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Department of Standards Malaysia
ACCREDITATION CIRCULAR 1/2021

STANDARDS MALAYSIA'S POLICY ON PREPARATION OF ASSESSMENTS

1. Introduction and scope

- 1.1 As an national accreditation body and signatory to the Asia Pacific Accreditation Cooperation (APAC), International Accreditation Forum (IAF) and the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA), it is Standards Malaysia's obligation to comply with the requirements of ISO/IEC 17011 – Conformity Assessment – Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies.
- 1.2 This circular is to provide Department of Standards Malaysia's (Standards Malaysia) accredited/applicant Conformity Assessment Bodies (CABs) on Standards Malaysia's policy with regards to preparation of assessments.
- 1.3 For the purpose of this circular, the preparations mentioned are related to the e-accreditation system, Standards Malaysia's online platform for management of accreditation activities.

2. Policy on Preparation of Assessments

2.1 Purpose

- 2.1.1 The purpose of this circular is as follows:
 - a) To allow sufficient time for the Scheme Manager to review the assessment team;
 - b) To allow sufficient time for the CAB to lodge an objection (if any) with valid reasons to the appointment of any members in the assessment team; and

- c) To allow sufficient time to the assessment team to prepare for the assessment.

2.2 Policy

- 2.2.1 Preparation for assessment shall be well in advanced sufficient for Standards Malaysia to administer the relevant requirements of ISO/IEC 17011.
- 2.2.2 The Team Leader/Accreditation Officer shall submit the scheduled date and appointment of the assessment team for a particular assessment to Standards Malaysia's Scheme Managers **at least 7 days prior to the scheduled date of assessment**. The Scheme Manager reserves the rights to reject an assessment that -submitted less than abovementioned time.
- 2.2.3 Standards Malaysia's assessment team are provided **2 days to accept the task**. Any delays in acceptance may result in the cancellation of the assignment for specific assessment team member hence, that specific scope will not be covered.
- 2.2.4 The CAB shall be provided **2 days to accept the assessment team**.

2.3 Last minute cancellation of scheduled assessments

- 2.3.1 Should the cancellation result from late submission of the scheduled date and appointment of the assessment team for Standards Malaysia's approval, Standards Malaysia shall not reimburse any costs arising from the cancellation.
- 2.3.2 Should the cancellation result from the CAB, Standards Malaysia shall not hesitate to charge the CAB for any costs arising from the cancellation.

3 Implementation Date

This circular is effective from the date of this circular.

Approved by,

**Director of Accreditation
For the Director General
Department of Standards Malaysia**

Date: 4 January 2021