

## INAB policy on annual reporting by certification, inspection and validation/ verification bodies for risk-based assessment planning

PS7

### 1) Purpose

- 1.1) This document sets out INAB's policy on annual reporting requirements for accredited certification bodies (CBs), inspection bodies (IBs) and validation/verification bodies (VBs), considering all international policy and legislation.
- 1.2) It is mandatory that all accredited CBs/IBs/VBs shall complete in full and submit by 10<sup>th</sup> January each year for the preceding year, the information required in form PS7F1 (available from the [INAB Documents](#) 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 with CBs/IBs/VBs. This information shall be used in conjunction with scope planning documents and will be shared with assessment teams.
- 1.4) This policy applies to:
  - 1.4.1) Certification bodies accredited to ISO 17021-1, ISO 17065 or ISO 17024
  - 1.4.2) Validation/verification bodies accredited to ISO 14065 or ISO 17029.
  - 1.4.3) Inspection bodies accredited to ISO 17020

### 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 the [Europa](#) website
- 2.3) IAF MD2, *Transfer of Accredited Certification of Management Systems*, available from [www.iaf.nu](http://www.iaf.nu)
- 2.4) IAF MD15, *Collection of Data to Provide Indicators of Management System Certification Bodies' Performance*, available from [www.iaf.nu](http://www.iaf.nu)

### 3) Annual Reporting Policy

- 3.1) All INAB CABs specified in 1.4 shall submit information by the 10<sup>th</sup> of January each year, the information required in Form **PS7F1** available on [www.inab.ie](http://www.inab.ie).
- 3.2) Although IAF MD 15 applies only to management system certification bodies, it is INAB policy to apply the information requested in IAF MD15 (as applicable) to all accredited CBs, IBs and VBs to consistently meet requirements of ISO 17011 clauses 7.9.2 and 7.9.3.
- 3.3) 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 your assessment manager at the Irish National Accreditation Board.

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