



# Report of CB

KAB-A-04

## 1. Scope of application

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 report of certification activities of 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	
<input type="radio"/>	Management system CB
<input type="radio"/>	Personnel CB

## 2. KAB Advisory

### 2.1. Management Certification Body

2.1.1 The CB input record including initial certification, surveillance, re-certification, suspension, withdrawal etc into website of ISO Certification Information Network(ICIS, <http://is.icin.or.kr>) built to systematically manage status of CBs accredited by KAB in real-time

2.1.2 In case of following changes, the CB shall report to KAB within 30 days by **Certification Body Changes Report(KAB-A-04-01)**. KAB may perform special follow-up assessment when it determines that such changes have a significant influence on the operation of the CB. If changes are applicable to **Procedure for Issuance of accreditation certificates of CBs and notification(KAB-P-18)**, changes announce according to procedure concerned.

- ① Legal status
- ② senior managements and stakeholders
- ③ Significant policy and procedures(including certification fee and audit day)
- ④ Name or address of CB
- ⑤ Extending and reducing business(a.g. national or international branch)

2.1.3 When a CB intends to probate or terminate parts or overall of its certification services due to failure to have qualified auditors/trainers, it shall request KAB at least within one month after the reasons for such suspension or reduction take place. KAB may perform special follow-up assessment when it determines that the reported changes have a significant influence on the operation of the CB.

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2.1.4 Returning accreditation, The CB complete and submit certification suspension/reduction form(KAB-A-04-02) and shall pay unsettled fee in full

2.1.5 Upon request, a CB shall submit immediately to KAB information and materials including documents relevant to certification activities, especially the contents, plans to handling, and the results of measures taken of complaints, disputes and appeals it received from interested parties.

2.2. Personnel Certification Body: Translation is left out.

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<b><u>Certification Body Changes Report</u></b>	
<b>The name of CB</b>	
<b>Changes</b>	<input type="checkbox"/> legal entity <input type="checkbox"/> president <input type="checkbox"/> Significant policy and procedures <input type="checkbox"/> name <input type="checkbox"/> Director <input type="checkbox"/> reducing business <input type="checkbox"/> address <input type="checkbox"/> stakeholders <input type="checkbox"/> extending business
<b>Before changed</b>	
<b>After changed</b>	
<p>I report changes according to KAB Accreditation Advisory(KAB-A-04) 2.1.2 or 2.2.2 as above</p> <p style="text-align: center;">. . .</p> <p style="text-align: center;">President of CB (signature)</p>	
<b>Note</b>	<ol style="list-style-type: none"> <li>1. when changes of president, name and address, describ into Kroean and English.</li> <li>2. when changes of legal entity, president, director, name and address, attach The Register of 1 copy of Juristical Person</li> <li>3. when changes of president and director attach a curriculum vitae and position of new president and director</li> <li>4. when changes of Significant policy and procedures. Attach 1 copy of document concerned.</li> <li>5. when reduction or extention of business, attach structure, initial date of business etc.</li> </ol>



**Additional clause**

1. This document will be effective from 19 May 2008.