



MINISTRY OF INVESTMENT, TRADE AND INDUSTRY
DEPARTMENT OF STANDARDS MALAYSIA

**ACCREDITATION OF CERTIFICATION BODIES (ACB)
SCHEME POLICY 4 (ACB 4) – POLICY ON
SCOPE OF ACCREDITATION AND MANAGEMENT OF
ACCREDITED SCOPES BY CERTIFICATION BODIES**

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ACCREDITATION OF CERTIFICATION BODIES (ACB) SCHEME

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INTRODUCTION

This document details Department of Standards Malaysia's (JSM) policy for the purpose of determining, granting, extending, renewing, reducing, maintaining, reinstating, suspending and withdrawing of scope of accreditation as well as witnessing activities based on the scope of accreditation.

The policy is also applicable for the management of JSM accredited scopes by certification bodies for the purpose of determining whether accredited certification can be granted to a certified organisation, as well as to determine the resources and competencies to be applied to the audit of an organisation.

1. SCOPE

The policy applies to all certification bodies applying for JSM accreditation and those who are already accredited by JSM under the Scheme for the Accreditation of Certification Bodies (ACB Scheme).

2. REFERENCES

- 2.1 ISO/IEC 17011 – Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies
- 2.2 ISO 22003 -1– Food safety – Requirements for bodies providing audit and certification of food safety management systems
- 2.3 ISO 22003-2 – Food safety – Requirements for bodies providing evaluation and certification of products, processes and services, including an audit of the food safety system
- 2.4 ISO 50003 – Energy management systems – Requirements for bodies providing audit and certification of energy management systems
- 2.5 IAF MD 8 – Application of ISO/IEC 17011:2017 in the Field of Medical Device Quality Management Systems (ISO 13485)
- 2.6 IAF MD 16 – Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies
- 2.7 IAF MD 17 – Witnessing Activities for the Accreditation of Management Systems Certification Bodies
- 2.8 IAF ID 1 – IAF Informative Document for QMS and EMS Scopes of Accreditation

- 2.9 ACB GMP – General requirements for bodies operating assessment and certification of GMP systems
- 2.10 ACB-HACCP – Standards Malaysia requirements for the accreditation of bodies operating certification of HACCP Systems
- 2.11 MSPO Certification Scheme Document – Malaysian Sustainable Palm Oil Certification Scheme

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 **ACB Accreditation Criteria**

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

3.2 **Dormant Scope**

Dormant scope /area is defined as the scope /area where the certification body has qualified auditors / examiners / technical experts but does not have any certified client.

3.3 **Extension of Scope**

Extending accreditation

Extension of scope is defined as the scope/area where the certification body wishes to add conformity assessment activities to the scope of accreditation.
(Ref: ISO/IEC 17011:2017)

3.4 **Key Personnel**

Key Personnel is defined as the personnel involved in the certification process including but not limited to:

- a) Application reviewer,
- b) Auditor/examiner,
- c) Technical experts, if applicable,
- d) Report reviewer and/or decision maker.

3.5 **Mandatory standard**

Mandatory standard is defined as a standard that is enforced by a regulator through the inclusion of the standard in the provisions of an Act, Regulation or Administrative Circular

3.6 **Migration of standard**

Migration of standard is when the normative document(s) already included in the scope of the conformity assessment activity is replaced by a new normative document which generally results in the change of the nomenclature of the standard. Change of the nomenclature can occur due to the following:

- a) change in standards developing organization (SDO) (e.g. OHSAS 18001 to ISO 45001)
- b) change in the number assigned to the standard (e.g. MS 123 to MS 456)

3.7 **Normative documents**

Normative documents are defined as documents such as an act, regulation, standard, policy, mandatory document or scheme document that shall be followed.

3.8 **Transition of standard**

Transition of standard occurs when there has been a revision to the standard. The nomenclature of the standard stays the same, only the version changes.

