KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

PL-39-01

Outsourcing Policy

Table of Contents

1 Background Information 2
1.1 Purpose 2
1.2 Scope 2
1.3 Legal Basis 2
2 Terms and Definitions 2
2.1 Acronyms and Abbreviations 2
2.2 Definition of Terms 3
3 Policy Statement 3
4 Associated Documents 4
5 Revision/Amendment Records 4

Approved Version

1 Background Information

1.1 Purpose

Kenya Accreditation service (KENAS) normally undertakes the assessment of CABs for the purpose of accreditation. In the event that KENAS is unable to carry out the assessment, it shall outsource the assessment to any other competent body. However, KENAS shall take full responsibility over all outsourced assessments. The terms and conditions under which outsourcing of KENAS assessments can be undertaken are outlined in this policy.

1.2 Scope

This policy applies to the outsourcing of assessments of Conformity Assessment Bodies by

KENAS.

1.3 Legal Basis

KENAS shall implement this policy in accordance with the ISO /IEC 17011 and Outsourcing Agreement ACC-FM-05-01

2 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17000 and the KENAS Act 2019 and the following apply.

2.1 Acronyms and Abbreviations

CEO	Chief Executive Officer
KENAS	Kenya Accreditation Service
CAB	Conformity Assessment Body
AB	Accreditation Body
IAF	International Accreditation Forum
MLA	Multi-Lateral Arrangement
MRA	Mutual Recognition Arrangement
AFRAV	African Accreditation Cooperation

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2.2 Definition of Terms

2.2.1 Assessor

A person assigned KENAS to perform, alone or as part of an assessment team, an assessment of a conformity assessment body

2.2.2 Expert

A person assigned by KENAS working under the responsibility of an assessor who provides specific knowledge or expertise with respect to the scope of accreditation to be assessed and does not assess independently.

2.2.3 Assessment

The process undertaken by KENAS to determine the competence of a Conformity Assessment Body (CAB) based on standard(s) and or other normative documents and for a defined scope of accreditation.

3 Policy Statement

KENAS shall outsource an assessment of a CAB to a competent body under the following circumstances:

3.1 KENAS does not have the necessary competence to assess a particular CAB under the requested scope of accreditation.

3.2 KENAS has a lot of work such that it cannot execute the assessment itself.

3.3 Where for economic reasons and logistics taking into account the site/location, it is not feasible for KENAS to carry out the assessment

3.4 Whenever a situation under 5.1.1 arises, a suitable Accreditation Body shall be identified, normally from the list of ABs' that are AFRAC MRA, ILAC MRA or IAF MLA signatories; whose scope of recognition is aligned to the scope to be outsourced.

3.5 Once KENAS decides to outsource the assessment of the CAB, it shall formally communicate in writing such a decision to the CAB.

3.6 KENAS shall only sanction the assessment upon receipt of a written consent from the CAB regarding the identified sub-contractor

3.7 KENAS shall then enter into a formal agreement with the AB to which the outsourcing is agreed upon by signing the Out-sourcing agreement.

3.8 KENAS shall remain responsible for all the outsourced assessments including decision making.

3.9 KENAS shall rely on the AFRAC MRA, ILAC MRA and IAF MLA peer evaluation framework as a mechanism through which the competence of the ABs to be outsourced to is determined and maintained. The competence profile of the assessment team to be engaged by the outsourced AB will be obtained, reviewed and maintained.

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4 Associated Documents

Ref	Document Identifier	Document Title
1.	ISO /IEC 17011	Conformity Assessment-Requirements for accreditation bodies accrediting conformity assessment bodies.
2.	ACC-FM-05-01	Outsourcing Agreement

5 Revision/Amendment Records

Date	Ver	Revised By	Reason for Revision
30/04/2022	01	RSQ	Newly developed/formatted document

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