This document outlines PJLA's specific requirements and procedures for accrediting Certification Bodies (CBs) under ISO/IEC 17065, which pertains to bodies certifying products, processes, and services. **This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**

1.0 SCOPE/PURPOSE

1.1 PJLA's Products, Processes and Services Certification (PPS) Accreditation Program is based on ISO/IEC 17065:2012, applicable Global ACI documents, SOP-1 General Accreditation Procedure, PJLA PL-4 Scopes of Accreditation Policy, PJLA SOP-3 Use of Accreditation Claims and Symbols, ISO/IEC 17011:2017.

1.2 This supplemental procedure defines PPS-specific requirements for scheme review and acceptance, quotation, assessment planning, accreditation assessment, assessment of certification activities, and scheme change control. General accreditation requirements established in SOP-1 are not repeated.

1.3 PJLA shall proceed to accreditation assessment only for certification schemes accepted through the applicable process defined in this procedure.

1.4 CABs are expected to comply with ISO/IEC 17065:2012, PJLA PL-4 Scopes of Accreditation Policy, PJLA SOP-3 Use of Accreditation Claims and Symbols and GLOBAL ACI Mandatory (M) Documents as referenced below.

2.0 REFERENCES

2.1 ISO/IEC 17065:2012, "Conformity assessment — Requirements for bodies certifying products, processes and services"
2.2 ISO/IEC 17011:2017, "Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies"
2.3 Global ACI TECH-3-003(M), "Mandatory Document for the Use of Information and Communication Technology (ICT) for Conformity Assessment Purposes"
2.4 Global ACI TECH-3-009(M), "Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries"
2.5 Global ACI TECH-3-019(M), "Criteria for Evaluation of Conformity Assessment Schemes (CASs) and Scheme Owners (SOs)"
2.6 Global ACI TECH-3-025(M), "Harmonization of Sanctions"
2.7 Global ACI TECH-3-026(I), "Dealing with Fraudulent Behavior"
2.8 ISO/IEC 17067:2026, Conformity assessment - Fundamentals of and guidelines for conformity assessment schemes, where referenced as guidance in PJLA scheme-review documents.

3.0 APPLICATION FOR ASSESSMENT

3.1 Scheme Information and Review Before Quotation

3.1.1 LF-21 Supplement 17065 shall be used with the applicable application information to obtain the scheme and CB operating information needed to determine whether PJLA can offer accreditation.

3.1.2 The applicant shall complete the applicable sections of the LF-21 Supplement 17065 for each certification scheme included in an initial application, scope

expansion request, or notification of a significant scheme change. The applicant shall identify the Scheme Owner, applicable scheme documents and versions, applicable certification requirements, certification activities, locations, and applicable scheme-specific requirements.

3.1.3 The applicant shall indicate whether the scheme:

a) is included or invoked by legislation or regulation; or
b) is developed by a national, regional or international standardization body.
c) Is endorsed by Global ACI

The applicant shall provide detailed reference and supporting evidence for the claimed status.

3.1.4 For schemes subject to Global ACI TECH-3-019(M), PJLA shall review LF-21 Supplement 17065 and supporting scheme documentation before accepting the scheme. The review shall determine whether the applicable Scheme Owner and conformity assessment scheme conditions required by Global ACI TECH-3-019(M) are satisfied.

3.1.5 The review under 3.1.4 shall address, as applicable:

a) identification of the Scheme Owner and applicable authorization arrangements;
b) appropriateness of ISO/IEC 17065 and the conformity assessment activity selected for the scheme;
c) public availability of the general scheme description and applicable scheme documentation;
d) scheme validation and its documented basis;
e) availability of Scheme Owner clarifications to PJLA and participating CBs;
f) applicable legally enforceable arrangements between the Scheme Owner and participating CBs and/or PJLA;
g) the Scheme Owner's process for complaints relating to the scheme;
h) Scheme Owner review, monitoring and change-control arrangements;
i) the object of conformity assessment, specified requirements and conformity assessment process;
j) applicable selection, determination, review, decision, attestation and surveillance activities;
k) the statement of conformity and controls for certificates, marks or other statements of conformity; and
l) scheme-specific requirements placed on the CB or PJLA.