4. **POLICY ON SCOPE OF ACCREDITATION**

4.1 **Granting or extending the Scope of Accreditation**

4.1.1 Unless otherwise specified, the scope of accreditation of a certification body is expressed in terms of one or more elements from industrial sectors or product categories, known as the "scope of accreditation" as detailed in **ANNEX 1**. JSM has adopted IAF ID 1 - IAF Informative Document for QMS and EMS Scopes of Accreditation as the basis for defining the scope of accreditation. IAF ID 1 is based on the Statistical classification of economic activities in the European Community NACE.

4.1.2 The table listing the scope of accreditation according to accreditation programme is specified as per **ANNEX 2**.

4.1.3 If the standard to be added to the scope is a mandatory standard, and the certification body is applying for the first time from that regulator, the certification body shall submit the consent from the regulator in writing.

4.2 **Dormant scope(s)**

4.2.1 JSM may grant accreditation to a certification body for a scope under which the certification body does not have any client subject to satisfactory review of competency of its auditors/examiners for that scope during an office assessment.

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

4.2.3 If the certification body 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 Certification Body ceases to have any client under that scope.

4.3 Management of competency based on the scope of accreditation

4.3.1 The certification body 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 If the scope of accreditation is based on ANNEX 1, the certification body shall define the competency of its key personnel up until the class based on NACE (i.e. Scope No., Division, Group, Class).

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. 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 certification is offered; and
- b) records of qualifying personnel for the scope of certification offered.

4.3.4 If the scope of accreditation requires the list of auditors to be displayed, in order for JSM to add the auditors, the certification body shall submit the following documents of the auditor:

- a) proof of completion of the relevant training;
- b) competency analysis; and
- c) evaluation records.

4.4 Scope of Certification

- 4.4.1 The scope of certification shall be defined to be precise and clear so that clients' interested parties and the organizations themselves will know accurately and unambiguously the certification scope. In some cases, additional descriptors may be necessary to define the scope of certification more closely. In defining the scope of certification, some attempt should be made to limit the additional descriptors to common terms, so that a uniform description may be applied to all suppliers from that specific industry.
- 4.4.2 For management systems certification, JSM only allows certification bodies to issue JSM accredited certificates for the core business of the organisation being certified. Where a certification body decides to certify a client for a scope of certification that is limited to a non-core activity(ies), the certification body shall have valid reasons to justify its decision. The certification body should be able to demonstrate that it has adequately established that the client has not sought certification for the scope with the intention to mislead its stakeholders.

5.0 POLICY ON MANAGEMENT OF SCOPES OF ACCREDITATION INCLUDING WITNESSING ACTIVITIES

5.1 General

- 5.1.1 Prior to witnessing assessment:
- a) In January and June of each year, the certification body shall update the assessment programme to JSM together with the list of clients/examinations to be witnessed in the year. The list of clients/examinations to be witnessed shall be submitted taking into consideration of the following:
 - i. Scope that has not been witnessed before;
 - ii. Auditor/examiner that has not been witnessed before; and
 - iii. Risk and geographical location of client/examination to be witnessed.
 - b) The certification body may need to resubmit the assessment programme, if the proposed plan is not accepted by JSM.
 - c) The certification body shall ensure that the witnessing is completed according to the assessment programme annually. In this regard, the certification body shall submit all required information in a timely manner to facilitate JSM's witnessing arrangements.

5.1.2 Arrangement of witnessing assessments:

- a) The certification body shall provide the following documents to JSM at least one (1) week prior to the witnessing assessment:
 - i. Audit/examination plan;
 - ii. Auditor/examiner competency for the code/category/technical area to be witnessed;
 - iii. Manday calculation; and
 - iv. Previous audit report/ examination analysis (if available).
- b) Failure to submit the documents within the stipulated time may result in the cancellation of the witnessing assessment by JSM.
- c) All incidental costs arising from the cancellation of the witnessing assessment that is a direct result of the negligence of the certification body in arranging the witnessing assessment, including failure to submit the required documents within the stipulated time, shall be borne by the certification body.
- d) The certification body shall ensure that if a product is to be witnessed, the product or a product with a similar process and equivalent product standard shall be in production. If the product or a product with a similar process and equivalent product standard is not in production, valid justification shall be provided as to how the certification body has ensured the effectiveness of the audit, including how the objectives of the audit have been met. JSM may require another witnessing if the justification provided is deemed unacceptable.

