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Department of Standards Malaysia
SAMM CIRCULAR 4/2021

**MANAGEMENT OF ASSESSMENTS FOR LABORATORIES LOCATED IN
SABAH, LABUAN AND SARAWAK**

A. Introduction and scope

1. This circular is to provide Department of Standards Malaysia's (Standards Malaysia) policy and procedures to its accredited Conformity Assessment Bodies (CABs) on the management of accreditation activities for laboratories located in Sabah, Labuan and Sarawak.
2. This circular is only applicable to SAMM (Calibration and Testing) laboratories located in Sabah, Labuan and Sarawak.

B. Management of Assessments

B.1 Accredited Laboratories

B.1.1 Beginning 1 January 2022, arrangement of assessment for laboratories located in Sabah, Labuan and Sarawak shall be made by Standards Malaysia's Accreditation Officer as follows:

- a) Assessment dates
- b) Appointment of Team Leader and Team Member (*Ketua Penilai dan Penilai*)

B.1.2 The Accreditation Officers-in-charge are as follows:

- a) Sabah – Mr. Ainol Azizul bin Rosli at 03 – 8008 2833 or ainol@jst.gov.my
- b) Sarawak and Labuan – Ms. Wong Fei Ting at 03 – 8008 2834 or wongft@jst.gov.my

B.1.3 For any enquiries, please contact the abovementioned officers.

B.2 Applicant laboratories

B.2.1 Arrangement of assessments for applicant laboratories are still maintained by the assigned Team Leader.

B.2.2 Upon award of accreditation, the arrangement of assessments shall be as per clause B.1.

C. Implementation Date

This circular is effective 1st January 2022.

Approved by,
**Director of Accreditation
For the Director General
Department of Standards Malaysia**

Date: 7 Dec, 2021

**DEPARTMENT OF STANDARDS MALAYSIA (STANDARDS MALAYSIA)
CONDUCT OF REMOTE ASSESSMENT**

1. Application to request for remote assessment

CABs and assessment team that agree to remote assessment shall agree to the terms and conditions outlined in AF 117-1 that can be downloaded from the application kit/form tab of the respective accreditation schemes on Standards Malaysia's website, www.jsm.gov.my.

2. Prior to assessment:

- 2.1 The assessment team and CAB shall agree on a time and date to conduct the assessment;
- 2.2 Delivery Order (DO) and Assessment Plan is issued by Standards Malaysia and task is available on e-Accreditation;
- 2.3 The assessment team and CAB shall agree on the medium of assessment. The medium of assessment can be, but not limited to:
 - a) Web-conferencing (e.g. Skype, Zoom, Google Meet, WebEx, Microsoft Teams, etc)
 - b) Teleconferencing;
 - c) Media Messaging Services (MMS) (e.g. WhatsApp, Telegram, Kakao, Line etc).
 - d) Email
- 2.4 The CAB shall provide documentation to the Assessment Team (e.g. email, cloud sharing etc.) as per in AF 117-1 at least 7 days prior to the assessment.

3. During the assessment:

- 3.1 The conduct of remote assessment is similar to an on-site assessment but conducted using web-conferencing applications (main medium of assessment). Other mediums such as MMS, teleconferencing and email are only used as supporting tools.
- 3.2 The CAB shall ensure that full cooperation is provided (e.g. contactable and able to provide information to the extent necessary, when needed).
- 3.3 The CAB shall inform immediately if there is any disruption of e-Accreditation to the officer-in-charge.

4. **After the assessment:**

- 4.1 The assessment team shall provide a summary report including confirmation of medium of assessment used.
- 4.2 The assessment team shall dispose all documentation reviewed after assessment is completed.

MANAGEMENT OF ACCREDITATION AND CERTIFICATION ACTIVITIES DURING THE COVID-19 PANDEMIC

1. Guidelines for Certification Bodies conducting Remote Audit

1.1 The Certification Body shall have policy(ies) in place on the conduct of remote audit.

1.2 Standards Malaysia shall verify the effectiveness of the use of remote audit by the certification bodies especially on the following:

- i. Risk assessment on the conduct of remote audit
- ii. The CB's remote audit procedure
- iii. Training records to personnel on remote audit procedure
- iv. Communication to clients on remote audit

2. Arrangement of Witnessing Assessments

i. For Accredited Certification Bodies:

- a. If the CB conducts remote audit, witness assessments scheduled for the year shall include at least 1 remote audit.
- b. Witnessing should be conducted in real time. If it is not possible to be conducted in real time, with justification, the CAB in agreement with the assessment team may allow for recording of CAB conducting Conformity Assessment activity.

ii. Applicant Certification Bodies

- a. Witnessing assessment shall be conducted on-site.
- b. Standards Malaysia may consider remote witnessing assessment if the audit is conducted remotely.