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1. INTRODUCTION

This guidance document sets out the rules and standards to be followed for the accreditation of product certification bodies.

A product certification body that applies for accreditation shall submit information on its operations and personnel employed by it as well as its organizational chart to NBE.

To ensure that a Product Certification Body is objective, it is required to assess the structure established by it, assess its competence, review its product certification scheme and applicable normative documents, assess the management system of its head office (including other locations, if any), assess the testing operations when applicable as well as witness assessment.

The purpose of assessment is to verify whether the product certification body has a system that complies with the requirements of ISO/IEC 17065 and applicable guidance documents.

The information provided by the certification body to the assessors and case officers of NBE shall be strictly kept confidential and shall not be disclosed to third parties before, during and after the assessment.

The accreditation process of a product certification body is carried out in accordance with the requirements of this document and PR-7-01 Procedure for the Accreditation of Conformity Assessment Bodies. The general rules set out in the "PR-7-01 Procedure for the Accreditation of Conformity Assessment Bodies" shall be followed. This Guideline sets out the requirements to be met in addition to the Procedure No. PR-7-01.

Additionally, the requirements set out in the applicable NBE guidelines/documents relating to accreditation for approval or to the applied sector/product group and in the applicable IAF, ILAC documents shall also be satisfied in addition to this Guideline.

2. TERMS AND DESCRIPTIONS

Product Certification: A system of rules by which compliance of a product, service or process with specific requirements is guaranteed by a third party in writing.

Standard: A document(s) that sets out the rules, guidance information or characteristics for the operations or their consequences approved by a body designated and recognized by agreement, and is aimed to achieve the optimum level of order in a particular context.

Product certification scheme: A product certification system for specific products to which the same established conditions, specific rules and procedures apply.

Certification system: The rules and procedures required for certification and their management (ISO/IEC 17067).

Product surveillance: An assessment aimed to verify that compliance of a certified product is maintained.

Compliance Certification: An activity that is carried out to demonstrate by a third-party compliance of a sufficiently identified product with specific standards, other normative documents and certification scheme developed accordingly.

License: A document that is provided by the Certification Body to the Producer (supplier) and ensures to produce certified products in accordance with the requirements in the applicable standards as well as product certification scheme developed based on the specific and general rules; a license also grants authorization to use the certificate of conformity and conformity mar for such products.

Conformity Mark: A protected mark that is applied for and issued under the rules of certification scheme demonstrating sufficient reliability provided that product complies with the normative documents, specific standards and certification scheme developed accordingly.

3. PRODUCT CERTIFICATION SCHEME

The application of a Conformity Assessment Body that wishes to be accredited by NBE for product certification operations shall include the followings:

- Products, manufacture, etc. in accordance with the international, regional (ISO, NSO, EN, etc.) or national standards (ASTM, DIN, etc.),
- Products, manufacture, etc. within a product certification scheme that is developed, validated and proven nationally accepted by the product user, legal authority, suppliers and sectoral non-governmental organizations if there are no international (ISO, NSO, EN, etc.) or national standards applicable to the scope applied for;
- Products, manufacture, etc. within a product certification program accepted by i-NAF (Natural Product, Vegan-Vegetarian, Ecogloballabel etc.).

A body that applies to NBE for the accreditation of product certification shall demonstrate which product certification scheme is used as a base for the certification. This certification scheme shall describe how the certification process is carried out and by what method. The product certification bodies may use the types of product certification scheme described in ISO/IEC 17067. Also, the technical document ISO/IEC TR 17026 provides guidance on an example product certification scheme (type 5).

If there is an application for accreditation of product certification for a new certification scheme that has never been certified either nationally or internationally, this scheme will be assessed in accordance with the procedure described in the G-1-14 'Guidance on Assessment of Conformity Assessment Schemes".

