



PL 007 - 02

## NiNAS POLICY ON TRANSFER OF ACCREDITATION

<b>Prepared by:</b>	Okechukwu Ejiofor, Quality Manager
<b>Reviewed by:</b>	Lawrena Okoro, Director of Accreditation
<b>Approved by:</b>	Celestine Okanya, DG/CEO
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### 1. Purpose/Scope

This policy applies to all conformity assessment bodies accredited fully or in part by accreditation bodies that are signatories to ILAC (MRA) and/or IAF (MLA) that request to have the accreditation issued or transferred to NiNAS.

### 2. References/Definitions

ISO/IEC 17011:2017 *Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies*

QM 1.0 NiNAS Quality Manual

#### 3.0. General

**3.1** Any conformity assessment body (CAB) currently accredited in the respective conformity assessment activity by accreditation bodies that are signatories to the ILAC and/or IAF Arrangements can be recommended for NiNAS accreditation, provided that the conditions described below are fulfilled.

**3.2** In order for NiNAS to accept an application from a CAB accredited by a signatory to the ILAC (MRA) or IAF (MLA), NiNAS must receive the following additional information along with the application for accreditation:

- a) The most recent full on-site assessment report and surveillance assessment report (where applicable);
- b) A complete response to the corrective actions arising from the most recent assessment by an MRA/MLA signatory accreditation body; and
- c) A copy of the current and valid Scope of Accreditation from the CAB's current accreditation body;
- d) Evidence of satisfactory Proficiency Testing participation;
- e) Internal audit records and management review minutes;
- f) Documented policies and procedures to demonstrate conformance to the applicable ISO/IEC standard ; and
- g) Any other information required during the review of the application.

**3.3** Once NiNAS receives the application and the required information, the decision to accept the MRA or MLA signatory accreditation in lieu of an assessment will be made



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on a case-by-case basis. Depending on the number and nature of non-conformities cited in the previous assessment report(s), NiNAS reserves the right to request further corrective action responses for any or all of the non-conformities. For calibration laboratories, measurement uncertainty budgets to support the Calibration and Measurement Capability (CMC) on the scope of accreditation may also be requested.

**3.4** If the application is accepted, NiNAS will prepare and send an invoice to the applicant for the applicable costs associated with the transfer of the accreditation. If accreditation is eventually transferred, the accreditation expiration date will be set at a maximum of 24 months from the date of the most recent on-site technical assessment performed by the current accreditation body. The CAB will then be placed on the schedule for the 2-year NiNAS accreditation cycle.

**3.5** However, if the CAB is due for reassessment in the same calendar year that it is applying to NiNAS for transfer of accreditation, a full reassessment will be carried out by NiNAS and the associated fee schedule shall apply.

**3.6** If the CAB's next reassessment is not due until the calendar year following the year of application to NiNAS, the CAB must undergo a verification visit whereby a representative sample of the quality management system and the accredited scope are assessed. Full reassessment or larger sampling of the scope will be carried out by NiNAS for reasons such as:

- a) Review of the internal audit records indicate that methods may not have been subject to an internal audit in a systematic fashion;
- b) Review of the most recent assessment/reassessment report and corrective action indicates that there are concerns affecting competence regarding specific quality system requirements such as traceability, method validation, quality control or uncertainty; or
- c) During the on-site visit, the assessor(s) identify non-conformances to the laboratory's quality system or standard that warrant further investigation (e.g., determining if the non-conformances are systemic).

**3.7** In the event that the transfer of accreditation is not fully accepted, NiNAS may choose to perform a full, on-site assessment, or a partial on-site assessment (including full examination of the management systems and a technical assessment of a portion of the scope of accreditation).



**3.8** Where a full reassessment is not required, the quality management system and a representative sample of the requested scope of accreditation are assessed. The tests assessed have to be representative of the whole range of tests performed in the laboratory. The sampling size of the tests may be increased as a result of the assessors' findings during the on-site visit. Responses to any findings must be completed and submitted to NiNAS within thirty (30) days.

### 4.0 Forms

Table: 7-1 Forms in use with Policy 7	
Form Number	Title
F 07-01	Application for Transfer of Accreditation
F 072A	NiNAS Application Form for Accreditation
F 775	Applied Scope of Accreditation



### 5.0 Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
N/A	N/A	N/A	Current version
01/04/2023	Quality Manager	Page 3	<ul style="list-style-type: none"><li>i. Introduction of “the applicable standard” and removal of “17025”.</li><li>ii. Modification of the header and footer</li></ul>