



MINISTRY OF INVESTMENT, TRADE AND INDUSTRY
DEPARTMENT OF STANDARDS MALAYSIA

**ACCREDITATION OF VALIDATION AND/OR VERIFICATION
BODIES (AVVB) SCHEME POLICY 1 (AVVB 1) – POLICY ON THE
MANAGEMENT OF SCOPE OF ACCREDITATION AND
ADDITIONAL REQUIREMENTS FOR THE ACCREDITATION OF
VALIDATION AND/OR VERIFICATION BODIES**

Issue 2, 12 June 2025



**ACCREDITATION OF VALIDATION AND/OR VERIFICATION BODIES (AVVB)
SCHEME**

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INTRODUCTION

This document details Department of Standards Malaysia's (JSM) policy for the purpose of determining, granting, extending, renewal, reducing, maintaining, reinstating, suspending and withdrawal for the Scheme for the Accreditation of Validation and/or Verification Bodies (AVVB Scheme).

The policy is to be read together with ISO/IEC 17029 and other JSM relevant accreditation criteria.

1. SCOPE

- 1.1 The policy applies to all validation and/or verification bodies applying for JSM accreditation and those who are already accredited by JSM under the Scheme for the Accreditation of Validation and/or Verification Bodies (AVVB Scheme).

2. REFERENCES

Unless otherwise specified, reference to the latest edition of the document applies.

- 2.1 ISO/IEC 17011 – Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies
- 2.2 ISO/IEC 17029 – Conformity assessment – General principles and requirements for validation and verification bodies
- 2.3 ISO 14065 – General principles and requirements for bodies validating and verifying environmental information
- 2.4 ISO 14066 – Environmental information – Competence requirements for teams validating and verifying environmental information
- 2.5 IAF MD 6 – IAF Mandatory Document for the Application of ISO 14065:2020
- 2.6 IAF MD 14 – Application of ISO/IEC 17011 in Greenhouse Gas Validation and Verification (ISO 14065:2013)

3. DEFINITIONS

For the purpose of this document, in addition to the definitions in the relevant ISO standards and IAF documents, the following definitions apply:

3.1 AVVB Scheme Accreditation Criteria

AVVB Scheme Accreditation Criteria is defined as criteria documents developed by JSM for specific accreditation standards and programmes under the AVVB Scheme.

3.2 Dormant Scope

Dormant scope/area is defined as the scope/area where the validation and/or verification body has qualified validators/verifiers/technical experts but does not have any validation and/or verification statements issued since the last assessment.

4. POLICY ON THE SCOPE OF ACCREDITATION

4.1 Granting or extending the Scope of Accreditation

4.1.1 The scope of accreditation of a validation and/or verification body (V/VB) is expressed in terms of one or more elements as detailed in **ANNEX A**.

4.1.2 If the standard to be added to the scope is a mandatory standard, and the V/VB is applying for the first time from that regulator, the V/VB shall submit the consent from the regulator in writing.

4.2 Dormant scope(s)

4.2.1 JSM may grant accreditation to a V/VB for a scope under which the V/VB does not have any client subject to satisfactory review of competency of its key personnel (i.e. validators/verifiers including Lead Validator/Verifier, independent/report reviewer) for that particular scope during an office assessment.

4.2.2 The V/VB shall complete the witnessing for the dormant scope within one accreditation cycle (i.e. five (5) years).

4.2.3 If the V/VB fails to activate the dormant scope by the end of an accreditation cycle (i.e. five (5) years), JSM shall reduce the scope of accreditation by removing the dormant scope from the schedule of accreditation.

4.2.4 For scopes that are regulated (i.e. by an authoritative body through the provision in an Act, Regulation or Administrative Circular), the reduction of scope may take effect immediately i.e. at any time when the V/VB ceases to have any client under that scope.

4.3 Management of competency based on the scope of accreditation

4.3.1 The V/VB shall document and be able to demonstrate competence of its key personnel to the JSM's scope of accreditation in order for JSM to grant accreditation to the applied scope(s).

4.3.2 The V/VB shall define the competency in accordance with Annex A.

4.3.3 In the case where a scheme-specific normative document or a scheme owner specifies competency requirements for scopes applicable to the scheme, these requirements shall apply.

