



Procedures for Granting, Re-assessment Expansion, Reducing, Suspending & Withdrawing Accreditation

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Contents

1. Objectives.....	3
2. Scope	3
3. Responsibilities	3
4. References & Regulations.....	3
5. Terms & Definitions	4
6. Procedures	4
6.1 General	4
6.2 Granting Accreditation.....	4
6.3 Re-assessment and Surveillance	5
6.4 Expansion to Scope of Accreditation	5
6.5 Suspending, Withdrawing, or Reducing Scope of Accreditation	5
6.6 Cases leading to suspension of CAB accreditation.....	6
6.7 Cases leading to withdrawal of CAB accreditation	7
6.8 Notifying the CAB about Suspending, Withdrawing, or Reducing Scope of Accreditation	8
6.9 CAB Obligations in Case of Suspension, Withdrawal, or Reduction to Scope of Accreditation	8
6.10 Fraudulent behaviour:	9
6.11 Extending scope.....	9
7. Related Documents	10
8. Forms & Records	10
9. Recipients.....	10
10. Annexes.....	10
11. Withdrawn Documents	10
Document Control Page	11

1. Objectives

The purpose of these procedures is to describe the methods for granting, expansion reducing, suspending & withdrawing NACI accreditation.

2. Scope

These procedures are applicable within NACI for the following accreditation areas:

- 2.1 Management system certification bodies,
- 2.2 Product certification bodies, &
- 2.3 Person certification bodies.

3. Responsibilities

The VPs in charge of accreditation departments are responsible for execution of these procedures. The Management Representative is responsible for monitoring effective implementation of these procedures for all NACI accreditations.

4. References & Regulations

- 4.1 ISO/IEC 17000:2020 Conformity assessment -- Vocabulary and general principles
- 4.2 ISO 9000:2015 Quality management systems -- Fundamentals and vocabulary
- 4.3 ISO/IEC 17011:2017 Conformity assessment -- requirements for accreditation bodies accrediting conformity assessment bodies
- 4.4 ISO 19011:2018 Guidelines for auditing management systems
- 4.5 The NACI accreditation Manual NACI-M00.
- 4.6 IAF MD 7:2023 Harmonization of Sanctions to be applied to Conformity Assessment Bodies
- 4.7 IAF MD12:2023 Accreditation Assessment of Conformity Assessment Bodies with Activities in Multiple Countries
- 4.8 IAF MD 17:2023 Witnessing Activities for the Accreditation of Management Systems Certification Bodies
- 4.9 IAF MD16:2023 Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies
- 4.10 IAF ML 2 General Principles on Use of the IAF MLA Mark
- 4.11 IAF MD 7:2023 IAF Mandatory Document for the Harmonization of Sanctions and Dealing with Fraudulent Behaviour
- 4.12 IAF ID15:2023 Dealing with Fraudulent Behaviour
- 4.13 ISO/IEC 17021-1
- 4.14 ISO/IEC 17024
- 4.15 ISO/IEC 17065
- 4.16 ISO/IEC 17021-2
- 4.17 ISO/IEC 17021-3
- 4.18 ISO/IEC 17021-10
- 4.19 IAF MD22:2023
- 4.20 IAF MD 09:2023

5. Terms & Definitions

All terms & definitions in these procedures conform to those given in the references cited in Clause 4 above. In addition, the terms & definitions given below are applicable.

5.1 **NACI**: means the National Accreditation Center of Iran.

5.2 **Accreditation**: third-party attestation related to a Conformity Assessment Body (CAB) conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

5.3 **CAB**: body that performs conformity assessment activities, excluding accreditation.

5.4 **Accreditation Symbol**: a symbol authorized by NACI for use by an accredited CAB.

6. Procedures

6.1 General

6.1.1 NACI accreditation is granted upon successful completion of an application & assessment in accordance with NACI-P10 and an accreditation decision made in accordance with the NACI-G02.

6.1.2 Maintenance of a granted accreditation during the accreditation period thereof is subject to continued compliance to the NACI procedures & accreditation regulations.

