ACCREDITATION SCHEME FOR
MANAGEMENT SYSTEMS AND PRODUCT
CERTIFICATION BODIES

CT 01
ACCREDITATION PROCESS FOR CERTIFICATION BODIES

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The SAC Accreditation Programme is managed by Enterprise Singapore

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1 The Scheme

1.1 The Accreditation Scheme for Management Systems, Personnel and Product Certification Bodies is the national accreditation scheme of the Singapore Accreditation Council (SAC) which is managed by Enterprise Singapore. The said scheme will be referred to as “Certification Bodies Scheme”.

1.2 The primary objectives of Certification Bodies Scheme are to

a) ensure that the accreditation of certification bodies are in accordance to international criteria such as ISO/IEC 17011, IAF/PAC mandatory and guidance documents, IAF/PAC requirements for mutual recognition arrangements, and relevant SAC documents;

b) provide by means of assessment, the assurance that the professional practice by certification bodies, are in accordance to international standards, such as ISO/IEC 17021-1, ISO/IEC 17065, ISO/TS 22003 and ISO/IEC 17024;

c) ensure that the accreditation processes are carried out with professionalism and integrity;

d) strengthen and develop accreditation schemes to meet the needs of stakeholders;

e) build capability of certification bodies, assessors and committee members to meet international standards;

f) facilitate trade and market access by establishing and maintaining multilateral recognition arrangements with overseas and regional/ international accreditation bodies, such as IAF and PAC.

1.3 The Certification Bodies Scheme gives formal recognition to certification bodies that have been independently assessed and found to comply with the criteria established by SAC. Accreditation is granted for the scopes applied, and is not a blanket approval for its total operations

1.4 SAC accredits certification bodies that can demonstrate compliance with the following requirements and scope:

(I) Management System Certification Body

Programme	Accreditation Requirements	Certification Standards	Scope
Quality Management System (QMS)	ISO/IEC 17021-1 ISO/IEC 17021-3 Applicable IAF MDs	ISO 9001	See Table 1 in Annex 3

Programme	Accreditation Requirements	Certification Standards	Scope
Quality Management for Bunker Supply Chain (QMBS) (under QMS)	ISO/IEC 17021-1 SAC CT 09	SS 524	See Annex 2
Environmental Management System (EMS)	ISO/IEC 17021-1 ISO/IEC 17021-2 Applicable IAF MDs	ISO 14001	See Table 2 in Annex 3
Occupational Safety & Health Management System (OSHMS)	ISO/IEC 17021-1 SAC CT 02 Applicable IAF MDs	SS 506 Part 1 SS 506 Part 3	See Annex 2
Hazard Analysis and Critical Control Point (HACCP)	ISO/IEC 17021-1 SAC HACCP Document No 1 Applicable IAF MDs	SS 590	See Annex 2
Food Safety Management System (FSMS)	ISO/IEC 17021-1 ISO/TS 22003 Applicable IAF MDs	ISO 22000	See Annex 2
Business Continuity Management (BCM)	ISO/IEC 17021-1 ISO/IEC TS 17021-6 Applicable IAF MDs SAC CT 08	ISO 22301	See Annex 2
Good Distribution Practice for Medical Devices (GDPMDS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 04	HSA TS-01	See Annex 2
Energy Management System (EnMS)	ISO/IEC 17021-1 ISO/IEC 50003 Applicable IAF MDs	ISO 50001	See Annex 2
Water Efficiency Management System (WEMS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 11	SS 577	See Annex 2
Learning Service Providers (LSP)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 13	ISO 29990 Applicable Technical Notes	See Annex 2
Multi-Tiered Cloud Computing Security (MTCS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 14	SS 584	See Annex 2
End-of-life ICT	ISO/IEC 17021-1	SS 587	See Annex 2

Programme	Accreditation Requirements	Certification Standards	Scope
Equipment (EIMS)	Applicable IAF MDs SAC CT 15		
Asset Management (AM)	ISO/IEC 17021-1 ISO/IEC TS 17021-5 Applicable IAF MDs SAC CT 16	ISO 55001	See Annex 2
Medical Devices – Quality Management Systems (MDQMS)	ISO/IEC 17021-1 Applicable IAF MDs SAC CT 18	ISO 13485	See Annex 2
Anti-Bribery Management System (ABMS)	ISO/IEC 17021-1 ISO/IEC TS 17021-9 Applicable IAF MDs SAC CT 21	ISO 37001	See Annex 2

Note:
(1) IAF MD: IAF Mandatory Documents
(2) Please see Annex 1 for the list of above-mentioned standards.

(II) Product Certification Body

Products (Scope)	Accreditation Requirements	Certification Standards
British Retailer Consortium (BRC) (Food)	ISO/IEC 17065	BRC Global Standard for Food Safety
Building & Construction	ISO/IEC 17065	SS 560 Various applicable standards
Electrical & Electronics	ISO/IEC 17065	Refer to Singapore Consumer Protection (Safety Requirements) Registration Scheme Information Booklet Various applicable standards
Fire Safety Products (FSP)	ISO/IEC 17065 SAC CT 12	Refer to SCDF Fire Safety Guidelines 1
Food Products	ISO/IEC 17065	Various applicable standards
Gas Appliances and Accessories	ISO/IEC 17065	Various applicable standards

Products (Scope)	Accreditation Requirements	Certification Standards
Green Products	ISO/IEC 17065	Various applicable standards
Personal Protective Equipment	ISO/IEC 17065	Various applicable standards
Ready-mixed Concrete (RMC)	ISO/IEC 17065 SAC CT 05	SS EN 206 SS 544-1 SS 544-2 SAC CT 06
Telecommunication	ISO/IEC 17065	Various applicable standards
Water Efficiency Labelling Products (WELS)	ISO/IEC 17065 SAC CT 19	Refer to PUB's Water Efficiency Labelling Scheme (WELS) Guidebook
All Other Products	ISO/IEC 17065	Various applicable standards

(III) Personnel Certification Bodies

Programmes	Accreditation Requirements	Certification Standards
Business (Management) Consultants SIRI Consultant	ISO/IEC 17024	TR 43
Other Programmes • Counterterrorism Personnel • Financial Planners • Medical Technologies • Non-Destructive Testing Personnel • Rope Access Personnel • Welding Personnel • Others	ISO/IEC 17024	Various applicable standards

1.5 This document shall be read in conjunction with SAC 01 – *Terms and Conditions for Accreditation*, SAC 02 – *Rules for Use of SAC Accreditation Marks and Mutual Recognition Arrangement (MRA) Marks*, ISO/IEC 17021-1, ISO/TS 22003, ISO/IEC 17024, ISO/IEC 17065, the corresponding IAF mandatory and guidance documents, and any specific requirements that may be published relating to the Certification Bodies scheme.

2 Definitions

2.1 *Accreditation*

Third party attestation (refer to 2.8) related to a conformity assessment body (e.g. certification body) conveying formal demonstration of its competence to carry out specific conformity assessment tasks

2.2 *Accreditation Body*

Authoritative body that performs accreditation (e.g. SAC)

2.3 *Accreditation Certificate (Certificate of Accreditation)*

A formal document by SAC to be used by accredited certification bodies to indicate their accredited status.

