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SAMM Laboratories and Assessors
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MINISTRY OF INVESTMENT, TRADE AND INDUSTRY
DEPARTMENT OF STANDARDS MALAYSIA

SAMM CIRCULAR 3/2023

**IMPLEMENTATION OF SCHEDULE OF ACCREDITATION
FOLLOWING THE PUBLICATION OF ACCREDITATION POLICY 4 (AP4) –
POLICY ON THE REQUIREMENTS FOR KEY PERSONNEL
OF CONFORMITY ASSESSMENT BODIES**

1 INTRODUCTION

Accreditation Policy 4 (AP4) – Policy on the Requirements for Key Personnel of Conformity Assessment Bodies was published on 20th June 2023 with a transition period until 1st January 2024.

AP4 outlines the policy of the Department of Standards Malaysia (JSM) with regards to requirements of key personnel of applicants and accredited Conformity Assessment Bodies (CABs).

2 OBJECTIVE

This circular aims to inform its applicants and accredited CABs under *Skim Akreditasi Makmal Malaysia* (SAMM) on the implementation of schedule of accreditation by JSM following the publication of AP4.

**3 IMPLEMENTATIONS OF SCHEDULE OF ACCREDITATION BY JSM
FOLLOWING THE PUBLICATION OF AP4**

- 3.1 With the publication of AP4, it is the responsibility of the CAB to ensure the competency and authorisation of its approved signatory. The CAB shall have a procedure for determining the competence criteria and the approval process of the signatories.

- 3.2 The CAB shall maintain the list of their current approved signatories and ensure that the CAB has an approved signatory for each scope it is accredited at any time. The relevant records are maintained and made readily available upon request by JSM.
- 3.3 JSM will no longer approve the CAB's signatories and the name of CAB's approved signatories will no longer be listed on the CAB's schedule of accreditation issued by JSM.
- 3.4 However, JSM's assessment team will verify the CAB's processes with regard to approved signatories during the assessment. Findings to the new AP4 shall be raised as non-conformities or observations and CABs are required to take appropriate corrective actions.
- 3.5 During transition, the existing signatories who have already been approved by JSM are deemed qualified and maintained as approved signatories in the respective CAB.
- 3.6 JSM will no longer accept and process any application for additional approved signatory after 1st January 2024.

4 SPECIFIC EXCEPTIONS

The Director of Accreditation, at his discretion, may grant specific exceptions to the implementation of schedule of accreditation by JSM following the publication of AP 4.

5 IMPLEMENTATION DATE

This circular takes effect after the renewal of accreditation or any amendment of the CAB's schedule of accreditation issued by JSM, beginning 1st January 2024.

Approved by:

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