

INTRODUCTION

This document provides guidance for the determination of assessment duration or the allocation of time required for the assessment of certification bodies (CBs) for all programmes offered under the Scheme for the Accreditation of Certification Bodies (ACB). The following document is meant for guidance and may be adjusted taking into consideration the following factors:

- a. The number of the CBs personnel / auditors (size of the CB);
- b. Maturity of the CBs system;
- c. Complexity of the CB's documentation;
- d. Logistics (Branches or work is carried out at more than one location);
- e. Number of scopes (for applicant CBs or extension of scope (EOS));
- f. Verification of documentation review (for re-assessment);
- g. Records of complaints / appeals;
- h. Results of internal audit/management review;
- i. Results of previous assessments; and
- j. Other reasonable factors which may affect the system of the CB.

A complete cycle of assessment for each accreditation programme covers documentation review followed by a pre-assessment (optional), compliance assessment, surveillance assessment and re-assessment.

A typical accreditation cycle includes an annual surveillance assessment followed by a re-assessment in the final year prior to expiry over a course of three (3) years.

Assessment man-days in this guideline take into consideration the number of certificates issued for each programme by the CB as a starting point. The number of man-days as described in this document does not include the amount time required for transportation and lunch/tea breaks.

One assessment man-day covers a full normal working day of 8 hours, while half man-day covers 3-4 hours only.

For applicant CBs:

TABLE 1: Assessor Man-days Determination for Documentation Review:

No. of Certificates	Stage of Assessment – Documentation Review	
	1-2 programmes	3-4 programmes
Irrespective	1.5-3	3-5

TABLE 2: Assessor Man-days Determination for Compliance Assessment

No. of Certificates	Stage of Assessment – Compliance Assessment (Office Review)	
	1-2 programmes	3-4 programmes
Irrespective	4-6	6-8

For accredited CBs:

TABLE 3: Assessor Man-days Determination for Surveillance Assessment

No. of Certificates	Stage of Assessment – Surveillance Assessment (Office Review)	
	1-2 programmes	3-4 programmes
1-500	4-6	6-8
501-2000	6-8	8-10
2001 and above	8-10	10 and above

TABLE 4: Table for Assessor Man-days Determination for Re-assessment

No. of Certificates	Stage of Assessment – Re-assessment (Office Review)	
	Two programmes	Three programmes
1-500	5-7	7-9
501-2000	7-9	9-11
2001 and above	9-11	11 and above

NOTE:

- i. Additional man-days includes verification of CB's documentation;
- ii. Compliance shall not be integrated with a scheduled assessment but can be held back-to-back.

For further information, kindly contact:

DEPARTMENT OF STANDARDS MALAYSIA
Level 4-7, Tower 2, Menara Cyber Axis, Jalan Impact, Cyber
63000 Cyberjaya, Selangor, Malaysia

Tel: 603-8008 2900 Fax: 603-8008 2901

E-mail: central@ism.gov.my

Website: www.ism.gov.my

Facebook: standardsmalaysia

Twitter: @STANDARDS_MY

Instagram:standards_my

JSM/ACB/Leaflet 4

Issue 4, 14 Sept 2020