A product certification body is responsible for sampling, testing, assessment of manufacture processes or management system, and surveillance of certified products. The product certification body shall comply with all the requirements set out in the standards and/or regulatory documents to be used for the certification (for example, all the tests to be performed on the product). The product certification body shall also follow the procedures on the method to be used for the certified products that have been modified.

The Certification Scheme shall be developed by the personnel having sufficient experience, knowledge and proven competence. Such competency is related to compliance assessment audits as well as to technical requirements. When applicable, this scheme shall also be validity proven by the authorities that have contributed in a balance of interest to producers, consumers, users, and development process of other scheme.

A product certification scheme shall minimum include the followings.

- Scope of scheme (including the types of products),
- Standards that are applicable to product assessment and formulated by the competent personnel, or requirements of other mandatory documents, and clarifications when it is required to provide comments on the requirements to eliminate the uncertainties,
- Function-based activities:

Selecting Function: Plans and preparations for collection or production of all required information and inputs,

Determining Function: Developing a certification scheme, sampling, factory manufacturing control, quality system audit, initial type tests, tests, inspection, evaluation of processes, evaluation of services, etc.

Review Function: Requirements for personnel/committee appointed for review activities and review,

Certification Decision: Requirements for personnel/committee assigned for the decision activities and decision

Declaration of Conformity and Licensing: Issuance of declaration of conformity, rules for utilization, rules for the utilization of conformity mark,

Surveillance (if required): What surveillance activity includes, if any: sampling (of manufacture, stock or market), factory manufacturing control, quality system audit, assessment of processes or services, etc.

- Other requirements to be met by the customer (for example, management system or process control activities to ensure that established requirements applicable to ongoing manufacture of certified products, etc.)
- Requirements for conformity assessment bodies set out in the scheme and certification procedure (for example, the bodies that audit test laboratories, inspection bodies, product certification bodies and manufacturer's management systems shall be accredited or subject to assessment of compliance to applicable requirements of related standards)
- Methods and procedures used by the conformity assessment bodies and other assessment bodies included in the certification process in order to ensure the integrity and consistency of outputs of conformity assessment process,
- Information and documents to be submitted by the applicant to the certification body for certification,
- Requirements for the contents of declaration of conformity,

- Requirements for the use of certificate and/or conformity mark, and ownership, use and control of mark when the conformity mark can be used,
- Rules for resources required for operation of scheme including assessment of competence and objectivity of (internal and external) personnel as well as resources, and subcontracting,
- Rules for reporting of assessment and surveillance results, and use of such reports by the certification body and scheme owner,
- Rules for how to handle and resolve the non-conformities to certification requirements including the requirements for product. These rules shall include the requirements applicable to recall of product and informing the markets.
- Surveillance: Surveillance procedures and frequency when it is the part of the scheme,
- Contents, conditions and responsibility for the publishing product database certified by the certification body or scheme owner,
- Need for and contents of an agreement (for example, rights, obligations and responsibilities of different contracting parties identified in the agreements between the scheme owner and the certification body, the scheme owner and the customers, the certification body and the customers),
- General conditions for implementation and maintenance of certification, scope extension, reducing the scope, suspending the certification, and withdrawal of certification,
- Rules and responsibilities for appeals and complaints,
- The method used by the customers to make a reference to the scheme in their promotional materials,
- Rules for retaining records by the scheme owner and the certification body,
- Sampling: Sampling, if applicable, shall describe the amount or extent of sample to be collected from the product to be certified, and what the sampling is based during the selection and surveillance phases. The scheme shall specify when to sample and who is authorized to sample.
- Acceptance of conformity assessment result: It shall be specified whether conformity assessment results of tests, inspection or audits prior to application for certification would be considered for the certification process, and under what conditions it would be considered.
- Outsourcing for conformity assessment activities: If the scheme allows to outsource conformity assessment activities such as testing, inspection or audit, then the scheme shall require such organizations to meet applicable requirements set out by the applicable standards. The scheme shall satisfy the applicable requirements of ISO/IEC 17025 for testing, ISO/IEC 17020 for inspection, and ISO/IEC 17021-1 for audit of management system.
- Reviewing operation of scheme: Based on the feedbacks from the stakeholders, the scheme owner shall develop a process for periodically reviewing the operation of scheme in order to confirm the validity of scheme and identify the matters to be improved. The review shall include the terms to

ensure consistent implementation of scheme requirements. The review period may not be more than the certification or accreditation cycle period.