5.1.3 For witnessing of initial certification audits, JSM shall witness both Stage 1 and Stage 2. The CAB shall submit the Stage 1 audit report to JSM prior to the witnessing of Stage 2 audit.

5.1.4 For witnessing of an examination, JSM shall witness the full examination. For example, if the examination consists of a written component and a practical component, JSM shall witness both components.

5.1.5 For applicant Certification Bodies, witnessing assessment shall only be arranged after the documentation review. It is recommended that witnessing assessment is conducted after the compliance assessment.

5.2 MANAGEMENT SYSTEMS CERTIFICATION

5.2.1 Arrangements for applicants

- a) The CB shall have clients for at least one of the scopes applied and shall be able to demonstrate that it has auditors who are competent to certify to the scope applied; and
- b) JSM shall witness at least ONE (1) initial certification audit (comprising of a Stage 1 and Stage 2) or ONE (1) recertification or TWO (2) surveillance audits.

5.2.2 Arrangements for maintenance of accreditation

In addition to office assessments that shall be carried out according to the assessment programme, witnessing audits shall be carried out as per below:

- a) During the certification body's first accreditation cycle (i.e the five year period after initial accreditation until 1st reassessment), the certification body shall complete witnessing for all IAF codes/technical clusters/category codes under the scope of accreditation.
- b) If the certification body is under the second (after the 1st reassessment) and subsequent cycle (after the 2nd reassessment and beyond), the certification body shall complete witnessing for all IAF codes/technical clusters/category codes under the scope of accreditation within two cycles (i.e. ten (10) years).
- c) Whereby the regulator has specified requirements for witnessing, the requirements set by the regulator shall prevail.

5.2.3 Arrangements for extension of scope

5.2.3.1 Where there are no standards or documents governing the arrangements for extension of scope, the following shall apply:

- a) The CB shall have client(s) for the scope(s) applied for and shall be able to demonstrate that it has auditors who are competent to certify to the scope applied; and

b) Arrange for assessments as follows:

Indicator:

1. OA – Office Assessment
2. WA – Witnessing Assessment

Total number of IAF Code (s)/ Category Code(s)/ Technical Area(s) applied	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-39
Type of assessment	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA
Number of witnessing prioritizing critical code/ cluster	1	2	3	4	5	6	7	8

5.2.3.2 In selecting a scope to be witnessed, JSM shall prioritise IAF Code (s)/ Category Code(s)/ Technical Area(s) that have are regulated or have a high risk.

5.2.4 Transition or Migration of Standard

5.2.4.1 Generally, the JSM will issue a circular defining the transition or migration requirements of a standard. If the standard is a mandatory standard, a regulator may issue a circular defining the transition or migration requirements.

5.2.4.2 When a transition or migration occurs, the certification body shall ensure the following:

- a) The certification body is aware of the changes of the standard;
- b) The certification body personnel are trained to the changes of the standard;
- c) The certification body has communicated to its clients where the changes affect the clients;
- d) Schedule an office assessment. The transition can be carried out during surveillance, or reassessment, or as an unscheduled assessment;
- e) Schedule a witnessing by JSM, where applicable

5.3 PRODUCT CERTIFICATION

5.3.1 Scope of Accreditation

The certification body shall provide JSM with the information to be included in the scope of accreditation as follows:

- a) Name of certification scheme;
- b) Type of scheme based on the type defined in ISO/IEC 17067;
- c) Methodology of audit;
- d) Name of normative documents;
- e) Link to scheme document; and
- f) Relevant regulatory requirements (if applicable).

