



STANDARDS
MALAYSIA

**DEPARTMENT OF STANDARDS MALAYSIA
ACCREDITATION OF CONFORMITY ASSESSMENT BODIES**

**CAB 1
CONFIDENTIALITY**

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Authority to Issue

**Director General
Department of Standards Malaysia**

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1. PURPOSE

- 1.1 This document is to provide adequate arrangements to safeguard confidentiality of information obtained in the course of Department of Standards Malaysia (Standards Malaysia) accreditation activities at all levels of organisation of Standards Malaysia, including committees and external bodies or individual assessors acting on behalf of Standards Malaysia.
- 1.2 This document details the arrangement of ensuring that all information supplied to Standards Malaysia is treated as “**CONFIDENTIAL**”.
- 1.3 This arrangement shall apply to all staff members of Standards Malaysia, members of Malaysian Standards and Accreditation Council (MSAC), National Accreditation Committee (NAC), Evaluation Panels (EP), Appeals Panel (AP), Technical Working Groups (TWG), Sectoral Technical Committees (STC), internal auditors, evaluators and any sub-contracted body or individual assessors employed by Standards Malaysia that have access to information, that is not freely available to the public, and was provided to Standards Malaysia as part of the accreditation process.
- 1.4 This document is applicable to all accreditation schemes administered by Standards Malaysia.

2. DEFINITIONS

- 2.1 As a general rule, definitions in ISO/IEC 17000 and in Standards Malaysia series of documents criteria and operating procedures are applicable. For the purpose of this document, the following definitions also apply.

Conformity Assessment Body (CAB): Body that performs conformity assessment services and that can be the object of accreditation, e.g.: testing and calibration laboratories, certification bodies, inspection bodies or proficiency testing providers.

3. CONFIDENTIAL INFORMATION

- 3.1 All information and documentation obtained or provided in the course of the accreditation process will be treated as strictly confidential. The Director General of Standards Malaysia may approve an exception to the condition following written approval from the CAB or organisation concerned. When this approval is given, the Director General shall stipulate where and to whom the information will be disclosed.
- 3.2 Information which is already known to be available in the public domain may be disclosed without reference to the Director General of Standards Malaysia.
- 3.3 Details of applicants for accreditation shall also be treated as confidential until the conclusion of the accreditation process. In the case of a CAB or organisation being unsuccessful in its application for accreditation, the fact can be disclosed upon written request and clearance by the Director General of Standards Malaysia.

- 3.4 Information of a CAB or organisation that has its accreditation suspended or withdrawn will be made publicly available.
- 3.5 When confidential information on a particular CAB is required to be disclosed to a third party under the requirement of law, the CAB concerned shall, unless prohibited by law, be informed in writing of the information disclosed.

4. MAINTAINING CONFIDENTIALITY

- 4.1 Standards Malaysia staff shall ensure that a formal undertaking of Maintaining Confidentiality and Impartiality and Declaration of No Conflict of Interest is obtained prior to allowing access to confidential information from all of the following:
 - a. Standards Malaysia's personnel;
 - b. Standards Malaysia's accreditation assessors;
 - c. Members of the Malaysian Standards and Accreditation Council (MSAC), National Accreditation Committee (NAC), Evaluation Panels (EP), Appeals Panel (AP), Technical Working Groups (TWG), and Sectoral Technical Committees (STC);
 - d. Internal auditors;
 - e. Evaluators;
 - f. Any sub-contracted body or individual assessors employed by Standards Malaysia; and
 - g. Other accreditation bodies and partners or peer evaluation team members of any Multilateral Recognition Arrangement (MLA) or Mutual Recognition Arrangement (MRA) group that may have access to CAB files through their association with Standards Malaysia.