SCHEME FOR THE ACCREDITATION OF CERTIFICATION BODIES (ACB SCHEME) POLICY 4 (ACB 4) – POLICY ON SCOPE OF ACCREDITATION AND MANAGEMENT OF ACCREDITED SCOPES BY CERTIFICATION BODIES

Issue 5, 20 June 2023
(Amd. 1, 7 May 2024)

JABATAN STANDARD MALAYSIA
DEPARTMENT OF STANDARDS MALAYSIA

INDEX

1.   INTRODUCTION

1.1   This document details Department of Standards Malaysia's (JSM) policy for the purpose of determining, granting, extending, renewal, reducing, maintaining, reinstating, suspending and withdrawal of scope of accreditation as well as witnessing activities based on the scope of accreditation.

1.2   The policy is also applicable for the management of JSM accredited scopes by certification bodies for the purpose of determining certification, as well as to determine the resources and competencies to be applied to the audit of an organisation.

2.   SCOPE

2.1   The policy applies to all certification bodies applying for JSM accreditation and those who are already accredited by JSM under the Scheme for the Accreditation of Certification Bodies (ACB Scheme).

3.   REFERENCES

3.1   ISO/IEC 17011 – Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies

3.2   ISO 22003 -1– Food safety – Requirements for bodies providing audit and certification of food safety management systems

3.3   ISO 22003-2 – Food safety – Requirements for bodies providing evaluation and certification of products, processes and services, including an audit of the food safety system

3.3   ISO 50003 – Energy management systems – Requirements for bodies providing audit and certification of energy management systems

3.4   IAF MD 8 – Application of ISO/IEC 17011:2017 in the Field of Medical Device Quality Management Systems (ISO 13485)

3.5   IAF MD 16 – Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies

3.6   IAF MD 17 – Witnessing Activities for the Accreditation of Management Systems Certification Bodies

3.8   IAF ID 1 – IAF Informative Document for QMS and EMS Scopes of Accreditation

3.9   ACB GMP – General requirements for bodies operating assessment and certification of GMP systems

3.10   ACB-HACCP – Standards Malaysia requirements for the accreditation of bodies operating certification of HACCP Systems

3.11   ACB-OPMC 1 – Competency requirements for certification bodies operating oil palm management certification under the Malaysian Sustainable Palm Oil (MSPO) certification scheme

3.12   ACB-SC1/2018 – Requirements for certification bodies operating supply chain certification under the Malaysian Sustainable Palm Oil (MSPO) Certification Scheme

4.   DEFINITIONS

4.1   For the purpose of this document, in addition to the definitions in the relevant ISO standards and IAF documents, the following definitions apply:

4.1.1   ACB Accreditation Criteria
ACB Accreditation Criteria is defined as criteria documents developed by JSM for specific accreditation programmes under the ACB Scheme.

4.1.2   Dormant Scope
Dormant scope /area is defined as the scope /area where the certification body has qualified auditors / technical experts but does not have any certified organisation.

5.   POLICY ON SCOPE OF ACCREDITATION

5.1   Granting of Scope of Accreditation

5.1.1   Unless otherwise specified, the scope of accreditation of a certification body is expressed in terms of one or more elements from industrial sectors or product categories, known as the "scope of accreditation" as in **ANNEX 1**. JSM has adopted the statistical nomenclature for economic activities (NACE Rev.2) 2006, published by the Commission of European Communities (official Journal 393/1, 30.12.2006) as the basis for defining the scope of accreditation and certification.

5.1.2   Accreditation scope under JSM accreditation system is to be defined based on the general scope number. There is no limitation placed on the sub-divisions of the broad description given in Annex 1 that a certification body may seek accreditation for. However, for certification bodies operating in a limited area, such as industry sector-specific certification schemes, the accreditation scope would normally be limited to one broad description as described in **ANNEX 1.** In some cases, it may be appropriate for the certification body to define its scope at the division, group or

class level. In determining the most appropriate scope to apply for, certification bodies may consult JSM prior to applying for accreditation.

5.1.3   The table listing accreditation programmes whereby the scope of accreditation are specified are as per Annex 2

5.1.4   Certification bodies shall document and be able to demonstrate competence to the accreditation programme for JSM to grant accreditation to the applied scope.

5.2   Dormant scope(s)

5.2.1   JSM may grant accreditation for dormant scope(s).

5.2.2   If the certification body intends to certify in scopes identified as dormant scopes especially identified as critical code(s) the certification body shall submit documentation of its competency as well as allow JSM to perform a witnessing assessment prior to activation of a dormant scope.

