**PROPOSAL FOR NEW ACCREDITATION PROPOSAL (SCHEME/ PROGRAMME / FIELD)**

**(NAP)**

This form is applicable for proposing the development of new accreditation proposal (scheme/programme/field).The proposer is to complete this form and submit to the Department of Standards Malaysia (JSM) Accreditation Division. **In case of incomplete proposal form, the proposer shall respond within two weeks from the date of enquiries (if any) from the Accreditation Division. Otherwise, the NP form will not be processed.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (to be completed by the proposer) Date of submission | | | | | | |  | |  | | | |
|  | 1. PROPOSER | | | | | | | | | | | |
| Name | |  | |  | | | | | | | | |
| Organisation(If any) | |  | |  | | | | | | | | |
| Scheme | |  | | The Scheme for Accreditation of Certification Bodies (ACB)  *Skim Akreditasi Makmal Malaysia* (SAMM)  Malaysia Inspection Bodies Accreditation Scheme (MIBAS)  Malaysia Proficiency Testing Providers Accreditation Scheme (MyPTP)  The Scheme for the Accreditation of Validation and Verification Bodies (VVB)  Primary Healthcare Laboratory Accreditation Scheme (PHLAS) | | | | | | | | |
| Technical Working Group (Please state if the proposal falls under any existing TWG, if known) | |  | |  | | | | | | | | |
| **Address** | |  | |  | | | | | | | | |
| **Tel. No.** | |  | | | **Email:** | | |  | | |  | |
|  | I declare that I have referred to Standards Malaysia website ([www.jsm.gov.my/accreditation](http://www.jsm.gov.my/accreditation)) in ensuring that there is no duplication or overlap between the proposed project and existing accreditation programme(s)/field(s). | | | | | | | | | | | |
|  | **2. PROPOSAL** | | | | | | | | | | | |
|  | 2.1 *Please tick [√] in the appropriate box*  i) Development of new accreditation programme / field:    ☐ Refers to international / Malaysian standard(s)  Accreditation standard(s) (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certification standard(s) (please state, if applicable):­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ Refers to existing accreditation and certification (if applicable) criteria  Accreditation criteria(s) (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certification criteria(s) (please state, if applicable):­­­­­­­­­­­  (Please attach FM 410 SR for the mentioned criteria(s))  ☐ Requires development of accreditation and certification (if applicable) criteria | | | | | | | | | | | |
|  | 2.2 What would be your role in the development of the new accreditation programme / field?  ☐ As a Conformity Assessment Body (CAB)  ☐ As a scheme owner (if the scheme owner is applying for a programme under ACB, please proceed to 2.3)  ☐ Others: please state: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
|  | **2.3 Scheme Owner (SO)** | | | | | | | | | | | |
|  | Questionnaire | | | | | Please tick (√) | | | | | | Remarks |
| Yes | | | | No | |
| 1. Has the SO entered into an MoU with IAF/ILAC? | | | | |  | | | |  | |  |
| 1. Is the scheme endorsed by any government agency?   If yes, please state: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | | |  | |  |
| 1. Is the government agency or the scheme owner willing to enter into an arrangement/agreement with JSM? | | | | |  | | | |  | |  |
| 1. Is a general description, including scheme documents publicly available?   (Please provide a link or the relevant documents:­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | |  | | | |  | |  |
| 1. Does the scheme owner have a procedure with dealing with complaints?   (Please attach the complaints procedure) | | | | |  | | | |  | |  |
| 1. Can the scheme owner provide training to JSM personnel with no cost involved? | | | | |  | | | |  | |  |
| 1. Can the scheme owner invite JSM to information sessions or consultations with the relevant stakeholders? | | | | |  | | | |  | |  |
| 1. If the scheme owner monitors the CABs, the scheme owner has a mechanism of communicating the results to JSM? | | | | |  | | | |  | |  |
| 1. Is the scheme owner willing to allow JSM to conduct review of the scheme where the need arises? | | | | |  | | | |  | |  |
|  | 1. Is the scheme owner willing to cooperate with JSM to ensure the clauses of ISO/IEC 17011, relevant IAF/ILAC guidelines, policies and other requirements are complied with? | | | | |  | | | |  | |  |
| **2.2 Title** | | | (Indicate the subject of the proposed new accreditation programme / field) | | | | | | | | | |
| 2.3 Scope | | | *(*Indicate clearly the coverage of the proposed new work item and if necessary for clarity, exclusions) | | | | | | | | | |
|  | **2.4 Purpose and justification** (Give details based on a critical study of the following elements wherever practicable. Attach a separate page as annex, if necessary). Please refer **Annex A: Purpose and justification** for further details.  a) Specific aims and reasons for the accreditation activity:  b) Feasibility of the activity:  c) Urgency and target date:  d) Benefits to be gained by the implementation of the proposed accreditation programme / field:  e) Is the accreditation activity likely to be the subject of regulations or has an impact on existing regulations? If yes, the type of impact should be indicated. | | | | | | | | | | | |
|  | 3. Strategic Priorities Please indicate how your proposal aligns to current public concerns and the impact of not proceeding with the project.  (Attach a separate page as annex, if necessary. Please refer **Annex A: Strategic Priorities** for further details). | | | | | | | | | | | |
|  | 4. Stakeholder Support (Please refer Annex A: Stakeholder Support for further details)  4.1 Please identify the relevant stakeholders impacted by the accreditation programme / field and whose support is required to develop the proposed accreditation programme / field.  4.2 Based on your consultation with relevant stakeholders, please name a minimum of one organisation that supports this work programme. (Note: Not including the proposer) | | | | | | | | | | | |
|  | **5. Potential users**  5.1 Are there potential conformity assessment bodies (CABs) that are capable of being accredited to this accreditation programme/field? (Please state a **minimum of three organisations**)  5.2 What is the stage of readiness of these CABs to be accredited? (Please state an **estimated timeframe** for these CABs to obtain accreditation) | | | | | | | | | | | |
|  | 6. Preparatory work (if the development of the accreditation activity requires development of accreditation criteria)  The proposer or the proposer's organisation shall confirm to undertake the preparatory work for the new work item and actively participate in development of the project. All new proposals should be evaluated to ensure that there is no duplication and overlap with existing accreditation programmes / field. If there is an apparent duplication this should be explained.  Proposed resource person; name: \_\_\_\_\_\_\_\_\_\_\_\_\_  A draft/outline is attached.  A draft/outline would be submitted by (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **To be filled in by JSM** | | | |
| Note: Avoidance of duplication (Development of accreditation programme / field require avoidance or justification of any apparent duplication of a accreditation programme / field)  Please address any apparent or actual duplication between existing material and the proposed accreditation programme / criteria. | | | |
| NP receive date:  Name of Accreditation Officer: | | | |
| Evaluation | | | |
| Evaluation Criteria | Yes | No | Remarks |
| JSM has the capability and resources to take on the NAP. |  |  |  |
| The NAP complies with ISO/IEC 17011 and relevant IAF/ILAC/APAC policies and guidelines. |  |  |  |
| If the proposal has a scheme owner and is applying under the ACB or V&V Scheme | | | |
| The scheme owner complies with the requirements of IAF MD 25 |  |  |  |