4.3.4 In the case where there is no scheme-specific normative document or scheme owner requirements specifying competency requirements for scopes applicable to the scheme, certification bodies shall determine and document competence requirements for their key personnel and ensure that their key personnel can demonstrate competence in the applicable scopes. Demonstration of competence in the applicable scopes shall be assessed based on the following:

- a) identification of scope in which validation and/or verification is offered; and
- b) records of qualifying personnel for the scope of validation and/or verification offered

5. GENERAL REQUIREMENTS

5.1 Application for Accreditation

5.1.1 In addition to the forms as published on JSM website, the Validation and/or Verification Body (V/VB) shall provide JSM with a sample of its validation and/or verification opinion or statement.

5.1.2 The V/VB shall have issued at least one (1) validation and/or verification opinion or statement and is in the process of conducting one (1) validation and/or verification.

5.2 Legal Entity

In addition to Clause 5.1 of ISO/IEC 17029, the following shall apply:

5.2.1 The V/VB legal registration shall ensure that its nature of business specifically mentions or makes reference to validation and/or verification activities.

5.2.2 If the V/VB is part of a larger entity, the V/VB shall clearly identify itself as being part of a larger entity.

5.2.3 If the V/VB is part of a larger entity, the accreditation is only granted to the part which is identified as a V/VB.

5.2.4 If the V/VB is part of a larger entity, the V/VB shall cooperate with JSM to provide relevant information in relation to other parts under the V/VB's larger entity sufficient to provide confidence to JSM that the V/VB has complied with the relevant requirements.

5.2.5 If the V/VB is a first- or second- party V/VB, the V/VB shall clearly identify the party it is related to.

5.3 Management of Impartiality

In addition to Clause 5.3 of ISO/IEC 17029, if the V/VB is a first- or second- party V/VB, the relationship of the V/VB to other identified parties shall be clearly assessed in the risk assessment.

5.4 Liability

In addition to Clause 5.4 of ISO/IEC 17029, records that the V/VB has evaluated the risks arising from its validation/verification activities to determine adequate arrangements (e.g. insurance, reserves) shall be readily available.

6. STRUCTURAL REQUIREMENTS

In addition to Clause 6 of ISO/IEC 17029, if the V/VB conducts first- or second- party validation and/or verification activities, the V/VBs organisation structure shall clearly indicate the related parties and how it is managed.

7. RESOURCE REQUIREMENTS

In addition to Clause 7 of ISO/IEC 17029, the V/VB shall have resources to conduct the validation and/or verification activity for the scopes applied. Resources shall include but not limited to the following:

- a) Application reviewer,
- b) Validator/Verifier including the Lead Verifier,
- c) Technical Expert,
- d) Independent/Report reviewer,
- e) Decision maker, and
- f) Evaluator.

8. PROCESS REQUIREMENTS

In addition to Clause 9 of ISO/IEC 17029, the following applies:

8.1 JSM Assessment Man-day Calculation

8.1.1 JSM uses the number of programmes (refer to Annex A) the V/VB is accredited for, as a basis for man-day calculation.

8.1.2 The man-days may be adjusted with recorded justification.

8.1.3 The following factors are taken into consideration when adjusting the man-days:

- a) The number of CAB personnel (size of the V/VB);
- b) Maturity of the system;
- c) Complexity of V/VB's documentation;
- d) Logistics (Branches or work is carried out at more than one (1) location);
- e) Number of scopes (for applicant V/VBs or extension of scope);
- f) Records of complaints / appeals;
- g) Results of internal audit / management review;
- h) Results of previous assessments;
- i) Other reasonable factors which may affect the system of the V/VB;
- j) Complexity of validation and/or verification scope; and
- k) Volume of data validated and/or verified.

