KENAS
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KENYA
ACCREDITATION
SERVICE

PL-44-01

Multi-Site and Group Accreditation Policy

Preamble

The Multi-site and Group Accreditation Policy is one of the Client focused policies recommended by KENAS's Clients during the Client Dialogue Forum held on 9th June 2022. It is based on best practices drawn from normative standards and Accreditation Best Practices. It aligns with the Kenya Accreditation Service Act 2019 (Act No. 17 of 2019) aspirations.

The Policy creates a framework allowing multisite or Group CABs to take advantage of economies of scale and attain discounted rates on annual fees

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Table of Contents

Preamble **1**

1 Background Information **3**

1.1 Purpose 3

1.2 Scope 3

1.3 Legal Basis 3

2 Terms and Definitions **3**

2.1 Acronyms and Abbreviations 3

2.2 Definition of Terms 3

3 Policy Statement **4**

3.1 General Guidelines for Multi-Site Accreditation 4

3.2 Requirements for Multisite Accreditation 4

3.3 Monitoring and Assessment of Multi-Site Conformity Assessment Bodies 5

3.4 Assessment of Multi-site CABs 6

3.5 Schedules /Certificates of Accreditation for Multi-Site CABs 6

3.6 Group Conformity Assessment Bodies 6

4 Associated Documents **7**

5 Revision/Amendment Records **7**

Approved Version

1 Background Information

1.1 Purpose

This policy sets out the principle of Accreditation of Multi-site and Group conformity assessment bodies.

1.2 Scope

The policy covers the Accreditation of:

a) Multi-Site Conformity Assessment Bodies; and
b) Group Conformity Assessment Bodies.

1.3 Legal Basis

The Kenya Accreditation Service is a State Corporation established under the Kenya Accreditation Service Act 2019 (Act. No 17 of 2019) mandated to accredit and exercise oversight over conformity assessment providers and maintain an internationally recognized accreditation system.

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
CAB	Conformity Assessment Body

2.2 Definition of Terms

2.2.1 Site

Any location where conformity assessment activity is being undertaken on a temporary or permanent basis.

2.2.2 Multi-site Accreditation

Accreditation granted to a Conformity Assessment Bodies (CABs) with various operational sites carrying out the same conformity assessment activities.

2.2.3 Multi-site CABs

A legal entity with a central office at which conformity assessment activities are planned, controlled or managed and a network of local offices or branches (sites) at which such activities are fully or partially carried out.

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2.2.4 Scheme

Rules and processes relating to the accreditation of Conformity Assessment Bodies to which the same requirements apply e.g. ISO/IEC 17025, ISO/IEC 17020 etc.

2.2.5 Group CABs

An organization operating multiple conformity assessment activities or schemes. e.g. ISO/IEC 17025 & ISO/IEC 17020 simultaneously or has more than one site in one location.

3 Policy Statement

3.1 General Guidelines for Multi-Site Accreditation

3.1.1 An applicant for Multi-Site Accreditation shall submit one application form covering all the sites and scopes for which they seek accreditation.

3.1.2 The central office of the multi-site conformity assessment bodies shall maintain responsibility for the activities performed by any locations covered by the scope of accreditation.

3.1.3 Multi-site Accreditation is limited to Scopes in the same scheme.

3.2 Requirements for Multisite Accreditation

3.2.1 In order to qualify for Multi-Site Accreditation, a CAB shall first designate a central office or primary site from which processes shall be centrally controlled. The controls shall include Management System Requirements as defined in the applicable Conformity Assessment Standards.

3.2.2 Multi-Site Accreditation shall not include Flexible Scope

3.2.3 Each Multi-site conformity Assessment Body shall confirm annually the list of all sites, employees, the legal relationships in place and a description of activities performed within the quality management system for all the sites being assessed.

3.2.4 KENAS shall establish through objective evidence and by using various techniques that the quality system is effectively and fully implemented at all sites.

3.2.5 An application for Multi-Site Accreditation shall be made through ACC-FM-06-
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3.2.6 Reports and certificates issued shall document the location from where the conformity assessment activity is performed.

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3.2.7 In the event that the results of any of the assessments of 'sample sites' reveal that there is a significant weakness or inconsistency in the application of the quality system, KENAS shall review the assessment programme and may increase the number of sites to be assessed.

3.2.8 Failure by one site to comply with KENAS requirements may lead to removal of the site from the schedule of accreditation. If the cause of non-conformity is the lack of central control, then accreditation shall be subject to review by KENAS and may lead to suspension or withdrawal of accreditation from all sites.

3.2.9 All sites shall be bound by the Accreditation Agreement signed by the Legal Entity.

3.2.10 The KENAS accreditation certificate shall be issued to one legal entity.

3.2.11 The assessment programme shall provide for sites to be visited annually for the entire accreditation cycle. KENAS reserves the right to increase the frequency of site visit.

3.3 Monitoring and Assessment of Multi-Site Conformity Assessment Bodies

3.3.1 KENAS shall assess Multi-site operations in two distinct elements i.e. management requirements under the central office and the technical requirements under the respective operational sites.

3.3.2 Assessment of the central office shall be conducted to:

a) ensure that the client has full operational control of all sites included in the certificate,
b) that procedures are in place to ensure full conformity with the accreditation requirements, that the procedures have been implemented by trained and qualified personnel, and
c) that the central office conducts monitoring and oversight of all sites to ensure that each is in full conformity with Accreditation requirements.

3.3.3 Assessment of the operational sites shall be conducted to:

a) ensure the operation at each site conforms with accreditation Standard requirements; and
b) ensure that the operational procedures of the central office are fully implemented at the operational sites.

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3.3.4 The initial assessment shall include onsite assessment at all sites. Surveillance and re-accreditation assessments shall be based on the updated assessment program.

3.4 Assessment of Multi-site CABs

3.4.1 An Initial Assessment shall be carried out to determine the competence of the Multi-site CABs.

3.4.2 An on-site initial assessment shall be carried out on all the sites applied for by the CABs.

3.4.3 Upon awarding of Accreditation, KENAS shall develop an Assessment program that includes the frequency of assessments within the Accreditation Cycle. The program shall take into consideration the risk and shall be reviewed based on the outcome of the previous assessment where necessary.

3.5 Schedules /Certificates of Accreditation for Multi-Site CABs

3.5.1 KENAS shall list all sites/locations where conformity assessment activity occurs on the Schedule of Accreditation

3.5.2 The sites shall be readily identifiable and documented in the CAB's quality system.

3.5.3 The CAB shall keep KENAS informed as this information changes and it shall be recorded in the schedule of accreditation. These additional sites shall be included in the CAB risk-based assessment plan, and shall be visited as part of KENAS surveillance assessments.

3.6 Group Conformity Assessment Bodies

3.6.1 Group CABs shall submit separate applications for the various schemes through ACC-FM-06 and shall follow the process as defined by ACC-PR-07.

3.6.2 Assessments for the various schemes shall be conducted simultaneously. The Assessment process shall be in line with ACC-CD-06.

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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

5 Revision/Amendment Records

Date	Ver	Revised By	Reason for Revision
13/10/2022	01	RSQ	Newly developed/formatted document

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