later with regards to add-on certifications issued under NABCB accreditation, and the decision of NABCB shall be final.

16. The NABCB accredited certification body shall have to adhere to any change in policy later on the issue of add-on certification under NABCB accreditation.



Amendment Record

Date **Auth. by** **Description of Amendment**