2.4 *Accreditation Criteria*

Requirements of Certification Bodies scheme expressed in general terms, which address organisation, human and material resources, operating procedures, certification and quality assurance practices of a certification body. Such requirements are specified in the documents as listed in Clause 1.4 of this document.

2.5 *Appeal*

Request by a certification body for reconsideration of a decision made by SAC relating to accreditation

2.6 *Assessment*

Process undertaken by SAC to assess the competence of a certification body, based on particular standard(s) and/or guide(s) and/or other normative documents for a defined scope of accreditation

2.7 *Assessor*

A person assigned by SAC to perform, alone or as part of an assessment team, an assessment of a certification body

2.8 *Attestation*

Issue of a statement, based on a decision following review, that fulfilment of specified requirements has been demonstrated

2.9 *Certification*

Third party attestation (2.8) related to products, processes, systems or persons

2.10 *Certification Body*

For the purpose of this accreditation, a certification body is an independent impartial body, government or non-government, possessing the necessary competence and reliability to operate a certification system and in which those

with an interest in the process of certification are represented without any single interest predominating.

2.11 *Complaint*

Expression of dissatisfaction, other than appeal, by any person or organisation, to SAC relating to the activities of SAC or of an accredited certification body, where a response is expected

2.12 *Conformity Assessment Body (CAB)*

Body that performs conformity assessment services and that can be the object of accreditation (e.g. certification body)

2.13 *Expert*

A person assigned by SAC to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed

2.14 *Extending Accreditation*

Process of enlarging the scope of accreditation

2.15 *Management Representative*

A person nominated by a certification body to represent it in all matters relating to accreditation.

2.16 *Non-conformity*

Non-fulfilment of a requirement

2.17 *Critical Non-conformity*

A *critical* non-conformity or a series of non-conformities which seriously threatens the credibility of the relevant accreditation scheme. Gross lack of technical competence and persistent violation of SAC Terms & Conditions, regulations, gross lack of commitment of the organisation to quality or compliance with accreditation criteria and existence of serious doubt on the integrity and impartiality of the organisation. A management system breakdown, as indicated by a series of *significant* non-conformities which seriously threaten the quality of all activities under the system, warrants a *critical* non-conformity.

Note: Gross lack of competence may arise from lack of competent staff for critical activities, inappropriate environment for critical activities, lack of critical equipment, lack of critical traceability, totally invalid test, calibration or inspection method, total breakdown of the record or documentation system, lack of or totally ineffective quality assurance procedures or other causes.

2.18 *Significant Non-conformity*

A *significant* non-conformity has serious adverse effect on the validity of an activity, its results or the competence of the organisation or a violation of SAC Terms & Conditions for accreditation.

The existence of a serious doubt on the technical validity of an activity or its results, as indicated by a series of related *minor* non-conformities is a *significant* non-conformity. Furthermore, persistence of a *minor* non-conformity for an extended period of time and without any plausible explanation may be a violation of SAC Terms & Conditions for accreditation. This warrants a *significant* non-conformity.

2.19 *Minor Non-conformity*

A minor non-conformity shall have no serious adverse effect on the validity of the activity, its results or the competence of the organisation.

Note: Minor non-conformities have a tendency to grow into significant non-conformities if not addressed appropriately at the time.

2.20 *Observation*

An assessment finding that does not warrant a non-conformity but is identified by the assessment team as an opportunity for improvement.

2.21 *Reducing Accreditation*

Process of cancelling accreditation for part of the scope of accreditation

2.22 *SAC Accredited Certificate*

A certificate includes a statement by the certification body that it is accredited for the scope listed. It bears the accreditation certificate number and the SAC accreditation mark.

2.23 *Schedule of Accreditation*

A schedule issued with the Certificate of Accreditation listing the specific scopes for which accreditation has been granted.

2.24 *Scope of Accreditation*

Specific conformity assessment services for which accreditation is sought or has been granted.

2.25 *Surveillance*

Routine examination of a certification body to evaluate its continued conformance with SAC requirements, normally every twelve month period.

2.26 *Suspending Accreditation*

Process of temporarily making accreditation invalid, in full or for part of the scope of accreditation.

2.27 *Withdrawing Accreditation*

Process of cancelling accreditation in full.

2.28 *Witnessing*

Witnessing of an audit is an activity performed by an Accreditation Body whereby it observes, without interfering and influencing, an audit performed by a Certification Body audit team.

3 Organisation Structure

3.1 Council Committee for Management Systems and Product

3.1.1 The Council Committee for Management Systems and Product (CCMP) is a specialist committee appointed by the SAC Council. The CCMP is responsible for the formulation of policies, provides guidance and oversees the operation of the Accreditation Schemes for Management Systems and Product Certification Bodies.

3.1.2 The CCMP is authorised by the SAC Council to review, evaluate and approve assessment reports for accreditation of certification bodies through the CCMP Review Committees. The CCMP may also co-opt individuals with relevant technical or management expertise as advisors for the review of assessment reports.

3.1.3 The term of office for CCMP members is three years with provision for re-appointment.

3.2 Working Groups

3.2.1 Working Groups are established for the development of new schemes/programmes or for extension of the existing schemes.

3.2.2 The composition of the Working Group is approved by the CCMP. The basis of appointment will be the members' knowledge and expertise in respective technical field or area. The Working Groups are to recommend criteria for new schemes/programmes.

3.2.3 The term of office for members of the Working Group is for the duration of the development of the scheme.

3.3 Assessors / Technical Experts

3.3.1 The CCMP maintains a panel of assessors/technical experts who are appointed from the ranks of government departments, associations & societies, academic and professional institutions, and industry practitioners. The assessors/technical experts are chosen on the basis of their professional knowledge and expertise in a particular scope of accreditation and their ability

to examine and evaluate a certification body's standard of management and practices.

3.3.2 The assessors/technical experts will conduct assessments of applicants and accredited certification bodies based on the criteria established under the Certification Bodies Scheme.

3.3.3 The assessment team submits assessment reports to the CCMP Review Committee for approval, after each assessment on the granting, extension, reduction, renewal, suspension or withdrawal of accreditation.

4 Accreditation Process

4.1 Introduction

4.1.1 Enquiries regarding Certification Bodies Scheme can be made at the Singapore Accreditation Council.

4.1.2 Certification bodies interested to be accredited may obtain the relevant documents (except ISO/IEC Standards) from SAC website.

4.1.3 The certification body is advised to study in detail the SAC terms and conditions to ensure that it can substantially meet the accreditation criteria before it lodges an application for accreditation.

4.1.4 The management system of the certification body shall be operational for at least two months before SAC carries out an assessment of the certification body.

4.2 Application

4.2.1 All applications shall be made through SACiNet (online platform for accreditation process). All applications are to be supported with documents containing sufficient information regarding its staff, management system, equipment (where applicable) or other information necessary or requested by SAC from time to time for the assessment of the certification body.

4.2.2 The applicant shall nominate a management representative to liaise with SAC on all matters relating to accreditation and the applicant shall keep SAC informed of any change in the representative.