- Change to established requirements: The scheme owner shall monitor that standards describing the established requirements used in the scheme and other documents containing mandatory terms are kept up-to-date. When there is a modification to such documents, the scheme owner shall have a process machining necessary modifications to the scheme and for the management of implementation of such modifications (for example, transition period) by the certification bodies, customers, and other stakeholders when necessary.
- Other modification to scheme: The scheme owner shall develop a process for implementation of other modifications to the scheme rules, procedures and management.

4. APPLICATIONS

When an application is received from a product certification body that is operated according to ISO/IEC 17065, the Head of NBE Product, Service and Inspection Accreditation will appoint a case officer responsible for the accreditation process. In addition to the assessment set out in the "**PR-7-01 Procedure for the Accreditation of Conformity Assessment Bodies** – 3.1.3 Taking and reviewing an application", the Case Officer**:**

a) (Contacts the organization) to confirm the Product/Product group requested for accreditation by the applicant product certification body.

b) Assesses the scope of accreditation applied by the product certification body in terms of accreditability. This assessment includes but not limited to followings:

- Is the scope, for which an application is submitted, a product certification activity?
- Is the scope, for which the product certification body has submitted an application, demanded in the market, and does the market need such an activity?
- Has the product certification body been currently operating in the areas for which application is submitted? (except for special cases such as obtaining approval of respective ministries through an accreditation certificate to operate),
- Is there a domestic/foreign accreditation practice available in the requested scope?

It is required when applicable that Product Certification Body shall be currently operating in the scopes requested in the initial accreditation application, except for the scopes where accreditation is a precondition for authorization, and shall have completed a full certification process for such scopes.

NBE confirms the information on the different locations where certification service is rendered, and which of them are used to perform the key operations.

The key operations are usually the processes that affect the competence of a CAB such as development of policies, procedures and/or processes, review of agreements when applicable, conformity assessment

planning, reviewing the results of conformity assessment activities, approval of conformity assessment and decision on the conformity assessment.

Specifically, the key operations for the accreditation of a Product Certification Body include:

- Formulation and approval of policies,
- Development and approval of processes and/or procedures,
- Initial assessment of competence, and approval of technical personnel and subcontractors,
- Control of monitoring process of competence of personnel and subcontractors and of outputs of this process,
- Contract review including technical review of applications, and identifying technical requirements for the certification of new technical areas or areas in relation to infrequently performed activities.
- Decision on the certification including technical review of evaluation tasks,

5. ASSESSMENT PROCESS

At least, the following risk factors are considered for the accreditation process of product certification bodies and the accreditation cycle programme and assessments are planned based on such risk factors.

- Types and number of locations where key operations are carried out,
- Type of scopes and risk level,
- Number of employees in the relevant scope and employee turnover,
- Frequency of certification of relevant scope and the number of produced reports/certificates,
- Non-conformities and observations identified during the previous assessment and/or the scopes suggested by the assessment team for assessment,
- Changes in locations and organizational changes,
- Subcontracting and change in the details of subcontractors,
- Revised standards within the CAB's scopes,
- Amendments to internal methods, legislation and legal requirements,
- Corrective/Preventive Actions taken by the CAB for non-conforming works, and feedbacks or complaints from the related parties.

The information declaration form including the risk factors above as set out in Annex C to this Guidance will be used during planning of assessments. In this context, it shall be completed by the product certification body including the information for previous year and sent NBE no later than 1 month. The assessment team

shall carry out an assessment based on such information and in accordance with the relevant clauses of assessment reports.