6.1.3 Re-assessment of a granted accreditation after completion of accreditation period is subject to the same rules in this procedure and as granting an accreditation based on NACI-G02 & NACI-P10.

6.1.4 Expansion of an accreditation is subject to the same rules as granting an accreditation based on NACI-P21 & NACI-P10.

6.1.5 Expansion or reduction of accreditation scope is subject to the terms specified in these procedures.

6.1.6 Any deviations from the accreditation regulations in these procedures may result in a decision for reducing the scope, suspension or withdrawal of an accreditation.

6.2 Granting Accreditation

6.2.1 A decision for accreditation is made in accordance with NACI-G02 pursuant to a report on successful completion of an initial assessment. Such decision may be based on an assessment report received from a competent AB (provided the AB has signed the recognition arrangements with IAF/APAC/ILAC) if equivalence to the NACI regulations is determined. The decision team shall ensure that the compliance of the CAB to the applicable standard is ensured & the subsequent NACI monitoring arrangements are maintained based on IAFMD 12.

6.2.2 In case an accreditation cannot be granted, all justification thereof shall be provided by NACI to the applicant CAB.

6.2.3 The NACI accreditation certificate is issued in Farsi & English in accordance with the form NACI-F148 upon signature of the NACI President & the NACI Council Chairman.

6.2.4 The validity of the NACI certificate is normally for a period of 3 years from the date of Accreditation Committee Decision, provided all conditions thereof and continual approval in annual surveillances are effectively maintained.

6.2.5 All NACI issued certificates are duly registered & a copy retained, with the information thereof included in the publicly available directory of the NACI accredited CABs on the internet.

6.2.6 The issued NACI certificate is officially submitted to a representative of the accredited CAB against duly signed receipt of the registrar.

6.2.7 A letter about regulations & information on use of accreditation symbol are submitted to the CAB representative along with the accreditation certificate and also the requirement related to use of NACI symbol in the NACI-W01 that is available in the NACI website addressed www.naci.ir.

6.2.8 Compliance to NACI regulations are normally assessed during the normal surveillance visit, but may be verified by any other means as necessary.

6.2.9 In case of any complaint or feedback about potential deviations from these regulations, the provisions in these procedures shall apply.

6.3 Re-assessment and Surveillance

6.3.1 NACI provisions for renewal of accreditation include successful annual surveillances and re-assessment according to clause 6.2.4 of this procedure upon 3 years period.

6.3.2 An accredited CAB is responsible for submitting an application for renewal of a certificate at least 6 months prior to expiry. An accreditation certificate expires upon its termination of validity, & a new application for accreditation shall be required if not renewed.

6.3.3 Re-assessment for maintaining an accreditation is carried out in accordance with NACI-P10 procedures on application & assessment for accreditation. In case an accreditation is not renewed in time & discontinued, a new application & initial assessment may be needed.

6.4 Expansion to Scope of Accreditation

6.4.1 An NACI-accredited certification body may request for scope expansion of accreditation at any time during the effective term of accreditation by submitting a written request to NACI identifying the discipline and sector(s) to be added.

6.4.2 The length of time to process a request for scope expansion is dependent on submittal of the information requested below, and the scheduling of on-site and witness assessments when deemed necessary to determine competence.

6.4.2.1 If the request for scope expansion is made before six months to the next surveillance or re-assessment, a new assessment may be arranged with the agreement of the CAB. If the request is made within the period of six months to the next surveillance or re-assessment, such requests shall be made officially before two months to the next surveillance or re-assessment.

6.4.2.2 The requests received within two months to the next surveillance or re-assessment shall not be accepted.

6.4.3 The initial assessment for scope expansion shall be arranged as NACI-P10.

6.4.4 All expenses and costs related to scope extension are the responsibility of the certification body as per the NACI fee schedule for management system certification.

6.4.5 All decisions for scope expansion are made in accordance with NACI-G02 based on a recommendation report received from the assessment team.

6.4.6 Scope expansions/reduction related to QMS, EMS, OHSMS, scope are made in accordance with IAF MD17, FSMS with IAFMD16, MDQMS with IAFMD08, EnMS with ISO 50003.

