

Date : 31 March 2016



STANDARDS
MALAYSIA

The Scheme for the Accreditation of Certification Bodies (The ACB Scheme)
ACB CIRCULAR 4/2016

**RESETTING OF ACCREDITATION STAGE AND EXPIRY DATE FOR
INTEGRATED / COMBINED ASSESSMENTS OF STANDARDS MALAYSIA'S
ACCREDITED CERTIFICATIONS BODIES**

1. Introduction

This circular replaces ACB Circular 2/2016 (Date of Publication: 4 January 2016)

In efforts to improve our accreditation services, the Department of Standards Malaysia (Standards Malaysia) is undergoing a resetting of the accreditation stage and expiry date for integrated / combined assessments of Standards Malaysia's Accredited Certification Bodies.

This circular applies to all accredited certification bodies that have more than one programme accredited by Standards Malaysia.

2. Objective

This circular is aimed to inform the related accredited certification bodies on the processes that will be implemented by Standards Malaysia for the resetting of accreditation stage and expiry date.

3. Standards Malaysia requirements for the implementation of resetting of accreditation stage and expiry date

a. Existing accredited programmes

- i. Certification bodies (CB) are advised to review their current programmes accredited to Standards Malaysia.
- ii. The CB needs to identify the programmes that they would like to group as an integrated or combined assessment. A maximum of 4 programmes can be grouped and these groups will be known as a cluster.
- iii. The identified clusters shall be submitted to Standards Malaysia whereby Standards Malaysia will proceed to reset all the stages and expiry date for the programmes within the cluster to the expiry date of the programme that is due to expire first. The type of assessment of the cluster will also be standardised with the mentioned programme.

- iv. An example of this exercise is as per **Annex 1**.
- v. For CBs that have already submitted their proposed cluster according to ACB Circular 1/2016, Standards Malaysia will revise the table and submit to the respective CBs for their agreement.

b. Newly accredited programmes:

- i. This exercise also applies to all new programme applications after 1 January 2016.
- ii. After the compliance assessment and prior to granting of accreditation, the CB will decide on the cluster of the new programme. The expiry date of the programme will be the same as the expiry date of the cluster.
- iii. If all the clusters have reached the maximum of 4 programmes, the clusters may be changed.

c. Change in cluster:

- i. Change of the programmes within the cluster shall only be considered with the addition of a new programme upon which the CB decides to reshuffle its cluster.
- ii. Any other reasons for change in cluster shall only be considered with justification in writing to the Standards Malaysia. The ultimate decision for the change in cluster lies upon the discretion of the Standards Malaysia.

d. Adjustment to Annual Fees:

- i. The reset of accreditation stage and expiry date shall result in change of annual fee period.
- ii. Standards Malaysia have taken into account this change and shall adjust the annual fees accordingly from 2016-2017 to avoid any additional costs on the CB.

4. Implementation

The list of clusters (As **Annex 2**) shall be submitted to Standards Malaysia by 30 April 2016. All programmes shall be assessed according to their cluster beginning immediately. Failure to submit Annex 2 shall result in future assessments for your CB to be carried out per programme and no integrated or combined assessment allowed.

Should you require the adjustment to the annual fees to be brought to the 2017-2018 term, please inform Standards Malaysia for us to make the necessary preparations.

Please contact officer in-charge of your certification body or ACB Scheme Manager if you would like to seek further clarification on this circular.

THANK YOU

Director of Accreditation

Annex 1**EXAMPLE OF RESETTING OF STAGE AND EXPIRY DATE OF CLUSTERS****Certification Body (Name): Certification body ABC Sdn. Bhd.**

1. Accredited programmes:
 - i. Quality Management Systems (QMS)
 - ii. Environmental Management Systems (EMS)
 - iii. Occupational, Safety & Health Management Systems (OSH)
 - iv. Food Safety Management Systems (FSMS)
 - v. Product Certification (PC)
 - vi. Medical Device Quality Management Systems (MDQMS)

2. Identification of clusters by the CB

<u>Cluster</u>	<u>Programmes</u>
1	QMS EMS OSH
2	FSMS PC MDQMS

3. Resetting of stage and expiry date

<u>Cluster</u>	<u>Programmes</u>	<u>Dates of accreditation</u>	<u>Expiry Dates</u>	<u>Stage of Assessment</u>	<u>Expiry Date After Reset</u>	<u>Stage of Assessment After Reset</u>
1	QMS EMS OSH	1 June 2013 1 July 2014 1 August 2015	1 June 2016 1 July 2017 1 August 2018	Re-assessment Surveillance 2 Surveillance 1	1 June 2016	Re-assessment
2	FSMS PC MDQMS	1 September 2013 1 October 2013 1 November 2013	1 September 2016 1 October 2016 1 November 2016	Re-assessment Re-assessment Re-assessment	1 September 2016	Re-assessment

Annex 2**Name of Certification Body :**

1. List of Accredited Programmes:

No.	Accredited Programmes
i.	
ii.	
iii.	
iv.	

2. Resetting of accreditation expiry date

<u>Cluster</u>	<u>Programmes</u>	<u>Dates of accreditation</u>	<u>Expiry Dates</u>	<u>Stage of Assessment</u>	<u>Expiry Date After Reset</u>	<u>Stage of Assessment After Reset</u>
1	i. ii. iii.					
2	i. ii. iii.					

Prepared by Certification Body:

Name: _____ Date: _____

Reviewed by Standards Malaysia

Signature: _____ Date: _____

Name: _____