4.2.3 Upon receipt of a duly completed application made through SACiNet and satisfactory supporting documents (including completed assessment checklist) relating to its management system and equipment (where applicable), an acknowledgement notification will be sent to the applicant through SACiNet.

4.2.5 A quotation for the document review, preliminary assessment (if requested) and initial assessment, shall be sent to the applicant for agreement either through SACiNet or email.

4.2.6 The composition of the assessment team will also be sent to the applicant for agreement.

4.2.7 Applications are valid for a period of two years.

4.3 Preliminary Assessment (Optional)

4.3.1 SAC may arrange for a preliminary assessment at the request of the applicant. If a preliminary assessment is conducted, SAC will issue a preliminary assessment report highlighting to the certification body on the gaps identified.

4.4 Initial Assessment

4.4.1 Before the initial assessment, the assessment team shall review all relevant documents and records supplied by the certification body to evaluate its system, as documented for conformity with the relevant standard(s) and other requirements for accreditation.

4.4.2 SAC may decide not to proceed with an on-site assessment based on nonconformities raised during the document and records review. SAC shall report the nonconformities in writing to the CAB.

4.4.3 The on-site Initial assessment comprises two mandatory components to determine if the certification body should be granted accreditation:

a) Assessment of the applicant's implementation of its management system. A programme for the assessment will also be drawn up and given to the applicant before the assessment is scheduled to begin. The assessment programme will cover all requirements, including internal audit and management review, of the accreditation criteria as listed in Clause 1.4 of this document.

b) Assessment of the applicant's auditors – witnessed assessment (unless it is not applicable to the certification system)

4.4.4 In selecting audits for witnessed assessments, a balanced selection, based on the scopes applied will be made covering the scopes to be accredited. Please refer to Annex 3a on the number of witnessed assessments needed.

For the FSMS Certification Scheme, the number of witnessed assessments shall be based on IAF MD 16 *Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies*.

For the LSP Certification Scheme, the number of witnessed assessments shall be based on SAC CT 13.

For the Medical Device – Quality Management System, the number of witnessed assessments will be based on SAC CT 18.

Quality and Environmental Management System Certification Schemes

4.4.5 For management systems under the IAF multilateral arrangements, Quality Management System and Environmental Management System, the number of witnessed assessments shall follow IAF MD 17 *Witnessing Activities for the Accreditation of Management Systems Certification Bodies*. Please refer to Annex 3b on the number of witnessed assessments needed.

a In the initial accreditation cycle of each Management System scheme (meaning from 1st surveillance to the 1st reassessment), at least one witnessing activity in each technical cluster of each Management System scheme shall be performed. This programme will continue until the Certification Body has demonstrated sufficient experience and performance for an enhanced programme. When this happens, at least one witnessing activity in each technical cluster of each Management Systems scheme, to be complemented with other assessment activities to guarantee that each technical cluster, shall be assessed within two successive accreditation cycles.

b When deciding how many and which audits are to be witnessed, a balanced selection, based on the scopes applied will be made covering the scopes to be accredited. In general, SAC shall take into account factors such as:

i. the Certification Bodies' overall performance;
ii. factors such as process complexity or legislation etc. which influence the ability of the certified organisation to demonstrate its ability to meet the intended outcomes of the Management System;
iii. feedback from interested parties including complaints about certified organizations;
iv. the results of the Certification Bodies 's internal audits;
v. scheme owner requirements, etc.;
vi. changes in Certification Bodies work patterns – growth of work within a specific region or technical area;
vii. number of clients within the Certification Bodies' scope of accreditation;
viii. confidence in the Certification Bodies' auditor evaluation and approval process; and
ix. previous or other office or witnessing assessment results, etc.

c) The following additional factors may be taken into account to select witnessing activities:

i. number of certificates issued;
ii. number of auditors;
iii. different auditors;
iv. whether auditors are internal staff or external resource;
v. different audits, initial audit (stage 1/stage 2), surveillance and
vi. recertification;
vii. complex clients, combined and/or integrated audits, multi-site audits;
viii. countries where audits in the certification process are performed;
ix. result of previous witnessing activities;
x. complaints, customer surveys;
xi. interested parties and regulators requests;
xii. the technical clusters already assessed;
xiii. experience from other types of accreditation of the Certification Bodies;
xiv. previous history of the Certification Bodies's ability to manage its operations;
xv. level of controls exercised by a Certification Bodies over its critical activities;
xvi. specific scheme requirements; and
xvii. national agreements with clients.

4.4.6 All assessments shall be conducted by qualified assessor(s). Appropriate technical experts may be appointed to give technical advice to the assessors.

4.4.7 The applicant shall make available personnel such as management representative, key technical staff and auditors for interview during the assessment.

4.4.8 The assessment shall take place at the premises of the applicant and on a representative sample of witnessed assessments as recommended by the assessment team. For initial assessments, in addition to visiting the main or head office, visits shall be made to all other premises of the certification bodies from which one or more key activities are performed and which are covered by the scope of accreditation. The key activities are described in Clause M7.5.7.2, M7.5.7.3 and M7.5.7.4 of IAF/ILAC A5.

4.4.9 The applicant shall be informed on the assessment findings which include comments on competence and conformity. During the assessment, non-conformities (critical, significant or minor) and observations may be raised. Please refer to clause 4.8 for categories of the non-conformities and their effects. The management representative should ensure that the non-conformities and observations raised are fully understood and acknowledged.

4.4.10 The applicant will be given one month to submit corrective actions for the non-conformities from the date of the closing meeting. The management representative should ensure that the non-conformities and observations raised are fully understood and acknowledged. Once the applicant has taken

the necessary corrective actions, the assessment team shall review the corrective actions and if it considers necessary, conduct a verification visit to verify the actions taken, and shall submit an assessment report to the Review Committee within a reasonable time frame. For critical non-conformities, accreditation shall not be granted. The applicant would be re-assessed after it has rectified the critical non-conformities.

4.4.11 The Review Committee comprises appropriate members from the CCMP.

4.4.12 Appropriate technical experts may be co-opted by the CCMP Review Committee in its evaluation of the assessment reports.

4.5 Award of Accreditation

4.5.1 The CCMP grants accreditation to the applicant upon being satisfied that the certification body meets the criteria for accreditation.

4.5.2 All decisions of the CCMP on the granting of accreditation, extension, reduction, renewal, or suspension or withdrawal shall, unless expressly provided herein, be final and not called into question by the certification body.

4.5.3 A Certificate of Accreditation shall be issued to the accredited certification body together with a Schedule giving the details of its scope of accreditation. A certification body may request for additional certificates and an administrative fee shall be charged. The Certificate of Accreditation is valid for a period of four years with provision for renewal on expiry. For second and subsequent management system schemes, the expiry date of the accreditation certificate is aligned with the expiry date of the accreditation certificate of the first management system scheme.

4.5.4 The accredited certification body shall pay to SAC an annual fee and a levy based on the number of accredited certificates issued, and other assessment and administrative fees as determined by SAC from time to time.

4.5.5 All accredited certification bodies will be listed in the SAC website.

4.5.6 All accredited management system certification bodies and personnel certification bodies shall issue accredited certificates for all accredited scopes.