Note: referring to NACI-W04

6.5 Suspending, Withdrawing, or Reducing Scope of Accreditation

6.5.1 An accredited CAB may request voluntary a suspension, withdrawal or reduction to all or any part of the scope of its certificate or in relation to the applicable standard at any time prior to expiry, but in the meantime of assessment the request will not be accepted.

6.5.2 NACI monitors the accredited CABs performance for maintaining of conformity continuity with accreditation requirements as follows:

a) Gained information by assessment team

b) Gathering information by public media or internet

c) Gained information by other CABs

d) Study & analysis of client /customers complaints

6.5.3 NACI may decide a suspension, withdrawal or reduction to all or parts of the scope of an accredited CAB certificate when noncompliance to the regulations or requirements of the applicable standard are reported.

6.5.4 The cases for suspension, withdrawal or reduction to scope include the following order of escalation:

- a) Reduction due to the absence or discontinuation of some parts of the scope
- b) Suspension in case a nonconformity is detected to be addressed with corrective action & verification of its effectiveness within a period of maximum 6 months
- c) Withdrawal when nonconformity cannot be tolerated or was not addressed within an agreed deadline (maximum 6 months)

6.5.5 Upon the received information, applicable to the lead assessor reviews & analysis the issue and submit the report to NACI VP.

6.5.6 If the evidences indicate nonconformity then NACI by submitting a warning letter updates the CAB info and the CAB is required to response within one week to NACI.

6.5.7 If the response is not accepted by NACI, an on- site extraordinary assessment will be conduct.

6.5.8 Lead assessor will contact the CAB for agreement of assessment schedule upon NACI submitting the assessment plan to the CAB.

6.5.9 Assessment report will be submitted to a reviewer and then to the accreditation committee for decision based on NACI- G02.

6.5.10 Accreditation committee will issue final decision according to assessment report and below objective evidences:

- a) Suspension to all or any part of the scope of CAB's certificate or in relation to the applicable standard
- b) Reduction to all or any part of the scope of CAB's certificate or in relation to the applicable standard
- c) Withdrawal to all or any part of the scope of CAB's certificate or in relation to the applicable standard

6.5.11 Under above mentioned conditions the CAB shall:

- a) In case of suspension, resolve the nonconformity within maximum 6 months and submit the corrective actions for NACI verification of effectiveness, otherwise the certificate will be subject to withdrawal. NACI lifting the suspension is subject to effective action by CAB.
- b) In case of reduction, submit the certificate back to NACI for issuance of new certificate.
- c) In case of withdrawal, return the certificate to NACI.

6.5.12 In case of suspension/ withdrawal or reduction/ removal of one of certification, the CABs directory will be update and publicly communicate the change in the NACI website.

6.5.13 NACI is required to inform details of suspension, withdrawal or reduction by an official letter along with any applicable limitation on CAB.

Note: in the case of sufficient evidence, NACI will be decision accordance with the rules and standard requirements,

6.6 Cases leading to suspension of CAB accreditation

6.6.1 When nonconformity is found during surveillance visits or extraordinary assessment,

6.6.2 In case a CAB refuses timely assessment as planned,

- 6.6.3 If the CAB fails to comply with an accreditation rule in use of NACI certificate or symbol,
- 6.6.4 Where a CAB is providing certification to any standard used as a basis for accrediting CABs (e.g. ISO/IEC 17025 or ISO 15189),
- 6.6.5 When the CAB fails to comply to the accredited standard requirements,
- 6.6.6 Non-fulfillment of financial obligations, a 90-day payment notice leading to suspension,
- 6.6.7 Non-compliance of the CAB clients with the relevant standards if not under CAB control,
- 6.6.8 A notice of deviation from the NACI rules for use of certificate & symbol not effectively addressed, or
- 6.6.9 Any complaint from the CAB clients not effectively handled.

