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ACCREDITATION CIRCULAR 1/2019

**GUIDELINES FOR THE DETERMINATION OF ASSESSMENT MAN-DAYS FOR
SKIM AKREDITASI MAKMAL MALAYSIA (SAMM), MALAYSIA INSPECTION
BODIES ACCREDITATION SCHEME (MIBAS) & MALAYSIA PROFICIENCY
TESTING PROVIDER ACCREDITATION SCHEME (MyPTP)**

Scope

This guideline is applicable to applicants and accredited Conformity Assessment Bodies (CABs) under SAMM (calibration and/or testing laboratory), MIBAS and MyPTP.

Implementation Date

This circular will be implemented effective immediately.

Guidelines for the Determination of Assessment Man-Days

1. The determination of assessment man-days takes into consideration of the field of testing / calibration / inspection / proficiency testing and number of items under each field based on the scope applied/accredited.
2. The calculation of assessment man-days:
 - 2.1 For adequacy audit: 1 man-day only.
 - 2.2 For pre-assessment, compliance, reassessment, extension of branch and extension of scope:

Table 1: Technical assessor man-days determination for pre-assessment, compliance, reassessment, extension of branch and extension of scope for each field of testing / inspection. Applicable for SAMM testing laboratory and MIBAS.

No. of items* per field of testing	No. of Man-days (B)
1-5	1
6-10	2
11-15	3
15-20	4
21-25**	5

Table 2: Technical assessor man-days determination for pre-assessment, compliance, reassessment, extension of branch and extension of scope for each field of calibration. Applicable for SAMM calibration laboratory only.

No. of items* per field of calibration	No. of Man-days (B)
1-10	1
11-20	2
21-30	3
31-40	4
41-50**	5

Table 3: Technical assessor man-days determination for pre-assessment, compliance, reassessment and extension of scope for each field. Applicable for MyPTP only.

No. of PT schemes / items* per field	No. of Man-days (B)
1-2	1
3-4	2
5-6	3
7-8	4
9-10***	5

Note:

- a) *Items refers to the scope of accreditation as follows:
 - i. For Testing: Materials / Products Tested
 - ii. For Calibration: Instrument Calibrated / Measurement Parameter
 - iii. For Inspection: Items, Materials or Products Inspected
 - iv. For Proficiency Testing: Proficiency Testing Items / Materials / Products / Matrix / Specimen tested / Item Inspected
- b) **additional man-days for every addition of 5 items for testing / every addition of 10 items for calibration.
- c) ***additional man-days for every addition of 2 PT schemes / items for MyPTP.

Calculation:

Total number of Technical Assessor man-days in an assessment = A

$$A = Y1(B) + Y2(B) + Y3(B) + \dots$$

Y represents each field of the laboratory scope of testing / calibration, i.e. Y1 refers to 1st field, Y2 refers to 2nd field, Y3 refers to 3rd field, etc.

(For example Y1 is for chemical, Y2 is for microbiology, Y3 is for electrical calibration, etc.)

Total number of assessment team man-days for an assessment = Z

$$Z = A + \text{Team Leader man-days}$$

- 2.3 For initial assessment (pre-assessment and compliance), reassessment, extension of branch and extension of scope, all items shall be assessed.
 - 2.4 For surveillance, the calculation of man-days is reduced to half ($\frac{1}{2}$) of **Table 1 or Table 2 or Table 3**, but minimum is one man-day for each field in an assessment. The assessment team to ensure each field is assessed sufficiently to provide confidence for the continuation of accreditation status of the laboratory / inspection body / proficiency testing provider.
3. The following situation may be taken into consideration for additional or reduction in man-days or assessor:
 - a) Number of test / method / technique used;
 - b) Complexity or highly specialised of the tests / calibrations / measurements / inspections / proficiency testing undertaken;
 - c) Logistic (operation is also carried out at a branch, site or various locations);
 - d) Performance of previous assessment;
 - e) Assessor's expertise (ability to cover scope of accreditation);
 - f) The number of laboratory / inspection body / proficiency testing provider personnel; and
 - g) Other reasonable factors which required additional assessor or manday for assessment.
 4. The assessment man-days may be adjusted with valid justification and recorded in the e-Accreditation system.

5. Clause 2.2 is **NOT** applicable for unschedule assessment such as complaint investigation, verification of non-conformity and signatory, with the exception for extension of scope.

6. Where a team member is not present for the entire assessment duration, an interim meeting may be held to present the findings for the acknowledgement from the authorised personnel of the laboratory / inspection body / proficiency testing provider.

Approved by:

Director of Accreditation
Department of Standards Malaysia
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