KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

# PL-13-02

# Developing, Extending and Discontinuation of KENAS Accreditation Schemes 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 ..... 2
**3 Policy Statement ..... 3**
3.1 Extension of Accreditation Services ..... 3
3.2 Discontinuation of Accreditation Services ..... 4
**4 Associated Documents ..... 4**
**5 Revision/Amendment Records ..... 4**

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# 1 Background Information

## 1.1 Purpose

This policy outlines how KENAS develops and extends or discontinues its accreditation schemes based on market needs.

## 1.2 Scope

This policy applies to the Accreditation Services offered by KENAS.

## 1.3 Legal Basis

KENAS shall implement this policy in accordance with ISO/IEC17011 on Conformity Assessment.

# 2 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO/IEC 17000 and the KENAS Act Cap 496 A and the following apply.

## 2.1 Acronyms and Abbreviations

| | |
|---|---|
| KENAS | Kenya Accreditation Service |
| AB | Accreditation Bodies |
| TC | Technical Committee |
| CAB | Conformity Assessment Body |
| MoU | Memorandum of Understanding |

## 2.2 Definition of Terms

### 2.2.1 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.

### 2.2.2 Assessor

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

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# 3 Policy Statement

## 3.1 Extension of Accreditation Services

3.1.1 A need for accreditation of new conformity assessment activities may arise during strategic planning, market surveys, engagement with regulators and other stakeholders including technical committee

3.1.2 Once a new area is determined, KENAS shall evaluate the relevance of accreditation and determine the requirements of accreditation with respect to the client needs and the competence required for accreditation.

3.1.3 KENAS shall determine if the new conformity assessment activity is a stand-alone area or if it can be included under an existing scheme. For those that can be included under the respective schemes, the respective scheme manager or shall handle as a line extension and hence develop the technical competence whereas the process will ride on the existing system for accreditation.

3.1.4 Where the conformity assessment activity is totally new, KENAS shall adopt a project type model for development of the new area through;

3.1.4.1 Undertaking a feasibility study which will be presented in a proposal format determining the following aspects;

a) Engaging stakeholders (interested parties) directly or through existing Technical Committee membership to determine viability of the introduction of the new activity for accreditation.
b) Availability of technical experts for the development and implementation of the scheme
c) Checking availability of required documents such National or International Standards as well as regulatory requirements.
d) The need to conduct a benchmarking exercise with other ABs where such accreditation is already implemented.
e) A project team will be put in place to develop an implementation plan and determine if there is need for pilot prior to full integration.

3.1.4.2 The proposal shall be presented for approval or otherwise. If approval is obtained;

a) An MoU may be signed where required especially where regulators are involved
b) A Technical Committee may be established or an existing one used, depending on the need to advise KENAS on the new area, interpretation of the relevant standards and development of the criteria for accreditation.
c) Bench marking exercise may be undertaken in order to adapt what is existing to meet KENAS requirements.

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d) Requisite document and associated criteria shall be drafted and ratified by the TC.

3.1.4.3 KENAS shall train its staff, decision makers and assessors in order to build competence for the new requirements. Where competence may be obtained from another AB, KENAS may engage the AB Identified with a request to carry out a joint assessment as the KENAS competence is enhanced.

## 3.2 Discontinuation of Accreditation Services

KENAS may discontinue an accreditation scheme in part or in full where the scheme is deemed to be of no economic value. However, before KENAS discontinues provision of such accreditation services, it shall;

3.2.1 Seek views of stakeholders (interested parties) prior to the discontinuation of accreditation services and once any thorny issues are resolved, communicate regarding the discontinuation to all the stakeholders' impacted as well as post the communication on its website.

3.2.2 Review any contractual obligations it has and plan for transition of accredited CABs to other ABs offering the scheme or part of the scheme.

3.2.3 Withdraw any information related to the scheme or part of the scheme as soon as transition is complete.

# 4 Associated Documents

| Ref | Document Identifier | Document Title |
|---|---|---|
| 1. | ISO/IEC 17011 | Conformity Assessment-Requirements for accreditation bodies accrediting conformity assessment bodies |

# 5 Revision/Amendment Records

| Date | Ver | Revised By | Reason for Revision |
|---|---|---|---|
| 10/10/2022 | 01 | RSQ | Newly developed/formatted document |
| 30/06/2025 | 02 | QRM | • Systematic review of QMS Documentation.<br>• Introduction of the term "interested parties" and renaming of the policy by including the term "Developing". |

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