KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

ACC-CD-21-01

ACAP Product Certification Scheme

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1 Background Information

1.1 Purpose

This criterion sets out the additional accreditation requirements for Products Certification Bodies providing product certification in line with ISO/IEC 17065 Conformity assessment -- Requirements for bodies certifying products, processes and services, scheme specific standards, related IAF mandatory documents, related KENAS policies, procedures and guidance documents, ARSO CACO ACAP Regulations and the relevant general rules for schemes of certification.

1.2 Scope

This document spells out the additional requirements to ISO/IEC 17065 and KENAS criteria for product certification bodies.

1.3 Role(s) and Responsibility

Role	Responsibility
All KENAS Technical Staff	Process owner
SCBO	Reviewer
CMIV	Recommender
CEO	Approval
All KENAS Technical Staff	Compliance

2 Terms and Definitions

For the purpose of this manual, the following terms and definitions shall apply in addition to those given in ISO/IEC 17000 and the Kenya Accreditation Service Act 2019.

2.1 Acronyms and Abbreviations

CEO	Chief Executive Officer
CMIV	Chief Manager, Inspection and Verification
KENAS	Kenya Accreditation Service
NSB	National Standards Body
SCBO	Senior Accreditation Officer, Certification

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2.2 Definition of Terms

2.2.1 Product certification.

Procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. 'Product' is used here to include product, process or service.

2.2.2 Product certification scheme

Product certification system as related to specified products to which the same particular standards and rules, and the same procedure, apply.

2.2.3 Certification Mark

A protected mark, applied or issued under the rules of a certification scheme, indicating that confidence is provided that the relevant product, process or service is in conformity with specific standards or normative documents

3 Criteria

3.1 Process Instructions

The requirements for product certification system implemented by the product certification body including requirements for management system manual; document and record control; preventive actions, nonconformities and corrective actions; internal audits; management reviews; complaints shall be as outlined in ISO/IEC 17065, ARSO CACO ACAP Regulations and the relevant general rules for schemes of certification.

3.2 Determination of Scope

The scope of certification shall fall within the ARSO certification schemes as captured in the general rules for scheme certification part 1 & 2 and are aligned to the sector scopes of economic activities recognized by IAF as outlined in IAF ID 1 Informative Document for QMS and EMS Scopes for Accreditation and the sectors scopes based on the statistical nomenclature for economic activities NACE rev. 2 published by the Commission of European Communities (official Journal L 393/1, 30.12.2006) classification.

3.3 Determination of audit time

3.3.1 The product certification body shall define audit time and audit duration determination in their documentation to allow audit objectives to be achieved where the method of evaluation involves certification.

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3.3.2 Calculation of man days for audits shall following the principles described in IAF-MD5. For each calculation the rationale shall be recorded.

3.3.3 Audit time shall be determined based on but not limited to the factors enumerated inthe IAF MD 5

3.4 Critical location

3.4.1 The product certification body shall document location where its critical activities areundertaken in Clause M7.5.7.2, M7.5.7.3 and M7.5.7.4 of IAF/ILAC A5.

3.4.2 KENAS shall evaluates and review this decision based on specifications set out in ISO/IEC 17011 (Clause 7.5.7, 7.5.8) and in IAF/ILAC-A5:07/2012 (Clause M.7.5.7.2)as applicable.

3.5 Product Certification Schemes

3.5.1 The certification bodies shall develop at least one product certification scheme in linewith ACAP general rules for schemes of certification Part 1and Part11.

3.5.2 The certified client shall be awarded certification for the product and is allowed to use ARSO mark and the Africa ECO labelling mark - ECOMARK Africa. The confidence that the certification body has to allow use of their mark in this way shall be established via the satisfactory audit of the certified client and ongoing surveillance visits to the client along with independent selection and testing/inspection of audit samples.

3.6 Product Scheme Requirements

3.6.1 A certification scheme shall define the requirements of certification in a document which shall be aligned to the requirements as captured in the ARSO ACAP CACO regulations and ARSO general rules for certification part 1& 2 and the relevant product rules for certification.

3.6.2 The scheme shall be guided by ISO/IEC 17067 and the accreditation standard ISO/IEC 17065,

3.7 Human Resource Requirements

3.7.1 The product certification body shall document the relevant competence criteria as a basis for selecting auditors trained on ISO 19011 and/or technical experts and inspectors.

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3.7.2 The product certification body shall define the competence requirements for personnel involved in the management and performance of certification activities. Where audits are carried out of a client's management system and/or production processes the audit team shall consist of a lead auditor and where necessary, auditor(s) and technical expert(s). The certification body may develop a system to train and authorize lead auditors and auditors with reference to Section 7 of ISO 19011.

3.7.3 The documented criteria shall have the required knowledge and skills necessary to effectively perform audit and certification tasks to be fulfilled to achieve the intendedresults.

3.7.4 The audit team shall have knowledge of ISO 17065; ISO ARSO CACO ACAP Regulations; ARSO general rules for schemes of certification; specific product requirements under the scope of certification.

3.7.5 Additionally based on the mode of evaluation in the certification process the personnel shall have knowledge of requirements of ISO/IEC 17020.ISO/IEC 17021- 1; ISO/IEC 17025

3.7.6 The certification body shall ensure that the persons involved in the audit process including review of application to making of certification decisions are competent for the specific scopes.

3.7.7 The certification body shall implement a system to regularly monitor the performanceof its personnel.

3.7.8 A technical expert who provides technical support to an audit team shall work underthe direction and close supervision of a competent lead auditor or auditor. For example, the technical expert should;

a) have an appropriate knowledge and understanding of the relevant industry;
b) have adequate knowledge in the design and production of the product to beevaluated;
c) be familiar with the product standard(s) and applicable regulatory requirements;
d) have sufficient understanding of the technical aspect of the product certification scheme and be able to effectively evaluate the client's conformity with the productcertification scheme.

3.8 Preliminary requirements

This shall be as captured in the criteria for product certification

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3.9 Application

This shall be as captured in the criteria for product certification

3.10 On site Assessment

This shall be as captured in the criteria for product certification

3.11 Evaluation

This shall be as captured in the criteria for product certification

3.12 Witnessing

3.12.1 This shall be as captured in the criteria for product certification

3.12.2 During an accreditation cycle, the certification activities, certification schemes, and product groups shall be covered by adequate witnessing as captured in the accreditation programme.

3.13 Certification Documentation

This shall be as captured in the criteria for product certification

3.14 Use of certificates and marks of conformity

The certification body shall document its rules for the use and application of the certification marks and certificates as guided by the ARSO CACO ACAP regulations.

3.15 Reassessment and Renewal of Accreditation

This shall be as provided for in the criteria for product certification

3.16 Adding to the Scope of Accreditation

This shall be as provided for in the criteria for product certification

3.17 Specific assessment subjects

This shall be as provided for in the criteria for product certification

4 Associated Documents

Ref	Document Identifier	Document Title
1.	ISO/IEC 17030	Conformity assessment - General requirements for third- party marks of conformity
2.	ISO/IEC Guide 7	Guidelines for drafting of standards suitable for use for conformity assessment
3.	ISO/IEC Guide 28	Conformity assessment - Guidance on a third-party certification system for products

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4.	ISO/IEC Guide 53	Conformity assessment - Guidance on the use of an organization's quality management system in product certification
5.	ISO/IEC Guide 17067	Conformity assessment - Fundamentals of product certification

5 Revision/ Amendment Records

Date	Version	Revised by	Reason for Revision
10/10/2022	01	RSQ	Newly developed/formatted document

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