3.1.6 PJLA shall confirm that the conformity assessment process falls within the scope of ISO/IEC 17065 and that scheme-specific requirements do not contradict or exclude applicable ISO/IEC 17065, ISO/IEC 17011 or Global ACI requirements.

3.1.7 For a Scheme identified under 3.1.3, Global ACI TECH-3-019(M) Scheme-evaluation criteria do not apply. PJLA shall nevertheless review sufficient

information to determine that the Scheme is suitable for accreditation under ISO/IEC 17065 and applicable PJLA requirements.

3.1.8 PJLA shall determine whether it has the competence and resources necessary to perform the requested accreditation activities.

3.1.9 Where information is incomplete or correction is required, PJLA shall communicate the required information or action to the CB and/or Scheme Owner. The review shall remain open until sufficient objective evidence is provided.

3.2 Scheme Evaluation by or with Other Accreditation Bodies

3.2.1 PJLA may collaborate with another Accreditation Body in the evaluation of a scheme or use another Accreditation Body's scheme-evaluation results.

3.2.2 Where another Accreditation Body's evaluation results are used, PJLA shall retain responsibility for its scheme acceptance decision and shall ensure that applicable PJLA, Global ACI and ISO/IEC 17011 requirements are satisfied.

3.2.3 Significant differences between evaluation results shall be discussed with the other Accreditation Body and, where necessary, the Scheme Owner and/or Global ACI Technical Committee 3.

3.3 Scheme Acceptance and Quotation

3.3.1 PJLA shall document the scheme-review result and scheme acceptance decision in LF-21 Supplement 17065.

3.3.2 A positive scheme acceptance decision is required before PJLA issues a quotation for the affected scheme.

3.3.3 Scheme acceptance determines whether the scheme is suitable for accreditation. It does not replace assessment of the CB's conformity with ISO/IEC 17065 or its implementation of the accepted scheme.

3.3.4 Where a scheme is not accepted, PJLA shall inform the applicant and shall not issue a quotation for that scheme. A revised scheme may be submitted through the applicable application and scheme-review process.

3.4 Application and Scope Information

3.4.1 LF-1 and LF-61 shall define the applicant, requested accreditation program and requested scope. LF-21 Supplement 17065 shall provide the scheme, location, remote-personnel and other operating information needed for scheme review and assessment planning.

3.4.2 The requested scope information shall identify, as applicable:

a) type of certification — product, process, service, or a combination of these types;
b) certification scheme(s);
c) applicable standards, normative documents and/or regulatory requirements; and
d) industry sector.

3.4.3 For CBs operating in multiple countries, the information required by Global ACI TECH-3-009(M) shall be obtained through LF-21 Supplement 17065 and used for assessment planning.

3.4.4 The CB shall notify PJLA of significant changes to scheme content or ownership, certification or evaluation methods, locations, outsourcing, information and communication technology, or other factors that can affect scheme acceptance, the accredited scope or assessment planning.

3.5 New Schemes and Scheme Changes

3.5.1 A CB requesting accreditation for an additional certification scheme shall submit the applicable application information and LF-21 Supplement 17065.

3.5.2 Where PJLA cooperates directly with the Scheme Owner, significant changes to an accepted conformity assessment scheme shall be submitted to PJLA sufficiently in advance to permit the applicable evaluation before the changed Scheme is published. A CB and/or the third-party scheme owner shall notify PJLA of significant Scheme changes before the changed Scheme is used for accredited certification.

3.5.3 PJLA shall evaluate the change and determine whether:
a) existing scheme acceptance remains valid;
b) an additional focused or full scheme review is required;
c) additional assessment is required; and/or
d) the accredited scope requires revision.

3.5.4 Where a scheme change affects the output of the conformity assessment scheme, PJLA shall review the applicable validation evidence in accordance with Global ACI TECH-3-019(M).

4.0 ASSESSMENT PLANNING

4.1 Assessment planning shall begin only after each scheme in the requested scope has been accepted, the quotation has been accepted, and the required application and scope information is complete.

