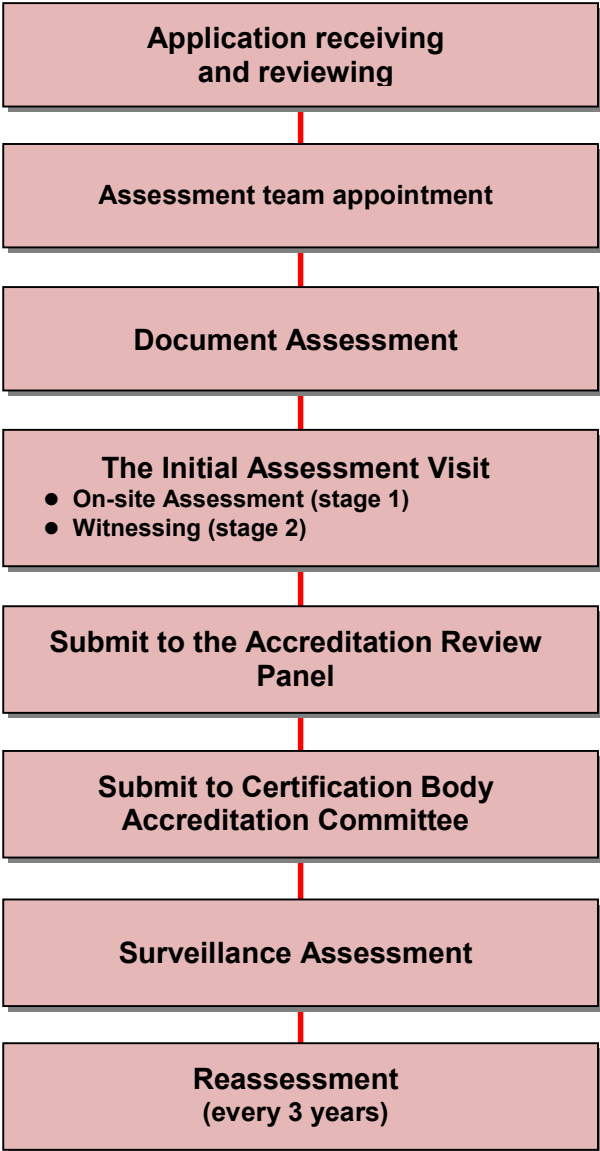


Accreditation Process for Certification Body.



Accreditation Process for Certification Body Accreditation

Scope

Providing accreditation services to certification body operating of any of the following

- Management System Certification (QMS/EMS/OHS/BCM/EnMS/ISMS) (ISO/IEC 17021)
- Product Certification (ISO/IEC 17065)
- Personnel Certification (ISO/IEC 17024)
- National Certification Scheme (Thai Labor Standard/ Thailand Tourism Standard)
- GHG Verification and Validation Body (ISO 14065)

Accreditation Process

Application receiving and reviewing

Certification body that seeking for accreditation, please complete the application form, submit a hardcopy application pack and fee to the Office of the National Standardization Council (ONSC) (application form can be downloaded from menu "**Apply for Accreditation**")

Upon receipt of the application, application pack will be examined sufficiency of information and documents. Then an authorized person will confirm the scope under accreditation and estimate costs of accreditation process and inform the applicant further. (incomplete applications will be subject to delay until all information is received.)

Assessment team appointment

The assessment team to carry out accreditation assessment is appointed by the Office of the National Standardization Council (ONSC) and in accordance with the specified criteria for ONSC assessors. The names of the appointed assessors are made known to and agreed by the applicant before the proceeding of the assessment.

Document assessment and audit plan preparation

The assessment team must :

- examine all the correspondence between ONSC and the certification body;
- review the applicant's documentation;
- prepare the checklist and the audit plan; the plan is to be forwarded to the certification body for agreement.

The Initial Assessment Visit

Opening meeting

The intention of the meeting is to :

- introduce the members of the assessment team ;
- explain the purpose of the assessment ;
- review the agreed audit plan ; and
- confirm the date and availability of other administrative supports.

Conducting of the assessment, which comprises

Stage 1 :

Assessment of both the certification body's head office and branch office, as applicable. The assessment team will assess the effectiveness of its quality system, make an observation on non-compliance which may arise, and hold the interim closing meeting to review any non-compliance raised.

Stage 2 :

Assessment of the certification body's auditor carrying out certification service to the customers. The assessment team will accompany the certification body's auditor for the entire certification service and take note or examine documents or other items without asking questions or making comments until after the closing meeting between the certification body's auditor and the customers or the end of certification.

Final closing meeting

The assessment team leader will present a summary of the assessment audit result from both **stage 1** and **stage 2** as well as answer any questions raised on points of clarification, and note any corrective actions intended to be carried out with the specified time scale.

Submit to the Accreditation Review Panel

The assessment team is responsible for preparing the assessment report which will be forwarded to the Accreditation Review Panel. To ensure that all the assessments are conducted in accordance with the requirements, ONSC shall appoint the Accreditation Review Panel (ARP) in order to review the assessment report of the assessment team before forwarding to the Certification Body Accreditation Committee for ratification.

Submit to Certification Body Accreditation Committee

When ARP has already reviewed the assessment report of the assessment team, ONSC shall submit the summary report of assessment to Certification Body Accreditation Committee for making decision on accreditation and the certificate is signed by Secretary-General, Thai Industrial Standards Institute.

Surveillance

Following accreditation, regular surveillance visits is carried out at least annually with full or partial assessment as appropriate provided that all accreditation criteria shall be completely assessed for each reassessment cycle.

Reassessment

Reassessment is conducted with a full assessment every 3 years
