



## PROCEDURE : SUSPENDING, REDUCING AND WITHDRAWING OF ACCREDITATION

### 1. OBJECTIVE

To consider scope suspending, reducing and withdrawing of accreditation correctly and precisely following the Criteria Method and Conditions.

### 2. SCOPE

Used for presenting to the committee or sub-committee and the licensor to make decision for scope suspension, reduction and withdrawal of accreditation and call back the certificate (depending on the case).

### 3. DEFINITIONS

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### 4. REFERENCES

- 4.1 ISO/IEC 17011 Clause 7.13
- 4.2 Quality Manual Section 8
- 4.3 National Standardization Act, B.E.2551
- 4.4 Criteria Method and Conditions for Accreditation

### 5. DOCUMENTS USED

- 5.1 FLA-MN02: Warning Letter
- 5.2 FCO-WD02: Committee or Sub-committee resolution notification form
- 5.3 FCO-WD03: Suspension/reducing/withdrawal accreditation notification *letter*
- 5.4 FCO-WD05: Scope suspension/reduction/accreditation withdrawal summary report form (used for submission to the *committee or sub-committee*)
- 5.5 FCO-WD06: Reinstatement *Notification Letter*
- 5.6 Database for Laboratory Accreditation
- 5.7 Accreditation database

## 6. FLOW CHART

Responsible party	Flow chart	Parties concerned
<b>6.1 Warning</b>		
6.1.1 Case officer	<div style="border: 1px solid black; padding: 5px;">           Submit warning letter signed by Secretary-General <i>via the director of ONSC</i> to the abuse accredited CAB         </div>	Secretary-General Director of ONSC Chief of Group FLA-MN02
6.1.2 Secretary-General	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">           Consider and sign on the warning letter <i>to accredited CAB</i> </div>	FLA-MN02
6.1.3 Case officer	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>- Conclude any actions propose to Secretary-General for acknowledge in case of corrective action done within specify time frame or</li> <li>- In case of no corrective action within specify time frame conclude evidence propose to Secretary-General for suspension or to the <i>committee/sub-committee</i> for scope reduction-<i>depend on the case</i></li> </ul> </div>	Secretary General Chief of Group Director of ONSC FLA-MN02 FCO-WD03 FCO-WD05

**Responsible party**

**Flow chart**

**Parties concerned**

**6.2 Suspension**

6.2.1 Case officer

Prepare suspension notification letter submit to Secretary-General via the director of ONSC for signing

FCO-WD03

6.2.2 Secretary-General

Consider and sign on the suspension notification letter to accredited CAB

FCO-WD03

6.2.3 Case officer

- Inform *suspended CAB*
- Inform *Secretary of ONSC Group* for record in Accreditation database
- Forward new information to the Information Technology Group to review list of *accredited CAB and its scope* in TISI website
- Reinstatement *Notification Letter* to suspended CAB after corrective action have been done

FCO-WD03  
Database for Laboratory Accreditation Database

**Responsible party**

**Flow chart**

**Parties concerned**

**6.3 Scope reduction**

6.3.1 Case officer

- Conclude any actions propose to *committee/ sub-committee* for consideration *and approved*
- Inform committee or sub-committee resolutions to the abuse accredited CAB
- Prepare new issue for the remaining scope and certificate propose to Secretary-General *via the director of ONSC* for signature

FCO-WD02  
FCO-WD05  
Committee or sub committee  
Chief of Group  
Director of ONSC

6.3.2 Secretary-General

Consider and sign on the new certificate *and its scope*

6.3.3 Director of ONAGSC

Consider and sign on letter to CAB for notification of receiving or recurring certificate

Chief of Group  
FCO-WD03

6.3.4 Case officer

- Inform *accredited CAB* to receive or recur certificate
- Inform *Secretary of ONSC Group* for record in Accreditation database
- Forward new information to the Information Technology Group to review list of *accredited CAB and its scope* in TISI website