5.1 Initial Accreditation Assessment

The scope of assessment of the Certification Body's head office is determined by the case officer by communicating with the team leader, assessor and technical experts on the basis of risk factors and foreign activities and number of locations of the organization. In the initial accreditation assessment, an office assessment is planned including all the scopes applied for. The witness assessment is planned to sufficiently sample all the scopes applied for. The requirements for a witness assessment are described in Section 7 of this Guideline.

If the CAB operates in locations other than the head office, the initial accreditation assessment will also include a visit to such locations. All the locations where the CAB performs the key operations are visited during the initial accreditation assessment. The locations where other operations are performed are also sampled and visited based on the results of risk assessment to be conducted.

The product certification body shall, prior to assessment, notify NBE of products/product group for which the current assessors are competent (competence matrix).

The competence criteria established by the certification body for the personnel involved in review and/or decision shall minimum include the criteria determined for the personnel that performs the assessment function for the relevant certification activity, and additional information and experience requirements, when required.

The product certification body shall employ all of its employees (full-time and part-time employees) in accordance with its management system. In any case, the labour contract for all employees shall be in writing and comply with the types of contracts described (full-time labour contract, part-time labour contract, etc.). For the types of works that are not required by the Labour Laws to be performed, a written contract shall be made between the organization and the relevant employee to set out the conditions such as work conditions.

A contract is made directly with the employee, recorded and made available to be demonstrated to the assessment team. The certification body semi-annually obtains the SSI (related Social Security Institution) service document with for the full-time employees appointed to managerial functions (technical manager, quality manager, etc.). The records that have been received maximum 1 week before the date of assessment shall be submitted to the assessment team during the NBE assessment.

The Product Certification Body shall prepare, in the electronic environment, a list of certifications for all the scopes requested for accreditation in accordance with the example table provided in Annex A and/or Annex B to this Guidance, including the auditor, type of certification, certified product, name/code of customer, and location, and send this list to NBE.

It shall also notify the potential certification locations, if applicable, based on the current work program.

5.2 Accreditation Cycle

An accreditation cycle program (including surveillance assessment and re-accreditation assessment) is planned to represent all of the activities included in the accreditation scope (scope in the annex to accreditation certificate) with the management system. The risk assessments described in this Guideline are considered for planning of accreditation cycle program. The scopes of surveillance assessment and re-accreditation assessment are identified after the risk assessment to be carried out based on the risk factors and the assessment is planned accordingly.

The locations where the organization performs its key operations are prioritised on the basis of risk factors described in this Guideline and in accordance with a risk-based approach, and are visited minimum once per accreditation cycle (48 months) in addition to initial accreditation assessment. The locations where other operations are performed are also sampled and visited based on the results of risk assessment to be performed.

5.2.1 Surveillance Assessment

The Product Certification Body shall prepare, in the electronic environment, a list of all accredited certifications within the country at the middle and end of the year (the end of June and December) including the auditor, type of certification, certified product, name/code of customer, and location, and send this list to NBE.

This list will also be prepared for the foreign activities and sent to NBE in December of each year and 3 months prior to the date of routine surveillance assessment.

The potential certification locations, if applicable, should also be notified based on the current work program.

Prior to assessment conducted annually, the product certification body shall use this list to generate a current Personnel Authorization and Appointment Matrix including: available auditors are competent for which certification-fields (scope) and which types of certification, years of experience, profession, starting date of employment, and position and send this matrix to NBE no later than 45 days prior to the scheduled date of assessment.

The certification body is obliged to send the lists referred to in this section to NBE in the specified periods. When it is deemed necessary, NBE may require such lists from the product certification body at any other time of the year.

If the product certification body fails to provide such information in timely manner, NBE may impose sanctions such as suspension, non-extension of scope, non-renewal of accreditation, or withdrawn of accreditation.

The lists referred to in above are attached to this Guideline as an example.

5.2.2 Re-accreditation Assessment

The scope of re-accreditation assessment is determined as described in PR-7-01 Procedure for the Accreditation of Conformity Assessment Bodies and the assessment is planned accordingly.

