

Annex No. 01 to DA-01 “Application for Accreditation of a Certification Body”**Evidence of compliance (for initial accreditation and extension) with Clause 8 of ISO/IEC 17024**

To meet the requirements of ISO/IEC 17024, a certification body shall demonstrate that its personnel certification scheme complies with Clause 8 of ISO/IEC 17024.

For the definitions of “certification scheme” and “scheme owner”, see Clauses 3.2 and 3.4 of ISO/IEC 17024.

This document contains the information that the certification body, whether or not it is the scheme owner, shall take into account in order to meet the requirements of Clause 8 of ISO/IEC 17024.

To demonstrate that the certification scheme complies with ISO/IEC 17024:2012, the CB shall:

- Identify the document that provides the required information/evidence of compliance (see Column 2).
- Identify any missing information needed to meet the requirements of Clause 8 (see Column 3).
- Indicate how the missing information has been obtained through requests made to the scheme owner or to experts/interested parties (see Column 4).
- Compliance assessment performed by ACCREDIA and any findings raised (see Columns 5-6).

The information required in Columns 2-4 shall be completed by the CB and submitted to the ACCREDIA Technical Office together with the duly completed DA-01 form.

cl.	ISO/IEC 17024 requirement (1)	Specify the document that provides the required information/evidence of compliance (2)	Identify any missing information needed to meet the requirements of Clause 8 (3)	How the missing information was obtained (4)	ACCREDIA assessment (5)	Findings (6)
8.1	Does the certification scheme cover each certification profile?					
8.2	Minimum elements of the scheme:					
	a) the scope of certification;					
	b) a description of the type of work and associated tasks;					
	c) the required competence;					
	d) abilities (where applicable); <i>NOTE 1 Abilities may include physical capabilities such as vision, hearing and mobility.</i>					
	e) prerequisites (where applicable);					
	f) a code of conduct (where applicable). <i>NOTE 2 A code of conduct describes the ethical or personal behaviour required by the scheme.</i>					
8.3	Certification process requirements included in the scheme:					
	a) criteria for initial certification and recertification;					
	b) assessment methods for initial certification and recertification;					
	c) surveillance methods and criteria (where applicable);					
	d) criteria for suspending and withdrawing certification;					

ACCREDIA

Certification and Inspection
Department

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REV.01

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	e) criteria for changing the scope or level of certification (where applicable).					
8.4	The certification scheme development and review process includes:					
	a) the involvement of appropriate experts;					
	b) the fair representation of all interested parties, without any party predominating;					
	c) the identification and alignment of prerequisites (where applicable);					
	d) the identification and alignment of the assessment mechanisms;					
	e) a job or practice analysis conducted and updated to: 1) identify the tasks for successful performance; 2) identify the required competence for each task; 3) identify prerequisites (where applicable); 4) confirm the assessment mechanisms and examination content; 5) identify the recertification requirements and interval.					

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8.5	The certification body shall ensure that the certification scheme is reviewed and validated on an ongoing, systematic basis					