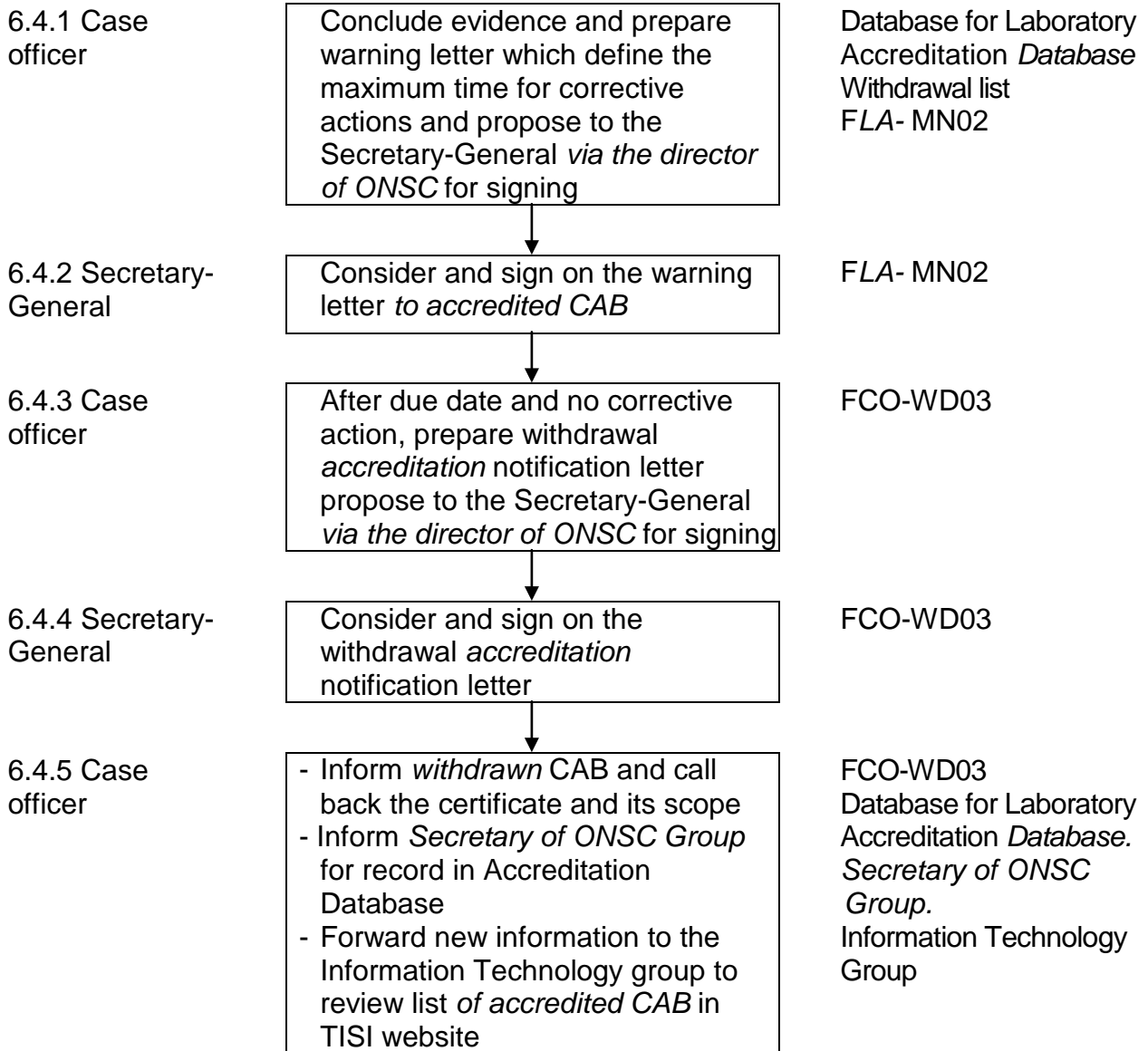
Database for Laboratory Accreditation *Database. Secretary of ONSC Group*  
Information Technology Group

**Responsible party**

**Flow chart**

**Parties concerned**

**6.4 Withdrawal of accreditation**



## 7.DETAILED PROCEDURES

### 7.1 Warning

#### **Case officer**

In case the accredited Conformity Assessment Body (CAB) cannot maintain its competence or intends to abuse the Criteria Method and Conditions or not follow the National standardization Act, *B.E.2551* which are found from surveillance or monitoring, suspension or scope reduction or withdrawal shall be considered for those CABs depending on the case.