8.1.4 Man-day determination for applicant V/VBs:

TABLE 1: Assessor man-days determination for documentation review:

Stage of assessment	Documentation review	
Number of Programme(s)	1-2	3-4
Man-days	2-3	3-5

TABLE 2: Assessor man-days determination for compliance assessment

Stage of assessment	Compliance assessment	
Number of Programme(s)	1-2	3-4
Man-days	4-6	6-8

8.1.5 Man-day determination for accredited V/VBs:

TABLE 3: Assessor man-days determination for surveillance assessment

Stage of assessment	Surveillance assessment	
Number of Programme(s)	1-2	3-4
Man-days	2-3	3-5

*For every increment of programme, there will be a minimum addition of 1.5 man-days

TABLE 4: Assessor man-days determination for re-assessment

Stage of assessment	Re-assessment	
Number of Programme(s)	1-2	3-4
Man-days	4-6	6-8

8.2 Witnessing Assessments

8.2.1 Arrangement of Witnessing Assessments

The arrangement of witnessing assessments are as follows:

- a) For applicant V/VBs, accreditation shall only be granted after successful witnessing for each scope (Refer Annex A) applied.
- b) For accredited V/VBs:
 - i. the witnessing for each scope shall be completed within one (1) year.
 - ii. witnessing assessments shall cover each category to the extent possible within one (1) accreditation cycle.
 - iii. in arranging the witnessing, JSM requests the right to request witnessing in scopes taking into account the risk to the activities, location and personnel. If the V/VB cannot provide witnessing in the scopes requested, valid justification shall be provided.

8.2.2 Conduct of Witnessing Assessments

The conduct of witnessing assessments are as follows:

- a) The V/VB shall arrange a validation and/or verification activity to be witnessed with JSM after the pre-engagement process.

- b) The V/VB shall keep the JSM appointed assessor in the communication between the V/VB and its client throughout the engagement, beginning with pre-engagement activities and extending through review, decision and issuance of opinion or statement.
- c) The V/VB shall make arrangements with the client allowing JSM to witness the site visit and have access to the relevant information.
- d) The V/VB shall also make arrangements with the client to allow JSM access to necessary equipment and locations during the site visit. The arrangements shall be sufficient to provide confidence in the nature of operations. In the case of GHG validation or verification, the identification of relevant sources, sinks and reservoirs.
- e) The witnessing assessment is considered complete after the validation and/or verification report including the validation and/or verification statement/opinion/claim is issued by the V/VB and assessed by the JSM appointed assessor.
- f) Man-day calculation for the witnessing shall be based on TABLE 5:

TABLE 5: Man-day calculation for witnessing assessments

Activity	Man-day(s)
i. Pre-engagement	0.5
ii. Engagement	0.5
iii. Validation and/or verification a.Planning (validation and/or verification plan, sampling plan) b.Site visit	Depending on the V/VBs number of days for site visit
iv. Review and decision including issuance of the validation and/or verification statement	0.5

ANNEX A - SCOPES OF ACCREDITATION

i. PROGRAMME: ENVIRONMENTAL INFORMATION

SCOPE OF ACCREDITATION			ACCREDITATION CRITERIA
Activity	Category Code	Category	
A. Verification based on ISO 14064-1*Includes GHG Protocol - Verification of assertions related to GHG emissions and removals at the organizational level	1.	Agriculture, forestry and fishing	1. ISO/IEC 17029:2019 2. ISO 14065:2020 3. ISO 14066:2023 4. ISO 14064-3:2019 5. IAF MD 6 6. The Greenhouse Gas Protocol - A Corporate Accounting and Reporting Standard – Revised Edition (for GHG Protocol) 7. Corporate Value Chain (Scope 3) Accounting and Reporting Standard (for GHG Protocol) 8. Scheme requirements (where applicable)
	2.	Mining and quarrying	
	3.	Food products, beverages and tobacco	
	4.	Textiles and textile products	
	5.	Publishing companies	
	6.	Printing companies	
	7.	Manufacture of coke and refined petroleum products	
	8.	Chemicals, chemical products and fibres	
	9.	Pharmaceuticals	
	10.	Rubber and plastic products	
	11.	Non-metallic mineral products	
	12.	Concrete, cement, lime, plaster, etc	
	13.	Basic metals and fabricated metal products	
	14.	Machinery and equipment	
	15.	Electrical and optical equipment	
	16.	Shipbuilding	
	17.	Aerospace	
	18.	Other transport equipment	
	19.	Manufacturing not elsewhere classified	
	20.	Recycling	
	21.	Electricity supply	
	22.	Gas supply	
	23.	Water supply	
	24.	Construction	
	25.	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	
	26.	Hotels and restaurants	
	27.	Transport, storage and communication	
	28.	Financial intermediation; real estate; renting	
	29.	Information technology	
	30.	Engineering services	
	31.	Other services	
	32.	Public administration	
	33.	Education	
	34.	Health and social work	
	35.	Other social services	

