

## INAB Policy on Annual Reporting by Certification Bodies for Risk-Based Assessment Planning

PS7

### 1) Purpose

- 1.1) This document sets out the Irish National Accreditation Board's (INAB) policy the annual reporting requirements for accredited conformity assessment bodies (CABs), taking into account all international policy and legislation.
- 1.2) It is mandatory that all accredited CBs shall completed in full and submit by 10<sup>th</sup> January each year for the preceding year, the information required in form PS7F1 (available from Documents & Forms section of the INAB website).
- 1.3) INAB shall use the information gathered on form PS7F1 for planning purposes and INAB assessment activities (including those outside Ireland) will be discussed and agreed at annual CB meetings. This information shall be used in conjunction with scope planning documents and shared with assessment teams.
- 1.4) This policy applies to:
  - 1.4.1) Certification Bodies accredited to ISO 17021-1
  - 1.4.2) Certification Bodies accredited to ISO 17065
  - 1.4.3) Certification Bodies accredited to ISO 17024
  - 1.4.4) Verification Bodies accredited to ISO 14065

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

- 2.1) ISO 17011 *Conformity Assessment – Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies*.
- 2.2) 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).
- 2.3) IAF MD2 *Transfer of Accredited Certification of Management Systems* available from [www.iaf.nu](http://www.iaf.nu)
- 2.4) IAF MD15 *IAF Mandatory Document For The Collection Of Data To Provide Indicators of Management System Certification Bodies' Performance*

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

### 3) Annual Reporting Policy

- 3.1) All INAB CABs specified in 1.4 shall submit information by the 10<sup>th</sup> January each year, the information required in Form **PS7F1** available on [www.inab.ie](http://www.inab.ie).
- 3.2) At the start of December each year, INAB shall create an event in CRM for the purposes of collecting this data.
- 3.3) It is INAB policy to apply the information requested in IAF MD15 to all accredited certification and verification bodies
- 3.4) For instructions on how to report the total number of valid certificates, please refer to Annex 1 of IAF MD15.

### 4) Contact

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