4.6 Routine Surveillance and Reassessment

4.6.1 SAC shall conduct surveillance assessments on accredited certification bodies to ensure that standards of practice complying with the criteria are maintained. The first surveillance is conducted within 6 to 12 months after the award of accreditation and thereafter once annually.

4.6.2 A reassessment which comprises a full assessment shall be conducted prior to the expiry of the Certificate of Accreditation. The Certificate shall be renewed on the condition that the accredited certification body has been found to have maintained the necessary standard of practice during the validity of the Certificate and is capable of maintaining the standard established.

4.6.3 The certification body has to submit corrective actions on the non-conformities within one month from the date of closing meeting and the corrective actions have been verified to be satisfactory. There is no need for the certification body to respond to the observations. However, the certification body is encouraged to do so. If the certification body chooses to address the observations, the response should be submitted within one month from the date of the closing meeting. A verification visit may be conducted to verify the actions taken. For critical non-conformities, the related accreditation scheme or scope(s) may be suspended or withdrawn. A re-assessment may be conducted. Upon approval by the CCMP review committee (for reassessment), a revised Certificate will be issued to the certification bodies to reflect the change in the expiry date.

4.6.4 The certification bodies may request for an extension or reduction in the scope of accreditation for consideration during the surveillance and reassessment. For extension of scope, the certification bodies shall write formally to SAC preferably one month before the date of assessment. During the assessment, the extension of scope will be assessed, if needed. Upon approval by the review committee, a revised Schedule will be issued to the certification bodies to reflect any changes in the scope of accreditation.

Please refer to Annex 5 on the number of witnessed assessments required for extension of scope.

For the FSMS Certification Scheme, the number of witnessed assessments shall be based on IAF MD 16.

4.6.5 Witnessed assessments shall be conducted as part of the routine surveillance and reassessment unless it is not applicable to the certification system.

Please refer to Annex 4 on the number of witnessed assessments required within an accreditation cycle

For the FSMS Certification Scheme, the number of witnessed assessments shall be based on IAF MD 16.

4.6.6 If the certification body’s certified client does not allow SAC to witness the audit, the certification of the client may be withdrawn. SAC will also inform all its accredited certification bodies of the withdrawal. If the client chooses to seek certification from another certification body, SAC will inform the new

certification body that it wishes to witness the audit. This would only be applicable for SAC accredited certification that is mandatory.

4.7 Non-routine Assessment

4.7.1 Non-routine assessments will include visits made to consider requests for extension in the scope of accreditation, or to investigate complaints made against the accredited certification bodies on areas within the scope of accreditation, if these could not be conducted during the surveillance visits.

Please refer to Annex 5 on the number of witnessed assessments required for extension of scope.

4.7.2 Unannounced assessments are conducted for special reasons such as to investigate a complaint against a certification body. SAC reserves the right to conduct unannounced visits when the need arises.

4.7.3 SAC may conduct non-routine assessment for reinstatement of accreditation for a certification body whose accreditation has been suspended or inoperative due to various reasons such as change of premises.

4.8 Categories of Non-Conformities and their Effects

4.8.1 All non-conformities raised by the assessment team during an assessment will be categorised as "*Critical", "Significant" and* "*Minor*".

a) Critical Non-conformity

A *critical* non-conformity or a series of non-conformities which seriously threatens the credibility of the relevant accreditation scheme. Gross lack of technical competence and persistent violation of SAC Terms & Conditions, regulations, gross lack of commitment of the organisation to qualify or comply to accreditation criteria and existence of serious doubt on the integrity and impartiality of the organisation. A management system breakdown, as indicated by a series of *significant* non-conformities which seriously threaten the quality of all activities under the system, warrants a *critical* non-conformity.

Note: Gross lack of competence may arise from lack of competent staff for critical activities, inappropriate environment for critical activities, lack of critical equipment, lack of critical traceability, totally invalid test, calibration or inspection method, total breakdown of the record or documentation system, lack of or totally ineffective quality assurance procedures or other causes.

Effect: Organisation, related accreditation scheme or activity may be suspended or withdrawn. For applicant certification body, accreditation shall not be granted.

b) Significant Non-conformity

A *significant* non-conformity has serious adverse effect on the validity of an activity, its results or the competence of the organisation or a violation of SAC Terms & Conditions for accreditation.

The existence of a serious doubt on the technical validity of an activity or its results, as indicated by a series of related *minor* non-conformities is a *significant* non-conformity. Furthermore, persistence of a *minor* non-conformity for an extended period of time and without any plausible explanation may be a violation of SAC Terms & Conditions for accreditation, warrants is a *significant* non-conformity.

Effect: Rectification is required within a given timeframe. Related activity may be suspended or withdrawn depending on the outcome of the rectification. For applicant certification body, accreditation may not be granted if the rectification is not satisfactory for the related activity.

c) Minor Non-conformity

A minor non-conformity shall have no serious adverse effect on the validity of the activity, its results or the competence of the organisation.

Note: Minor non-conformities have a tendency to grow into significant non-conformities if not addressed appropriately at the time.

Effect: Rectification is required within a given timeframe. Effectiveness of the corrective actions taken may be monitored in the next assessment.

4.9 Prohibition of Issue of Certificates to Accreditation Standards

4.9.1 A certification body cannot issue certificates based on accreditation standards such as ISO/IEC 17025. If a certification body provides such certification, SAC shall initiate its process of suspension of accreditation. Further decisions shall be based on the actions taken by the certification body.

Note: It is accepted that a certification body may have to assess subcontractors to confirm that they meet the certification body's requirements which may include accreditation standards e.g. ISO/IEC 17025. Documentation issued to subcontractors as a result of a successful assessment should clearly state that this is only for the purpose of the subcontract and is not certification or accreditation in accordance with ISO/IEC 17011.

4.10 Transfer of Accredited Certification of Management System

4.10.1 For transfer of accredited certificates under IAF MLA issued by other IAF MLA members to SAC accredited certificates, the certification bodies will be required to meet the requirements of IAF MD 2 – IAF Mandatory Documentation for the Transfer of Accredited Certification of Management System.

4.10.2 For transfer of non-accredited certificates which are not under IAF MLA to SAC accredited certificates, the certification body has to check on the qualifications of the auditor who conducted the non-accredited audit and the duration of the non-accredited audit. In addition, the scopes must be accredited.

a) If the auditor meets the qualifications for the respective schemes and the duration of the audit is adequate (as indicated in IAF MD 5), the certification body can grant the accredited certificate to the client without further audit.

b) Otherwise the certification bodies shall conduct an additional audit (partial audit of critical processes for Stage 2 only) before granting of the accredited certificate can be considered. Stage 1 audit is not necessary.

5 Branch Offices

5.1 An accredited certification body shall seek approval from SAC if it wishes to set up a branch office to conduct certification covered in the scope of accreditation. The certification body shall not issue SAC accredited certificates unless accreditation has been extended to cover the work performed in the branch office.

5.2 If an accredited accreditation body wishes to seek accreditation for its branch office, it shall apply formally to SAC to request for an extension of the accreditation to the branch office.

