

WE EXTEND OUR SCOPE

After years of successful work in the accreditation of testing laboratories, medical laboratories, inspection bodies and certification bodies for products, from September 2006 we will extend our services for the economy in the following accreditation areas:

- Accreditation of certification systems for management systems
- Accreditation of certification systems for persons
- Accreditation of certification systems for environmental management systems

Based on recent developments in Germany and Europe this decision was taken and approved by the majority of DAP shareholders.

DAP has already applied for the international recognition (MLA) by EA and IAF. Except for calibration, thus we can offer our customers all areas of accreditation from one source. As to the establishment of the new accreditation areas for certification systems of management systems and persons we will concentrate our efforts on the technical orientation of our assessments. In our view, we can only assure the durable acceptance of the accreditation by conducting the accreditation procedures on a highly qualified basis with a permanent added value for our customers.

That is why experienced assessors are to be assigned in the respective certification areas. Due to the diversity of the certification systems for management systems and persons, competent assessors for the new areas will extend our reliable pool of assessors.

As before the technical assessment will form the main point in the new accreditation areas.

We suppose that this approach will prove successful for the satisfaction of our customers thus having the possibility to continue our cooperation with confidence in the new accreditation areas.

Prof. Dr. Kurt Ziegler

SURVEILLANCE AND REASSESSMENT

The assessment intervals are often discussed in the talks with our customers and we sometimes state a lack of knowledge of the underlying international rules. Analogous to all process steps leading to an accreditation, the ISO/IEC 17011:2004 contains provisions for the activities of an accreditation body as to the valid time of an accreditation granted.

As for DAP, the period of validity of our accreditations is five years at most. For other European accreditation bodies, four or three years are nothing unusual.

Extract of the ISO/IEC 17011:2004:

„7.11.2 The accreditation body shall establish procedures and plans for carrying out periodic surveillance on-site assessments, other surveillance activities and reassessments at sufficiently close intervals to monitor the continued fulfilment by the accredited CAB of the requirements for accreditation.

7.11.3 The accreditation body shall design its plan for reassessment and surveillance of each accredited CAB so that representative samples of the scope of accreditation are assessed on a regular basis.

The interval between on-site assessments, whether reassessment or surveillance, depends on the proven stability that the services of the CAB have reached.

Accreditation bodies shall rely on either reassessment alone or a combination of reassessment and surveillance as follows: ...“

During the time our accreditations are valid, according to the standard we conduct three surveillance assessments at least.

The first surveillance assessment has to take place within 12 months from time the initial accreditation was granted.

The second and third surveillance assessments allow for the interval to be extended to 18 months at most. For multi-site assessments, the surveillance interval is 12 months.

The last surveillance assessment as reassessment can be used for the reaccreditation, i.e. the reaccreditation has to be applied for in time because also in these cases the assessment interval of 18 months at most may not be exceeded.

Due to the fixed intervals, the reassessment takes place 12 months before the valid accreditation has expired. If however our customer wish a third surveillance assessment, the time for the subsequent

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reassessment is reduced to six till eight months at most.

The reason (end of validity period) is the time when the initial assessment or reassessment took place, which may not date back more than 5 years.

Subject to the terms of this rule, each customer may decide whether two or three surveillance assessments take place within an accreditation cycle.

An extension of the fixed assessment intervals is inadmissible (see DAP News 2/2006) leading, in the evaluation process for the maintenance of the mutual recognition agreements between the European accreditation bodies and worldwide, to non-conformities and in the case of recurrence to the exclusion from the multilateral agreements.

Dipl.-Ing. Eng. Andrea Valbuena

CHANGES IN PREPARING REPORTS AND CERTIFICATES

The new proforma documents for reports (CH-BT-...) to join in one paper the ex-proforma documents (BG-BT-...) and the old checklists have been made available on our DAP Website.

Before the initial assessment or reassessment takes place, our customers have to fill in the fields in yellow in the new proforma documents.

The forms are structures in accordance with the respective standard each for testing laboratories, inspection bodies or certification bodies.

Please fill in the fields mentioned above the findings of your quality documentation where the respective requirement can be seen (e.g. chapter 4.5 of the quality manual, SOP 1 ...). or by the help of which the requirement of the standard is implemented (e.g. list of suppliers, training plan, form xy, ...). We do not suggest you to describe the procedures in these fields as the place will not suffice.

We also want to draw your attention to the new DAP procedure that the new assessment reports after the receipt in and check by the DAP Office, will immediately be sent to our customers to inform you on the assessment results in writing as soon as possible. For questions in this connection, please feel free to contact our DAP Office.

You probably may know the following situation:

The assessment for accreditation / reaccreditation or extension of the accreditation took place, all non-conformities were closed out in an exemplary manner and there are weeks or months until you receive the information on the accreditation. Several weeks again pass by for you to receive the attestation of competence in form of the accreditation certificate including the annex to the certificate. There are various reasons for the delay. One of the main reasons is the fact that after the assessment there is no complete up-to-date draft of the annex to the certificate so that afterwards the annex to the certificate has to be agreed between the DAP Office and the assessors which may lead to delays and probable mistakes under certain conditions.

Therefore we ask for your cooperation in preparing the draft for the certificate as you best know the

areas of your competence having certainly a clear picture of how to structure the annex to the certificate. That is to say that your requests may be integrated based on the DAP rules.

Therefore each customer on-site should arrange for being available the discussed draft of the annex to the certificate so that adaptations as regards the content could possibly be discussed and fixed with the lead assessor during the assessment.

Another reason for possible delays in sending the certificates is the procedure till now that a member of the assessment team besides the DAP Managing Director co-signs the accreditation certificate. To avoid these delays in future we will be able to do without the second signature on the cover sheet of the certificate.

We hope for your understanding in the changes described above and will be happy to receive your feedback and your suggestions to improve our procedure in the accreditation process.

Dr. Andreas Hönnerscheid

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Printing: Polyprint