6.7 Cases leading to withdrawal of CAB accreditation

- 6.7.1 When a CAB has compromised the NACI reputation or committed a gross negligence,
- 6.7.2 Any evidence of forgery or misconduct, knowingly supplying false information, or knowingly violating a NACI regulation,
- 6.7.3 Non-removal of a suspension within the deadline,
- 6.7.4 Ineffective addressing of a nonconformity subject to suspension within the deadline,
- 6.7.5 When a CAB does not comply with the laws and requirements related to suspension,
- 6.7.6 Non-fulfillment of contractual obligations despite notice thereof or suspension,
- 6.7.7 Incapacity of a CAB based on justified report or a major noncompliance to the standard requirement which cannot be duly addressed by suspension,
- 6.7.8 Any other major deviation from the rules & requirements of NACI concern,
- 6.7.9 Failure to declare a related body such as a consulting partner,
- 6.7.10 Failure to continually produce reliable results in a consistent manner,
- 6.7.11 providing consultancy services with regard to implementing systems while certifying that system as complying with the relevant standard,
- 6.7.12 The accredited CAB not using the IAF MLA Mark together only with their accreditation body symbol in the manner set out in IAF ML 2 and in accordance with form AGREEMENT FOR USE of Mark NACI-F166 which the CAB has been Signed, under the following conditions:
 - a) The permission granted to the accredited CAB to use the said IAF MLA Mark is non-transferable,
 - b) The accredited CAB not using the IAF MLA Mark on any documentation unless the licensed IAF MLA Member's accreditation symbol and the accredited CAB's name or logo are included on the same displayed page and all are of approximately the same size (Note: The documentation can be in any form or type of medium),
 - c) The accredited CAB using the IAF MLA Mark in strict accordance with the instructions, conditions, standards of quality and IAF MLA Mark specifications supplied by the licensed IAF MLA Member or the IAF at any time and from time to time,
 - d) The accredited CAB supplies specimens of its usage of the IAF MLA Mark to the licensed IAF MLA Member or IAF, if requested by the licensed IAF MLA Member or IAF,
 - e) The accredited CAB not allowing its certified organizations to use the IAF MLA Mark,
 - f) The accredited CAB monitoring and taking suitable action to control its use of the IAF MLA Mark and preventing any incorrect references or misleading use by itself or its certified organizations,
 - g) The accredited CAB acknowledges and agrees that it has no proprietary right, title or interest in the IAF MLA Mark,

- h) The accredited CAB agrees to co-operate fully and in good faith with the licensed IAF MLA Member and/or IAF for the purpose of securing or protecting IAF's right in the IAF MLA Mark.
- i) If there is evidence of fraudulent behavior or if the CAB deliberately provides false information, or if it conceals information, NACI shall start the process of withdrawal of accreditation.
- j) In cases of withdrawal owing to fraudulent behavior/false information, the CAB is not allowed to make any further application of accreditation.

6.8 Notifying the CAB about Suspending, Withdrawing, or Reducing Scope of Accreditation

6.8.1 All cases of suspension, withdrawal or reduction in scope of accreditation are approved by the VP in charge upon review of a justification report duly submitted to the NACI President for decision based on NACI-G02 & formal notification of the CAB.

6.8.2 The NACI notification of a suspension, withdrawal or reduction in scope of an accredited CAB is to be submitted in an official letter along with complete justification of the details & restrictions imposed on the CAB pursuant to that notification.

6.9 CAB Obligations in Case of Suspension, Withdrawal, or Reduction to Scope of Accreditation

6.9.1 An accredited CAB is given specified time by NACI for taking appropriate action on a NACI notification about suspension, withdrawal or reduction to scope of its accreditation. Such action may include any of the followings as appropriate:

- Taking necessary correction/ corrective action to the satisfaction of NACI.
- Accepting the suspension, withdrawal or reduction to scope & taking appropriate action in accordance with the provisions of these procedures.
- Appeal in accordance with the NACI-P06 procedures for complaints & appeals to require NACI to take the appropriate action.

6.9.2 The CAB has to duly notify its clients about a case of suspension, withdrawal or scope reduction within 5 days of the NACI notification.

6.9.3 A CAB is not allowed to continue activities subject of a suspension until it is resolved to the satisfaction of NACI. A suspension is always temporary & its duration is normally for a maximum of 6 months unless the NACI President decides otherwise.