5.3 SAC may consider on a case to case basis the accreditation of overseas branch office with Headquarters (HQ) in Singapore, if it meets the following:

- The HQ oversees and controls the management system and its implementation in the branch office; and
- The branch offices must operate to the same management system and procedures as the HQ.

6 Safety

6.1 Safe working conditions are essential to good certification practice and management. The certification body shall observe all necessary safety precautions to ensure that its certification activities are performed in a safe working environment.

6.2 SAC will not arrange for on-site assessment if it considers the certification body premises to be unsafe.

6.3 It is the certification body’s responsibility to comply with relevant health and safety requirements.

Annex 1

List of Accreditation and Certification Requirements

ISO/IEC 17021-1	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 1: Requirements
ISO/IEC 17021-2	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 2: competence requirements for auditing and certification of environmental management systems
ISO/IEC 17021-3	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 3: Competence requirements for auditing and certification of quality management systems
ISO/IEC TS 17021-5	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 5 Competence requirements for auditing and certification of asset management systems
ISO/IEC TS 17021-6	Conformity assessment – Requirements for bodies providing audit and certification of management systems Part 6: Competence requirements for auditing and certification of business continuity management systems
ISO/IEC 17024	General Requirements for Bodies Operating Certification of Persons
ISO/IEC 17065	Conformity assessment - Requirements for bodies certifying products, processes and services
ISO 22000	Food Safety Management Systems – Requirements for any organisation in the food chain
ISO/TS 22003	Food Safety Management Systems – Requirements for bodies providing Audit and Certification of Food Safety Management systems
ISO 22301	Societal security -- Business continuity management systems – Requirements
ISO 29990	Learning services for non-formal education and Training – Basic requirements for service providers
ISO 50001	Energy Management Systems – Requirements with guidance for use
ISO/IEC 50003	Energy management systems -- Requirements for bodies providing audit and certification of energy management systems
ISO 55001	Asset Management – Management Systems – Requirements

HSA TS-01	Good Distribution Practice for Medical Devices – Requirements
SAC CT 02	SAC Criteria for Certification Bodies (OSHMS)
SAC CT 04	SAC Criteria for Certification Bodies (Good Distribution Practice for Medical Devices)
SAC CT 05	SAC Criteria for Certification Bodies (Ready-Mixed Concrete)
SAC CT 06	SAC Criteria for Ready-Mixed Concrete Producers
SAC CT 08	SAC Criteria for Certification Bodies (Business Continuity Management)
SAC CT 09	SAC Criteria for Certification Bodies (Quality Management for Bunker Supply Chain)
SAC CT 11	SAC Criteria for Certification Bodies (Water Efficiency Management Systems)
SAC CT 12	SAC Criteria for Product Certification Bodies (Fire Safety Products)
SAC CT 13	SAC Criteria for Certification Bodies (Learning Service Providers)
SAC CT 14	SAC Criteria for Certification Bodies (Multi-Tiered Cloud Computing Security)
SAC CT 15	SAC Criteria for Certification Bodies (Management of End-of-life ICT Equipment)
SAC CT 16	SAC Criteria for Certification Bodies (Asset Management)
SAC CT 18	SAC Criteria for Certification Bodies (Medical Devices - Quality Management Systems)
SAC CT 19	SAC Criteria for Certification Bodies (Water Efficiency Labelling Scheme)
SAC CT 21	SAC Criteria for Certification Bodies (Anti-Bribery Management System)
SAC HACCP Document No 1	Requirements for HACCP Auditing Methodology and Criteria for Auditors
ISO 9001	Quality Management Systems – Requirements
ISO 14001	Environmental Management Systems – Requirements with guidance for use
SS 524	Specification for Quality Management for Bunker Supply Chain (QMBS)
SS 506-1	Occupational safety and health (OSH) management systems - Requirements
SS 506-3	Occupational safety and health (OSH) management

	systems - Part 3 : Requirements for the chemical industry
SS 544-1	Concrete – Complementary Singapore Standard to SS EN 206 – Part 1: Method of specifying and guidance for the specifier
SS 544-2	Concrete – Complementary Singapore Standard to SS EN 206 – Part 2: Specification for constituent materials and concrete
SS 560	Specification for steel for the reinforcement of concrete – Weldable reinforcing steel – Bar, coil and decoiled product
SS 577	Singapore Standard for Water Efficiency Management Systems – Requirements with guidance for use
SS 584	Specification for Multi-Tiered Cloud Computing Security
SS 587	Management of End-of-life ICT Equipment
SS 590	Singapore Standard on HACCP based food safety management system – requirements for any organisation in the food chain
SS EN 206	Concrete - Specification, performance, production and conformity
TR 43	Management Consultants

Annex 2

Scope of Accreditation for Management System Certification Bodies (Except for Quality Management System and Environmental Management System)

This list of scopes of accreditation is based on the statistical nomenclature for economic activities (NACE Rev 2) 2008 published by the Commission of European Communities, and is applicable to the following SAC Accreditation Programmes:

a) Anti-bribery Management System
b) Asset Management Certification
c) Business Continuity Management Certification
d) Occupational Health and Safety Management Systems Certification
e) Water Efficiency Management Systems Certification

NACE Code (Rev. 2)	Description	[1]Critical Scopes
A01 – *Crop and Animal Production, Hunting and Related Service Activities* **A03** – *Fishing and Aquaculture*	Agriculture; Fishing	e.g. non-processed foods, primary products
B05 – *Mining of coal and lignite* **B06** – *Extraction of crude petroleum and natural gas* **B07** – *Mining of metal ores* **B08** – *Other Mining and Quarrying* **B09** – Mining support service activities	Mining and Quarrying	e.g. environmental impact, health and safety
C10 – Manufacture of Food Products **C11** – Manufacture of Beverages **C12** – Manufacture of tobacco products	Food products, beverages and tobacco	e.g. processed foods for human consumption
C13 – Manufacture of textiles **C14** – Manufacture of wearing apparel	Textiles and textile products	
C15 – Manufacture of leather and related products	Leather and leather products	
C16 – Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials	Wood and wood products	e.g. building fittings, fire-rated doors, etc
C17 – Manufacture of paper and paper products	Pulp, paper and paper products	
J58.1 – Publishing of books, periodicals and other publishing activities	Publishing companies	

[1] Activities involving manufacturing, production or distribution of product or services which have direct impact on health, safety or the environment (examples in bracket) are defined as critical scopes.