The rules relating to the lists referred to in the section "surveillance assessment" shall also apply to re-accreditation assessments.

5.3 Use of non-accredited own laboratory and/or the laboratory under control of the certification body

A certification body shall, prior to use of non-accredited own laboratory and/or the laboratory under control (if any), verify and assess the competency of laboratory to be used in accordance with the requirements of sections 6 and 7 of ISO/IEC 17025:2017 through the competent personnel appointed to relevant scope. The results of the assessment performed shall be documented, sent to NBE, kept up-to-date at all times, and submitted to the assessment team during the assessment. NBE includes in the assessment scheme witnessing operations of CAB performed in the non-accredited own laboratory and/or the laboratory under control of the body. CAB shall take action in this respect.

6. FIELDS WITH NO ACTIVITY

An accreditation is essential to identify the competency and availability of an organization as well as assessment of its independency and objectivity. In this context, it is not possible to make sure sustainability of competence of the certification body as it cannot submit any records as a proof of its competency with respect to main activity areas where the certification body does not operate for a certain period of time.

In this respect, it is suggested by the assessment team, as a result of surveillance or re- accreditation assessments, to withdraw the accredited areas based on the fact that product certification body does not operate in any of the main activity areas and/or has been unable to organize a witness assessment (a demo witness assessment is not acceptable) during an accreditation cycle. The team leader/assessor reports the - fields with no activity of product certification body in the assessment report in accordance with the requirements of this section, and makes recommendations for the scope excluding such areas.

7. WITNESS ASSESSMENT PLANNING

A **witness** assessment measures the knowledge of audit team of product certification body that operates on the basis of a certification scheme as well as determines whether they understand the certification scheme, including the competency of audited manufacturer to measure the effectiveness of inspections and tests performed by such manufacturer.

A witness assessment will include assessment of inspection operations and evaluation of management systems if the certification body is not accredited according to ISO/IEC 17020 (Factory Production Control), or monitoring testing activities if not accredited according to ISO/IEC 17025.

A Product Certification Body that wished to be accredited by NBE shall submit a list of audits scheduled during the planning process of NBE accreditation assessment and the details (background) of inspectors or

auditors appointed to such audits to NBE. NBE's case officer and assessment team members determine the audits to be witnessed on the basis of this list and the risk factors described in this Guidance.

The number of witness assessments may be increased by the case officer based on the extent and complexity of scopes applied for and on the diversity of certification schemes and product groups in accordance with the opinion of the assessment team.

In selecting a certification audit to be witnessed, the initial certification audit is chosen. Alternatively, a full certificate renewal audit may be chosen. The surveillance audit may be witnesses where initial certification or re-certification audit is not possible.

In a witness assessment, the assessment team will minimum assess the followings and record their observations and comments in the "FR-7-01-62 Witnessed Assessment Report Used for Product Certification":

- Competency of employee/employees involved in site assessment,
- Compliance of competency of certification personnel with competence criteria;
- Certification personnel is provided with all the required documented procedures, methods and equipment,
- Procedures that are up-to-date;
- Certification personnel completely and properly implements the procedures (for example, there are no personal practices that do not comply with the certification body's procedure)
- While on site, the records of all observations are kept as required by the procedure,
- The records clearly describe when the certification was performed using what methods and procedures, and what was certified,
- All the findings requiring immediate and mandatory action are being reported to the customer as required while on site,
- The reports comply with the requirements of inspection body, applicable IAF, ILAC and NBE documents, requirements of ISO/IEC 17065, and applicable legal requirements (if any),
- Compliance of outsourcing,
- Conditions of agreement made with the customer are appropriate for the certification service provided.

If NBE assessment team identifies, during a certification audit witnessed by NBE, any non-conformity of Certification Body that requires monitoring, the witness audit shall be repeated.

