



NATIONAL ACCREDITATION BOARD FOR CERTIFICATION BODIES (NABCB)

Quality Council of India (QCI), World Trade Centre, J 200, Nauroji Nagar, New Delhi – 110029

Phone: +91-11-26186680; Web: <https://nabcb.qci.org.in>; E-mail: nabcb@qcin.org;

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



BCB 305 (MS-Scope Extension) - Jan 2026

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.



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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
Jan 2026	CEO	NABCB office address changed