NACE Code (Rev. 2)	Description	[1]Critical Scopes
J59.2 – Software publishing		
C18 - Printing and reproduction of recorded media	Printing companies	
C19 – Manufacture of coke and refined petroleum products	Manufacture of coke and refined petroleum products	e.g. environmental impact, health and safety
C24.46 – Processing of nuclear fuel	Nuclear fuel	e.g. environmental impact, health and safety
C20 – Manufacture of chemicals and chemical products	Chemicals, chemical products and fibres	e.g. hazardous substances, environmental impact
C21 – Manufacture of basic pharmaceutical products and pharmaceutical preparations	Pharmaceuticals	e.g. drugs, medicines for human consumption
C22 – Manufacture of rubber and plastic products	Rubber and plastic products	e.g. hazardous substances, environmental impact
C23 – Manufacture of other non-metallic mineral products (except **C23.5** – Manufacture of cement, lime and plaster **C23.6** – manufacture of articles of concrete ,cement and plaster)	Non-metallic mineral products	
C23.5 - Manufacture of cement, lime and plaster **C23.6** - Manufacture of articles of concrete ,cement and plaster	Concrete, cement, lime, plaster etc	e.g. ready-mixed concrete
C24 – Manufacture of basic metals (except **C24.46** – processing of nuclear fuel) **C25** –Manufacture of fabricated metal products, except machinery and equipment (except **C25.4** –Manufacture of weapons and ammunition) **C33.11** –Striking of coins	Basic metals and fabricated metal products	e.g. structural steel, reservoirs tanks, boilers, etc
C25.4 - Manufacture of weapons and ammunition **C28** – Manufacture of machinery and equipment n.e.c **C30.4** – Manufacture of military fighting vehicles **C33.12** – Repair of machinery **C33.2** – Installation of industrial machinery	Machinery and equipment	e.g. medical, surgical, weapons, ammunition, etc

NACE Code (Rev. 2)	Description	[1]Critical Scopes
and equipment		
C26 – Manufacture of computer, electronic and optical products **C27** – Manufacture of electrical equipment **C33.13** – Repair of electronic and optical equipment **C33.14** – Repair of electronic equipment **S95.1** – Repair of computers and communication equipment	Electrical and optical equipment	All
C30.1 – Building of ships and boats **C33.15** – Repair and maintenance of ships and boats	Shipbuilding	All
C30.3 – Manufacture of air and spacecraft and related machinery **C33.16** – Repair and maintenance of aircraft and spacecraft	Aerospace	All
C29 – Manufacture of motor vehicles, trailers and semi-trailers **C30.2** – Manufacture of railway locomotives and rolling stock **C30.9** – Manufacture of transport equipment n.e.c **C33.17** – Repair and maintenance of other transport equipment	Other transport equipment	
C31 – Manufacture of furniture **C32** – Other manufacturing **C33.19** – Repair of other equipment	Manufacturing not elsewhere classified	
E38.3 – Materials recovery	Recycling	
D35.1 – Electric power generation, transmission and distribution	Electricity supply	All
D35.2 – Manufacture of gas; distribution of gaseous fuels through mains	Gas supply	All
D35.3 – Steam and air conditioning supply **E36** – Water collection, treatment and supply	Water supply	All
F41 – Construction of buildings **F42** – Civil Engineering **F43** – Specialised construction activities	Construction	e.g. site preparation; building of complete construction or parts thereof; civil engineering; installation of lifts and escalators
G45 – Wholesale and retail trade and repair of motor vehicles and motorcycles G46 – Wholesale trade, except of motor	Wholesale and retail trade; Repair of motor vehicles,	

NACE Code (Rev. 2)	Description	[1]Critical Scopes
vehicles and motorcycles G47 – Retail trade, except of motor vehicles and motorcycles S95.2 – Repair of personal and household goods	motorcycles and personal and household goods	
I55 - Accommodation I56 – Food and beverage service activities	Hotels and restaurants	e.g. hotels, restaurants, bars, canteens, catering; food safety, etc Accommodation is not a critical scope.
H49 – Land transport and transport via pipelines H50 – Water transport H51 – Air Transport H52 – Warehousing and support activities for transportation H53 – Postal and courier activities J61 –Telecommunications	Transport, storage; Communication	
K64 – Financial service activities, except insurance and pension funding K65 – Insurance, reinsurance and pension funding, except compulsory social security K66 – Activities auxiliary to financial services and insurance activities L68 – Real Estate activities N77 – Rental and leasing activities	Financial intermediation; real estate; renting	* Real estate (e.g. property development; project management, safety of buildings)
J58.2 – Software Publishing J62 – Computer Programming, consultancy and related activities J63.1 – Data processing, hosting and related activities; web portals	Information technology	
M71 – Architectural and engineering activities; technical testing and analysis M72 – Scientific research and development (except 74.2 – photographic activities, M74 – Other professionals, scientific and technical activities	Engineering services	*(e.g. research and experimental development on natural sciences and engineering, etc) architectural and engineering activities relating to technical consultancy, interior design services, quantity and land surveying, etc
M69 – Legal and accounting activities M70 – Activities of head offices; management	Other services	

NACE Code (Rev. 2)	Description	[1]Critical Scopes
consultancy activities M73 – Advertising and market research M74.2 - Photographic activities M74.3 - Translation and interpretation activities N78 – Employment activities N80 – Security and investigation activities N81 – Services to buildings and landscape activities N82 – Office administrative, office support and other business support activities		
O84 – Public Administration and defence; compulsory social security	Public administration	
P85 - Education	Education	
M75 – Veterinary Activities Q86 – Human Health activities Q87 – Residential care activities Q88 – Social work activities without accommodation	Health and social work	Health (e.g. relating to human health and relevant activities)
E37 - Sewerage E38.1 – Waste Collection E38.2 – Waste treatment and disposal E39 – Remediation activities and other waste management services J59.1 – Motion picture, video and television programme activities J60 – Programming and broadcasting activities J63.9 – Other information services activities N79 – Travel agency, tour operator reservation service and related services R90 – Creative, arts and entertainment activities R91 – Libraries, archives, museums and other cultural activities R92 – Gambling and betting activities R93 – Sports activities and amusement and recreation activities R94 – Activities of membership organisations R96 – Other personal service activities	Other social services	

Scope of Accreditation for Quality Management for Bunker Supply Chain [All are critical scopes]

- Supply of bunker (SS524)

Scope of Accreditation for HACCP-based Food Management System [All are critical scopes]

1. Cargo and storage
2. Catering and canteen
3. Hotel
4. Manufacture of beverages
5. Manufacture of condiments and seasonings
6. Manufacture of grain mill products; starches and starch products
7. Manufacture of ready to eat snack food products
8. Manufacture of rusks and biscuits, preserved pastry goods and cakes
9. Manufacture of vegetable and animal oils and fats
10. Manufacture and processing of alcoholic products
11. Manufacture and processing of animal feeds
12. Manufacture and processing of confectionary
13. Manufacture and processing of dairy product
14. Manufacture and processing of fruits and vegetables
15. Manufacture and processing of grain and cereal
16. Manufacture and processing of homogenised food
17. Manufacture and processing of mineral water
18. Manufacture and processing of noodles, macaroni
19. Manufacture and processing of poultry and meat
20. Manufacture of rusks and biscuits, preserved pastry goods and cakes
21. Manufacture and processing of seafood and fish
22. Manufacture and processing of soft drinks
23. Manufacture and processing of soups
24. Manufacture and processing of spices and seasoning
25. Manufacture and processing of tea and coffee
26. Manufacture and processing of tobacco
27. Production, processing and preserving of meat and meat products
28. Production, processing and preserving of other food
29. Restaurant
30. Retail of food and beverages
31. Retail of frozen, ready to eat food
32. Wholesale of food and beverages
33. Wholesale of food and beverages and tobacco

