



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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**Accreditation Procedure
for
Scope Extension of Additional
Specific Conformity Assessment Standards / Schemes
under Management Systems**



BCB 305 (MS-Scope Extension) - Feb 2023

Effective: Immediate



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0. SCOPE

- 0.1 NABCB has decided to undertake accreditation of certification bodies (CBs) for certification to any specific management systems standard which would also include addition of sector specific conformity assessment schemes/standards to the scope of accreditation. These would include standards/schemes e.g. ISO 13485, ISO 21001, ISO 29001 in QMS, FSSC 22000, FAMI-QS in FSMS, SERI R2 in EMS & OHSMS, ISO/IEC 27701 in ISMS, etc. under accreditation as applicable.
- 0.2 This document describes the procedure to be followed by NABCB in processing applications from CBs seeking to add any sector specific conformity assessment schemes/standards under Management systems in their existing scope of accreditation.
- 0.3 In case a CB applies straightaway for a sector specific conformity assessment schemes/standards and is not accredited for e.g. ISO 9001 certification, the application would follow the procedure laid down in BCB 201 (MS) for QMS accreditation.

1. APPLICATION FOR ACCREDITATION

- 1.1 Any NABCB accredited certification body interested in adding sector specific conformity assessment schemes/standards in its existing scope of Management System accreditation, may apply to NABCB in the application form BCB: F036 with the administrative fee as prescribed for scope extension.
- 1.2 The completed application form for NABCB accreditation shall be duly signed by the CEO/authorized representative/s of the Certification Body seeking addition in the scope of accreditation. Request for extension shall be either e-mailed by authorized person or letter sent shall be duly signed by authorized person.

2. ASSESSMENT

- 2.1 In case a certification body is already accredited by NABCB for Management Systems, then an initial assessment including document review (1 MD) and/or onsite office assessment (1 MD) will be conducted by NABCB depending upon the standard/ Scheme requirement. The Man-days for technical expert, if needed, would be charged extra as applicable.
- 2.2 NABCB shall carry out the assessments as per ISO/IEC 17021-1 and any other IAF mandatory documents, IAF resolutions and sector specific international standards and requirements of Scheme owner, as applicable.
- 2.3 On successful completion of the above assessments, NABCB shall conduct one witness assessment before granting the required scope. The witness shall normally be a stage 2 or recertification audit of 3 man-day duration with a 2-member team. NABCB shall depute as many assessors as the auditors in CB's team. NABCB may accept witness assessment report (not older than 3 years) from any IAF signatory foreign accreditation body in lieu of a witness in case of extension of scope; however, the first client audit after grant of accreditation shall be witnessed by NABCB.



3. DECISION

- 3.1 Based on the outcome of the above assessments, and on addressing any non-conformities and concerns satisfactorily, a decision on extension of scope would be taken under Management System accreditation by placing the case before the Accreditation Committee. The scope within such a standard may be decided based on criticality of scope of witness.
- 3.2 The extension of scope would be effective from the date it is granted and for the remaining period of accreditation held by the CB.



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Amendment Record

<u>Date</u>	<u>Auth. By</u>	<u>Description of Amendment</u>
July 2020	CEO	Minor changes in clause 2.1 on requirement of Doc review
Feb 2023	CEO	Some changes in procedure for scope extension to bring out clarity