



### MP 16 - 02

## EXTENSION OF SCOPE

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<b>Date of Approval</b>	15/05/2024
<b>Date of Implementation</b>	15/05/2024



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### 1. Purpose

The purpose of this procedure is to outline the details for the extension of scope of accreditation granted to conformity assessment bodies (CABs) by NiNAS..

### 2. Scope

The procedure applies to all types of conformity assessment bodies.

### 3. Definitions

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

### 4. Reference Documents

- ISO/IEC 17011:2017 *Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies*
- QM 1.0 NiNAS Quality Manual
- NiNAS Quality Policy Statement

### 5. General

5.1 NiNAS shall accept application from accredited conformity assessment bodies (CABs) for extension of the scope of their accredited activities. NiNAS shall define the appropriate assessment technique(s) to apply based on the risk associated with the activities or locations to be covered in the scope extension.

5.2 An accredited organisation wishing to extend or change the scope of its accreditation shall complete and send to NiNAS an appropriate application for extension of scope. The provisions in the appropriate sections of NiNAS Procedure 6 shall apply.

5.3 As a matter of policy, NiNAS will carry out the assessment of the extension or change to scope of accredited activity within the context of next scheduled assessment or re-assessment).



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5.4 Normally, an accredited CAB may apply to NiNAS for any extension, such as for:

- a) extending an activity within an existing technical field,
- b) adding a new technical field,
- c) extending the activity to new sites.

5.5 Minor changes of scope of accreditation (e.g. improvement of measurement uncertainty, expansion of measuring range, minor changes in conformity assessment procedures) can be assessed by the assessment team during a scheduled assessment, even if they have not been pre-announced, when they find that this can be done without having an essential impact on the schedule and contents of the assessment, and that they have the necessary competence

5.6 The accredited CAB may make an application for extension at any time. However, when the accredited CAB wishes NiNAS to consider an application for extension in the course of next scheduled assessment or re-assessment, NiNAS should normally receive the application on time, which usually means:

- a) at least 3 months before the scheduled assessment or re-assessment in the case of extension of activity inside an existing technical field, provided that no additional technical assessors need to participate;
- b) at least 6 months before the scheduled assessment or re-assessment in the case of extension outside the technical field of the accredited activity or when a major extension is involved.

5.7 NiNAS will carry out assessment for extension in the same way as a scheduled assessment or re-assessment. NiNAS may carry out assessment for extension:

- a) in the course of a scheduled assessment or re-assessment, provided that the accredited CAB has sent the application for extension in due time;
- b) by an extraordinary surveillance assessment visit, when the accredited CAB has not sent the application for extension in due time; and where the application process is the same as for initial assessment;
- c) by an extraordinary surveillance assessment visit outside the normal schedule, when the accredited CAB sends in an application for extension which NiNAS finds to be urgent (e.g. modifications of normative documents with short transitional period, so that extension according to regular procedure would not allow further performance of the accredited activity); and in individual cases also an extension which the accredited CAB finds to be urgent, but once in the assessment period, i.e. once between two reassessments, at the most;



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- d) by reviewing the documentation needed for the assessment of extension in special cases involving a minor change or complementation of the accredited activity.

5.8 When a minor change or amendment of the accredited activity is involved, the extension can in special circumstances, be assessed through the examination of CAB's documentation only. However, NiNAS will carry out the assessment according to the procedures applicable to surveillance assessments and reassessments.

5.9 Addressing of nonconformities found during assessment and deciding on whether to extend the scope of accreditation shall proceed in the same way as in surveillance assessment or re-assessment, and as a rule, simultaneous to surveillance assessment or re-assessment.

NiNAS will address the nonconformities found, and decide on the extension of the scope of accreditation:

- a) in the cases stated under sections 5.7 (a, b and c) above, following the same procedure as in scheduled assessments, and in the first case, at the same time as deciding on maintenance of accreditation after surveillance or reassessment;
- b) in the case stated under section 5.7 d above, following a special assessment, as specified in NiNAS Procedure MP 06.

5.10 When NiNAS decides to extend the scope of accreditation, it will issue a new Annex to the existing Accreditation Certificate.

5.11 Surveillance (where applicable) assessment of the extended scope of accreditation will be performed together with the surveillance assessment of the scope of accreditation held by the client before the extension. This same condition applies to a re-assessment of an extended scope of accredited activity.



### 6.0 Forms

Table: 16-1 Forms in use with Procedure 16	
Form Number	Title



### 7.0 Document History

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