

Prot. DC2020OC127

Milan, 17/03/2020

To all CABs accredited/recognised by ACCREDIA for ISO 9001, IAF sector 28 certification

To all ACCREDIA assessors and technical experts qualified for ISO 9001, IAF sector 28.

Re: ACCREDIA – Technical circular N°04/2020
New dispositions with regard to the Coronavirus emergency

With regard to the measures approved by the government regarding the Coronavirus emergency, with the Law Decree DPCM of March 8, 2020 and the Law Decree of March 9, 2020 concerning the containment of the contagion, we draw your attention to the restrictions imposed on the movement of persons throughout Italy.

We consider it necessary to provide indications regarding the performance of assessment activities from the current date until the end of the emergency.

1) ACCREDIA assessments

The ACCREDIA assessments shall be conducted by remote methods by means of ICT systems. This type of assessment involves inter-active communication between the ACCREDIA assessment team and representatives of the CABs such as online meetings, teleconferences, telephone or other electronic means. Operative aspects will be defined between ACCREDIA and the CABs during the planning of the assessment.

In exceptional cases which cannot be postponed and documented, on-site assessments may be performed, under agreement and with the availability of all parties and in accordance with the legal requirements regarding distances between people and other required behavior.

Assessment activities will be conducted by means of the application where possible of the guideline IAF ID 12: "*Principles on Remote Assessment*".

2) Assessments performed by the CAB

Given the exceptional situation, we provide some useful operative information.

- 1) For all accreditation schemes managed by the Department of Certification and Inspection, reference must be made to the document IAF ID03 "[*Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations*](#)" for the management of the current crisis, taking into account eventual communications from scheme owners, and for the regulated/mandatory areas also any provisions issued by the competent authorities, contained in ministerial notes or provisions.
- 2) For the performance of remote assessments, refer to the document IAF MD04 [*Use of Information and Communication Technology \(ICT\) for Auditing/Assessment Purposes*](#)
- 3) For conformity assessment activities in accordance with ISO/IEC 17021-1, ISO/IEC 17065, ISO/IEC 14065 and ISO/IEC 17020, during the current period it is considered acceptable that assessments are performed using remote modalities, also for the entire duration of the assessment (in accordance with IAF MD 5, § 4.5 and with ISO/IEC 17021-1), in cases

where all the requirements and processes of the assessment are assessed by remote modality, with the following specifications.

- a. In cases of initial or renewal assessment it is possible to perform the assessment by remote method and to postpone the remaining on-site part for 6 months with respect to the remote assessment. By means of the remote assessment it will be possible to immediately take a decision with regard to the certificate (e.g. renewal, granting of certification), despite the fact that the assessment was only partially conducted.
- b. In cases of new certifications in IAF sector 28, ISO 9001 scheme audits, CABs shall demonstrate the fact of urgency to fulfill market requirements at the current moment, maintaining suitable records during the review of the application.
- c. With regard to surveillances, if it is not possible to postpone the assessment (this is the preferred choice) it is possible to perform a remote assessment in accordance with point a., except for the possibility as defined in § 7.3 of the Technical Regulation RT-05 rev.2 to perform, if there are no active construction sites in Italy or abroad (and limited to only one possibility in the 3-year certification period) the surveillance assessment within the set timeframe, verifying the production processes by means of the use of significant documental evidence ensuring the effectiveness of the QMS.
- d. In all the above cases it is necessary to perform remote sampling of documental evidence of closed and/or existing orders.

In the near future IAF will publish on its website a list of questions and answers for mandatory reference in the management of emergencies.

Kind regards,

Emanuele Riva
Director of the Department of
Certification and Inspection