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Guide to implement IAF MD 15 and IAF MD 12

Code DA-IN-009

Review no. 1
Dt 20.06.2017

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Guide to implement IAF MD 15 and IAF MD 12

Implemented by: DPA staff, assessors and certification bodies

Responsibility for implementation: Director of Accreditation Department

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1. PURPOSE

This document describe guidelines for implementing the IAF MD 15: 2014. This document is valid for DPA and its assessors as well as for certification bodies of management systems that are accredited by DPA.

2. FIELD OF APPLICATION

This guide is implemented by accredited management systems certification bodies, assessors and DPA staff. This document refers to the standard ISO / IEC 17021-1 but does not contradict and does not invalidate any requirements of ISO / IEC 17021-1.

3. RESPONSIBILITIES

This guide is part of the quality management system and is under the responsibility of the DPA quality manager, a continual review depending on the appropriate changes and ongoing improvements to the DPA quality system. It is the competence of the Director of the Accreditation Department to control the implementation of this guide.

4. REFERENCE

SSH ISO/IEC 17011-1:2015,
S SH ISO/IEC 17011 :2005
IAF MD 5
IAF MD 2
IAF MD 15
IAF MD 12

5. GLOSSARY AND ABBREVIATIONS

In this guide is used the terminology of standard ISO / IEC 17011: 2004

IAF International Forum of Accreditation
DPA General Directorate of Accreditation



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6. TABLE OF CONTENTS

1. General

On 14 July 2012, the International Accreditation Forum (IAF) published IAF MD 15 for the collection of data to provide indicators of the management system certification bodies' performance. Implementation of this document has started after 14 July 2016. It is required that all IAF member accreditation bodies prepare a guide on how to collect data from certification bodies of management systems.

The data collection on the performance of certification systems of management systems will be done on an annual basis (within January of each calendar year).

The information that will be provided by management system certification bodies will be processed by DPA staff and will serve for better planning of surveillance visits.

On 7 January 2016 the International Accreditation Forum published IAF MD 12 Accreditation assessment of conformity assessment bodies with activities in multiply countries. . The implementation of this document started after 7 January 2016. This document is mandatory for the assessment of conformity assessment bodies that provide certification in countries other than those where the principal office of the certification body is located.

2. Performance indicators

The following indicators are required to realize a safe and usable reporting:

1. The number of accredited certificates issued by the end of December. The number of valid certificates will be reported as follows:

- If a customer holds a valid certificate covering only one location, this will be consider as a certificate.
- If a customer holds a certificate - which covers more than one location, this will be consider as a certificate. If different locations are individually certified then the certificates will be counted separately.
- When a customer holds some certificates (for each location) or a certificate for several locations, the certification body will report the total number of certificates.



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- When a customer is certified to more than one management system standard and the certification body has issued only one certificate covering all standards, then the certification body will report as many certifications as management systems are certified.

Note: Valid Certificates means those certifications that have active or suspended status. Certified certificates should not be counted and reported.

2. Number of auditors used for each certification scheme.

3. Number of transferred certificates (or certifications) received by the certification body. Please refer to the IAF MD 2 document.

4. Number of audits carried out with delay.

5. Number of days of completed audits (in normal and delayed time). Please refer to the IAF MD 5 document.

3. Data collection

DPA requires all accredited certification bodies of management systems to provide information within January of each year about:

- i) Countries into which accredited certificates are issued and the number of certificates issued in each country;
- ii) Countries in which the CAB operates from a fixed office location that performs any certification activities;
- iii) Countries in which the CAB has remote personnel that perform any certification activities;
- iv) Which fixed office locations are responsible for performing and/or managing key activities as defined in IAF/ILAC A5, or from where remote personnel performing key activities are managed; and
- v) The CAB's arrangements for managing all activities that are performed from a foreign fixed office location or by remote personnel.



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The information received will be used by DPA for drafting the assessment plan in the cases of surveillance and re-accreditation as well as the surveillance plan for the entire accreditation cycle. In the case of extending the scope of accreditation, the certification body shall provide the information required in point 3 of this Guide since the application stage.

DPA applies its policy DA-PO-002 and the IAF MD 12 document for drafting the assessment/surveillance plan.