5.2.2   However, if after an accreditation cycle (Five (5) years), the Certification Body fails to activate the scope, JSM reserves the right to reduce the scope of accreditation.

5.2.3   If the scope is maintained, the dormant scope is maintained for a period not exceeding two (2) accreditation cycles (i.e. ten (10) years) if there are no clients certified during the aforementioned period.

5.3   Extension of scope(s)

5.3.1   If a certification body intends to extend its scope of accreditation, the certification body shall submit documentation of its competency as well as allow JSM to perform a witness assessment for that particular scope to be considered for granting of extension of scope.

5.3.2   For Product Certification and Certification of Persons, in addition to the mentioned in 5.3.1, the certification body shall conduct a standards review on the criteria documents to be used for extension of scope.

5.3.3   If extension of scope is granted for a dormant scope, the activation of a dormant scope shall follow Clause 5.2 of this document.

5.4   Scope of accreditation to a sub-element of a general scope:

5.4.1   A certification body can request for a scope to be specified to a specific NACE division, group or class.

5.4.2   JSM reserves the rights to limit the scope of accreditation to a specific NACE division, group or class.

5.5   Certification Scope

5.5.1   Whereby the standards or a scheme requirements specify the competency for a scope concerned, the standards or scheme requirements shall prevail. Whereby the standards or a scheme requirements do not specify the competency for a scope concerned, the certification bodies shall ensure that it has at least one member of an audit team that has experience in the scope concerned. Experience in the scope concerned shall be judged using the following guidance:

(a)   identification of scope of industrial or service sector in which certification is offered; and

(b)   relevant experience and competence to be within the defined area / sector.

5.5.2   The scope of certification shall be defined to be precise and clear so that clients' interested parties and the organizations themselves will know accurately and unambiguously the certification scope. In some cases, additional descriptors may be necessary to define the scope of certification more closely. In defining the scope of certification, some attempt should be made to limit the additional descriptors to common terms, so that a uniform description may be applied to all suppliers from that specific industry.

5.5.3   For management systems certification, JSM only allows certification bodies to issue JSM accredited certificates for the core business of the organisation being certified.

6.0   POLICY ON WITNESSING ACTIVITIES OF CERTIFICATION BODIES

6.1   The scope and witnessing activities shall directly refer to standards or documents whereby they have already been defined for a specific accreditation programmes. Annex 2 provides a list of standards/document for programmes offered under JSM accreditation.

6.2   General arrangements for witnessing assessments are as follows:

6.2.1   Prior to witnessing assessment:

a.   In January of each year, JSM will distribute the witnessing assessment programme to each CB requesting for the specific code/category/technical area to be witnessed based on each programme accredited. CB shall follow-up with accreditation officer-in-charge if not received witnessing assessment programme in January of each year.

b. The CB shall email the accreditation officer-in-charge copying acb@jsm.gov.my with the proposal of client's to be witnessed for the scopes requested by JSM within two (2) weeks after the witnessing assessment programme is distributed. The CB may counter propose with a different scope with valid justification subject to the approval of the ACB Scheme Manager.

6.2.2   Arrangement of witnessing assessments:

a. The CB shall at least one (1) week prior to the witnessing assessment, provide the following documents to JSM:
   i.   Audit plan;
   ii. Auditor competency for the code/category/technical area to be witnessed;
   iii. Manday calculation; and
   iv. Previous audit report (if available).

b. Failure to submit the documents within the stipulated time may result in the cancellation of the witnessing assessment by JSM. All incidental costs arising from the negligence of the CB in arranging the witnessing assessment, shall be borne by the CB.

6.3   Arrangements for applicants

6.3.1   For Management Systems and Product Certification:

a. The CB shall be able to demonstrate that it has clients or has auditors who are competent to certify to the scope applied; and
b. JSM shall witness at least ONE (1) compliance or ONE (1) recertification or TWO (2) surveillance audits.
c. For witnessing of compliance audit, JSM shall witness both Stage 1 and Stage 2. The CAB shall submit the stage 1 audit report to JSM prior to the witnessing of Stage 2.

6.3.2   For Certification of Persons:

a. The CB shall be able to demonstrate that it has clients or examiners who are competent to certify to the scope applied; and
b. JSM shall witness examiners conducting examination on persons based on the certification scheme applied.

6.4 Arrangements for maintenance of accreditation

6.4.1 For Management Systems

Witnessing audits shall be carried out as per the table below:

Certificates Issued per program	1-100	101 - 300	301 - 600	601-1000	>1000*
Annual number of witnessed audits per program, minimum	1	2	3	4	5

*Note: For every subsequent addition of 1,000 certificates, an additional witness audit shall be added.

