



## Transfer of Accreditation

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PL 007 - 02

### NiNAS POLICY ON TRANSFER OF ACCREDITATION

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### 1. Purpose

This policy describes the requirements and process by which the Nigeria National Accreditation System, NiNAS accepts a request for the transfer of accreditation by a conformity assessment body (CAB) that is already accredited by signatories to the ILAC (MRA) and/or IAF (MLA).

### 2. 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 transferred to NiNAS.

#### **Transfer of Accreditation:**

This policy is applicable when a CAB requests for the transfer of accreditation from its accrediting body to NiNAS for the same scope.

#### **Consideration of CAB Accreditation with Other ABs:**

This policy shall apply when an applicant requests for accreditation to NiNAS and also holds another accreditation for the same or part of the scope with another AB that is a signatory to the ILAC/IAF. In this regard, NiNAS will determine the need for assessment, varied duration of the assessment, coverage of the scope of activities.

In the event that the CAB is accredited by an AB which is not a signatory to the ILAC(MRA)/IAF(MLA), the normal regular accreditation process shall apply as for a new applicant taking into consideration the information provided by the CAB about its existing accreditation as an input to the accreditation process.

And in a case where part of the scope requested is not accredited, the regular provisions for accreditation for that scope shall apply.

### 3.0 Definitions

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



in NiNAS Documentation

#### 4. Reference Documents

- i. ISO/IEC 17011:2017 (Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies;
- ii. QM 1.0 NiNAS Quality Manual

#### 5.0. General

5.1 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:

- Accreditation of the CAB is covered by the MRA/MLA of ILAC/IAF,
- Accreditation certificate and scope are authenticated,
- Accreditation is valid, or otherwise the following shall apply:
  - If the accreditation is suspended, NiNAS may consider that accreditation once the reason for suspension is addressed (prior information on reasons for suspension shall be provided by the AB or the applicant CAB.
  - In cases where the accreditation of a CAB is expired or withdrawn within the last 6 months, NiNAS may consider that accreditation provided that the reasons for expiry or withdrawal are made available by the CAB and/or AB.
  - If available, the previous assessment report.
  - Accreditation history (accredited since, type of previous assessment conducted, accreditation cycle).

If the criteria listed above are not met, then NiNAS will follow the regular process for assessment and accreditation decision as outlined in MP 06.

5.2 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 all the relevant documents specified in the NiNAS Application for Accreditation, F 072A. The following additional information along with the application for accreditation may be requested by NiNAS:



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- 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 or External Quality Assurance (EQA) participation (where relevant);
  - e) Internal audit records and management review minutes;
  - f) Documented policies and procedures to demonstrate conformance to relevant international standards; and
  - g) Any other information required during the review of the application.

5.3 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 on a case-by-case basis. The DG/CEO will appoint one or more persons to review the information and documents submitted by the applicant. The review can be carried out by an external assessor(s) or by a NiNAS personnel who are also qualified assessors in the related accreditation scheme. NiNAS shall as much as possible verify the information provided on the application. Verification of information can involve the review of the current accreditation body's website to confirm the validity and authenticity of the claimed accreditation. NiNAS may also contact the current AB for the confirmation of information on the applicant CAB's accreditation status.

5.4 Review of the submitted information and documents shall result in the following outcomes:

- a). Confirmation if the application provides enough confidence in the CAB's competence, if more information is needed or accreditation is not to be granted.
- b). Confirmation that all NiNAS accreditation criteria and requirements are met.
- c). Confirmation if the CAB has any outstanding non-conformities from the recent/previous assessment of the current AB. In this regard, those NCs shall be closed out before proceeding to the granting of accreditation.
- d). Determine the need to conduct an assessment, and if yes, the extent, duration, and activities to be covered.

5.5 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.

5.6 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 4-year NiNAS accreditation cycle.

5.7 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.

5.8 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 CAB's quality system or standard that warrant further investigation (e.g., determining if the non-conformances are systemic).

5.9 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).

5.10 Where a full reassessment is not required, the quality management system and a representative sample of the requested scope of accreditation are assessed. For example, the tests (for a testing laboratory) 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.



5.11 NiNAS shall apply its procedure, MP 06 on accreditation decision making process.



### 6.0 Forms

Table: 7-1 Forms in use with Policy 7	
Form Number	Title
F 072A	NiNAS Application Form for Accreditation



### 7.0 Document History

Modification No/Date	Proposed by	Page No.	Summary of Modification
N/A	N/A	N/A	Current version
20/02/2026	Quality Manager	All	Updated to reflect the MRA status of NiNAS