5.3.2 Arrangements for applicants

- a) The CB shall be able to demonstrate that it has clients or has auditors who are competent to certify to the scope applied; and
- b) JSM shall witness at least ONE audit in each product group (Refer **Annex 3**).

5.3.3 Arrangements for maintenance of accreditation

In addition to office assessments that shall be carried out according to the assessment programme, witnessing audits shall be carried out as below:

- a) During the first accreditation cycle (after initial accreditation until 1st reassessment), the certification body shall complete witnessing for all product groups within five (5) years.
- b) If the certification body is under the second (after the 1st reassessment) and subsequent cycle (after the 2nd reassessment and beyond), the certification body shall complete witnessing for all product groups within two cycles (i.e. ten (10) years).
- c) Whereby the regulator has specified requirements for witnessing, the requirements set by the regulator shall prevail.

5.3.4 Arrangements for extension of scope

5.3.4.1 For extension of scope, the following shall apply:

- a) The CB shall be able to demonstrate that it has auditors who are competent to certify to the scope applied or has clients,
- b) Conduct a standard review on the criteria documents to be used,
- c) Provide a list of resource for evaluation including for testing, inspection or validation and/or verification,
- d) Arrange a witnessing in at least ONE audit in each product group, and
- e) Provide a valid attestation (e.g. test report, inspection report) for the scope applied (where applied).

5.3.4.2 JSM will conduct an office assessment to determine the competency and consistency of operations of the certification body with regards to the scope applied.

5.3.4.3 In selecting a scope to be witnessed, JSM shall prioritise codes/categories in product groups that have not been witnessed before.

5.3.5 Transition or Migration of Standard

5.3.5.1 Generally, the JSM will issue a circular defining the transition or migration requirements of a standard. If the standard is a mandatory standard, a regulator may issue a circular defining the transition or migration requirements. The circular issued by the regulator will supersede the circular issued by JSM.

5.3.5.2 When a transition or migration occurs, the certification body shall ensure the following:

- a) aware of the changes of the standard;
- b) the personnel are trained to the changes of the standard;
- c) has communicated to its clients where the changes affect the clients; and
- d) has updated the list of resources for evaluation including facilities for testing, inspection and validation and/or verification (where applicable).

5.3.5.3 For a certification standard, the certification body shall conduct a gap analysis. Based on the gap analysis, JSM may conduct an office assessment and/or

witnessing assessment to confirm the certification body's gap analysis as well as the above mentioned in clause 5.3.5.2.

5.4 CERTIFICATION OF PERSONS

5.4.1 Scope of Accreditation

The certification body shall provide JSM with the information to be included in the scope of accreditation as follows:

- a) Name of certification scheme (e.g. Scheme for the Certification of Non-Destructive Testing);
- b) Methodology of audit (e.g. Theory examination, practical examination);
- c) Name of normative documents (e.g. ABC XX – Scheme requirements for the Scheme for the Certification of Non Destructive Testing, ISO 9712:2021);
- d) Persons categories (e.g. Level 1, level 2, level 3);
- e) Link to scheme document (e.g. www.abc.com.my/schemedocument); and
- f) Relevant regulatory requirements (e.g. Act XXX) (if applicable).

5.4.2 Arrangements for applicants

- a) The CB shall be able to demonstrate that it has clients or has auditors who are competent to certify to the scope applied; and
- b) JSM shall witness at least ONE examination in each certification scheme.

5.4.3 Arrangements for maintenance of accreditation

In addition to office assessments that shall be carried out according to the assessment programme, witnessing audits shall be carried out as below:

- a) The certification body shall complete witnessing for all certification schemes within five (5) years.
- b) Whereby the regulator has specified requirements for witnessing, the requirements set by the regulator shall prevail.

5.4.4 Arrangements for extension of scope

5.4.4.1 For extension of scope, the following shall apply:

- a) The CB shall be able to demonstrate that it has examiners who are competent to conduct and score an examination to the scope applied or has clients,
- b) Conduct a standards review on the criteria documents to be used,
- c) Arrange a witnessing in at least ONE examination in each certification scheme.