The Assessment Team members will be appointed to witness audits based on the scope of application of certification body that applies for accreditation. It is considered that NBE Assessment Team members are appointed on the basis of their expertise. If there are no assessors appointed in the assessment team for the area of expertise, the team will be supported by the technical expert.

The certification body is obliged to submit the documents relating to company to be witnessed, reports of previous audit if any, control forms and documents used for the audit, audit plan, and details of audit team (including background and labour contract) to NBE assessment team no later than 1 week prior to witness assessment.

During a witness assessment, the role of NBE assessment team is to observe the certification activity for assessment of performance and competence of certification personnel. NBE assessment team shall not deliver any comment or opinion on the organization or the product to be witnessed.

If possible, NBE assessment team is expected to participate in the audit to be conducted by the certification body to observe the whole audit process (from the opening meeting to the closing meeting).

A scheduled witness assessment will be performed for a certification body that is subject to initial accreditation assessment of NBE. Also, periodic scheduled witness assessments will be performed for the surveillance, re-accreditation or scope extension assessment of a certification body that is being accredited for the time being.

If there are any objective complaint/complaints about the certification body, NBE may conduct an unscheduled office and/or witness assessment to carry out the necessary examination in accordance with the PR-5-07 “Complaints and Appeals Procedure”. The certification body is obliged to ensure organization of such unscheduled assessment immediately upon being notified.

If possible, at the end of witness assessment, NBE assessment team will share their findings with the auditors of certification body. If not possible, then the findings for the witness audit (non- conformities, observations, etc.) will be discussed at the closing meeting of accreditation assessment.

The followings will be considered for selection of certification body’s personnel to be observed during a witness assessment:

- New employment and authorization,
- Quality and experience;
- Location;
- Legal requirements;
- Total number of certification employees employed by the certification body,
- Number of audits conducted by the certification personnel
- Never observed before

The criteria above will be considered by the certification body for generating the Personnel Authorization and Appointment Matrix.

It is avoided to conduct a witness assessment on the same customer (witnessed before) of the certification body. If this is the case, the certification body shall inform NBE before the assessment is scheduled.

8. SCOPE EXTENSION

When possible, a care is taken to conduct the assessment for scope extension of a certification body simultaneously with the surveillance assessment or re-accreditation assessment.

The product certification body shall notify NBE of its request to conduct scope extension assessment together with the surveillance assessment minimum 2 months before the date of surveillance assessment.

For the scopes requested in the application for scope extension, Required Documents for Application shall be sent to NBE to the date of application.

In case of failure to send the required documents to NBE prior to the date of application, the application for scope extension shall not be considered until the required documents are sent to NBE.

It is required when applicable that Product Certification Body shall be currently operating in the scopes requested in the initial accreditation application, except for the scopes where accreditation is a precondition for authorization, and shall have completed a full certification process for such scopes.

Upon receipt of application for scope extension, NBE will decide whether there is a need for assessing the head office and/or for witness assessment of product certification. The following factors will be considered during the decision-making process.

- Scope of current accreditation,
- Competence of auditor/technical expert within the scope;
- Extent of scope,
- Locations for which cope extension is requested,
- Risk factors

9. ACCREDITATION SCOPES

The accreditation scopes identify the product, product groups, standards applicable to products, mandatory documents and/or legal requirements if any, and certification schemes when required.

ANNEX A

	EXAMPLE LIST OF CUSTOMERS/CERTIFICATIONS TO BE COMPLETED BY CAB FOR THE SCOPES IN VOLUNTARY FIELDS						
Certified product	**Standard applicable to certification**	**Assessment type**	**Date of Audit/ Assessment**	**Date of certification decision**	**Name or code of certified company**	**City of certification**	**Name and Surname of CAB Auditor**
CONCRETE	EN 3XX	INITIAL CERTIFICATION	2018, 7 JANUARY	2018, 9 MAY	X CORP.	SKOPJE	PERSONNEL X
.....	.....	SURVEILLANCE	.....	.....	.....	.....	.....
.....	.....	RE-CERTIFICATION	.....	.....	.....	.....	.....
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ANNEX B

