



MP 12-03

EXTENDING & DISCONTINUING ACCREDITATION ACTIVITIES

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Table of Contents

| | |
|--|---|
| 1. Purpose | 3 |
| 2. Scope | 3 |
| 3. Definitions | 3 |
| 4. Reference Documents | |
| 5. General | |
| 5.1 Extending Accreditation Schemes | 3 |
| 5.2 Discontinuing and Accreditation Scheme | 4 |
| 6. Forms | 4 |
| 7. Document History | 5 |



1. Purpose

This document details NiNAS policy and procedure on establishing and discontinuing accreditation schemes. This document also aims to outline the NiNAS policy in determining the suitability of conformity assessment schemes and standards for accreditation purposes.

2.0 Scope

This procedure applies to all accreditation schemes administered by NiNAS.

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.
- NiNAS Quality Manual

5. General

It is the policy of NiNAS to work collaboratively with stakeholders to develop or adopt new accreditation programmes or 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. Staff will complete and document the following:

5.1 Extending Accreditation Schemes

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. The plan shall include:



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- 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 senior management to ensure that subsequent to the analysis it remains feasible and the Board of Directors shall be informed.

5.2 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 and/or CEO initiate the necessary communications.

The Director of Accreditation and/or the CEO 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

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.

6. 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 |
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7. Document History

| Modification No/Date | Proposed by | Page No. | Summary of Modification |
|----------------------|-----------------|----------|--|
| 30/06/2020 | Quality Manager | All | Updated to reflect the changes in ISO/IEC 17011:2017 |
| 14/05/2024 | Quality Manager | All | Updated to align with the NiNAS standard template for procedures |
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