Product Certification Accreditation Procedure

This document outlines PJLA's (Perry Johnson Laboratory Accreditation, Inc.) 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 product certification accreditation program is based on ISO/IEC 17065:2012, "Conformity assessment — Requirements for bodies certifying products, processes and services", relevant IAF mandatory documents, SOP-1 General Accreditation Procedure, PJLA PL-4 Scopes of Accreditation, PJLA SOP-3 Use of Accreditation Claims and Symbols, ISO/IEC 17011:2017 and applicable product schemes.

2.0 REFERENCES

2.1 ISO/IEC 17065:2012, "Conformity assessment — Requirements for bodies certifying products, processes and services"
2.2 International Standard ISO/IEC 17011:2017 "Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies"
2.3 IAF MD 4 "Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes"
2.4 IAF MD 7 "Mandatory Document for the Harmonization of Sanctions and Dealing with Fraudulent Behavior"
2.5 IAF MD 25 "Criteria for Evaluation of Conformity Assessment Schemes"
2.6 IAF MD 12 "Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries"
2.7 Specific Scheme Related Requirements

3.0 ASSESSMENT CRITERIA

3.1 The following information will be requested from the CB through the application process to ensure the appropriate amount of time is designated for the assessment and adequate assessor competency is obtained:

3.1.1 Types of Certification-Process, Product, or Service or a combination of various types
3.1.2 Certification Schemes
3.1.3 Applicable Standards, Normative Documents, and/or Regulatory Requirements

3.2 Conformity assessment activities will be requested through the ISO/IEC 17065 Supplement-LF-21 Supplement Product Form to gather the following data:

3.2.1 Countries into which accredited certificates are issued and the number of certificates issued in each country
3.2.2 Countries in which the CB operates from a fixed office location that performs any certification activities
3.2.3 Countries in which the CB has remote personnel that perform any certification activities

3.2.4 Fixed office locations responsible for performing and/or managing key activities as defined by the following, or from where remote personnel performing critical activities are managed:

a. Policy formulation
b. Process and/or procedure development
c. Initial approval of certification body personnel and/or control of their training
d. Ongoing monitoring of certification body personnel
e. Application review
f. Assignment of auditing personnel
g. Control of surveillance or recertification audits
h. Final report review or certification decision or approval

3.2.5 The CB's arrangements for managing all activities that are performed from a foreign fixed office location or by remote personnel.

3.3 PJLA will develop a customized assessment program with each CB, considering the risk indicators outlined below:

a. The relationship between the CB and its foreign entities and subsidiaries, if applicable
b. The CB's arrangements for managing its foreign certification activities, if applicable
c. Whether the CB holds accreditation from the local AB
d. The number of fixed office locations undertaking certification activities in each country
e. The number of remote personnel undertaking certification activities in each country
f. Where key activities are performed and managed or from where remote personnel performing key activities are managed
g. The range of certification activities performed, where they are performed, and from where remote personnel are managed
h. The effectiveness of the CB's management controls of its certification activities
i. The accessibility of the CB's records
j. The availability of selected CB personnel (internal and external) for interview
k. The number of certificates issued through a particular fixed office location
l. Schemes for which certification is granted through a particular fixed office location
m. Where a fixed office location manages other fixed office locations or remote personnel outside of their national boundaries
n. The number of different countries covered by remote personnel and how they are managed

o. The risks posed by the activities performed and/or managed and where they are performed and/or managed (Note: these may be non-key activities)
p. The capability of the AB to conduct remote assessments. In that case the requirements of IAF MD 4 “Mandatory Document for the Use of Information and Communication Technology (ICT) for Auditing/Assessment Purposes” are applicable.
q. Social and cultural aspects of each country
r. The number and type of complaints
s. The effectiveness of the CB’s oversight in controlling its foreign certification activities, including internal audits it performs on fixed office locations
t. Where there is evidence of malpractice, such as misrepresentation by sales personnel, inappropriate relationships with consultants or ineffective oversight by the CB

This assessment program will be reviewed annually to take account of changes to the information in and to the risk indicators as outlined.

3.4 The initial assessment of the CB shall include assessment of all fixed office locations, whatever the relationship with the CB, where key activities are performed and/or managed, or from which remote personnel performing key activities are managed, and/or where records are maintained.

3.5 Where appropriate, the initial assessment shall also include assessment of selected fixed office locations, whatever the relationship with the CB, where other activities covered by the requirements of the relevant conformity assessment standard(s) are performed, or from which personnel performing these activities are managed.

3.6 No additional locations can be added to the CB’s scope of accreditation without any form of assessment.

3.7 Ongoing Accreditation Considerations will be taken to include the following aspects:

a. Locations performing critical activities will be assessed at least once during the accreditation cycle.
b. PJLA will identify any non-critical fixed locations that require assessment during the cycle.

4.0 COLLABORATION WITH OTHER ACCREDITATION BODIES

4.1 PJLA may collaborate with other IAF MLA Signatory Accreditation Bodies. This can involve accepting assessment results from other accreditation bodies or participating in joint assessments.

5.0 SCHEME SPECIFIC REQUIREMENTS

5.1 PJLA will assess only those schemes for which they have the necessary expertise and, when required, the approval of the scheme holder and adhere to all AB scheme specific requirements and scheme holder clarifications in addition to, but not excluding, any IAF/Region's rules nor ISO/IEC 17011 requirements. If any scheme specific requirements are placed on PJLA, they shall not contradict or exclude any of the requirements of ISO/IEC 17011, relevant IAF guidelines, policies or ISO/IEC 17065.

5.2 PJLA and/or the CB shall enter into a legally enforceable agreement with the scheme owner which, at a minimum, ensures that the CBs:

a. utilize the scheme strictly as published by the scheme owner, without any unauthorized additions or reductions; and
b. fully comply with the scheme owner's requirements and rules regarding the use of any associated symbols, statements, or marks, as applicable.

5.3 During the assessment process PJLA assessors will ensure that all requirements described under clauses 3, 4 and 5 of IAF MD 25:2022 are met, and the evidence will be provided in LF-56 Supplement PPS.

5.4 Conformity Assessment Schemes (CAS) do not require further validation under the following conditions:

- Those that are included or invoked by legislation/regulation
- Those that are developed by national, regional or international standardization bodies
- Those that are already endorsed by IAF (refer to the IAF website).

All other schemes require validations.

5.5 A CB may become accredited through demonstration/mock certification. With this assessment approach, the CB shall inform PJLA of their first certification to the relevant scheme. PJLA will determine the need for additional assessment activities.