



Jordanian Accreditation System
نظام الاعتماد الأردني
Accreditation Unit

ACCREDITATION UNIT

**JAS-AU POLICY ON REASSESSMENT OF ACCREDITED
CONFORMITY ASSESSMENT BODIES**

Purpose

This policy describes the timeline and general rules for accredited conformity assessment bodies (CABs) applying for re-assessment visits.

Authorship

This publication has been written by JAS-AU staff, and approved by the Accreditation Director.

Official language

The text may be translated into other languages as required.

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Further information

For further information about this publication, kindly contact JAS-AU.

This document is also available at JAS-AU website where updates can be checked directly.

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1. Timeline of reassessment process.

| Activity | Time Frame | Comment |
|--|---|--|
| Submission of application and all necessary documents by the CAB | Before (12) months from the expiry of accreditation certificate | Refer to general rules below |
| Application review and resource review by JAS-AU | Within (1) month from submission of application and all necessary documents | A new agreement shall be signed between JAS-AU and the accredited CAB; provided that the CAB paid all accreditation fees |
| Document review by the assessment team | Within (1) month after signing the agreement | Refer to general rules below |
| In case of nonconformities raised during the document review, CAB suggests the appropriate corrective actions using form qf071-24. | Within one week from receiving the documentation assessment report | - |
| The designated assessment team assesses the proposed corrective actions submitted by the CAB | Within one week from receiving them, and shall inform the CAB in writing if any proposed action is inappropriate. | - |
| CAB rectifies the nonconformities found during the document review | Within (1) month from notifying the CAB of the results of the review. | - |
| Completion of the evaluation of the corrective actions report regarding the document review by the designated assessment team | Max. (2) weeks after closing up all non-conformities (by the CAB) detected during the document review | - |
| Submission of new and appropriate corrective actions by the CAB if all non-conformities (raised during the document review) were not closed within the allowed time frame | Within (1) month after receiving the evaluation of corrective actions form regarding the document review nonconformities. | - |
| Planning and conducting the onsite assessment | Within (6) weeks from accepting the CAB documentation, or before (6) months from the expiry of accreditation certificate | - |
| In case of nonconformities raised during the onsite assessment, CAB suggests the appropriate corrective actions | Within one week from the onsite assessment visit | - |

| | | |
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| using form qf071-24. | | |
| The designated assessment team assesses the proposed corrective actions submitted by the CAB | Within one week from receiving them, and shall inform the CAB in writing if any proposed action is inappropriate. | - |
| CAB rectifies the nonconformities found during the onsite assessment | Within (3) months after conducting the onsite assessment | - |
| Completion of the evaluation of the corrective actions report regarding the onsite assessment by the designated assessment team | Max. (2) weeks after closing up all non-conformities (by the CAB) detected during the onsite assessment | - |
| Submission of new and appropriate corrective actions by the CAB if all non-conformities (raised during the onsite assessment) were not closed within the allowed time frame | Within (1) month after receiving the evaluation of corrective actions form regarding the onsite assessment nonconformities. | - |
| Decision on accreditation renewal of the CAB by the accreditation committee | Within (1) month after sending the documents to the accreditation committee. A justification shall be provided in case the decision is not taken within (1) month | - |

2. General Rules

- The CAB applying for reaccreditation shall submit the following:
 - a. Application and scope of accreditation
 - b. All management system documents in case of transition to a new version of accreditation standard or any revised documents of the management system from the last assessment visit.
 - c. Any other documents requested by JAS-AU.
- Documentation assessment shall be performed by the assessment team in following cases:
 - A Full review shall be done in case of transition to new version of accreditation standard.
 - Partial review will be done in case of:
 - a. addition of non-accredited conformity assessment activities (whenever required)

- b. any major changes in CAB management system documented information, where an email shall be sent to the CAB to provide the assessment team with any revised documents of the management system
- If the decision on accreditation renewal of the CAB is taken before the expiry date of accreditation certificate, the **CAB is consulted regarding the accreditation cycle whether to begin** from the date after the certificate end date **or the decision date**.
- **If the decision on the accreditation renewal is not made before the expiry date, a formal letter is issued to the relevant conformity assessment body informing it about the expiry of certificate, the requirements of JAS-AU symbol instructions and the agreement on the use combined JAS-AU symbol and ILAC MRA mark, if signed with it, regarding the expiry of certificate. The relevant conformity assessment body is requested to provide JAS-AU with the accreditation certificate and scope and evidences on notifying affected clients of the expiry of certificate. Both the accreditation certificate and scope shall show the expiry status as a watermark on each page. The accreditation directory on JAS-AU website is updated accordingly. A new accreditation certificate and scope is issued on the renewal decision; the cycle starts from the renewal decision date and the expiry period will be stated in the accreditation history on the certificate.**
- JAS-AU will not be held responsible in case the CAB does not abide to the time frames set within this policy and the accreditation certificate expires before the renewal decision is taken.
- In case the conformity assessment body operates in multiple countries, IAF MD 12 shall be applied.