5.4.4.2 JSM will conduct an office assessment to determine the competency and consistency of operations of the certification body with regards to the scope applied.

5.4.4.3 In selecting a scope to be witnessed, JSM shall prioritise codes/categories in certification schemes that have not been witnessed before.

5.4.5 Transition or Migration of Standard

5.4.5.1 Generally, the JSM will issue a circular defining the transition or migration requirements of a standard. If the standard is a mandatory standard, a regulator may issue a circular defining the transition or migration requirements. The circular issued by the regulator will supersede the circular issued by JSM.

5.4.5.2 When a transition or migration occurs, the certification body shall ensure the following:

- a) aware of the changes of the standard.;
- b) the personnel are trained to the changes of the standard;
- c) has communicated to its clients where the changes affect the clients;
- d) has updated the list of training centers; and
- e) has updated the list of resources for evaluation including facilities for testing, inspection and validation and/or verification (where applicable).

5.4.5.3 For a certification standard, the certification body shall conduct a gap analysis. Based on the gap analysis, JSM may conduct an office assessment and/or witnessing assessment to confirm the certification body's gap analysis as well as the above mentioned in clause 5.4.5.2.

**ANNEX 1
GENERAL CLASSIFICATION OF SCOPES**

<u>No</u>	<u>Description</u>	<u>NACE-Division/ Group/ Class (rev.2)</u>
1	Agriculture, forestry and fishing	01, 02, 03
2	Mining and quarrying	05, 06, 07, 08, 09
3	Food products, beverages and tobacco	10, 11, 12
4	Textiles and textile products	13, 14
5	Leather and leather products	15
6	Wood and wood products	16
7	Pulp, paper and paper products	17
8	Publishing companies	58.1, 59.2
9	Printing companies	18
10	Manufacture of coke and refined petroleum products	19
11	Nuclear fuel	24.26
12	Chemicals, chemical products and fibres	20
13	Pharmaceuticals	21
14	Rubber and plastic products	22
15	Non-metallic mineral products	23 except 23.5 and 23.6
16	Concrete, cement, lime, plaster etc.	23.5, 23.6
17	Basic metals and fabricated metal products	24 except 24.46, 25 except 25.4, 33.11
18	Machinery and equipment	25.4, 28, 30.4, 33.12, 33.2
19	Electrical and optical equipment	26, 27, 33.13, 33.14, 95.1
20	Shipbuilding	30.1, 33.15
21	Aerospace	30.3, 33.16
22	Other transport equipment	29, 30.2, 30.9, 33.17
23	Manufacturing not elsewhere classified	31, 32, 33.19
24	Recycling	38.3
25	Electricity supply	35.1
26	Gas supply	35.2
27	Water supply	35.3, 36
28	Construction	41, 42, 43
29	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	45, 46, 47, 95.2
30	Hotels and restaurants	55, 56
31	Transport, storage and communication	49, 50, 51, 52, 53, 61
32	Financial intermediation; real estate; renting	64, 65, 66, 68, 77
33	Information technology	58.2, 62, 63.1
34	Engineering services	71, 72, 74 except 74.2 and 74.3
35	Other services	69, 70, 73, 74.2, 74.3, 78, 80, 81, 82
36	Public administration	84
37	Education	85
38	Health and social work	75, 86, 87, 88
39	Other social services	37, 38.1, 38.2, 39, 59.1, 60, 63.9, 79, 90, 91, 92, 93, 94, 96

