

Prot. DC2020OC130

Milan, 19/03/2020

To all CABs accredited and recognized by ACCREDIA for ISO 9001 certification, IAF sector 28

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

**Object: ACCREDIA – Technical circular DC N.08/2020
New dispositions with regard to the Coronavirus emergency**

This circular replaces the technical circular DC n. 02/2020 and the technical circular DC n. 04/2020 and provides further clarifications with respect to the technical circular DC N°06/2020.

With regard to the measures approved by the government regarding the Coronavirus emergency, with the Law Decrees DPCM of March 8, 2020 and 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/audit activities from the current date until the end of the emergency.

1) Assessments performed by ACCREDIA

The ACCREDIA assessments shall be conducted by remote assessment 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 CABs

Given the current exceptional situation, we provide herewith some 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 audits in IAF sector 28, ISO 9001 scheme, where the application of ACCREDIA Regulation RT-05 is also required, the following requirements are applicable:

Initial and extension audits

In cases of initial audits it is possible to do part of the audit by remote assessment and to postpone the remaining on-site part by 6 months with respect to the activities conducted by remote audit. By means of the remote audit it will be possible to immediately take a decision with regard to the certificate (granting of certification), even though the audit was only partially conducted.

For the remote part of the audit the CAB shall always sample documental evidence of closed and ongoing orders (at least 2 evidences for simple scopes and 4 for complex ones) which can ensure the effective functioning of the QMS.

In cases of extension to the scope of certification CABs may perform only a remote audit of documental evidence, without the site inspection, only against the requirements which regard similar and coherent activities regarding the typology cluster for which the organization is already certified in the corresponding complex activities. In all other cases it is not possible to grant extension without an on-site audit of operative activities.

In cases of new certifications and extension to the scope of certification in IAF sector 28, ISO 9001 scheme, the CAB shall demonstrate the fact of urgency to fulfill market requests at the current temporary situation, maintaining suitable records during the review of the application.

Surveillance and renewal audits

As a general rule, in accordance with the document IAF ID03, certification activities and, as confirmed on the website www.iaffaq.com, certification surveillance and renewal activities can be postponed without loss of validity of certificates issued, unless other dispositions are imposed for specific schemes.

If it is not possible to postpone the assessment (this is the preferred choice) it is possible to perform a remote assessment verifying the production processes by using significant document evidence (at least 2 evidences for simple scopes and 4 for complex ones) which can ensure the effective functioning of the QMS.

A list of questions and answers will soon be available on the website www.iaffaq.com as an obligatory reference for the management of the emergency.

With kind regards.

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