

## INAB Policy on annual reporting and Cross-frontier accreditation

---

PS7

### 1) Purpose

- 1.1) This document sets out the Irish National Accreditation Board's (INAB) policy on cross frontier accreditation and on annual reporting requirements for accredited conformity assessment bodies (CABs), taking into account all international policy and legislation.
- 1.2) This policy shall be read in conjunction with INSB Policy PS19 - *Policy on Accreditation and Assessment of Multi-Site CABs*.

### 2) References<sup>1</sup>

- 2.1) EA cross Frontier Policy EA-2/13 (current version) and associated supplement(s) available from [www.european-accreditation.org](http://www.european-accreditation.org)
- 2.2) ILAC Cross Frontier Policy ILAC GD21 (current version) available from [www.ilac.org](http://www.ilac.org)
- 2.3) ISO 17011 *Conformity Assessment - General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies*.
- 2.4) Regulation 765/2008 *Setting out the Requirements for Accreditation and Market Surveillance for the Marketing of Products and Repealing regulation (EEC) No. 339/93* available from [www.inab.ie](http://www.inab.ie).
- 2.5) IAF MD2 *Transfer of Accredited Certification of Management Systems* available from [www.iaf.nu](http://www.iaf.nu)
- 2.6) IAF MD12 *Assessment of Certification Activities for Cross Frontier Accreditation* available from [www.iaf.nu](http://www.iaf.nu)
- 2.7) IAF MD15 *IAF Mandatory Document For The Collection Of Data To Provide Indicators of Management System Certification Bodies' Performance*

---

<sup>1</sup> EA European Co-operation for Accreditation  
IAF International Accreditation Forum  
ILAC International Laboratory Accreditation Co-operation

### 3) Cross Frontier Policy

- 3.1) In accordance with the EU regulation 765/2008 (Article 6), it is INAB's policy not to compete with other national accreditation bodies (NABs).
- 3.2) It is INAB's policy to offer accreditation only to those CABs that are legally established in Ireland.
- 3.3) INAB applicant and accredited CABs may establish branch offices or critical locations where conformity activities are performed
- 3.4) In addition, INAB accredited CABs may wish to issue reports or certificates under INAB accreditation to countries outside Ireland including:
  - ▶ Countries into which accredited certificates/reports are issued directly from the CAB's head or any other office and;
  - ▶ Countries in which the CAB operates from premises from which one or more key activities are performed, whatever the legal relationship of such offices with the parent CAB.
- 3.5) In implementing this policy and undertaking the on site assessment of critical locations and branch offices, INAB shall follow the applicable international guidance (EA-2/13, IAF MD12 and ILAC-G21) and complete such work by subcontracting the assessment to the local accreditation body where this is possible.
- 3.6) In the exceptional case where the CAB objects to the local accreditation body being involved in its assessment, INAB will consider providing the service of accreditation under the following conditions:
  - 3.6.1) That the CAB provides INAB with a documented and justifiable reason for objecting to INAB using the services of the local accreditation body;
  - 3.6.2) An INAB Accreditation officer will be present at the initial assessment and at any other assessment considered appropriate.
  - 3.6.3) That INAB can reasonably source and provide the resources and competencies required to undertake the assessment of the CAB's activities abroad including but not limited to competence to assess the legal requirements relevant to the activities of the CAB, interpreters etc;
  - 3.6.4) That the CAB commits to and delivers on the timeframes and other administrative arrangements that have been reasonably set by INAB to assess the CAB's activities abroad and;
  - 3.6.5) That INAB accreditation is allowed by the applicable statutory and regulatory requirements.

#### 4) Annual Reporting Policy for Certification Bodies for Issued Certificates

- 4.1) All INAB accredited Certification & Verification Bodies (CB/VB) shall submit information by the 31<sup>st</sup> December each year, reporting all INAB accredited activity (Form **PS7F1** available on [www.inab.ie](http://www.inab.ie) refers) by location and audit team, for the previous year.
- 4.2) An applicant CB/VB must submit this report to INAB with their initial application for accreditation.
- 4.3) In any case where the conditions as detailed in the previous clauses do not apply to a CB/VB, the CB/VB is not required to issue a report as detailed in 4.1 but must confirm in writing to INAB, by the 31<sup>st</sup> December each year, for the previous year, that these conditions do not apply.
- 4.4) For management systems certification bodies, the CB is also required to report on the number of client certificates transferred from another CB for the previous year.
- 4.5) The CB/VB shall have a procedure documenting its arrangements for managing all activities that are performed from a foreign fixed office location or by remote personnel. This procedure shall be submitted with the annual report.

#### 5) Contact

For further information please contact an accreditation officer at **The Irish National Accreditation Board**.