4.2 PJLA shall plan the assessment in accordance with SOP-1 and, where applicable, Global ACI TECH-3-009(M), using the accepted scope, LF-21 Supplement 17065 activity and location information, scheme-review results and prior performance.

4.3 Assessment planning shall address representative coverage of certification schemes, certification activities, records, locations and personnel, considering applicable risk and performance indicators.

4.4 Assessment planning shall also consider significant changes affecting the accredited scope, certification activities, locations, organizational structure or implementation of accepted certification schemes.

4.5 For CBs operating in multiple countries, PJLA shall establish and maintain the assessment program in accordance with Global ACI TECH-3-009(M).

4.6 Additional locations shall not be added to the CB's accredited scope without the assessment determined necessary by PJLA.

4.7 Ongoing accreditation planning shall consider changes to locations, remote personnel, organizational structure and certification schemes.

4.8 CBs shall update LF-21 Supplement 17065 Part A annually for assessment-planning purposes.

5.0 ACCREDITATION ASSESSMENT

5.1 Assessment of Implementation

5.1.1 PJLA shall use LF-56 Supplement 17065 with the applicable PJLA ISO/IEC 17065 assessment documentation to document the technical assessment of sampled certification Schemes and applicable Scheme-specific requirements. The assessment shall not repeat the Scheme-acceptance review performed under Section 3.

5.1.2 PJLA shall assess conformity with ISO/IEC 17065 and verify, through objective evidence, the CB's competence and effective implementation of each sampled accepted certification scheme.

5.1.3 Assessment evidence shall be selected from certification activities relevant to the scope and shall include sufficient objective evidence to evaluate, as applicable:

a) certification body personnel and competence;
b) application and application review;
c) evaluation activities and resources;
d) review;
e) certification decisions;
f) certification documentation;
g) directory information;
h) surveillance;

i) changes affecting certification;
j) termination, reduction, suspension or withdrawal of certification;
k) records;
l) complaints and appeals;
m) outsourced activities; and
n) implementation of applicable scheme-specific requirements.

5.1.4 For each sampled certification scheme, PJLA shall verify that the CB performs certification in accordance with the current scheme version accepted by PJLA and complies with applicable Scheme Owner requirements.

5.1.5 Where the CB is not the Scheme Owner, PJLA shall verify objective evidence that the CB operates within the applicable Scheme Owner authorization and implements the scheme as accepted.

5.1.6 Where the CB is also the Scheme Owner, PJLA shall verify objective evidence that applicable Scheme Owner and scheme controls accepted under Section 3 are implemented and maintained. The assessment shall not repeat the scheme-development or scheme-acceptance review.

5.1.7 A significant difference between the scheme implemented by the CB and the scheme accepted by PJLA shall be returned to PJLA to review before accreditation is granted or continued for the affected scheme.

5.2 Assessment of Certification Activities

5.2.1 PJLA shall assess certification activities under actual operating conditions to the extent necessary to establish the CB's competence and effective implementation of ISO/IEC 17065 and the accepted certification scheme. Mock certification alone shall not be sufficient to demonstrate competence and effective implementation.

5.2.2 Assessment activities shall address the evaluation methods applicable to the sampled scheme. These may include document or design review, sampling, testing, inspection, audit or other evaluation activities specified by the certification scheme.

5.2.3 PJLA shall verify through objective evidence that evaluation is performed against the requirements covered by the scope of certification and other requirements specified in the accepted certification scheme.

5.2.4 PJLA shall select certification activities, records, locations and personnel using representative sampling sufficient to evaluate significant differences within the requested or accredited scope.

5.2.5 Where common processes or controls are used across multiple schemes or scope categories, PJLA may use representative sampling of the common process. Significant scheme-specific and technical differences shall be separately evaluated.

5.3 Use of Information and Communication Technology (ICT)

5.3.1 Where ICT is used for certification or accreditation assessment activities, the applicable requirements of Global ACI TECH-3-003(M) shall be applied.

5.3.2 PJLA shall obtain sufficient objective evidence to determine conformity with ISO/IEC 17065, the accepted certification scheme and applicable PJLA accreditation requirements.