6.9.4 The CAB & all its affiliates or related parties shall discontinue all activities related to a suspension or withdrawal of accreditation in relation to third parties, including but not limited to all references on its letterheads or advertising material to accreditation using the related symbol in accordance with NACI-W01.

6.9.5 A CAB may perform regular surveillance or re-certification visits & related activities or perform an initial audit during a suspension within its scope, but no certificate may be issued before the suspension is duly lifted.

6.9.6 As a result of a suspension, a CAB may have to be charged additionally for any special visits required, while the regular periodic visits must take place as planned.

6.9.7 The CAB shall refrain from use of the NACI symbol or issuance of any certificates related to the scope of accreditation during a suspension.

6.9.8 The NACI withdrawal of an accreditation is effective for discontinuation of all activities related thereto by the CAB. Any continuation of CAB activities after the effective date of a withdrawal is subject to a new application for accreditation & NACI acceptance thereof.

6.9.9 A withdrawal of accreditation shall be duly notified by the CAB to all its clients, & NACI shall be officially informed about the CAB actions in this regard.

6.9.10 On Withdrawal a CAB shall indemnify and hold harmless NACI against all responsibilities and losses associated with the transfer of their certified clients.

6.10 Fraudulent behaviour:

When there is evidence of fraudulent behaviour, when conformity assessment body intentionally provides false information or when conformity assessment body conceals information or

When the CAB is found to be involved in any kind of fraudulent activities.

if fraudulent behaviour is confirmed as being under the scope of accredited certification, NACI consider its situation, because of the effect that fraudulent behaviour can have an impact on the reputation of its accredited system. Any fraudulent behaviour that directly contravenes accreditation rules will be a matter of direct concern to accreditation bodies and likely to be dealt with under existing sanctions based on IAFMD07.

6.11 Extending scope

6.11.1 If a client CB requires to extend the Scope of accreditation, the Scope can be extended to any of the following aspects or any combination thereof accreditation of Certification Bodies

- Same field, new groups representing new IAF Codes
- Different field

6.11.2 If the request for addition of scope is made before six months to the next surveillance or re-assessment, a new assessment may be arranged with the agreement of the CB. If the request is made within the period of six months to the next surveillance or re-assessment, such requests shall be made officially before two months to the next surveillance or re-assessment. The requests received within one month to the next surveillance or re-assessment shall not be accepted.

6.11.3 For scope extensions the client shall submit an application and necessary documents to NACI.

6.11.4 For an extension in new fields a document and record review shall be conducted. in the existing activity area, no need document review.

6.11.5 In both cases, unless the existing fields of a CB demand separate case files for different entities/fields/levels depending on the severity and complexity of work or the CAB demands a separate certificate for the new field/area/entity/level, the same case file may be maintained with the case file numbers identified, as required.

6.11.6 The initial assessment for scope extension shall be arranged as in NACI-F138. This assessment may be arranged with the surveillance assessment, re-assessment, as time permits and client

demands.

- 6.11.7 All expenses and costs related to scope extension are the responsibility of the certification body as per the NACI fee schedule for management system certification.
- 6.11.8 All decisions for scope expansion are made in accordance with NACI-G02 based on a recommendation report received from the assessment team.
- 6.11.9 NACI takes into account extensions granted when reviewing the assessment programme and planning the subsequent assessment.

7. Related Documents

- 7.1 Document control procedures **NACI-P01**
- 7.2 Records control procedures **NACI-P02**
- 7.3 Instructions on use of certificate & symbol **NACI-W01**
- 7.4 Complaints & appeals procedures **NACI-P06**
- 7.5 Accreditation decision guidelines **NACI-G02**
- 7.6 Accreditation application & assessment procedures **NACI-P10**

8. Forms & Records

- 8.1 Accreditation certificate form **NACI-F148**
- 8.2 Notification form **NACI-F149**
- 8.3 Document Distribution form **NACI-F104**
- 8.4 All records related to these procedures are maintained on form **NACI-F105**

9. Recipients

As per distribution list form **NACI-F104**

10. Annexes

No Annex

11. Withdrawn Documents

Previous NACI-P11 revised

Document Control Page

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