i. PROGRAMME: ENVIRONMENTAL INFORMATION

SCOPE OF ACCREDITATION			ACCREDITATION CRITERIA
Activity	Category Code	Category	
B. Validation based on ISO 14064-2 - Validation of assertions related to GHG emissions and removals at the project level	1.	Energy industry – renewable/non-renewable sources	1. ISO/IEC 17029:2019 2. ISO 14065:2020 3. ISO 14066:2023 4. ISO 14064-3:2019 5. IAF MD 6 6. Scheme requirements (where applicable)
	2.	Energy distribution	
	3.	Energy demand	
	4.	Manufacturing industry	
	5.	Chemical industries	
	6.	Construction	
	7.	Transport	
	8.	Mining/minerals production	
	9.	Metal production	
	10.	Fugitive emission from fuel (solid oil and gas)	
	11.	Fugitive emission from consumption and production of halocarbons and SF6	
	12.	Solvent use	
	13.	Waste handling and disposal	
	14.	Afforestation & reforestation	
	15.	Agriculture	

SCOPE OF ACCREDITATION			ACCREDITATION CRITERIA
Activity	Category Code	Category	
C. Verification based on ISO 14064-2 - Verification of assertions related to GHG emissions and removals at the project level	1.	Energy industry – renewable/non-renewable sources	1. ISO/IEC 17029:2019 2. ISO 14065:2020 3. ISO 14066:2023 4. ISO 14064-3:2019 5. IAF MD 6 6. Scheme requirements (where applicable)
	2.	Energy distribution	
	3.	Energy demand	
	4.	Manufacturing industry	
	5.	Chemical industries	
	6.	Construction	
	7.	Transport	
	8.	Mining/minerals production	
	9.	Metal production	
	10.	Fugitive emission from fuel (solid oil and gas)	
	11.	Fugitive emission from consumption and production of halocarbons and SF6	
	12.	Solvent use	
	13.	Waste handling and disposal	
	14.	Afforestation & reforestation	
	15.	Agriculture	

i. PROGRAMME: ENVIRONMENTAL INFORMATION

SCOPE OF ACCREDITATION			ACCREDITATION CRITERIA
Activity	Category Code	Category	
D. Product carbon footprint based on ISO 14067	1.	Agriculture, forestry and fishing	1. ISO/IEC 17029:2019 2. ISO 14065:2020 3. ISO 14066:2023 4. IAF MD 6 6. Scheme requirements (where applicable)
	2.	Mining and quarrying	
	3.	Food products, beverages and tobacco	
	4.	Textiles and textile products	
	5.	Leather and leather products	
	6.	Wood and wood products	
	7.	Pulp, paper and paper products	
	8.	Publishing companies	
	9.	Printing companies	
	10.	Manufacture of coke and refined petroleum products	
	11.	Nuclear fuel	
	12.	Chemicals, chemical products and fibres	
	13.	Pharmaceuticals	
	14.	Rubber and plastic products	
	15.	Non-metallic mineral products	
	16.	Concrete, cement, lime, plaster etc	
	17.	Basic metals and fabricated metal products	
	18.	Machinery and equipment	
	19.	Electrical and optical equipment	
	20.	Shipbuilding	
	21.	Aerospace	
	22.	Other transport equipment	
	23.	Manufacturing not elsewhere classified	
	24.	Recycling	
	25.	Electricity supply	
	26.	Gas supply	
	27.	Water supply	
	28.	Construction	
	29.	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	
	30.	Hotels and restaurants	
	31.	Transport, storage and communication	
	32.	Financial intermediation; real estate; renting	
	33.	Information technology	
	34.	Engineering services	
	35.	Other services	
	36.	Public administration	
	37.	Education	
	38.	Health and social work	
	39.	Other social services	

