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All JSM Lead Assessors and Assessors  
All Accreditation Officers



MINISTRY OF INVESTMENT, TRADE AND INDUSTRY  
DEPARTMENT OF STANDARDS MALAYSIA

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**ACCREDITATION CIRCULAR 1/2024**  
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**IMPLEMENTATION OF THE NEW E-ACCREDITATION SYSTEM  
(E-ACCREDITATION 2.0)**

## 1 INTRODUCTION

The Department of Standards Malaysia (JSM) has developed a new integrated online e-accreditation system, known as e-Accreditation 2.0, to enhance the effectiveness of accreditation processes and activities for all Accreditation Schemes offered by JSM.

## 2 OBJECTIVE

This circular aims to inform conformity assessment bodies (CABs) and JSM assessors on the implementation of the new **e-Accreditation 2.0** by all applicants, accredited CABs and assessors.

## 3 IMPLEMENTATIONS

### 3.1 Applicant Conformity Assessment Bodies (CABs)

3.1.1 Beginning **01 January 2025**, all applications for accreditation including new application, extension of scope (EOS) and extension of branch (EOB) will be submitted online and processed using the e-Accreditation 2.0. The details of the application process is available in the JSM website [www.jsm.gov.my](http://www.jsm.gov.my).

3.1.2 All initial assessment and accreditation processes of applicant CABs will be conducted using e-Accreditation 2.0.

### **3.2 Accredited CABs**

3.2.1 For accredited CABs, any assessment, including scheduled and unscheduled assessments, conducted after **01 January 2025** will be using the e-Accreditation 2.0.

3.2.2 For those CABs that have conducted assessments **prior** to 01 January 2025 using the previous e-accreditation system, the assessments will be processed until completion by using the previous e-Accreditation system.

3.2.3 For those CABs that have conducted assessments prior to 01 January 2025 using e-Accreditation 2.0 as part of the pilot project, the assessments will be processed until completion using e-Accreditation 2.0.

3.2.4 Records of previous assessments conducted will be maintained in the previous e-Accreditation system. CABs are encouraged to download and keep the assessment records for reference.

### **3.3 Notification of significant changes related to accreditation status**

3.3.1 The CABs shall immediately update through e-Accreditation 2.0, if there are any intended significant changes to the CABs that may affect the ability of the CABs to fulfil requirements for accreditation. The CAB shall ensure that they inform the Accreditation Officer-in-charge after updating details in e-Accreditation 2.0.

3.3.2 JSM may consider changes/amendments to the Certificate/Schedule of Accreditation such as, but not limited to the following:

- a) change of name of CAB;
- b) change in its legal status;
- c) change of address or premises/branch/site;
- d) request for change in scope;
- e) list of key personnel (Medical testing laboratory, ABMS, GMP, HACCP or FSMS certification bodies) and/or
- f) other significant editorial changes.

Note:

- 1) ABMS: Anti-Bribery Management Systems
- 2) GMP: Good Manufacturing Practice for Food
- 3) HACCP: Hazard Analysis Critical Control Point
- 4) FSMS: Food Safety Management Systems

### **3.4 Accreditation Policy 7 (AP 7) - Policy on Grading of Assessment Findings**

3.4.1 For assessments conducted using the e-Accreditation 2.0, the category of findings refer to AP 7. The details of this document can be viewed and downloaded from our website; [www.jsm.gov.my](http://www.jsm.gov.my) > Accreditation > Resources > general > Accreditation Policies (AP) > download (PDF).

#### **4 SPECIFIC EXCEPTIONS**

The Director of Accreditation, at his discretion, may grant specific exceptions to the implementation of the e-Accreditation 2.0 with valid justification.

#### **5 IMPLEMENTATION DATE**

This circular will be effective on **01 January 2025**.

Approved by:

**Director of Accreditation**  
Date: 17 December 2024