ACC-PR-05-01

Objection of Assessors or Experts by CABs Procedure

Table of Contents

1 Background Information....3
1.1 Purpose....3
1.2 Scope....3
2 Terms and Definitions....3
2.1 Acronyms and Abbreviations....3
2.2 Definition of Terms....3
3 Roles and Responsibilities....4
4 Process Detail....5
5 Associated Documents....5
6 Revision/Amendment Records....5

1 Background Information

1.1 Purpose

The procedure outlines the process which CABs can utilize to lodge their objection to an appointed assessor(s) or expert(s) for purposes of accreditation.

1.2 Scope

This procedure defines how a CAB can present its objection and an argument for reversal of a decision by KENAS to appoint assessor(s) and expert(s) to assess it for accreditation. The procedure applies to all organizations applying for or holding accreditation with KENAS.

2 Terms and Definitions

2.1 Acronyms and Abbreviations

CEO	Chief Executive Officer
SCBO	Senior Accreditation Officer Certification
SCLO	Senior Accreditation Officer Calibration
MEDO	Accreditation Officer Medical Laboratories
CMLA	Chief Manager Certification and Inspection
CMCI	Chief Manager Laboratories
CAB	Conformity Assessment Body

2.2 Definition of Terms

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

2.2.1 Assessor

Person assigned by an accreditation body to perform, alone or as part of an assessment team, an assessment of a CAB.

2.2.2 Expert

A person who provides specific knowledge or expertise related to the organization, the activity, process, product, service, scope to be assessed, or language or culture, to the assessment team.

3 Roles and Responsibilities

Role	Responsibility
All KENAS Technical Staff	Process owner
SCBO, SCLO, MEDO	Reviewer
CMCI/CMLA	Recommender
CEO	Approval
CAB	Compliance

4 Process Detail

4.1. Upon receiving an assessment notification, CABs who have an objection against any appointed assessor(s) or expert(s), shall communicate the objection(s) to KENAS in writing stating the reasons or grounds for the objection.

4.2. The CMCI/CMLA (depending on the scope of accreditation of the CAB) shall review the CAB file, other pertinent information from the CAB and investigate to establish whether there is merit in the reasons given.

4.3. If there is merit in the reasons advanced, the CMCI/CMLA shall appoint other assessor(s) and expert(s) as appropriate.

4.4. If there is no merit, the CMCI/CMLA shall discuss the matter with CAB with a view of resolving the objection.

4.5. If a CAB raises a second objection, clause 4.2.1 and 4.2.2 shall apply.

4.6. In the event that a third objection is raised, an investigation team shall be formed to conduct a cause analysis and make a decision on whether to progress, outsource or terminate the assessment. The outcome of the investigation shall be documented.

5 Associated Documents

Ref	Document Identifier	Document Title
1.	ISO/IEC 17011	Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies
2.	QMM-01	KENAS Quality Manual
3.	PL-29-01	Policy for Dealing with Objections to Assessors / Experts by Conformity Assessment Bodies
4.	ACC-PR-07-01	Management and Reporting of Assessments

6 Revision/Amendment Records

Date	Version	Revised by	Reason for Revision
10/10/2023	01	HRA	Newly developed document