Scope of Accreditation for Food Safety Management System (FSMS)

The scopes are as defined in ISO/TS 22003:

Cluster	Category		Subcategory	
Farming	A	Farming of Animals	A I	Farming of Animals for Meat/Milk/Eggs/Honey
			A II	Farming of Fish and Seafood
	B	Farming of Plants	B I	Farming of Plants (other than grains and pulses)
			B II	Farming of Grains and Pulses
Food and Feed Processing	C	Food Manufacturing	C I	Processing of Perishable Animal Products
			C II	Processing of Perishable Plant Products
			C III	Processing of Perishable animal and Plant Products (Mixed Products)
			C IV	Processing of ambient stable products
	D	Animal Feed Production	D I	Production of Feed
			D II	Production of Pet Food
Catering	E	Catering		
Retail, transport and storage	F	Distribution	F I	Retail/ Wholesale
			F II	Food Broking/ Trading
	G	Provision of Transport and Storage Services	G I	Provision of Transport and Storage Services for Perishable Food and Feed
			G II	Provision of Transport and Storage Services for Ambient Stable Food and Feed
Auxiliary Services	H	Services		
	I	Production of Food Packaging and Packaging Material		
	J	Equipment Manufacturing		
Biochemical	K	Production of (Bio) Chemicals		

Scope for Good Distribution Practice for Medical Devices

- Other supporting land transport activities
- Other wholesale
- Storage and warehousing

Scope of Accreditation for Energy Management System (EnMS)

The technical areas (scope) are defined in Table 2 of ISO 50003

Scope (Technical Area)	**Description**
Industry – light to medium	Manufacturing facilities producing consumer intermediates or end user oriented products
Industry – heavy	Manufacturing facilities requiring high capitalization and consuming large quantities of raw materials and energy
Buildings	Facilities with standard commercial building practices
Building complexes	Facilities with operations requiring specific expertise due to the complexity of energy sources and uses
Transport	System or means for transporting people or goods/cargo
Mining	Open cast, underground and fluid extraction of raw materials and transport
Agriculture	Livestock, seed or crops products
Energy supply	Energy generation (nuclear, CHP, electricity, renewable, etc) and transport (transmission and distribution)

Scope of Accreditation for Learning Service Providers

1. Information technology
2. Language and literacy
3. Manufacturing
4. Productivity and innovation
5. Professional and personal development
6. Quality, including management systems
7. Workplace safety and health
8. Security
9. Service excellence
10. Others

Scope of Accreditation for Multi-Tiered Cloud Computing Security

- Information technology

Scope of Accreditation for End-of Life ICT Equipment

- Management of End-of-Life ICT Equipment

Scope of Accreditation for Medical Device – Quality Management System (MDQMS)

- Active implantable medical device
- Active medical devices (non-implantable)
- Device incorporating/utilising/specific substances/technologies
- In vitro diagnostic medical devices
- Non-active medical devices
- Parts and services
- Sterilisation method for medical devices

Annex 3a

Witnessed Assessments for Initial Assessment

Scheme	Number of Witnessed Assessments
Management system (except for QMS and EMS)	*1- 2 scopes (2 digit NACE code or less)* 1 initial or recertification audit (per scheme) *(to include Stage 1 for initial audit)* *More than 2 scopes (2 digit NACE Code or less)* 2 initial or recertification audits (per scheme) *(to include Stage 1 for initial audit)* *Priority to witness critical scopes, wherever applicable.* *If initial or recertification audits cannot be witnessed, then a minimum of two surveillances or an extended surveillance covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard* For the Learning Service Providers Certification Scheme, please see requirements in SAC CT 13. For Medical Devices - Quality Management System Certification Scheme, please see requirements in SAC CT 18.
Food Safety Management System (FSMS)	For the FSMS Certification Scheme, the number of witnessed assessments shall be based on IAF MD 16. Clusters 1. Farming (A+B) 2. Food and Feed Processing (C+D) 3. Catering (E) 4. Retail, Transport and Storage (F+G) 5. Auxiliary Industries (H+I+J) 6. (Bio) Chemicals (K) At least one witness assessment performed in the cluster for a given food chain cluster. A witness of an initial certification audit, including stage 1, should be undertaken as part of the initial accreditation**.**
Product	The witnessed assessment is only applicable to product certification scheme with factory inspection (e.g. Product Type 5

Scheme	Number of Witnessed Assessments
	scheme) Where applicable, an adequate number of tests will be witnessed. 1 initial or recertification audit for each product category *If initial or recertification audits cannot be witnessed, then a minimum of two surveillance audits or an extended surveillance audit covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard* There may not be a need to assess an applicant's test facilities and the competency of its test personnel if the applicant has been accredited for the same scope under the SAC Singapore Laboratory Accreditation Scheme (SAC-SINGLAS) or under the scheme of one of SAC-SINGLAS MRA partners. The same principle will apply to routine surveillance, re-assessment and extension of scope.
Personnel	1 witnessed audit per programme

Annex 3b

Witnessed Assessments for Initial Assessment for Quality and Environmental Management Systems Certification Bodies

Application Date: 7 January 2018

Scheme	Number of Witnessed Assessments
Quality and Environmental Management System (QMS and EMS)	All critical codes to be witnessed in each technical cluster of each Management System scope. Refer to table 1 & 2 and IAF MD 17 for details. *If initial or recertification audits cannot be witnessed, then a minimum of two surveillances shall replace every initial or recertification audit to be witnessed. The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard*

Table 1: Quality Management Systems (ISO 9001)

Technical Cluster	IAF code	Description of economic sector/activity, according to IAF ID1	Critical Code(s)
Food	**1**	Agriculture, forestry and fishing	**3**
	3	Food products, beverages and tobacco	
	30	Hotels and restaurants	
Mechanical	**17**	Basic metals and fabricated metal products	**22 or 20**
	18	Machinery and equipment	
	19	Electrical and optical equipment	
	20	Shipbuilding	
	22	Other transport equipment	
Paper	**7**	Limited to "Paper products"	**9**
	8	Publishing companies	
	9	Printing companies	
Minerals	**2**	Mining and quarrying	**2 or 15**
	15	Non-metallic mineral products	
	16	Concrete, cement, lime, plaster, etc.	
Construction	**28**	Construction	**28**
	34	Engineering services	
Goods production	**4**	Textiles and textile products	**5 or 14**
	5	Leather and leather products	
	6	Wood and wood products	
	14	Rubber and plastic products	
	23	Manufacturing not elsewhere classified	
Chemicals	**7**	Limited to "Pulp and paper manufacturing"	**12**
	10	Manufacture of coke and refined petroleum products	
	12	Chemicals, chemical products and fibres	
Supply	**25**	Electricity supply	**26**
	26	Gas supply	
	27	Water supply	
Transport & Waste management	**24**	Recycling	**24**
	31	Transport, storage and communication	
	39	Other social services	
Services	**29**	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	**37 or 33**
	32	Financial intermediation; real estate; renting	
	33	Information technology	
	35	Other services	
	37	Education	
	36	Public administration	
Nuclear	**11**	Nuclear fuel	**11**
Pharmaceutical	**13**	Pharmaceuticals	**13**
Aerospace	**21**	Aerospace	**21**
Health	**38**	Health and social work	**38**

