

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 CRBs(hereafter referred to as “CRBs”) shall follow. This advisory with KAB accreditation criteria shall apply to all types of certification bodies accredited by KAB and the aims of this advisory are assessment of the foreign critical locations of KAB-accredited certification bodies and exchange of documentation among accreditation bodies based on IAF Guidance Annex 2, for ISO/IEC 17011.

Applies to	
◎	ISO 9000 CRB
◎	ISO 14000 CRB
◎	QS-9000 CRB
◎	TL 9000 CRB
◎	Other CRBs accredited by KAB

2. KAB Advisory

2.1 Terms and definitions

2.1.1 Critical location: Physical locations, whatever the composition (office, person etc) or legal relationship (contractor, franchisee etc) of such location with the CRB, where activities are conducted or controlled that determine or demonstrate the effectiveness of the CRB's performance of the accredited certification, in particular:

- (1) the process for initial qualification, training and ongoing monitoring of auditors and assessment personnel records, or
- (2) the application review, the assignment of assessment personnel, and/or review of the final report; or
- (3) the certification decision based on the final review of the assessment report

2.2 General

- (1) If there is IAF MLA signatory covering the scope of the required in the country of the applicant CRB, the CRB should understand that local accreditation will be

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more economically performed by a local IAF MLA accreditation and the equivalence of the local accreditation demonstrated through IAF MLA.

- (2) KAB will have kept in mind the objective of a potential transfer of the accreditation with the agreement of the foreign CRB to the local IAF MLA signatory AB.

2.3 Control of CRBs and critical locations in foreign countries

2.3.1 CRBs shall report to KAB of the following

- (1) countries into which accredited certificates are issued directly from the CRB's head office or other office : within 10 days per month
- (2) Changes and new information on countries where foreign critical locations is active and foreign critical locations. : within 10 days after occurred

2.3.2 CRBs shall have documented procedures that demonstrate to KAB that any new foreign critical location active in the provision of its accredited service is set up in such a way to as to meet its accreditation requirements before KAB authorizes the issue of its accredited certificates, either directly from the foreign critical location or resulting from certification work performed under the control of the foreign critical location.

2.3.3 CRB shall demonstrate to KAB the effectiveness of the management control by the head office over the activities of its foreign critical locations.

2.4 Assessment of CRBs

2.4.1 Normally both office and witness assessments of foreign critical locations shall be performed as equivalent to the assessment of the single site of CRB.

2.4.2 Prior to authorization to issue the accredited certificates, KAB shall conduct initial assessment of all foreign critical locations without sampling, either directly by KAB or under arrangements with the local IAF MLA signatory.

2.4.3 Where the foreign CRB or its critical location is not accredited by a local IAF MLA signatory, KAB should:

- (1) inform the local IAF MLA signatory AB that it will be undertaking the work and explain the circumstances after seeking permission for this from the applicant CRB.

- (2) propose use of the local IAF MLA AB as subcontractor for some parts of the assessment or invite assessment personnel from the local AB to participate as a member of its assessment team.
- (3) consider assigning the local assessor participating as a team member special duties with regard t aspects of the assessment that are influenced by local issues and conditions, such as investigation of complaints and conflict of interest issues.
- (4) Propose a joint assessment with a local IAF MLA AB if the applicant CRB is interested in longer term involvement of the local IAF MLA signatory AB and/or local accreditation.

2.4.4 If the applicant chooses a KAB as well as a local IAF MLA AB, KAB should:

- (1) obtain written permission from the CRB to share information gained through its accreditation activities with the local AB.
- (2) take account of the results of the assessments of the local AB when planning its assessment program for the CRB
- (3) cooperate as far as is practicable with the local AB through subcontracting arrangements or joint assessment activity or other means.

2.5 Frequency of surveillance and reaccreditation

Surveillance and renewal accreditation assessment at the foreign critical location should normally take place at the same frequency as at an equivalent single site CRB. The frequency of surveillance visit may be reduced by taking account of factors such as:

- (1) Type and Complexity, Maturity of management system.
- (2) Justifiable confidence, based on access to information demonstrating the work undertaken, in the management control over the operations of the critical location by the head office of the CRB
- (3) Access secured by formal agreement, to the assessment results relative to the activities carried out at the critical location by other IAF MLA AB.

2.6 Other procedures

Other procedures not specified the above including costs incurred by subcontracting or the local assessor participating as a team member are subject to the Guide on the Application for Accreditation (KAB-G-01).

2.7 Exchange of documentation

- 2.7.1 Where the applicant foreign CRB or critical location is accredited by a local AB which is a signatory of IAF MLA, KAB may request the local AB to provide the relevant and pertinent documents of the CRB.
- 2.7.2 Where IAF MLA signatory AB(s) requests KAB to provide the relevant and pertinent documents of a KAB-accredited CRB, KAB may provide them subject to the agreement of the CRB.

additional clause

1. This advisory is effective from 1 January 2006.