****

**GUIDANCE IN COMPLETING NEW ACCREDITATION PROGRAMME / FIELD (NAP) FORM**

**Purpose and justification**

a) The **specific aims and reasons for the accreditation** activity, with particular emphasis on the aspects of accreditation to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.

b) **Feasibility of the activity**: are there factors that could hinder the successful establishment or general application of the accreditation activity?

c) **Urgency** of the activity, considering the needs of other fields or organisations. Indicate **target date**.

d) The **benefits to be gained by the implementation of the proposed accreditation activity**; alternatively, the loss or disadvantage(s) if no accreditation activity is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.

e) If the **accreditation activity is or is likely to be the subject of regulations or to require the harmonisation of existing regulations**, this should be indicated.

**Strategic priorities**

In developing the accreditation activity, Standards Malaysia seeks to focus on public interest priorities aligned with the government focus areas *(*e.g.Malaysia Plan, Industrial Master Plan (IMP), National Directions and Policies etc.) which are relevant and serve to address urgent national concerns*.* These should be indicated together with the impact of not having such an accreditation activity.

**Stakeholder support**

Proposer must demonstrate the proposed accreditation activity has sufficient support from the relevant stakeholders to anticipate consensus and adoption. Stakeholders may include small business, industry, manufacturer, supplier or distributor, consumer, government, union, professional, academic, other exporter, etc. Balanced representation is essential. Relevant and interested organisations or bodies, which would be affected by the accreditation activity, shall be invited to the meetings.

**Potential users**

Proposer must ensure there are conformity assessment bodies (CABs) capable of performing the accredited activity. The proposer also needs to ensure that the CABs are ready to be accredited within the near future.

**Preparatory work**

If the development of the accreditation activity requires development of accreditation criteria, proposer must demonstrate commitment by actively participating in the development of the accreditation activity. If the proposer has a draft outline of the accreditation activity, the relevant documents to be submitted together with the NAP form.