i. PROGRAMME: ENVIRONMENTAL INFORMATION

SCOPE OF ACCREDITATION			ACCREDITATION CRITERIA
Activity	Category Code	Category	
E. Carbon neutrality based on ISO 14068-1	1.	Agriculture, forestry and fishing	1. ISO/IEC 17029:2019 2. ISO 14065:2020 3. ISO 14066:2023 4. IAF MD 6 6. Scheme requirements (where applicable)
	2.	Mining and quarrying	
	3.	Food products, beverages and tobacco	
	4.	Textiles and textile products	
	5.	Leather and leather products	
	6.	Wood and wood products	
	7.	Pulp, paper and paper products	
	8.	Publishing companies	
	9.	Printing companies	
	10.	Manufacture of coke and refined petroleum products	
	11.	Nuclear fuel	
	12.	Chemicals, chemical products and fibres	
	13.	Pharmaceuticals	
	14.	Rubber and plastic products	
	15.	Non-metallic mineral products	
	16.	Concrete, cement, lime, plaster etc	
	17.	Basic metals and fabricated metal products	
	18.	Machinery and equipment	
	19.	Electrical and optical equipment	
	20.	Shipbuilding	
	21.	Aerospace	
	22.	Other transport equipment	
	23.	Manufacturing not elsewhere classified	
	24.	Recycling	
	25.	Electricity supply	
	26.	Gas supply	
	27.	Water supply	
	28.	Construction	
	29.	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	
	30.	Hotels and restaurants	
	31.	Transport, storage and communication	
	32.	Financial intermediation; real estate; renting	
	33.	Information technology	
	34.	Engineering services	
	35.	Other services	
	36.	Public administration	
	37.	Education	
	38.	Health and social work	
	39.	Other social services	

i. PROGRAMME: ENVIRONMENTAL INFORMATION

SCOPE OF ACCREDITATION			ACCREDITATION CRITERIA
Activity	Category Code	Category	
F. Environmental labelling and declaration based on ISO 14024 or ISO 14025	1.	Agriculture, forestry and fishing	1. ISO/IEC 17029:2019 2. ISO 14065:2020 3. ISO 14066:2023 4. IAF MD 6 5. Scheme requirements (where applicable)
	2.	Mining and quarrying	
	3.	Food products, beverages and tobacco	
	4.	Textiles and textile products	
	5.	Leather and leather products	
	6.	Wood and wood products	
	7.	Pulp, paper and paper products	
	8.	Publishing companies	
	9.	Printing companies	
	10.	Manufacture of coke and refined petroleum products	
	11.	Nuclear fuel	
	12.	Chemicals, chemical products and fibres	
	13.	Pharmaceuticals	
	14.	Rubber and plastic products	
	15.	Non-metallic mineral products	
	16.	Concrete, cement, lime, plaster etc	
	17.	Basic metals and fabricated metal products	
	18.	Machinery and equipment	
	19.	Electrical and optical equipment	
	20.	Shipbuilding	
	21.	Aerospace	
	22.	Other transport equipment	
	23.	Manufacturing not elsewhere classified	
	24.	Recycling	
	25.	Electricity supply	
	26.	Gas supply	
	27.	Water supply	
	28.	Construction	
	29.	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	
	30.	Hotels and restaurants	
	31.	Transport, storage and communication	
	32.	Financial intermediation; real estate; renting	
	33.	Information technology	
	34.	Engineering services	
	35.	Other services	
	36.	Public administration	
	37.	Education	
	38.	Health and social work	
	39.	Other social services	

ii. **PROGRAMME: CARBON OFFSETTING AND REDUCTION SCHEME FOR INTERNATIONAL AVIATION (CORSIA)**

SCOPE OF ACCREDITATION	ACCREDITATION CRITERIA
Activity	1. ISO/IEC 17029:2019 2. ISO 14065:2020 3. ISO 14066:2023 4. ISO 14064-3:2019 5. IAF MD 6 6. Scheme requirements (where applicable)
Verification of Emissions Reports	
Verification of CORSIA Eligible Fuels	
Verification of Emissions Unit Cancellation Reports	