

Date : 11 August 2016



STANDARDS
MALAYSIA

The Scheme for the Accreditation of Certification Bodies (The ACB Scheme)
ACB CIRCULAR 6/2016

MONTHLY CERTIFICATION STATUS REPORT BY STANDARDS MALAYSIA
ACCREDITED CERTIFICATION BODIES

1. Introduction

Given the challenges of globalisation, standards compliance could be a potential advantage and give our companies a leg up over non-compliant competitors. We feel standards compliance will triumph over price as a criteria and be the primary factor for any consumer when considering a product or service. The aim of this exercise is to encourage Malaysian companies to publicise that the main contributing factor of the success of their products and services is due to standards compliance.

In addition to this, the International Accreditation Forum (IAF) has released a mandatory document IAF MD 15 – IAF Mandatory Document for the Collection of Data to Provide Indicators of Management System Certification Bodies' Performance that has been applicable as of 14 July 2016.

We would like to have your cooperation to provide us with data of the number of certification you have issued on the 1st of every month.

2. Objective

This circular is aimed to inform all accredited certification bodies on the guideline to submit FM 1101 – Monthly Certification Status Report by Standards Malaysia Accredited Certification Bodies.

3. Requirements

- a. FM 1101 containing data for the previous month is to be submitted before the 1st of every month.
- b. The following are the data that needs to be sent on a monthly basis:
 - i. Number of certified organisations;
 - ii. Number of withdrawn organisations;
 - iii. Number of certified government organisations;
 - iv. Number of private organisations;
 - v. Dormant scopes;
 - vi. Number of certified organisations per scope;

- vii. Number and country where accredited certificates were issued outside Malaysia;
 - viii. Where does the process for initial qualification, training and ongoing monitoring of auditors and assessment personnel records auditors and assessment personnel records take place;
 - ix. Where does application review take place;
 - x. Where does the assignment of assessment personnel take place;
 - xi. Where does the review of the final report take place; and
 - xii. Where does the certification decision based on the final review of the assessment report take place.
- c. The following are the data that needs to be sent on a yearly basis:
- i. Number of auditors;
 - ii. Number of transfers accepted;
 - iii. Number of overdue audits;
 - iv. Number of auditor-days delivered;
 - v. Monthly projection of certified clients for the upcoming year; and
 - vi. Total projection of certified clients for the upcoming year.
- d. The following are data on Bumiputera that needs to be submitted on a monthly basis:
- i. Number of certified Bumiputera organizations for this month;
 - ii. Name of company;
 - iii. Sector; and
 - iv. Scope (NACE or Category Code).
- e. The data submitted will be verified during scheduled assessments.
- f. If during assessment, it is found that there are discrepancies in the data submitted, the assessment team may raise non-conformities against IAF MD 15.
- g. Failure to submit data within the stipulated timeline may lead to suspension by Standards Malaysia under clause 7.1 (d) of ACB 1: Terms and Conditions Governing the Scheme for the Accreditation of Certification Bodies (ACB).

4. Implementation

Implementation of this circular takes immediate effect from the date of publication of this circular.

Please contact the ACB Scheme Manager or the Director of Accreditation if you would like to seek further clarification on this circular.

THANK YOU

Director of Accreditation