The case officer shall compile all the information found and submit the warning letter which define maximum time for corrective action signed by Secretary-General *via the director of ONSC* to the abuse accredited CAB

- In case of corrective action had been done within specify time frame, concluded any actions propose to Secretary-General for acknowledge,
- In case of no corrective action within specify time frame conclude evidence propose to Secretary-General for suspension of accreditation or to the Committee or sub-committee for scope reduction depend on the case as following.

### 7.2 Suspending

#### 7.2.1 Case officer

##### With warning letter

If the accredited CAB cannot completely corrective action within specify time frame conclude evidence and actions to the Secretary-General *via the director of ONSC* for signing in suspension notification letter to *accredited* CAB. Suspension time is maximum 3 months.

##### Without warning letter

When the accredited CAB cannot maintain its competence or intends to abuse the Criteria Method and Conditions or not follow the National standardization Act, *B.E.2551* which effected to the public economy, conclude evidence and actions to the Secretary-General *via the director of ONSC* for signing in suspension notification letter to *accredited* CAB. Suspension time is maximum 3 months.

#### 7.2.2 Secretary-General

Consider and sign on the suspension notification letter *to accredited CAB*.

#### 7.2.3 Case officer

- (1) Inform the suspended CAB.
- (2) Inform *Secretary of ONSC Group* for recording in data base for *Laboratory Accreditation*
- (3) Forward new information to the Information Technology Group to review list of *accredited CAB* and *its* scope in TISI website.
- (4) After corrective action have been done within agreed time frame and the suspended CAB has been re-assessed and meet all requirements, prepare the summary report and submit to the Committee or sub-committee for considering the reinstatement of the all or some part of the old scope and prepare reinstatement *notification* letter submit to

Secretary-General *via the director of ONSC* to consider and signature. Inform the suspended CAB, the Information Technology Group for dissemination and *Secretary of ONSC Group* for recording in Accreditation database.

### **7.3 Scope Reduction**

#### **7.3.1 Case officer**

In case the accredited CAB cannot maintain the accreditation because of the technical problem, the case officer shall submit the summary report to the Committee or sub-committee for consideration *and approved* then inform Committee or sub-committee resolutions to the abuse accredited CAB.

Prepare new issue for the remaining scope and certificate propose to Secretary-General for signature.

#### **7.3.2 Secretary-General**

Consider and sign on the new certificate with reduced scope.

#### **7.3.3 Director of ONSC**

Case officer prepare notification letter to *accredited* CAB for receiving and recurring certificate. This notification letter is signed by Director of ONSC.

#### **7.3.4 Case officer**

- Inform CAB to receive new scope and call back the old scope to stamp “CANCELLED” in red ink before keep it in the cancellation file.
- Inform *Secretary of ONSC Group* for recording in Accreditation database and forward new information to the Information Technology Group to review list of *accredited CAB* and *its* scope in TISI Website.

### **7.4 Withdrawal of accreditation**

#### **7.4.1 Case officer**

Consider and propose to withdrawal of CAB accreditation from records as follows

- 1) Had been suspended which abuse again within 5 years or
- 2) Intend to abuse the Criteria Method and Conditions or not follow the National standardization Act, *B.E.2511* which strongly effected to the public economy or
- 3) Issued false report or certificate or intend to mislead to user or
- 4) Commit or offer any falsify result of conformity assessment or conceal the truth, and give money or assets to CAB to wrongly issue a result of conformity assessment.

Conclude evidence and prepare warning letter which define the maximum time for corrective actions and propose to the Secretary-General *via the director of ONSC* for signing.

#### **7.4.2 Secretary-General**

Consider and sign on the warning letter *to accredited CAB*.

#### **7.4.3 Case officer**

After due date and no corrective action, prepare withdrawal *accreditation* notification letter propose to the Secretary-General *via the director of ONSC* for signing.

#### **7.4.4 Secretary-General**

Consider and sign on the withdrawal *accreditation* notification letter

#### **7.4.5 Case officer**

- Inform *withdrawn* CAB and call back the certificate including accreditation scope from the withdrawn CAB and stamp "WITHDRAWN" in red ink, keep it in the withdrawal file, and take record in Accreditation database.
- Inform *Secretary of ONSC Group* for recording in Accreditation database.
- Forward new information to the Information Technology Group to review *list of accredited CAB and its scope* in TISI website