**ANNEX 2
CLASSIFICATION OF SCOPES ACCORDING TO ACCREDITATION
PROGRAMME**

NO.	ACCREDITATION PROGRAMME	REFERENCE
MANAGEMENT SYSTEMS CERTIFICATION		
1.	Quality Management Systems (QMS)	IAF MD 17
2.	Environmental Management Systems (EMS)	IAF MD 17
3.	Occupational Safety and Health Management Systems (OSH)	IAF MD 17
4.	Information Security Management Systems (ISMS)	Nil
5.	Business Continuity Management Systems (BCMS)	Annex 1
6.	Medical Device Management Systems (MDQMS)	IAF MD 8
7.	Energy Management Systems (EnMS)	Annex 1
8.	Anti-bribery Management Systems (ABMS)	Annex 1
9.	Road Traffic Safety Management Systems (RTSMS)	Annex 1
10.	Adventure Tourism Safety Management Systems (ATSMS)	Annex 1
11.	Forest Management Certification (FMC)	Annex 1
12.	Automotive Certification Scheme	MARii scheme document
13.	Food Safety Management Systems (FSMS)	ISO 22003-1, IAF MD 16
14.	Good Manufacturing Practices for Food (GMP)	ACB-GMP
15.	HACCP Systems (HACCP)	ACB-HACCP
16.	Malaysian Sustainable Palm Oil (MSPO) – Oil Palm Management Certification (OPMC)	MSPO Scheme Document 2023
PRODUCT CERTIFICATION		
17.	General	Annex 1
18.	Product Certification – Chain of Custody (PC CoC)	Annex 1
19.	Malaysian Sustainable Palm Oil (MSPO) – Supply Chain Certification (SCC)	MSPO Scheme Document 2023
20.	Ecolabel	Annex 1
CERTIFICATION OF PERSONS		
21.	General	Annex 1

**ANNEX 3
PRODUCT GROUPS
(ONLY APPLICABLE FOR PRODUCT CERTIFICATION)**

NO.	SECTOR	PRODUCT GROUP
1.	Construction	Aluminium
2.		Insulation material
3.		Ceramic tiles
4.		Glass
5.		Fibre cement flat sheet not containing asbestos
6.		Pre-cast concrete
7.		Ready mix concrete
8.		Cement
9.		Industrialised Building System (IBS)
10.		Ceramic pipes and pipe fittings
11.		Sanitary wares
12.		Iron and steel products
13.		Radiant barrier (thermal insulation foil)
14.	Electrotechnical equipment and components	Batteries
15.		Cables and Cords
16.		Capacitors as components
17.		Switches for appliances and automatic controls for electric household appliances
18.		Cybersecurity
19.		Energy Efficiency
20.		Electrical Vehicle
21.		Electromagnetic Compatibility
22.		Household and similar equipment
23.		Industrial Automation
24.		Installation accessories and connection devices
25.		Information Technology Audio Video
26.		Lighting
27.		Measurement, Control and Laboratory equipment
28.		Electrical equipment for medical use
29.		Miscellaneous
30.		IT and office equipment
31.		Low voltage, high power switching equipment
32.		Installation protective equipment
33.		Photovoltaics
34.		Safety transformers and similar equipment
35.		Portable tools
36.		Electronics, entertainment
37.	Telecommunication	Electrical safety

NO.	SECTOR	PRODUCT GROUP
38.		Radio frequency safety
39.		Electromagnetic immunity and compatibility
40.		Network interoperability
41.		Wireless
42.		Lightwave apparatus
43.		Cabling facilities and systems
44.		Labels
45.		Personal Protective Equipment (PPE)
46.	Helmet	
47.	Personal Fall Protection System	
48.	Respiratory protection	
49.	Personal eye protection	
50.	Hearing protection	
51.	Protective clothing	
52.	Protective gloves	
53.	Water supply	Water pipes
54.		Water fittings
55.		Service reservoir
56.		Storage cistern
57.		Valves
58.		Back flow preventer
59.		Meter
60.		Sanitary fittings – taps & mixer
61.		Sanitary wares – water closet
62.		Water closet flushing cistern & flush pipes
63.		Flush valve
64.		Sanitary appliances
65.		Sanitary wares – urinals
66.		Shower outlet
67.		Chemical for water treatment
68.	Sewerage system	Flow control
69.		Sewage conveyance
70.		Treatment system
71.	Others	Tyres
72.		Helmet
73.		Others than specified above