KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

PL-33-01

Normative and Mandatory Documents Transition Policy

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1 Background Information

1.1 Purpose

This Policy provides for KENAS position on transition of normative and mandatory documents developed by AFRAC, ILAC, IAF, ISO or regulatory agencies.

1.2 Scope

This policy applies to normative standards, mandatory and policy documents with significant shift in the way of doing things that require tracking on implementation.

1.3 Legal Basis

KENAS shall implement this policy in accordance with the various ILAC/IAF/AFRAC Resolutions including the conformity assessment requirements for accreditation bodies accrediting conformity assessment bodies.

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

KENAS	Kenya Accreditation Service
CAB	Conformity Assessment Body
IAF	International Accreditation Forum
ILAC	International Laboratory Accreditation Cooperation
AFRAC	African Accreditation Cooperation

2.2 Definition of Terms

2.2.1 Accreditation

Accreditation is third party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

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3 Policy Statement

3.1 Application of the Policy

3.1.1 Whenever there is a review of a normative standard, ILAC Policy document, IAF or AFRAC Mandatory documents with a transitional period this policy shall be evoked and the following shall be considered.

3.2 Publication

3.2.1 The date of publication and implementation of documents that have been reviewed or revised shall be noted and taking into consideration the transition requirements. Most reviewed/revised documents shall have a transitional period, or if developed by standards setting bodies, the transitional period shall be based on the resolution agreed upon by ILAC / IAF / AFRAC of which KENAS shall align its plan to the resolution.

3.2.2 If the document is based on local requirements, the transition period shall be agreed upon between KENAS and the regulator or the competent authority.

3.2.3 KENAS shall inform accredited CABs on the transition period through direct information and or posting of the transition period on its website.

3.3 Availability of Documents

3.3.1 KENAS shall obtain the revised document, study and draw up its transition plan that will take into consideration the accredited CABS and those in the process of accreditation.

3.3.2 CABs are encouraged to obtain their own document for review and inform KENAS on their detailed transition plan in alignment to the KENAS transition plan.

3.4 KENAS / CAB Transition Plan requirements

3.4.1 In drawing the transition plan, KENAS as well as the CAB shall review the document to analyse its implication to its management system. An implementation plan shall then be drawn to include but not limited to the following;

3.4.1.1 Training, awareness or sensitisation of personnel involved in the actual execution of the reviewed document.

3.4.1.2 Revision of existing policies or procedures in alignment to the revised document or creation of new policies or procedures there-off.

3.4.1.3 Training, awareness or sensitisation of personnel involved in the actual execution of the revised or newly created policies, procedures and or any associated checklists or templates.

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3.4.1.4 KENAS notification to CABs or CAB notification to its clients on the revised requirements and the expectation.

3.4.1.5 The period within which the two documents shall co-exist and the final date on when the old document ceases and the new document comes into force as the reference document hence referred to as the cut-off date.

3.4.1.6 The Cut-off date for the CAB implementation shall be earlier than the KENAS cut-off date for ease of transition.

3.4.2 The output of this process should be a detailed transition plan containing clear actions and timelines that can be monitored through internal mechanisms and assessments or audits whichever is applicable.

3.5 KENAS Transitional Assessments

3.5.1 Transitional assessments shall consist of at least an evaluation of the CABs documented system in line with the new document.

3.5.2 These transitional assessments will be performed as far as possible within the scheduled assessments in order to avoid extra costs to the CAB.

3.5.3 KENAS shall issue transitional assessment periods in line with its transitional plan.

3.5.4 Witnessing activities will form part of the transition assessments and these will take place in line with the assessment program and within planned assessments.

3.5.5 During these transitional assessments, in addition to the normal assessments carried out on the superseded document, reference to the new documents shall be made purely as positives or opportunities for improvement. No non-conformities shall be raised during transition until post the KENAS cut-off date.

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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.	N/A	ILAC/IAF/AFRAC Resolutions

5 Revision/Amendment Records

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

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