	EXAMPLE LIST OF CUSTOMERS/CERTIFICATIONS TO BE COMPLETED BY CAB FOR ACCREDITATION SCOPES FOR APPROVAL								
Product Group, Product / Intended Use	**Standard applicable to certification**	**Modules/ Clauses/ Decisions**	**Directive/ Regulation**	**Assessment type**	**Date of audit/assessment**	**Date of certification decision**	**Name or code of certified company**	**City of certification**	**Name and Surname of CAB Auditor**
Aggregate for railway ballast	EN 1XXXX	XX	Reg. No: XXX	Initial Certification	2018, 7 JANUARY	2018, 9 MAY	X CORP.	SKOPJE	PERSONNEL X
.....	.....	.....	.....	Surveillance	.....	.....	.....	.....	.....
.....	.....	.....	.....	Re-Certification	.....	.....	.....	.....	.....
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ANNEX C

PRODUCT, SERVICE AND INSPECTION ACCREDITATION DEPARTMENT INFORMATION DECLARATION FORM

NAME OF THE CONFORMITY ASSESSMENT BODY :

TYPES AND NUMBER OF LOCATIONS WHERE IMPORTANT ACTIVITIES ARE CARRIED OUT :

General information about the CAB		Yes	No	NA	Explanation
1)	Are there any personnel changes after the previous accreditation assessment (initial/ surveillance/ re-accreditation)? If any, position and information of the scope related to that personnel.	○	◉	○	*NOTE: Please complete Table 1.*
2)	Are there any organizational changes after the previous accreditation assessment (initial/ surveillance/ re-accreditation)? If any, information of changes.	○	◉	○	
3)	Are there any changes in the locations where the CAB operates? If any, information of activities carried out under accreditation at changing locations)	○	◉	○	

4)	Are there any non-conformities, observations or proposed scopes to be examined by the assessment team in the previous assessment? If any, information of the scopes or standard clauses related to the non-conformities and observations	○	◉	○	
5)	Are there any changes in subcontractor use or subcontractor information (accreditation status etc.) after the previous assessment? If any, information of the scope(s) related with the subcontractor	○	◉	○	
6)	Are there any revised standards or in-house methods within CAB's accredited scope? If any, information of the revised standards, in-house methods)	○	◉	○	
7)	Are there any changes in the requirements of regulatory authorities, regulatory legislations, regulations etc.)?	○	◉	○	
8)	Are there any corrective/preventive actions taken by the CAB for the non-conforming works? If any, Information of corrective/ preventive actions made for non-conforming work	○	◉	○	
9)	Are there any complaints raised or feedback provided by the related parties? Information of complaints received from related parties, if any	○	◉	○	
10)	The number of and information on conformity assessment activities performed very often and very rare within the scope of accreditation, if any	○	◉	○	*NOTE: Please complete the Annex 1 and/or Annex 2*

TABLE 1

FORM TO BE COMPLETED BY THE CAB FOR ALL SCOPES ***(Please complete it in Excel format)***

NBE SCOPE *(to be completed based on the sub-scopes)*			**NUMBER OF IMPLEMENTED CERTIFICATIONS** *(to be completed for the last 2 years)*		**DETAILS OF CAB PERSONNEL APPOINTED TO RELEVANT SCOPE** *(to be completed for all employees that are currently employed and whose employment has been terminated)*						
Item No	**Product**	**Standard**	***Date:*** **…/…/…**	***Date:*** **…/…/…**	**Name/ Surname**	**Profession**	**Position**	**Years of Experience**	**Date of Employment**	**Date of Authorization**	**Date of Termination of Employment**
…..	…..	…..	…..	…..	…..	…..	…..	…..	…..	…..	…..

Note: If there are multiple sites, complete this form individually for each site.

DATE:

AUTHORIZED PERSON'S NAME SURNAME AND SIGNATURE: