



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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NABCB Policy & Procedure for Transfer of Accreditation



BCB 005 – April 2023

Effective: Immediate



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0.0 Introduction

This document outlines the policy, requirements and procedure of National Accreditation Board for Certification Bodies (NABCB) to deal with request for transfer of accreditation from a Conformity Assessment Body (CAB) accredited with other IAF MLA and/or ILAC MRA Signatory Accreditation Body (AB) to NABCB accreditation scheme for which NABCB is also IAF MLA and/or ILAC MRA Signatory, or vice-versa.

1.0 Pre-requisites for Transfer of Accreditation from Other Accreditation Body to NABCB

- 1.1 The applicant CAB must have a valid accreditation from an Accreditation Body (AB) which holds a valid IAF MLA and/or ILAC MRA signatory status, same as NABCB. The request for transfer shall be considered by NABCB only for the same scope of accreditation as granted by the IAF MLA and/or ILAC MRA Signatory AB, subject to NABCB granting accreditation for the same scope of accreditation.
- 1.2 Whenever, a request is received by NABCB from a CAB for transfer of its current accreditation from other IAF MLA and/or ILAC MRA Signatory AB, NABCB shall intimate the concerned accreditation body and seek relevant information, and preferably its consent, before accepting the said request for transfer. In case the consent by the concerned accreditation body is not received within reasonable time period or is not provided for any reason, then NABCB shall consider the request of CAB only on merits and justified reasons as provided by the CAB. NABCB holds the right to reject any such request on transfer of accreditation received from CAB, without providing any reasons.
- 1.3 Once NABCB agrees in-principle to consider the request of CAB for transfer of accreditation, the CAB has to formally apply to NABCB for seeking accreditation in the prescribed application form(s), providing all required documents, currently valid accreditation certificate(s) along with scope of accreditation as granted to it, and previous assessment reports, along with applicable NABCB fee as detailed in NABCB Fee Structure i.e. BCB F002. The CAB shall provide all information / documents to NABCB in English language, and the translated documents where provided have to be indicated clearly. The applicant CAB in the application form shall clearly specify the term "Transfer" in place of Initial / Re-accreditation. Application received incomplete in any aspect(s) is liable to be rejected by NABCB.
- 1.4 The applicant CAB along with its application shall provide NABCB the assessment reports (document review, office & witness) in English language for the initial assessment or the last reassessment as applicable on which basis the IAF MLA and/or ILAC MRA Signatory has assessed the CAB to full requirements for accreditation as granted to CAB, and the last surveillance assessment, if any, including closure of findings for each of the assessment report provided for the scope of accreditation requested for transfer, along with a List / Summary of assessments (document reviews, office & witness assessments) conducted in the current accreditation cycle. The CAB may also provide last Surveillance assessment (office & witness both) if it has been assessed to full requirements for accreditation, in lieu of initial assessment or reassessment, for the scope of accreditation requested for transfer. NABCB may also seek any other past assessment report(s) from CAB, if necessary.



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- 1.5 The applicant CAB shall submit the currently valid accreditation certificate(s) along with detailed scope of accreditation for the scope as requested for transfer. Where accreditation has expired or the transfer of accreditation is requested beyond the scope of IAF MLA and/or ILAC MRA structure, the NABCB accreditation process for initial accreditation shall apply.
- 1.6 The applicant CAB shall also inform NABCB if its accreditation was suspended, reduced and/or withdrawn (partially or fully), and/or a complaint, and/or an appeal was processed adversely against it by the IAF MLA and/or ILAC MRA Signatory AB in the past 2 years.
- 1.7 NABCB reserves the right to reject the application for transfer of accreditation, if the applicant CAB is currently under suspension, withdrawn, or in appeal process with the IAF MLA and/or ILAC MRA Signatory AB as applicable, or if any international / diplomatic sanctions have been imposed on the respective economy where the particular CAB is located.
- 1.8 NABCB shall not accept application if the applicant CAB fails to provide adequate information & documents to justify its current accreditation status with the other IAF MLA and/or ILAC MRA Signatory AB, and/or any other information or document provided.
- 1.9 Where required, the applicant CAB shall inform and grant permission to the other IAF MLA and/or ILAC MRA Signatory AB to provide any relevant information / report(s) to NABCB, and facilitate the process of transfer of accreditation. This shall also include authentication of the assessment reports by the relevant IAF MLA and/or ILAC MRA Signatory AB. NABCB may also seek assessment report(s) of the applicant CAB from the IAF MLA and/or ILAC MRA Signatory AB directly, as necessary and relevant.
- 1.10 All CAB documents & procedures, accreditation certificate(s) & scope of accreditation, AB assessment reports, and other relevant documents must be translated into English language prior to submission to NABCB.

2.0 Application & Review of Documents

- 2.1 NABCB shall scrutinize the application along the information, documents and assessment reports provided by the applicant CAB seeking transfer of accreditation for completeness.
- 2.2 NABCB shall appoint an assessment team to review the past assessment reports as made available (minimum 1 man-day per accreditation scheme or sub-scheme as applicable) to verify that the applicant CAB conforms to the criteria and requirements for NABCB accreditation, and that the findings raised in past assessments have been effectively closed. In case of integrated assessment reports, NABCB may consider reduction in man-days for review as feasible. NABCB may seek additional information / clarification based on the review of the past assessment reports of the applicant CAB. If the final outcome of the review of past assessments reports is satisfactory, NABCB shall proceed for decision-making on transfer of accreditation. However, if significant issues are raised in the outcome of review of past assessment reports, NABCB may conduct office assessment (full or part) and/or witness assessment, as required and necessary, and will intimate the applicant CAB accordingly.



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- 2.3 Based on various factors such as risk-analysis, previous on-site/remote assessments & findings in review of such assessment reports, complaints, feedback and inputs from other interested parties etc., NABCB may consider carrying out an office assessment, preferably onsite, of the applicant CAB.
- 2.4 Upon the applicant CAB meeting the pre-requisites as in clause 1 of this policy and on successful review of past assessment reports, NABCB shall also ensure that the applicant CAB meets the requirements as in IAF Mandatory Documents (IAF MD 9, 16, 17, 22, etc.) and/or ILAC P Requirements (ILAC P10, P15 etc.) as applicable for the scope of accreditation being considered for transfer.
- 2.5 For the applicant CAB's accredited scopes that are within the scope of NABCB accreditation, and aligned with the IAF MLA and/or ILAC MRA Structure as applicable, the accredited certificate(s) for conformity assessment issued by applicant CAB under the IAF MLA and/or ILAC MRA Signatory AB status, and within the sub-scopes if any, shall be recognized as equivalent.

3.0 Decision Making on Transfer of Accreditation

- 3.1 On successful review and compliance to various provisions as outlined in this policy, NABCB shall undertake following actions:
 - 3.1.1 The summary of application for transfer of accreditation, the findings of the review report, or the findings in office / witness assessment if necessary & carried out, the actions taken by applicant CAB if any, shall all be placed before the NABCB Accreditation Committee for consideration and decision on transfer of accreditation.
 - 3.1.2 Once a decision is taken to transfer the accreditation of applicant CAB by NABCB, the validity period of accreditation for the applicant CAB shall co-terminate with the current accreditation cycle of the IAF MLA Signatory and/or ILAC MRA Signatory, or for a maximum period of 3 years, whichever is earlier. NABCB reserves the right to adjust/revise the assessment frequency of the CAB during the NABCB accreditation cycle. The decision shall be communicated to the applicant CAB for its acceptance.
 - 3.1.3 The applicant CAB shall sign the Terms & Conditions for maintaining NABCB accreditation, pay Annual Operating Fee on pro-rata basis as applicable, once the decision is communicated to it by NABCB.
 - 3.1.4 NABCB shall issue the Accreditation Certificate(s) to the applicant CAB with detailed scope of accreditation, where applicable.
 - 3.1.5 NABCB will not issue an accreditation certificate based solely on the assessments completed by another IAF MLA accreditation body and without following the procedure as stated in Clause 2 above.
- 3.2 The CAB after being granted NABCB accreditation shall within a week provide a list of currently valid certificates issued under its accreditation for the scope approved for transfer of accreditation, and submit its plan to transfer all accredited certifications under NABCB accreditation from the IAF MLA and/or ILAC MRA Signatory AB accreditation.



Such transfer shall generally be completed within a time period of 3 months, or within a reasonable time period as specified by the IAF MLA and/or ILAC MRA Signatory AB.

4.0 Obligations of CABs after Transfer of Accreditation

- 4.1 The CAB whose accreditation has been transferred from IAF MLA and/or ILAC MRA Signatory AB shall at all times comply with the applicable NABCB Accreditation Criteria, NABCB Accreditation Procedure, other requirements, and abide by the Terms & Conditions for maintaining NABCB accreditation.
- 4.2 Subsequent to transfer of accreditation to NABCB, the accredited CAB shall abide by the respective NABCB accreditation scheme requirements for surveillance assessments, reaccreditation, and witness assessments.
- 4.3 CAB shall meet the NABCB Assessment Program for conduct of office and witness assessments as a part of routine assessments. CAB shall offer witness requirements as laid down in respective NABCB Accreditation Procedure in the remaining period of NABCB accreditation cycle.

5.0 Transfer of Accreditation from NABCB to another IAF MLA and/or ILAC MRA Signatory AB

- 5.1 NABCB will cooperate with Conformity Assessment Body (CAB) that intends to transfer its NABCB accreditation to another IAF MLA and/or ILAC MRA Signatory AB. The transfer request from NABCB accredited CAB shall be considered with valid reasons, a 3 months' notice period, and only after all pending dues have been paid.
- 5.2 NABCB shall provide In-principle acceptance to the request of CAB subject to 5.1 above. The CAB shall then have to follow the procedure of the other IAF MLA and/or ILAC MRA Signatory AB to which it intends to transfer accreditation.
- 5.3 NABCB accredited CAB shall intimate its certified clients under NABCB accreditation, with its intent to transfer accreditation from NABCB to another IAF MLA and/or ILAC MRA Signatory AB, within a week, and offer transfer of accredited certification to another NABCB accredited CAB. The CAB shall provide evidence of such communication to NABCB.
- 5.4 Once the accreditation of CAB is transferred from NABCB to another IAF MLA and/or ILAC MRA Signatory AB, the CAB shall submit a plan and transfer of accredited certificates shall generally be completed within a time period of 3 months, or within a reasonable time period as specified by the IAF MLA and/or ILAC MRA Signatory AB whose accreditation is attained.
- 5.5 Following the transfer of accreditation from NABCB to another IAF MLA and/or ILAC MRA Signatory AB, the accredited CAB shall:
 - 5.5.1 Discontinue the use of the NABCB Accreditation Symbol and the combined IAF MLA Mark.
 - 5.5.2 Publicly announce the CAB's transfer of accreditation from NABCB as information for its certified clients by any suitable medium.



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- 5.5.3 Immediately discontinue any references to NABCB accreditation on any reports, certificates, or promotional material.
- 5.6 NABCB has the right to promptly notify the relevant stakeholders and regulatory bodies about the transfer of accreditation, and also possesses the right to inform if any unauthorized or improper reference is made to accreditation under NABCB.



Amendment Record

| Date | Auth. By | Description of Amendment |
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