



MP 14 - 02

CROSS FRONTIER ACCREDITATION PROCEDURE

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1. Purpose This document defines the circumstances, policies and procedures for accreditation services provided by NiNAS outside Nigeria and the ECOWAS sub-region respectively. It applies to NiNAS accreditation schemes in testing, calibration, inspection and certification.

2. Scope

This procedure applies to all accreditation schemes and countries where NiNAS may receive requests for accreditation.

3. Definitions

Definitions related to this procedure are given in A01-01 Definitions and Abbreviations Used in NiNAS Documentation.

4. Reference Documents

- ILAC G21 Cross Frontier Accreditation - Principles for Cooperation
- QM 01 NiNAS Quality Manual
- ISO/IEC 17011 *Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies*

5. General

The Director of Accreditation is responsible for handling applications received from within and outside the ECOWAS economic zone. NiNAS policy for handling applications for accreditation from outside the ECOWAS region is in line with the rules stated in ILAC G21:09 *Cross Frontier Accreditation - Principles for Cooperation*.

Both the International Laboratory Accreditation Cooperation (ILAC) and the International Accreditation Forum (IAF) encourage accreditation bodies to develop a policy to meet the demand for accreditation from a broader market that may arise in exceptional cases. Both IAF and ILAC advise conformity assessment bodies to seek accreditation from the local accreditation body. However, there may be reasons why a CAB may seek accreditation from a foreign AB.



5.1 Application for Accreditation from a Foreign Conformity Assessment Body

A conformity assessment body (CAB) may apply for accreditation from a body outside its country (economy) for the following reasons:

- a) There is no national or domestic accreditation body
- b) The domestic accreditation body does not offer accreditation for the required scope.
- c) The domestic accreditation body is not a signatory to ILAC MRA or IAF MLA.
- d) The CAB's clients require accreditation by specific accreditation body, and will not be persuaded to accept the domestic equivalent.
- e) The CAB is part of a group who wants all their CABs to be accredited by one AB.
- f) CAB's preferences are based on commercial or other business reasons.
- g) Regulatory requirements within the country require accreditation by a specific AB.

5.2 Acceptance and Review of Application from a Foreign CAB

When one or more accreditation bodies that are members of ILAC Arrangement (or IAF MLA) for the requested scope of accreditation exist in the country (economy) of the applicant, and the applicant still elects to apply for accreditation from NiNAS, then NiNAS will take the following steps before accepting the application:

- a) Enquire if the applicant is aware of the existence of the domestic accreditation body.
- b) Suggest that accreditation provided by a domestic accreditation body would better take account of local factors and conditions, where relevant.
- c) Point out the equivalence of the domestic accreditation body's accreditations as demonstrated through the various Arrangements (ILAC MRA and IAF MLA).
- d) Point out that, according to the principles stated in part 3 of ILAC G21, and even the application is accepted, the local accreditation body may be involved in the accreditation process.
- e) Determine if it has the necessary resources to carry out the assessment.

NiNAS will proceed with the application only if the applicant persists in requiring accreditation by NiNAS.



5.3 Cooperation with the Domestic Accreditation Body

5.3.1 NiNAS shall seek acceptance from the applicant before consulting with the domestic accreditation body.

5.3.2 When NiNAS decides to provide accreditation services outside the ECOWAS region, it will ensure that appropriate assessors are used, taking into account factors such as language, local laws and regulations, culture, etc., as well as technical competence requirements. NiNAS will also consult the domestic AB and take into consideration any relevant accreditation requirements that the domestic AB has set in place to suit local conditions.

5.3.3 NiNAS will cooperate to the greatest extent practicable with the domestic accreditation body by using its personnel, as appropriate, on the assessment team. If it is not possible to include assessors from the domestic AB in the assessment team, cooperation with the domestic AB should be extended to invite the domestic AB to observe the assessment, subject to acceptance by the applicant.

5.3.4 Once the domestic AB obtains ILAC MRA or IAF MLA status, NiNAS will again advise the CAB to transfer its accreditation to the domestic AB.

5.3.5 Where applicable, NiNAS will take into consideration the results of previous assessments done by the domestic AB in developing an assessment programme for such a CAB.

5.3.6 The principles stated in ILAC G21 shall also apply for reassessment and surveillance activities performed by NiNAS.

5.4 Planning for Cross Frontier Accreditation

When NiNAS is required to provide the assessment team, or part thereof, for a cross frontier assessment, NiNAS shall review if it has the ability and resources to carry out the assessment.

5.4.1 Where NiNAS has been requested to conduct assessments on behalf of another AB, NiNAS shall request for the annual assessment plan for the specific facility.

5.4.2 In the case of a joint assessment, it shall be decided in advance which AB will be responsible for the pre- and post-assessment processes, including the financial arrangements.



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5.4.3 The AB responsible for the accreditation of the facility will be responsible for the decision. On no account should the decision making be contracted out.

5.5 Fees

5.5.1 Fees, (including those required to pay foreign based assessors) to be charged will be determined on a case-by-case basis, and in accordance with the NiNAS' fee structure and relevant policies.

5.5.2 The fees will be agreed in advance between the parties involved.

5.5.3 Accommodation, transport (air ticket and local transport) and catering will be covered by the CAB.

5.6 Control of Accredited Certification Bodies

5.6.1 NiNAS shall maintain a record of a list of all countries in which certification body (CB) accredited by NiNAS issues certificates. This will include:

- a) countries into which certificates are directly issued by the CB's head office or other offices.
- b) countries in which the CB operates from domestic offices, whatever the legal relationship of such offices with the parent CB.

5.6.2 The purpose of this list is to allow NiNAS to plan for the assessment programme for each of the accredited CBs with up-to-date information on the geographical spread of the CBs.

5.6.3 The scope of the CAB accredited by NiNAS will be uploaded on the NiNAS' website.

6.0 Forms

Applicable forms are those used in the accreditation schemes. .



7.0 Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
30/06/2020	Quality Manager	All	To reflect changes in ISO/IEC 17011 standard
15/05/2024	Quality Manager	All	Updated to conform to the NiNAS document format