Table 2: Environmental Management Systems (ISO 14001)

Technical Cluster	IAF code	Description of economic sector/activity, according to IAF ID1	Critical Code(s)
Agriculture, forestry and fishing	**1**	Agriculture, forestry and fishing	**1**
Food	**3**	Food products, beverages and tobacco	**3**
	30	Hotels and restaurants	
Mechanical	**17**	Limited to "Fabricated metal products"	**20 or 21**
	18	Machinery and equipment	
	19	Electrical and optical equipment	
	20	Shipbuilding	
	21	Aerospace	
	22	Other transport equipment	
Paper	**7**	Limited to "Paper products"	**9**
	8	Publishing companies	
	9	Printing companies	
Construction	**28**	Construction	**28**
	34	Engineering services	
Goods production	**4**	Textiles and textile products	**4 and 5**
	5	Leather and leather products	
	6	Wood and wood products	
	23	Manufacturing not elsewhere classified	
Chemicals	**7**	Limited to "Pulp and paper manufacturing"	**7 and 10 and 12 and 13**
	10	Manufacture of coke and refined petroleum products	
	12	Chemicals, chemical products and fibres	
	13	Pharmaceuticals	
	14	Rubber and plastic products	
	15	Non-metallic mineral products	
	16	Concrete, cement, lime, plaster, etc.	
	17	Limited to "Base metals production"	
Mining and quarrying	**2**	Mining and quarrying	**2**
Supply	**25**	Electricity supply	**25 or 26**
	26	Gas supply	
	27	Water supply	
Transport & Waste management	**24**	Recycling	**24 and 39 (limited to NACE 37, 38.1, 38.2, 39)**
	31	Transport, storage and communication	
	39	Other social services	
Services	**29**	Wholesale and retail trade; Repair of motor vehicles, motorcycles and personal and household goods	**29 or 35 or 36**
	32	Financial intermediation; real estate; renting	
	33	Information technology	
	35	Other services	
	36	Public administration	
	37	Education	
Nuclear	**11**	Nuclear fuel	**11**
Health	**38**	Health and social work	**38**

Annex 4

Witnessed Assessments Within the Accreditation Cycle

Scheme	Number of witnessed assessments
Management system (except QMS and EMS)	*The number of witnessed assessments is based on the number of certificates issued per scheme per cycle,* 1 – 50 certificates 1 initial or recertification or surveillance audit per scheme 51 - 200 certificates 2 initial or recertification or surveillance audit per scheme 201 & above certificates 3 initial or recertification per scheme *Priority to witness critical scopes, wherever applicable.* *The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard*
Quality and Environmental Management System (QMS and EMS)	At least one witnessing activity in each technical cluster of each Management Systems scheme, to be complemented with other assessment activities to guarantee that each technical cluster, shall be assessed within two successive accreditation cycles.
Food Safety Management System (FSMS)	At least one audit in cluster 2 (if covered by the accredited scope of the Certification Body) shall be witnessed by SAC annually and at least one audit in each of the other clusters during the accreditation cycle. At least one of the witness audits per accreditation cycle should include an initial certification audit.
Product	*The number of witnessed assessments is based on the number of certificates issued per scheme per cycle* For product certification scheme with factory inspection (e.g. Product Type 5 scheme) 1 – 50 certificates 1 initial or recertification or surveillance audit per product category (eg RMC, fire safety products)

Scheme	Number of witnessed assessments
	51 - 200 certificates 2 initial or recertification or surveillance audits per product category 201 & above certificates 3 initial or recertification or surveillance audits per product category *If initial or recertification audits cannot be witnessed, then a minimum of two surveillance audits or an extended surveillance audit covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard*
Personnel	1 witnessed audit per programme per year (does not depend on number of certificates issued)

Note 1 Witnessing of audits will be conducted on critical scopes, wherever possible.

Note 2 Audits witnessed during the application for extension of scope, if any, will be taken into consideration.

Note 3 Management system: For each scheme, witnessed audits must include at least one of the certification standards during the cycle. For example, for QMS, at least one SS 524 and one ISO 9001 audit must be witnessed during the cycle; for OSHMS, at least one SS 506 Part 1 and Part 3 must be witnessed during the cycle where the accreditation covers both standards.

Note 4 Product: Witnessed audits must cover all product categories during the cycle. For example at least one ready-mixed concrete, E & E, FSP, building & construction and BRC must be witnessed during the cycle.

Note 5 The number of certificates issued is based on the last submission by the certification body for the annual billing of the fees.

Annex 5

Witnessed Assessments for Extension of Scope

Scheme	No of witnessed assessments
Management system	<u>For critical scopes only</u> 1 initial or recertification or surveillance audit (per scheme) (to include stage 1 for initial audit) *The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard* <u>For new certification standard (eg. QMBS)</u> 1 initial or recertification or surveillance audit (for each new certification standard to the existing scheme) (to include stage 1 for initial audit) *The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard*
Quality and Environmental Management System	The following witnessing rules apply for the extension of accreditation of each scheme to be complemented with other assessment activities to guarantee the appropriate coverage of the applicant scope: i. if a technical cluster has only 1 critical code, the witnessed activity shall be conducted in this critical code to grant accreditation for all the IAF codes in that cluster ii. if a technical cluster has more than 1 critical code, the witnessing activity shall be performed: a. in all the critical codes that are identified with an “and” (on the “Critical code” column); b. in one of the critical codes that are identified with an “or” (on the “Critical code” column); iii. if it is not possible to perform a witnessing activity in the IAF code/s identified as critical, the accreditation can: a. only be granted in the non-critical IAF code/s of the technical cluster for one of which a witnessing activity is performed, or b. in all the codes of the cluster, performing an office activity in the critical code/s, but on condition that:

Scheme	No of witnessed assessments
	• Certification Body has demonstrated its competence on a documental basis in all the codes of the cluster; and • witnessing activity in the critical code/s takes place before any certificate in the critical code/s based on accreditation is issued. However, in such cases, if the result of the witnessing activity is negative, SAC shall consider reducing the scope of accreditation. *If initial or recertification audits cannot be witnessed, then a minimum of two surveillances shall replace every initial or recertification audit to be witnessed. The witnessed surveillance has to cover all the key requirements (critical processes) of the certification standard*
Food Safety Management System (FSMS)	For extensions inside a cluster, witnessing is not mandatory. Witnessing is mandatory for extensions to categories in a new cluster. At least one witness assessment performed in the cluster for a given food chain cluster.
Product	<u>For product certification scheme with factory inspection (eg. product Type 5 scheme)</u> Where applicable, an adequate number of tests will be witnessed. 1 initial or recertification audit for each product category *If initial or recertification audit cannot be witnessed, then a minimum of two surveillance audits or an extended surveillance audit covering all requirements of the certification standard shall replace every initial or recertification audit to be witnessed. The witnessed surveillance which does not cover all requirements has to cover all the key requirements (critical processes) of the certification standard*
Personnel	1 witnessed audit per programme