



NIGERIA NATIONAL ACCREDITATION SYSTEM

MP 12 – Establishing, Extending & Discontinuing Accreditation Schemes Issue 02

MP 12-03

ESTABLISHING, EXTENDING & DISCONTINUING ACCREDITATION SCHEMES

Prepared by:	Okechukwu Ejiofor, Quality Manager
Reviewed by:	Lawrena Okoro, Director of Accreditation
Approved by:	Celestine Okanya, CEO
Date of Approval	01/04/2023
Date of Implementation	01/04/2023



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1.0 Purpose/Scope

This document details the process to be followed in establishing a new accreditation scheme or extending and discontinuing existing accreditation schemes. This document also aims to outline the NiNAS policy in determining the suitability of conformity assessment schemes and standards for accreditation purposes. The scope of this procedure covers all NiNAS accreditation schemes.

2.0 Definitions/References

ISO/IEC 17011, Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies.

NiNAS Quality Manual

3.0 Procedure

It is the policy of NiNAS to work collaboratively with stakeholders to develop or adopt new accreditation schemes where these assist and add value to the economy of Nigeria. From time to time due to reasons such as changing national priorities, customer (or other interested parties) demand, the rise of new uses for accreditation globally, Management may decide to enter into new fields of activity. To do so, Management must ensure that competencies, internal documentation, external documentation, references and appropriate authorizations in the case of sector schemes, are in place prior to accepting applications for accreditation in that new area.

A new area of accreditation will be assigned to the Director of Accreditation who shall be responsible for managing the process for the establishment of a new accreditation scheme

3.1 Requests for New Accreditation Scheme or Extension of Scope

A request for establishing a new accreditation scheme or extension of scope of an existing scheme may be initiated by NiNAS or any of its relevant stakeholders such as:

- Government
- Regulatory agencies



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- Committee members
- Industry

A proposal for the establishment of a new accreditation scheme shall be forwarded to NiNAS by the initiating stakeholder. Upon receipt of such a proposal, the DG/CEO shall forward it to the Director of Accreditation for review and initiate the process for the establishment of such a scheme. The Director of Accreditation shall be responsible for the management of the establishment of the accreditation scheme.

Prior to the extension of an accreditation scheme, or the launching of a new one, an evaluation plan of the feasibility to do so is conducted.

The plan for addressing the gaps shall be prepared by the Director of Accreditation and shall include:

- The views of interested parties;
- How to obtain the required staff and assessor competencies, and whether external contracted individuals may be used;
- Training programme needs for assessors and staff and where to source appropriate trainers;
- The obtaining of any new standards, guides, and other requirements;
- An assessment of the gaps in system documentation and the development of documentation to address the gaps;
- Whether entering this new area will require any changes at the NiNAS Committee level;
- Contacts with sector scheme if appropriate and impacts of Scheme on NiNAS plans and strategies;
- How to address any new risks to organisational impartiality;
- Time and financial budgets for the extension;

The results of the evaluation plan are articulated in a programme initiative that is sent to the DG/CEO for consideration and endorsement. Programme initiatives that have been identified and considered viable by the DG/CEO is summarized in a programme proposal. The programme proposal shall be reviewed by the DG/CEO and Director of Accreditation to ensure that subsequent to the analysis it remains feasible and the Board of Directors shall be informed.



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3.2 Signing of Memorandum of Understanding (MOU)

There may be situations where NiNAS will enter into a memorandum of understanding (MOU) with a stakeholder that initiates the establishment of discontinuation of a scheme.

3.2.1 After the approval of the programme proposal, NiNAS and the relevant regulatory agency or government may enter into an MOU clearly outlining in detail the process for the implementation of the scheme, and the role and responsibility of each of the parties.

3.2.2 An MOU may not be necessary if the applicable regulations are clear regarding the roles of each party.

3.3 Discontinuing an Accreditation Scheme

It is the policy of NiNAS to consult stakeholders, especially conformity assessment bodies when it plans to discontinue with a particular accreditation scheme. In this regard, NiNAS will identify the relevant interested parties and through the Director of Accreditation initiate the necessary communications.

The Director of Accreditation will then develop a plan for the discontinuation of the identified accreditation scheme. The plan will contain the reason and justification for the discontinuation and must take into consideration the following:

- Views of interested parties;
- Contractual duties;
- Transition arrangements;
- External communication regarding the discontinuation;
- Information published by the accreditation body.

The views of interested parties are collected through a survey once the need and justification for the discontinuation have been identified. A transition plan is developed which includes a training course for the CABs and the assessors and will be structured to ensure that all the CABs transition before the end of the specified transition period.



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The plan shall be reviewed by the senior management of NiNAS to ensure that it is adequate for the intended purpose and the Board of Directors shall be informed accordingly.

4.0 Forms

No forms relating to this procedure are in use at the moment.

Table: 12-1 Forms in use with Procedure 12	
Form Number	Title
	None at this time

5.0 Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
01/04/2023	Quality Manager	All	Updated to add the process for the establishment of a new accreditation scheme



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