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MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY
DEPARTMENT OF STANDARDS MALAYSIA

The Scheme for the Accreditation of Certification Bodies (The ACB Scheme)
ACB CIRCULAR 4/2022

**ARRANGEMENT OF WITNESSING ASSESSMENTS BY ACCREDITED
CERTIFICATION BODIES (CB)**

1. Introduction

- 1.1 Department of Standards Malaysia (JSM) has established the policy document ACB 4 – Policy on Scope of Accreditation and Management of Accredited Scopes by Certification Bodies.
- 1.2 This circular is to supplement ACB 4 by providing more information with regards to the arrangement of witnessing assessments, which is part of the management of accredited scopes by certification bodies (CBs).
- 1.3 This circular applies to all CBs accredited by JSM.

2. Objective

This circular is aimed to notify all accredited CBs under the ACB Scheme on the arrangement of witnessing assessments.

**3. Requirements for the Arrangement of Witnessing Assessments by
Certification Bodies**

- 3.1 ACB 4, Clause 6.0 provides JSM's policy on witnessing activities of CBs. Effective 1st January 2023, the following shall also apply:

Prior to witnessing assessment:

- a. In January of each year, JSM will distribute the witnessing assessment programme to each CB requesting for the specific code/category/technical area to be witnessed based on each programme accredited.

- b. The CB shall email the accreditation officer-in-charge copying acb@jsm.gov.my with the proposal of client's to be witnessed for the scopes requested by JSM within two (2) weeks after the witnessing assessment programme is distributed. The CB may counter propose with a different scope with valid justification subject to approval by the ACB Scheme Manager.

Arrangement of witnessing assessments:

- a. The CB shall at least one (1) week prior to the witnessing assessment, provide the following documents to JSM:
- i. Audit plan;
 - ii. Auditor competency for the code/category/technical area to be witnessed;
 - iii. Manday calculation; and
 - iv. Previous audit report (if available).
- b. Failure to submit the documents within the stipulated time may result in the cancellation of the witnessing assessment by JSM. All incidental costs arising from the negligence of the CB in arranging the witnessing assessment, shall be borne by the CB.

4. Arrangements for extension of scope

Where there are **no IAF MDs or scheme owner documents** governing the arrangements for extension of scope, the following shall apply:

Indicator:

- 1. DR - Documentation Review
- 2. OA - Office Assessment
- 3. WA - Witnessing Assessment

a. Management Systems

Number of IAF Code/Category/Technical Area	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-39
Type of assessment	DR + 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

b. Product

No standard(s)	of	1-5	6-10	11-15	16-20	21-25	≥26
Type assessment	of	OA + WA	OA + WA	OA + WA	OA + WA	OA + WA	OA +WA
Number witnessing	of	1	2	3	4	5	Additional 1 WA for every increment of 5 standards

c. Persons

Type of extension of scope	Addition of level for existing scheme	New scheme
Type of assessment	DR + WA	OA + WA
Number of witnessing	1	2

5. Dormant scope(s)

In accordance to ACB 4, Clause 5.2.3

However, if after an accreditation cycle (Five (5) years), the Certification Body fails to activate the scope, Standards Malaysia reserves the right to reduce the scope of accreditation.

Therefore, if there are no clients certified after one (1) accreditation cycle, JSM reserves the right to reduce the scope of accreditation. If the scope is maintained, the dormant scope will be maintained for a period not exceeding two (2) accreditation cycles (i.e. ten (10) years).

6. Disclaimer

ACB 1 – Terms and Conditions Governing the Scheme for the Accreditation of Certification Bodies (the ACB Scheme), clause 5.1.4 requires the CB as follows:

The Certification Body shall,

- (e) *have, where applicable, legally enforceable arrangements with their clients that commit the clients to provide, on request, access to Standards Malaysia assessment teams to assess the certification body's performance when carrying out conformity assessment activities at the client's site;*

Therefore, JSM does not accept any excuse for change of witnessing arrangements due to refusal by the CB's client.

7. Sanctions

- 7.1 In accordance with ACB 7 – Conduct of Accreditation Assessment, clause 7.3.2 mentions

Standards Malaysia requires applicants and accredited certification bodies to have an enforceable arrangement with clients holding a certificate accredited by certification bodies which shall include:

- (i) *An arrangement which shall provide, on request, access to Standards Malaysia assessment teams to witness the certification body's audit team performing an audit at the organization's site.*

If the CB client refuses Standards Malaysia witnessing, in order to avoid sanctions, the CB shall withdraw the existing accredited certificate, or, if not yet certified, the CB will not be allowed to place the accreditation logo on the future certificate, unless the refusal is duly justified and accepted by Standards Malaysia.

- 7.2 Therefore, failure to adhere with any of the abovementioned may result in suspension of the CB.

8. Please contact the ACB Scheme Manager or the Director of Accreditation if you would like to seek further clarification.

Approved by,

Director of Accreditation
Department of Standards Malaysia

Date: 27 December 2022