6.4.2 Product Certification and Certification of Persons:

Witnessing audits shall be carried out per scheme as per the table below:

Certificates Issued per scheme	1-100	101 - 300	301 - 600	601-1000	>1000*
Annual number of witnessed audits per program, minimum	1	2	3	4	5

*Note: For every subsequent addition of 1,000 organisation, an additional witness audit shall be added.

6.5 Arrangements for extension of scope

Where there are no standards or documents governing the arrangements for extension of scope, the following shall apply:

Indicator:
1. DR – Documentation Review
2. OA – Office Assessment

3. WA – Witnessing Assessment

a. Management Systems

Number of IAF Code (s)/ Category Code(s)/ Technical Area(s)	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-39
Type of assessment	DR + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA
Number of witnessing prioritizing critical code/ cluster	1	2	3	4	5	6	7	8

b. Product

Number of standard(s)/ scheme document(s)	1-5	6-10	11-15	16-20	21-25	>25
Type of assessment	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA
Number of witnessing	1	2	3	4	5	Additional 1 WA for every increment of 5 standards

c. Persons

Type of extension of scope	Addition of level for existing scheme	New scheme
Type of assessment	DR + WA	OA + WA
Number of witnessing	1	2

ANNEX 1
JSM GUIDELINES ON SCOPES OF ACCREDITATION

No	Description	NACE-Division/ Group/ Class (rev.2)
1	Agriculture, forestry and fishing	01, 02, 03
2	Mining and quarrying	05, 06, 07, 08, 09
3	Food products, beverages and tobacco	10, 11, 12
4	Textiles and textile products	13, 14
5	Leather and leather products	15
6	Wood and wood products	16
7	Pulp, paper and paper products	17
8	Publishing companies	58.1, 59.2
9	Printing companies	18
10	Manufacture of coke and refined petroleum products	19
11	Nuclear fuel	24.26
12	Chemicals, chemical products and fibres	20
13	Pharmaceuticals	21
14	Rubber and plastic products	22
15	Non-metallic mineral products	23 except 23.5 and 23.6
16	Concrete, cement, lime, plaster etc.	23.5, 23.6
17	Basic metals and fabricated metal products	24 except 24.46, 25 except 25.4, 33.11
18	Machinery and equipment	25.4, 28, 30.4, 33.12, 33.2
19	Electrical and optical equipment	26, 27, 33.13, 33.14, 95.1
20	Shipbuilding	30.1, 33.15
21	Aerospace	30.3, 33.16
22	Other transport equipment	29, 30.2, 30.9, 33.17
23	Manufacturing not elsewhere classified	31, 32, 33.19
24	Recycling	38.3
25	Electricity supply	35.1
26	Gas supply	35.2
27	Water supply	35.3, 36
28	Construction	41, 42, 43
29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	45, 46, 47, 95.2
30	Hotels and restaurants	55, 56
31	Transport, storage and communication	49, 50, 51, 52, 53, 61
32	Financial intermediation; real estate; renting	64, 65, 66, 68, 77
33	Information technology	58.2, 62, 63.1
34	Engineering services	71, 72, 74 except 74.2 and 74.3
35	Other services	69, 70, 73, 74.2, 74.3, 78, 80, 81, 82
36	Public administration	84
37	Education	85
38	Health and social work	75, 86, 87, 88
39	Other social services	37, 38.1, 38.2, 39, 59.1, 60, 63.9, 79, 90, 91, 92, 93, 94, 96

ANNEX 2
ACCREDITATION PROGRAMMES WHEREBY THE SCOPE OF ACCREDITATION HAS BEEN SPECIFIED IN NORMATIVE DOCUMENTS

NO.	ACCREDITATION PROGRAMME	REFERENCE DOCUMENT
1.	Food Safety Management Systems (FSMS)	ISO 22003-1, IAF MD 16
2.	Energy Management Systems (EnMS)	ISO 50003
3.	Medical Device Management Systems (MDQMS)	IAF MD 8
4.	Quality Management Systems (QMS)	IAF MD 17
5.	Environmental Management Systems (EMS)	IAF MD 17
6.	Occupational Safety and Health Management Systems (OSH)	IAF MD 17
7.	Good Manufacturing Practices for Food (GMP)	ACB-GMP
8.	HACCP Systems (HACCP)	ACB-HACCP
9.	Malaysian Sustainable Palm Oil Certification Scheme (MSPO)	ACB-OPMC 1
10.	Product Certification – Chain of Custody (PC CoC)	ACB Circular 1/2022, MTCC letter dated 6th January 2022