
KAB Accreditation Advisory – Issuance of Non-accredited Certificates

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1. Application scope

This document specifies guidance in the operation of accreditation scheme which Korea Accreditation Board(hereafter referred to as “KAB”) and accredited CBs(hereafter referred to as “CBs”) shall follow. Particular, the intent of this document is to provide guidance on non-accredited certificates issued by CBs, and this document applies to all accredited CBs impartially, together with the KAB accreditation criteria. The applied scope of this document is as follows.

Applies to	
◎	ISO 9000 CB
◎	ISO 14000 CB
X	QS-9000 CB
X	TL 9000 CB
X	Other CBs accredited by KAB
X	Management system TB

2. KAB Advisory

2.1 Issuing a Non-accredited certificate for accredited scopes

2.1.1 According to G8.5.12 of KAB QMS CB Accreditation Criteria(KAB-R-01) and G8.5.7 of KAB EMS CB Accreditation Criteria(KAB-R-11), the accredited documents shall identify at least one accreditation mark when CB issues certificates of accredited scope. Under the provision, CB is not allowed to issue non-accredited certificates of accredited scopes.

2.2 Issuing Non-accredited certificate for non-accredited scopes

2.2.1 Conditions on issuing a non-accredited certificate for non-accredited scopes

- (1) According to this advisory, CB may issue a non-accredited certificate without accreditation mark, subject to contract with clients, however this is limited to non-accredited scopes in which there is no existing CB accredited by KAB. To issue a non-accredited certificate, CB shall submit policy and procedures document

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defining non-accredited certification to KAB for approval. CB may initiate issuing non-accredited certificates upon KAB approval.

- (2) To issue non-accredited certificates of non-accredited certification scope, CB shall comply with the following conditions:
- ① It is not allowed to use accreditation mark or KAB logo on a certificate, and it shall indicate that a certificate is CB's own certification of KAB non-accredited scope. Statement on a certificate may be decided by the CB, but shall be agreed with KAB during KAB approval process for non-accredited certification activity. The misleading statement that a certificate is issued under KAB accreditation shall not be allowed.
 - ② Upon contracting with clients, it shall clearly notify to clients that "the certification is not QMS and/or EMS or other certification according to Quality Management and Industrial Product Safety Control Act and/or Environmental Friendly Industrial Structure Promotion Act, nor KAB accreditation", and explain difference between accredited and non-accredited certification, including legal benefits.
 - ③ For certification audits for non-accredited certificate, CB shall have and implement evaluation and training procedures for qualification and competence of audit team. Other than this, all requirements of KAB accreditation criteria shall be satisfied during certification audits.
 - ④ When above ①,②,and ③ are not complied, CB shall be responsible for all complaints and appeals raised by clients, and such a case, approval for issuing non-accredited certificate may be withdrawn or experience of non-accredited certification activities may not be recognized.

2.2.2 Recognition of experience of non-accredited certification activities

- (1) For auditor's experience related to non-accredited certification, if he/she performed the audit in accordance with policy and procedure set by the certification body under approval by KAB and met the conditions of above 2.2.1, the audit experience may be considered to be equivalent to that of auditor certified by foreign auditor registration body. It means that the auditor may not be registered to KAB with this experience but may be recognized as a QMS and/or EMS auditor.
- (2) When CB has met the provision of (1) above, CB may apply for accreditation of the relevant scopes based on audit experience of the non-accredited scopes.

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Application and audit procedure for extending certification scope will be applied in a same manner with existing procedures.

- (3) If auditor's experience has met the provision of above (1) and all elements of KAB accreditation criteria except composition of audit team, relevant auditor's audit experience and activities will be recognized and based upon this, the application for accreditation of the scopes will be accepted. Accreditation assessment procedure for the applied scope shall be subject to the relevant KAB procedures.

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Additional clause

1. This document will be effective from 1 January 2006